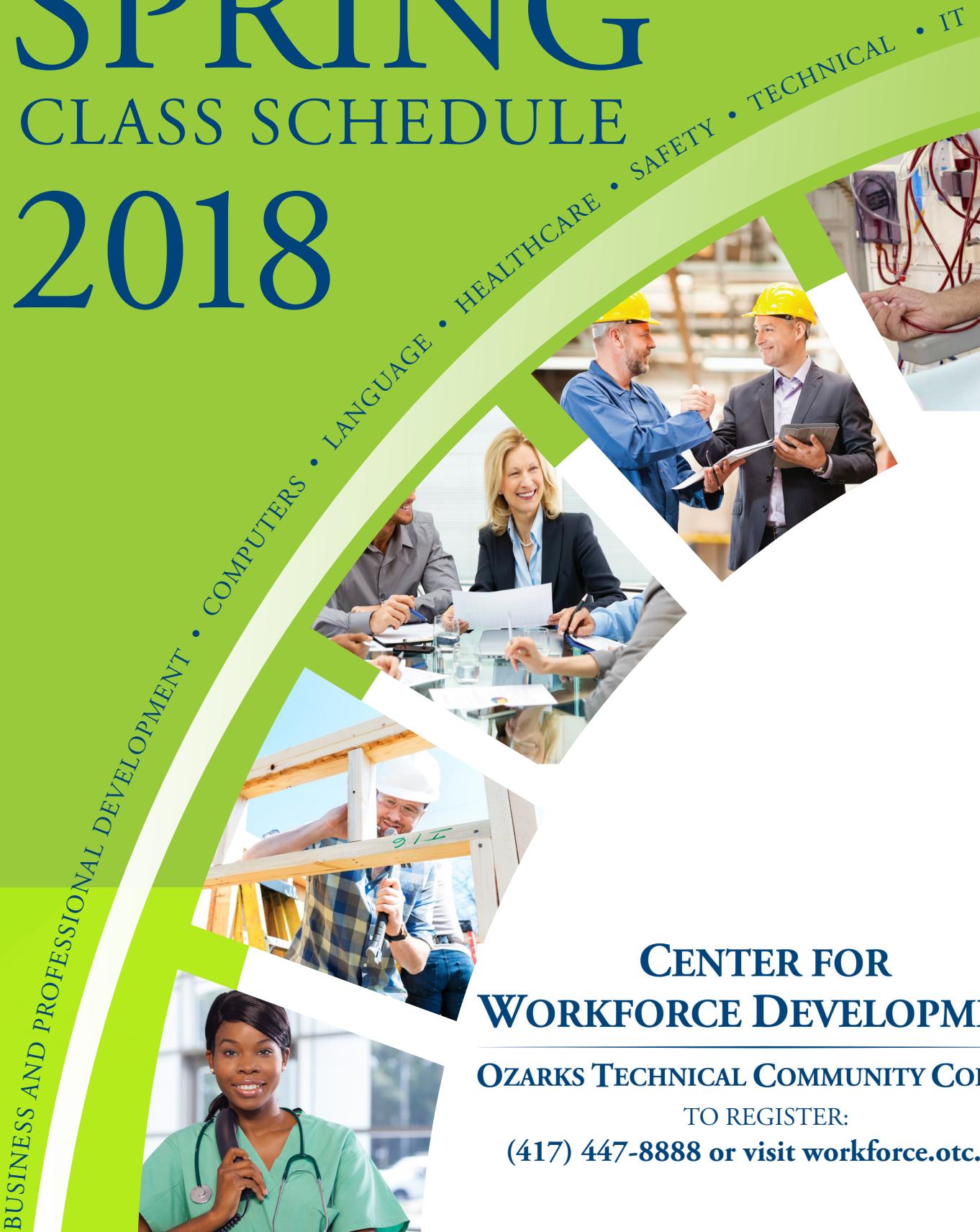


SPRING CLASS SCHEDULE

2018



CENTER FOR WORKFORCE DEVELOPMENT

OZARKS TECHNICAL COMMUNITY COLLEGE

TO REGISTER:

(417) 447-8888 or visit workforce.otc.edu

MESSAGE FROM THE DIRECTOR



Jim Abramovitz
Executive Director

Welcome to the Center for Workforce Development Spring 2018 Class Schedule. Our goal is to offer classes to help you gain the skills you need to get a new job or earn a promotion. As you leaf through our schedule, there are many courses that can help you meet your goals.

If you have an interest in the healthcare field, we offer certified nursing assistant, phlebotomy or pharmacy technician courses. If learning medical front-office skills interests you, we have classes in medical coding and medical administrative assistant. We also conduct workshops for dental hygienists and dental assistants that satisfy Missouri Dental Board, CE requirements. We can improve your computer skills with classes for both the beginner and the advanced user in Microsoft Office and the Adobe Creative Suite. You can improve your management skills with courses in leadership and customer service. In the industrial field, we offer Welding Technician which provides 120 hours of training and lab. We will also begin a new Framing & Finishing course, and we will be offering a new Industrial Maintenance technician course. We offer both backflow prevention certification and recertification courses. You can also take a course to prepare you for the EPA certification exam for refrigeration recovery. If you run a business that's subject to OSHA requirements, we offer a variety of OSHA courses.

If I haven't mentioned a class that meets your needs, look through the schedule to see what other courses may pique your interest. We look forward to seeing you in a class this Spring.



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CENTER FOR WORKFORCE DEVELOPMENT

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LEARN FROM OUR BUSINESS PROFESSIONALS



Alia Stowers

Alia Stowers is a Leadership Consultant who works with managers and their teams.

Her passion is in helping an organization develop high-performing teams and engaged work environments. She has been coaching leaders for 15 years and has a natural diagnostic gift when consulting with organizations. Her leadership training topics include engagement, diversity, communication, and team-building.

Alia's communication and teaching style is fun, interactive, and unique (she works hard to deliver customized content). A natural communicator, she relates to the variety of different organizations with which she has worked, including non-profit, networking, manufacturing, healthcare, education and faith-based.

She has her M.A. in Organizational Leadership from Evangel University, and is a Gallup certified strengths coach.



Randy G. Will, MBA, SPHR

Randy G. Will, chief solutions officer of RG Will Solutions, LLC, is an organizational development professional with more than 20 years of experience in industries throughout North America.

Randy Will has worked with healthcare, financial services, advertising, education and manufacturing organizations designing, developing and implementing programs in leadership, human resource management, lean, six sigma and organizational change.

As a change agent, Will provides perspective to individuals and organizations that are caught up in the churn of today's business climate. He works with client companies to provide organizational development solutions that increase profitability, improve productivity and satisfy customers. Will has facilitated many successful workshops that captivate audiences. Will is a highly-rated speaker on a variety of topics and uses humor and life experiences to entertain and educate his clients.

Will received his B.A. in business and communications and his M.B.A. from Drury University. Will has also achieved his SPHR (Senior Professional in human Resources) certification.



Michael Descamps

As the president and managing partner of Performance Concepts, Inc., Michael Descamps has provided consulting services and customized training to various industries in Missouri, Oklahoma, Arkansas, Texas, Oregon, Iowa and Louisiana in the areas of leadership development,

talent development, individual and organizational communications, conflict prevention and resolution, performance management, and root cause analysis.

Descamps has 30 years of experience in the transportation industry, with 20 years of management experience specializing in operations and facilities management, which includes safety, employee performance management, training and development, and customer service. Descamps is an accomplished facilitator and a certified Development Dimensions International trainer.



Laurie Stowers

Laurie Stowers has been involved in the field of education for over fifteen years. She received her Bachelor's degree in Communication from the University of Missouri and eventually went on to earn her Master's degree from the University of North Carolina at Charlotte.

Ms. Stowers is also a Microsoft Certified Specialist for Microsoft Word, Excel, PowerPoint and Outlook. As both a college instructor and a corporate trainer, she strives to assist others with their Microsoft software skills.

Laurie works to understand the needs of business clients and consistently receives high marks from participants in her corporate training classes.

PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT

WDB-205-01– 5 Choices® by FranklinCovey®

Instructor: Randy Will

Transform your work and life by making five fundamental choices to dramatically increase your ability to achieve your goals with less stress. 1) Act on the important and don't react to the urgent. Learn how to filter vitally important priorities from distractions so you can make a real contribution to your organization. 2) Go for the extraordinary and don't settle for ordinary. Define your desired outcomes for your most important professional and personal roles to get motivated to achieve extraordinary results. 3) Schedule the big rocks and don't sort gravel. Learn the planning systems that will help you accomplish more every day. 4) Rule your technology, don't let it rule you. Create a productivity engine by optimizing Outlook, Google or Lotus notes. 5) Fuel your fire. Don't burn out. Implement the 5 Energy Drivers to consistently recharge mental and physical energy.

WDB-206 – 7 Habits of Highly Effective

People® by FranklinCovey®

Instructor: Randy Will

Organizations pay a price when only half of employees show initiative, fewer than half feel they can be candid about tough issues and only a third possess individual work goals, plan their time or contemplate how to improve their performance. Individual strengths and personal effort drive effective organizations. Unfortunately, with common distractions, conflicting priorities, unclear objectives, poor communication, and lack of trust, it's easy to burn out and lose focus. In "The 7 Habits of Highly Effective People," participants learn how to take initiative, balance key priorities, improve interpersonal communication, leverage creative collaboration, and apply principles for achieving a balanced life. Participants not only learn but also use processes and tools to live and apply the 7 Habits. If two or more from one company attend the class, a discount will be applied. Price includes participant kit.

Leadership

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. Search "Leadership" at ed2go.com/otc to register & pay for your class today!

Start Date: 1/17 \$115

Start Date: 2/14 \$115

Building Teams That Work

Teams are becoming a staple in today's workplace. In this course, you'll learn the components of a successful team and the stages of its development. You'll master the skills you'll need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you'll have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team. Search "Building Teams" at ed2go.com/otc to register & pay for your class today!

Start Date: 1/17 \$115

Start Date: 2/14 \$115

Fundamentals of Supervision and Management

If you have recently been promoted to a supervisory or management position and want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you'll learn how to manage your time so that you can deal with the constant demands of a managerial job. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively. Search "Supervision" at ed2go.com/otc to register & pay for your class today!

Start Date: 1/17 \$115

Start Date: 2/14 \$115



COMPUTERS

WDC-290 - Getting to Know Your Mac

Learn about the Macintosh desktop, how to get around in your Mac, and what is made available with the latest Mac operating system, including some utilities and applications. Learn how to copy and move files and organize the desktop. This class will also prepare you to take Photoshop, Illustrator and InDesign classes.

2/2	F	5:30-7:30PM	\$40
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WDC-291 - Photoshop - Level 1

This image editing software offers an impressive array of tools for correcting and altering digital images. Create and save files, correct images, create and manipulate layers, and fix or retouch photos.

2/10	S	8:30AM-3:30PM	\$115
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Computer Skills for the Workplace

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components. Any job candidate who already possesses these skills will stand above those who do not.

This course is a great introduction to Windows 10 and Office 2016 and is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We'll focus on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization.

Start Date: 1/17	\$115
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Start Date: 2/14	\$115
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**For additional course information or
to register, please call (417) 447-8888
or visit us online at workforce.otc.edu.**

WDC-378 – Photoshop - Level 2

Follow up to Level 1. Learn to add and manipulate text, color options, selection and spot altering.

2/17	S	8:30AM-3:30PM	\$115
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WDC-501 – Photoshop - Level 3

Successful completion of Photoshop Level 2 recommended. You will: look through an array of filters, use Photoshop as an art tool and learn specialty processes and take a peek at Image Ready.

2/24	S	8:30AM-3:30PM	\$115
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WDC-325 – QuickBooks Pro - Level 1

Get the basics of QuickBooks Pro and review the software tools to help manage your business with some hands-on practice. Learn about working with QuickBooks accounts, reconciliations, credit card transactions, accounts receivable, accounts payable and basic reports. Gain a more comprehensive knowledge of QuickBooks. Prerequisite: Basic computer knowledge.

5/2	W	8:30AM-3:30PM	\$150
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WDC-371 – QuickBooks Pro - Level 2

Learn about inventory, sales tax, payroll and payroll taxes. Prerequisite: Previous QuickBooks experience or Level 1.

5/9	W	8:30AM-3:30PM	\$150
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WDC-474 – QuickBooks Pro - Level 3

This is an advanced QuickBooks course. Learn about analyzing financial data, time tracking, progress invoicing, job costing, class tracking, customizing forms and reports, and creating budgets. Prerequisite: Previous QuickBooks experience or Level 2.

5/16	W	8:30AM-5:30PM	\$160
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COMPUTERS • LANGUAGE

WDC-484 – InDesign - Level 1

Adobe InDesign is a prime tool for producing brochures, flyers, business cards or newsletters. Taught on a Mac platform.

3/3 S 8:30AM-3:30PM \$115

WDC-599 – InDesign - Level 2

Learn advanced layout techniques, how to use built-in tools for managing layout and preparing files for print. Taught on a Mac.

3/10 S 8:30AM-3:30PM \$115

WDC-609 – InDesign Level 3

Create graphics using the pen tool, work with transparencies, tabs and tables. Prerequisite: InDesign Level 1 and Level 2 or intermediate experience.

3/24 S 8:30AM-3:30PM \$115

WDC-745 – Excel 2016 - Level 1

Gain a solid understanding of Excel. Learn how to navigate around a worksheet, enter and edit data, use formatting, copy and paste, proofing and editing as well as save and print your document.

2/6 T 1PM-5PM \$115

WDC-746 – Excel 2016 - Level 2

Create and use multiple sheets in workbooks. Learn grouping and linking sheets. Work with headers and footers. Create, edit and format charts.

2/13 T 1PM-5PM \$115

WDC-261 – Excel 2013 - Level 1

Work with Excel Basics. Gain a solid understanding of Excel. Learn how to navigate around a worksheet. Enter and edit various types of data. Use formatting, copy and paste, proofing and editing, as well as save and print functions.

4/3 T 1PM-5PM \$115

WDC-262 – Excel 2013 - Level 2

Create and use multiple sheets in workbooks. Learn grouping and linking sheets. Work with headers and footers. Create, edit and format charts.

4/10 T 1PM-5PM \$115

WDC-263 – Excel 2013 - Level 3

Use more advanced formulas. Learn how to create pivot tables and macros. Create drop-down lists for data entry. Create custom



templates as well as use pre-designed templates. Use Excel with other Office applications. Customize toolbars and ribbons.

4/17 T 1PM-5PM \$115

LANGUAGE

CEFL-237 – Beginning Sign Language

Learn basic sign language skills, including finger spelling and basic hand shapes, used in common conversation within the deaf community. Book included in the price of the class.

1/9-2/13 T 6-8PM \$150

CEFL-238 – Intermediate Sign Language

Continue to build on skills using the same book as Beginning Sign Language. Learn basic sign language skills, including finger spelling and basic hand shapes, used in common conversation within the deaf community. The cost of the book is included in the price of the class.

2/27-4/3 T 6-8 PM \$120

CEFL-239 – Advanced Sign Language

If you would like to hone your basic and intermediate signing skills, this is the place for you. You may take this class multiple times to learn new skills and expand your vocabulary and skill levels. A book is required.

4/17-5/22 M 6-8 PM \$120

CEFL-500 – Beginning Spanish Part 1

Beginning Spanish is now offered in two sections. Former students are welcome to take these classes as refreshers. The textbook is included in the cost of the class. (The same book is used for Spanish I and II.)

2/1-3/1 TH 6-7:30PM \$160

CEFL-501 – Beginning Spanish Part 2

Continue to build on your Spanish skills. Former students are welcome to take these classes as refreshers. The cost of the

textbook is included in the cost of the class. (The same book is used for Spanish I and II.)

3/15-4/12 TH 6-7:30PM \$140

CEFL-502 – Intermediate Spanish Part 1

Continuation after Beginning Spanish Part 2. Topics include diction, listening, conversation, reading in Spanish and translating. At the end of this class you'll be able to express yourself in complete sentences. Handouts provided. (The same book is used for Spanish I and II) No class on 5/17.

4/26-5/31 TH 6-7:30PM \$140

CEFL-293 – Sign Language for First Responders

Designed for police officers, fire fighters, EMT/EMS, and other first responding personnel to be able to bridge the gap of communication with citizens who are deaf or hard of hearing. In this course you will learn finger spelling and how to sign some basic phrases that can be used in the case of emergencies. This course will cover basic medical signs and the "Who, What, When, Where, Why, and How" of a situation. Completion of this course will come with a certificate. All materials will be provided and are included in the cost of the course. *Completion of this course does not replace the need for a certified/licensed interpreter on-scene. *All class meetings are mandatory to receive a certificate of completion. Watch workforce.otc.edu for Spring 2018.

3/21-4/25 W 6-7:30PM \$100

GENERAL INTEREST

CEG-561 – Basic Motorcycle Course

This course is designed for people who are 15 1/2 years old and older to provide basic knowledge and skills for those who have never ridden a motorcycle or just need a refresher course. See website for details and requirements. There are no refunds for this class.

3/23-3/25	F	6-9PM	\$250
	S/SU	8-5PM	
4/6-4/8	F	6-9PM	\$250
	S/SU	8-5PM	
4/13-4/15	F	6-9PM	\$250
	S/SU	8-5PM	
4/20-4/22	F	6-9PM	\$250
	S/SU	8-5PM	

CEG-563 – Basic Motorcycle Course II

This course is intended for those who have considerable motorcycle riding experience. Specially trained instructors will lead you through six hours of skills practice and discussion on the range. Examples of specific course content include: higher speed steering, cornering, counter-weighting, traction awareness, and braking. Other course time is devoted to motorcycle dynamics: wind effects, tire characteristics, and load distribution.

3/31	S	12PM-6PM	\$150
4/28	S	12PM-6PM	\$150

HEALTHCARE

To start the registration process, please complete the packet associated with your program of choice located at workforce.otc.edu/healthcare. If you have questions or problems with the packet, please call our office at 417-447-8888 for further assistance. Most programs also require a background check, a valid driver's license, and a HS diploma or equivalent. Clinical component, if applicable, will begin after completion of lecture/lab. The following certification programs require the student to take a Health Career Readiness Assessment (HCRA) Exam and interview with either the program director or lead instructor before registration. Additionally, the programs listed below also require prerequisites before registration can take place. Please note the dates of prerequisites classes in this catalog. The student must call our main office to schedule the exam, which is limited to 10 students per session.

- WDH – 097 Pharmacy Technician
- WDH – 499 Medical Allied Health Math
- WDH – 151 Medical Coding BASIC
- WDH – 153 Medical Terminology/An
- WDH – 500 Medical Assistant
- WDH-153 Medical Terminology
- WDH – 700 Medical Administrative Assistant
- WDH-153 Medical Terminology
- WDH – 104 Hemodialysis Technician
- WDH-499 Medical Allied Health Math
- WDH-514 Phlebotomy Technician
- WDH-153 Medical Terminology

HEALTHCARE

Classes with * are hybrid courses, which means there are portions online and in the classroom.

***WDH-097 - Pharmacy Technician**

The Certified Pharmacy Technician Program is for students interested in a career path leading to employment in a variety of pharmacy environments. Students will utilize many learning platforms including on-line, hands-on lab, simulation, and scheduled externships (120 hours: 60 hr hospital/60 hours retail). Class will meet one night a week. Students will learn from trained professionals currently working in the pharmacy profession. They will learn about the top medication dispensed in the U.S., calculations and proper medication dispensing. Completion of the 16-week course qualifies students to sit for national certification testing offered by the Pharmacy Technician Certification Board (PTCB). Last day to register for the prerequisites class Allied Health Math is 1/5/18.

2/5-6/4 M 6PM-9PM \$3,995

***WDH-099 – Community Healthcare Worker**

A community healthcare worker helps bridge the gap between healthcare providers and populations in need of care. Community healthcare workers serve as links between the patient and health or social service agencies to improve access to services, quality of care, and also strive to improve health outcomes. Throughout this course, students will participate in discussions, collaborative projects, and an on-site clinical shadowing experience as they learn how to provide quality public service, how to navigate local community resources, as well as develop a deeper understanding of specific community-based cultural beliefs. Please call for more information and course requirements. If not currently employed in a location offering this service, an interview will be required before being allowed to register for the course. Course fee includes textbook, CPR certification, background check, and random drug test. Offering video conferencing for those student at least 65 miles outside of Springfield. Check out the website for future dates for this class.

2/7-5/23 W 9AM-3:30PM \$1,878

***WDH-104 - Hemodialysis Module Program**

A Hemodialysis Technician assists patients with end-stage renal disease to achieve safe and effective dialysis treatment. The requirement of the Hemodialysis Technician is to provide high quality healthcare for patients, while maintaining professionalism in the healthcare industry. Students learn how the kidney functions through the human body. Instructors

currently are employed in Hemodialysis clinics throughout Southwest Missouri. Employment opportunities include dialysis clinics, hospitals, doctors offices, and at-home care facilities just to name a few. Students will learn how to prepare patients for dialysis treatments, monitor patients during therapy time and clean and disinfect equipment after each treatment use. This program prepares the student for three (3) national certification exams. Tuition Includes: Allied Health Math Module, textbooks, lab supplies, two sets of scrubs, medical shoes, ID badge, & more. Last day to register for the prerequisites class Allied Health Math is 2/23/18.

5/1-10/2 T 6PM-9:30PMPMP \$6,995

WDH-137 – IV Therapy Certification Review - Non-Comprehensive

This certification review is for LPNs in good standing who hold intravenous (IV) certification from another state. Successful review of the student's IV certification training/skills and review of records/competencies will allow the LPN to become IV Therapy Certified in the state of Missouri without having to take WDH-455, IV Therapy. This is an open enrollment course. Student will need to submit required information to the program manager for review. Please allow two weeks for review. Cost of the review is \$200. If a student's information does not meet the requirements for the state of Missouri, the cost of the review may be applied to the cost of the IV Therapy Certification Class (WDH-455). This is an online class only.

***WDH-151 - Medical Coding Module Program**

The Center for Workforce Development – Ozarks Technical Community College, in conjunction with MK Education now offers a Medical Coding Certificate Program. The basic course prepare students to enter the profession of medical coding in the physician and hospital environment. Students will learn from a trained professional the importance and fundamentals of proper coding to execute financial goals of a major medical practices. Students will prepare for taking the AAPC: CPC certified professional coder; CPC-H: Certified Professional Coder in a hospital and AHIMA: CCA: Certified Coding Associate certification exams. There is no outside externships required. Students will complete a required number of simulation hours in the computer lab. Must have access to the Internet outside of class. Tuition Includes: Medical Terminology, Anatomy & Physiology, Textbooks, lab & online fees, practice exams, &

more. Last day to register for the prerequisites class Medical Terminology & Anatomy & Physiology is 1/12/18 & 3/2/18.

3/5-8/1	MW	5:30PM-9PM	\$6,595
4/28-9/22	S	9:00AM-4:30PM	\$6,595

*WDH-153 - Medical Terminology (Non-Credit)

Basic Medical Terminology will prepare the student for allied health courses. This is a highly recommended course, especially for those who has never been exposed to medical terminology. Tuition includes: Textbook, online fees, certificate of completion. *This class is a prerequisite for several of the Health Care programs. A new class starts every Monday.

*WDH-154 - Anatomy and Physiology (Non-Credit)

Ideal for students who want to improve their knowledge of anatomy and physiology. This course will guide the student along a basic understanding of how the human body operates on a daily basis. Students will also learn how anatomy applies to the non-clinical profession and the medical record. Tuition includes: Textbook, online fees, certificate of completion. *This class is a prerequisite for several of the Health Care programs. A new class starts every Monday.



*WDH-451 - CNA - Inclusive Class

This class meets the classroom and clinical requirements for Missouri Department of Health and Senior Services to be a Certified Nurse Assistant and is appropriate for those new to the healthcare field. This class is a hybrid online/seated course, which means the course is delivered partially online and partially in a seated classroom. Must be at least 18 years old and employable at a long-term care facility. Clinical requirements for all classes are on Tuesdays and Wednesdays. A completed healthcare form and registration on the family care safety registry are prerequisites before clinical work can begin. No refunds unless the class is canceled by OTC. Tuition includes: 2 sets of Scrubs, textbook, Medically approved shoes for clinical, Gait belt, Watch, Drug Screen, Background Check, CPR Certification, Clinical component, OTC-CNA Lapel Pin, Clinical ID Badge, Certification Exam, OTC-CNA Certificate of Completion and Certification ID Card.

Class Lecture Dates: 3/22, 3/27, 3/29, 4/3, 4/5, 4/12, 4/19, 4/26, 5/3, 5/10.

Session 1: \$2,555

Hybrid	3/22-5/10	TH	11:30AM-4:30PM
Clinicals		TW	6:45AM-5:15PM

WDH-452 - CNA - Non-Inclusive Class

This class is for students who are already working for a long-term care facility. This is a state-approved course that requires students to complete 75 hours of classroom (lecture) training and 100 hours of on-the-job (OJT) clinical time. Students are required to take a final exam through OTC-CWD, Allied Health AND the State of Missouri written certification exam and practicum (skills) exam, and be successful, in order to officially become a CNA in Missouri. Employed students must obtain certification within four (4) months of hire. Tuition Includes: Textbook, OTC-CNA Lapel Pin, Certification Exam, OTC-CNA Certificate of Completion and Certification ID Card.

Session1: \$960

Hybrid	3/22-5/10	TH	8AM-2:30PM
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*WDH-455 – IV Therapy

This class is for LPNs in good standing to complete their Intravenous Therapy Certification. Tuition includes clinical hours, lab fees, kit, supplies, course materials, the fee for a random drug screening and a criminal background check fee. Call 417-447-8888 for course requirements. This class will only meet in person on the final day (April 6) for lab/clinical. The remainder of the class will be online. There will be no refunds for the class unless OTC cancels it.

2/26-4/6	\$885
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*WDH-456 - Certified Medication Technician/Insulin

This class prepares Certified Nurse Assistants to become Certified Medication Technicians to work in long-term care facilities. The course meets the requirements of the MO DHSS. A final state exam (\$200) is required. Tuition includes clinical hours, textbook, criminal background check fee and random urine drug screen fee. Successful completion of TABE Review & Testing is required before registering. There will be no refunds for this class unless OTC cancels it. Please check back for Summer 2018 dates.

WDH-476 - Clinical Supervisor Seminar

This specialized seminar will prepare Registered Nurses and Licensed Practical Nurses to supervise nurse assistant students during clinical hours and on-the-job training in long-term care facilities. This program is required and approved by the Missouri Department of Health and Senior Services. Attendees are placed on the Mo. State Registry of Qualified Clinical Supervisors. No refunds are available for this class unless it is canceled by OTC. Please check back for 2018 dates.

HEALTHCARE



WDH-488 - CNA/CMT Instructor/Examiner

Learn the methodology of administering final examinations of the Missouri-approved nurse assistant and medication technician training curriculum. The class provides the Registered Nurse instructor an opportunity to sign an agreement with the state of Missouri to become a state examiner. The revised "Nurse Assistant in a Long Term Care Facility Instructor's Manual" must be brought to the workshop. There are no refunds for this class unless it is canceled by OTC. Please check back for 2018 dates.

WDH-499 - Medical Allied Health Math

Basic Allied Health Math Course will help the student prepare for the math required in the allied health courses. It is HIGHLY Recommended to take prior to the fall 2017 classes. Tuition includes: Textbook, Online fees, and Certificate of Completion. A new class starts every Monday.

***WDH-500 - Medical Assistant Module Program**

The Certified Medical Assistant program is designed for students which desire to begin a career path in the healthcare industry. At completion of the program, students have the choice between two certification exams. The Certified Clinical Medical Assistant (CCMA) through NHA/ATI OR the Registered Medical

The Center for Workforce Development is always on the lookout for highly capable and enthusiastic part-time instructors and vendors for our classes and customized training programs. If you have interest, please call (417) 447-8888.

Assistant (RMA) through American Medical Technologist (AMT). See workforce.otc.edu/healthcare to learn more about additional certifications. Tuition Includes: All textbooks, lab fees, lab supplies, two pairs of scrubs, one pair of clinically approved shoes, CPR, Stethoscope, drug screen, background check, watch, one certification exam attempt (either CCMA or RMA), photo ID for clinicals, clinical fees, lapel pin. Last day to register for the prerequisites class Medical Terminology is 1/5/18.

2/27-10/2	T	5:30PM-9:30PM	\$6,995
3/1-10/4	TH	12:00PM-4:00PM	\$6,995

WDH-510 - EMT Basic Refresher

This course is designed to cover mandatory core content in seven divisions as required by DOT and BEMS. The content is designed to help an Emergency Medical Technician (EMT) basic refresher student successfully complete the course and the skills exam. Students receive mandatory dates on the first day of class. The class meets the requirements for re-licensure. Each lesson covers specific content areas and includes key terms, PowerPoint presentations and quizzes.

***WDH-514 - Phlebotomy Technician**

This class provides instruction and preparation for those entering the field. Applicants must be at least 18 years of age, have a high school diploma or passed the High School Equivalency Exam. Students will preferably have knowledge of medical terminology and go through an interview. Clinical work, consisting of 100 hours, is completed at a hospital or clinic, as arranged by instructor. The clinical hour portion begins after the end of the lecture portion and can take up to three months to complete. The amount of time it takes to complete depends on the student's availability for daytime clinical hours as well as the facility's ability to accommodate students. Upon successful completion of the class and required clinical time, students are eligible to take the national American Society of Clinical Pathology (ASCP) certification exam. Tuition includes textbook, criminal background check fee, the cost of a random drug screening, photo identification badge for clinicals, scrubs, and clinical rotation. No refunds will be provided for this class unless OTC cancels it. Last day to register for the prerequisites class Medical Terminology is 1/5/18.

2/28-6/20	W	5:30PM-9:00PM	\$2,995
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WDH-517 - Insulin Administration

This 10-hour program is designed to prepare Certified Medication Technicians (CMT) and Certified Medication Aides (CMA) to administer insulin and includes two clinical hours. The class

is approved by the Missouri Department of Health and Senior Services. The class fee includes state certification. CMTs and CMAs must have written recommendation for training by an administrator/manager/or nurse with whom they have worked. The cost of the textbook is included in tuition. There will be no refunds for the class unless OTC cancels it.

WDH-542 - Hybrid-EMT Intermediate / Paramedic Refresher

The paramedic refresher course is designed to cover mandatory core content in four divisions and flexible core content in five divisions. The course meets or exceeds the standards of the National Registry of Emergency Medical Technicians (EMT) and Missouri Bureau of Emergency Medical Services (EMS). This is a hybrid class, meaning that there are portions online and in the classroom. Mandatory days are Jan. 25 and Feb. 8.

***WDH-550 - Medical Assistant - Non-Comprehensive**

This class is for those students currently working as a medical assistant (MA). This class will not have a clinical component nor classroom instruction. Students must be at least 18 years old, have a high school diploma or passed the High School Equivalency Exam, have one year of experience as a medical assistant or completed a medical assistant training program within the past year. Proof of completion of a medical assistant program or a letter of recommendation from current employer with dates of employment is required. The course fee is \$799. Must have approval from program manager if not currently working as a medical assistant. There will be no refunds for this class unless OTC cancels it. This class is offered online only.

***WDH-611 – Basic Life Skills (BLS) Healthcare Provider**

This American Heart Association course includes adult, child and infant cardiopulmonary resuscitation (CPR), mouth-to-mask ventilation, and automated external defibrillator (AED) training for healthcare providers. This class is appropriate for those working in the healthcare field. Upon successful completion, each participant will receive a BLS course completion card. Classes are skills testing only, meaning you must complete an online portion prior to the start of class. Please make sure to provide a valid email address upon enrollment so we can send out the keys for online class. The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the association. Call 417-447-8888 for class dates and information or for private group sessions.



WDH-612 - Heart Saver CPR

This American Heart Association cardiopulmonary resuscitation (CPR) course teaches the general public how to recognize and treat life-threatening emergencies, including cardiac arrest and choking for adults. Students have the options to learn how to treat child and infant victims of cardiac arrest and choking. This class is appropriate for anyone who wants to learn CPR and how to use an automated external defibrillator. Students will learn the warning signs of heart attack, stroke and breathing difficulties. Cost of textbook is included. Call 417-447-8888 for more dates or for private group sessions.

DENTAL

WDD-290 - Online Dental Assisting Review

This review course is conducted entirely online via OTC's Blackboard learning system. Once enrolled, students have eight weeks to complete the self-paced course. The topics reviewed in the course are legal, tooth anatomy, radiology, dental materials, infection control, general chair side and medical emergencies in the dental office. The cost of the class is \$150.

WDD-581 - Removable Prosthetics Expanded Function*

There are two parts to the removable prosthetic expanded function course. The online review modules students complete in advance of the hands-on clinical course. The onsite clinical portion of the course has students perform the reviewed skills and will be graded for competency by a dentist and dental instructors. Students must bring their original Missouri Basic Skills certificate or proof of their Certified Dental Assistant

HEALTHCARE • DENTAL

(CDA) certificate or dental hygiene license to class. There are no refunds for this class.

3/31	S	8AM-4PM	\$600
9/8	S	8AM-4PM	\$600

WDD-583 - Fixed Prosthetics Expanded Function*

There are two parts to the fixed prosthetic expanded function course. The online review modules students complete in advance of the hands-on clinical course. The onsite clinical portion of the course has students perform the reviewed skills and will be graded for competency by a dentist and dental instructors. Students must bring their original Missouri Basic Skills certificate or proof of their Certified Dental Assistant (CDA) certificate or dental hygiene license to class. There are no refunds for this class.

4/28	S	8AM-4PM	\$600
10/20	S	8AM-4PM	\$600

WDD-585 - Restorative I Expanded Function*

There are two parts to the Restorative I Expanded Function course. The online review modules has students complete in advance of the hands-on clinical course. The onsite clinical course has students perform the reviewed skills and will be graded for competency by a dentist and dental instructors. Students must bring their original Missouri Basic Skills certificate or proof of their CDA certificate or dental hygiene license to class. There are no refunds for this class.

5/12	S	8AM-5PM	\$529
11/3	S	8AM-5PM	\$529

WDD-586 - Orthodontics Expanded Function*

There are two parts to the Orthodontics Expanded Function course. In the online review unit, students complete it in advance of the hands-on clinical course. In the onsite clinical course, students will perform the reviewed skills and will be graded for competency by a dentist and dental instructors. Students must bring their original Missouri Basic Skills certificate or proof of their Certified Dental Assistant certificate or dental hygiene license to class. There are no refunds for this class.

3/24	S	8AM-5PM	\$495
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WDD-589 – Restorative II Expanded Functions*

In order to register for a Restorative II course, you must have applied for and received your Missouri Dental Board Restorative I Permit. OTC will verify that each assistant/hygienist has a Restorative I permit through the Missouri Dental Board website. Your registration will not be processed without verification of a Restorative I permit. A Restorative I permit is issued by the Missouri Dental Board. It is not to be confused with any of the

following: 1. Restorative I Certificate of Completion issued by the Restorative I course provider. 2. Basic Skills Mastery Exam Certificate. 3. Certified Dental Assistant Certification issued by DANB. 4. Dental Assisting Program Diploma or Certificate. No one is allowed to register without this permit. There are no exceptions or special considerations. There are two parts to the Restorative II Expanded Function course. The online review modules students complete in advance of the hands-on clinical course. This course is very technique sensitive and may be difficult for dental assistants. Substantial practice and preparation by students prior to the clinical course is recommended to help ensure positive outcomes at both the clinical session and competency testing. At the clinical course, a dentist and dental instructors will teach these skills to assistants, who then will be assessed and must show competency in order to receive the certificate of completion. The Restorative II Curriculum modules include: mandatory pre-work (prerequisite to clinical course) review presentation, comprised of text, photos, illustrations and instructional videos, online practice quizzes, skills standards (grade sheets). This is a hybrid course, which means it incorporates seated and online components.

2/23-2/24	F: 2PM-7PM & S: 8AM-3PM	\$950
8/17-8/18	F: 2PM-7PM & S: 8AM-3PM	\$950

WDD-590 - Restorative II - Retest

This course provides dental hygienists with necessary training to administer nitrous oxide conscious sedation and the dental assistant with the training and experience to assist in administration and monitoring of nitrous oxide in the dental office. This course satisfies the Missouri Dental Board training requirements.

2/23	F	\$125 per Tooth
5/12	S	\$125 per Tooth
11/3	S	\$125 per Tooth

WDD-604 - Anesthesia Refresher Workshop for the Dental Hygienist*

Has it been awhile since administering anesthetic? Do you need a boost in technique or just confidence with administration? This unique course is designed to refresh the licensed dental hygienist in administering block/infiltration anesthesia in a professional learning environment. To register you must show proof of a current dental hygiene license with certification in local anesthetic in infiltration and block. Check out the website for future dates for this class.

7/7	S	9AM-4PM	\$299
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WDD-607 - Nitrous Oxide-Dental Hygienist and Assistant

This course provides dental hygienists with necessary training to administer nitrous oxide conscious sedation and the dental assistant with the training and experience to assist in administration and monitoring of nitrous oxide in the dental office. This course satisfies the Missouri Dental Board training requirements.

3/3	S	8AM-5PM	\$249
10/6	S	8AM-5PM	\$249

WDD-608 – Missouri Anesthetic Certification for the Dental Hygienist*

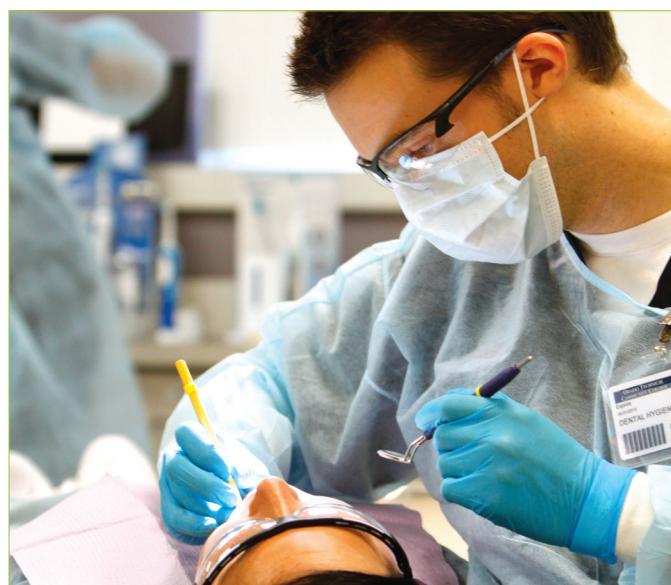
This course is offered for registered dental hygienists who would like to obtain certification in local anesthesia. At completion of this course, the RDH will be able to deliver safe, effective, and painless local anesthesia with confidence and competence. This course satisfies the Missouri Dental Board training requirements. Check out the website for future dates for this class.

7/20-7/21	F: 3PM-7PM & S: 9AM-4PM	\$950
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WDD-609 – Review for Dental Assisting National Board Exam

This study series offers a comprehensive review of current material and concepts essential in preparing the candidate for the Dental Assisting National Board Exam (DANB). The review is based on an analysis of the duties commonly performed in an actual dental assisting practice and is a pathway to becoming an expanded function dental assistant. This is a hybrid class, which means students will be required to complete some portions of the class online and other portions face-to-face.

3/31-5/5	S	9AM-3PM	\$150
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**SAFETY/OSHA****Eric Lansdown, AWS, QC1, CWI**

Eric Lansdown is an authorized trainer for OSHA 1910 General Industry and 1926 Construction safety classes. Lansdown is a Certified Welding Inspector with nearly two decades of industry experience. In addition to OSHA safety instruction, he is a welding instructor at OTC's Center for

Workforce Development where he is responsible for developing customized welding training programs for local businesses. In this capacity, he performs evaluations on current skills, determines curriculum and material needs and performs testing upon training completion ensuring that client goals are met. He also develops and teaches the open-enrollment welding programs for OTC.

WDS-10C - OSHA 10 Hour Construction

This course is part of the OSHA Outreach Training. Participants who successfully complete the course will receive a 10-Hour construction card directly from OSHA. The course reviews the hazards associated with construction through a review of OSHA regulations, and it focuses on the prevention of injuries associated with the hazards.

2/7-2/8	WTH	11:30AM-5PM	\$150
3/28-3/29	WTH	11:30AM-5PM	\$150
6/27-6/28	WTH	11:30AM-5PM	\$150

WDS-10G -OSHA 10 Hour General Industry

This course is part of the Occupational Safety and Health Administration (OSHA) Outreach Training and participants who successfully complete the course will receive a 10-hour General Industry card directly from OSHA. The course reviews the hazards associated in industry through a review of OSHA regulations and focuses on the prevention of injuries associated with the hazards.

2/5-2/6	MT	11:30AM-5PM	\$150
3/26-3/27	MT	11:30AM-5PM	\$150
6/25-6/26	MT	11:30AM-5PM	\$150

Call (417) 447-8888 or visit workforce.otc.edu to register for classes.

SAFETY/OSHA

WDS-500 - OSHA Train the Trainer Construction

This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour General Industry safety and health outreach training program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous using Occupational Safety and Health Administration (OSHA) standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the outreach program and to conduct both a 10- and 30-hour General Industry Safety and Health course and to issue cards to participants verifying course completion.

2/12-2/15	MTWTH	8AM-5PM	\$757
5/21-5/24	MTWTH	8AM-5PM	\$757

WDS-501 - OSHA Train the Trainer General Industry

This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour General Industry safety and health outreach training program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10 and 30-hour programs as well as on those that are the most hazardous using Occupational Safety and Health Administration (OSHA) standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the outreach program and to conduct both a 10- and 30-hour General Industry Safety and Health Course and to issue cards to participants verifying course completion.

1/22-1/25	MTWTH	8AM-5PM	\$757
4/2-4/5	MTWTH	8AM-5PM	\$757

WDS-510 - OSHA Construction

This course introduces private sector personnel to Occupational Safety and Health Administration (OSHA) policies, procedures and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide.

1/29-2/1	M-TH	8AM-5PM	\$749
5/7-5/10	M-TH	8AM-5PM	\$749

WDS-511 - OSHA General Industry

This four-day course is an introduction to Occupational Safety and Health Administration (OSHA) policies, procedures and standards, as well as general industry safety and health principles. The scope and application of the OSHA general industry standards is discussed. Special emphasis is placed on those areas that are most hazardous, along with recommended abatement techniques.

1/8-1/11	M-TH	8AM-5PM	\$749
3/19-3/22	M-TH	8AM-5PM	\$749

WDS-7845 - OSHA Recordkeeping Rules

This four-hour course is designed to assist employers in identifying and fulfilling their responsibilities for posting certain records, maintaining records of illnesses and injuries and reporting specific cases to OSHA. Several practice sessions are included.

2/21	W	8AM-12:30PM	\$130
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WDS-7510 - OSHA for Small Business

This one-day course assists small business employers in meeting the legal requirements of a small business to create and implement an effective workplace safety and health management system. Topics include federal and state safety and health requirements, recordkeeping, training, hazard recognition, and suggested approaches or options for solving safety and health hazards

2/22	TH	8AM-4:30PM	\$225
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WDS-7505 - OSHA Accident Investigation

This course provides an introduction to basic accident investigation procedures and describes accident analysis techniques. The goal of the course is to help participants gain the basic skills necessary to conduct an effective accident investigation at their workplace.

6/11	M	8AM-4:30PM	\$225
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WDS-7405 - OSHA Fall Hazard Awareness

This course provides construction employers and employees with information on recognizing potential fall hazards and methods to control or eliminate these hazards. The course focuses on falls to lower levels rather than falls from slips and trips.

4/17	T	8AM-4:30PM	\$225
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WDS-7105 - OSHA Evacuation and Emergency Plan

This four-hour course focuses on Occupational Safety and Health Administration (OSHA) requirements for emergency action and fire protection plans. Preparing for emergencies is a basic principle of workplace safety and health. Participants will learn the reasons for emergency action plans and fire prevention plans and when they are required for a workplace, elements of a good evacuation plan, and design features and maintenance of good exit routes. Students will begin to work on their own emergency action plans during this class.

1/18 TH 8AM-12:30PM \$150

WDS-7100 - OSHA Introduction to Machinery

The main focus of this course is to increase the participant's knowledge and skill in proper machine safeguarding techniques and to highlight the benefits of guarding various types of machinery. It is the employer's responsibility to identify and select the safeguards necessary to protect employees and others in the work area, as well as provide appropriate training in safe work practices. Knowing when and how to properly safeguard machinery can reduce or eliminate the potential for accidents and injuries.

5/1 T 8AM-Noon \$150

WDS-7115 - OSHA Lockout/Tag Out

This course assists employers to protect employees from potentially hazardous energy. The Occupational Safety and Health Administration (OSHA) requires employers to develop programs to properly train all employees who may come in contact with hazardous energy and to record that training. Topics include: requirements of the OSHA standard 1910.147, essentials of the standard and its associated programs, how to develop, implement, and maintain a functional program, purpose and use of hazardous energy control procedures and methods for re-training employees.

5/3 TH 8AM-4:30PM \$225

WDS-7005 - Introduction to Warehouse Security

This course was designed as a training course for warehouse workers and it focuses on many hazards and injuries likely to be encountered in warehouse operations. Warehousing has become an increasingly hazardous work area and OSHA has identified

public storage and warehousing as one of seven industries with a high lost-time claims rate. Injuries may occur from forklifts, material handling and lifting, exposure to hazardous substances and slips, trips and falls. The course discusses powered industrial trucks, material handling/lifting, ergonomics, hazard communication, exit routes, fire protection, and walking and working surfaces.

5/2	W	8AM-4PM	\$225
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**WDS-FTT – Fork-Truck Training**

This training class focuses on three critical areas: the machine, surrounding hazards, and general safety rules. Operators will receive information ranging from pre-operational inspections to the center of gravity triangle to proper steering handling and refueling techniques.

3/27	T	8AM-Noon	\$295
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TECHNICAL ADVANCEMENT



Bob Sherman has more than 25 years of manufacturing experience and has successfully led plant manufacturing operations to increase productivity and reduce costs while maintaining and increasing product quality.

He also has more than 12 years experience as a professional instructor and is considered a subject matter expert in industrial design, robotics, electronics, advanced electricity, metallurgy, motors and controllers, mechanical power systems, PLC, VFD, and automotive, geometric dimensioning and tolerancing.

Sherman is an excellent communicator and approaches teaching from a very hands-on perspective, incorporating practical labs into every one of his courses. He holds a Bachelor of Science degree in Mechanical Engineering from Missouri Science & Technology and is certified in lean manufacturing, quality, production technology, maintenance and safety.

WDT-060 - Industrial Maintenance Technician

Instructor: Bob Sherman

A training solution for Companies wishing to have a technician who can do it all – from Electrical, Pneumatics, Hydraulic and Mechanical. These classes combine the best training from an educational format to the hands-on real world training that is needed in an industrial setting. These technicians are trained to perform at a high standard to get the results needed to propel the company forward and who can install, maintain and repair equipment. At the end of the class, students will sit for the National Career Readiness Certificate (NCRC) and the MSSC Certified Production Technician (CPT). No class on 3/16.

1/26-4/20 F 7AM-3:30PM \$2,350

WDT-132 – Small Engine Repair

This class includes instruction and demonstration with hands-on practice repairing small engines. Students will review the cycles of engines, including carburetion, ignition, charging system, valves, blade sharpening and balancing.

2/27-4/10 T 6-8:30PM \$170

WDT-600 - Backflow Prevention Certification

This course is designed to certify those who have never been trained or certified to inspect cross connection and backflow prevention systems. The American Society of Sanitary Engineering (ASSE) certification exam will be given on the last day of training. Check website for Spring 2018 dates. Cost of class is \$649.

WDT-605 - Backflow Prevention Recertification

This class is to re-certify those who were previously certified to inspect cross connection control and backflow prevention systems. Certification cannot be expired for more than six months. Students should provide a copy of their certification card, which will be submitted to ASSE upon completion of the course and exam. Check website for Spring 2018 dates. Cost of class is \$395.

WDT-011 - Construction Framing & Finishing

NEW

Course will include: OSHA 10 hours, Practical training in blueprint reading and measurement procedures, hands on instruction in the safe and efficient use of tools used in Framing & Finishing, lab to include 6 weeks of hands on participation in building of a single car garage unit, externship to include working on-site with two local Construction companies.

2/12-5/2 MW 8:00AM-12:00PM \$2900



WDT-075 - Welding Technician

NEW

This course introduces students to entry level skills and knowledge of shielded metal arc welding, gas metal arc welding, flux-cored arc welding, gas tungsten arc welding and plasma arc Cutting. Students are also introduced to welding the various joint designs in different welding positions.

Contact Hours: 120, Lecture Hours: 22, Lab Hours: 82
This class covers: Welding Safety, Cylinders, Fire hazards, UV, Grinding RPM, Shielding, Guarding, Theory, SMAW, GTAW, PAC, GMAW, Pulse, Spray, Short-arc, Flux core, Blueprint, Measurements, Hands on content and much more!

2/26-4/19 MTWTH 1:00PM-5:00PM \$3,395

We Offer Business Solutions!

In addition to the seated classes presented in this catalog, the Business Solutions team at the Center for Workforce Development is here to help your company find, and more importantly, implement solutions to work smarter and reach your goals. As a division of Ozarks Technical Community College, our very special mission is to offer business services that are customized to each client we serve.

Location and Relationships Matter

Location really does matter and being a part of the OTC education community gives us the proximity to truly know and understand your company's processes, challenges and goals. As members of this region's business community, our reputation as experts is extremely important to us. Building successful relationships and adding value to your company's business operations is our first priority. You'll also find that our location allows us to be highly responsive to your scheduling and operational needs.

How We Do It

No one knows your business like you do, but objectively assessing your organization's strengths and opportunities can be difficult and once you have that information — where do you turn? With the comprehensive approach of our Business Solutions team, we offer services to identify strengths and opportunities, and provide competitively priced solutions delivered by industry experts.

Our team includes experienced professionals, executives and business owners who have worked with hundreds of companies to develop fresh approaches to operational processes, leadership, quality initiatives and technical skill training.

Consultation Services

The Business Solutions team at the Center for Workforce Development has a variety of approaches to help your company find opportunities for process improvements, quality initiatives, leadership building and technical skill enhancements. Our customers include all sizes of firms across a broad spectrum of industries, including: manufacturing, professional services, healthcare, public-sector and non-profits.

We are committed to understanding your business operations and can provide team members and resources that are appropriate for your industry. You'll find our industry experts to be competitive in both price and qualifications. Some of the tools we can provide include:

- Strategic planning and consulting
- Workplace assessments
- Value stream mapping

- Analysis of workflow or operations processes and training needs
- Employee coaching

Our job is to help your company — not to sell services your company doesn't need. We can create a package of services designed to fit your specific company and industry needs, so your investment gets the results you need.

Training

Training for Results

Whether your company answers to you, corporate headquarters, or the "front office," there are goals and performance measures you must achieve. The Center for Workforce Development can develop training that addresses these very specific company goals. You'll find the training to be results-driven, competitively priced and meet or exceed the expertise of other regional or national service providers.

Your Place or Ours?

Flexibility is just one of the advantages we can provide your company. With few exceptions, we can deliver training to your company's doorstep, or, if you prefer, we can provide an on-campus location. The choice is yours, based on your knowledge of the training topic and the preferences of your staff.

What's Available?

With a pool of experienced industry experts, we are able to design and deliver training for technical, leadership, quality initiatives and supervisory needs. If your training needs are outside the range of our current providers, we have the industry and educational connections to find a qualified provider. To request an appointment with one of our consultants, contact us at (417) 447-8884 or email cwd@otc.edu.



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