

Frequently Asked Questions

How do I register?

You can call the Branson Ed Center at (417) 336-6239 or the Continuing Ed Center in Springfield at (417) 447-8888. You can mail this form with the payment enclosed to the address shown or you can register online at www.otc.edu/continuinged.

What do the classes cost?

Cost for each class is indicated. Some classes require textbooks and students are responsible for those costs. We do offer special discounts occasionally when a student signs up for a series of classes. See each course listing.

When do I have to pay?

Payment is due for all fees at the time you register. If there is a book required, we will collect payment for that at the same time.

Is financial aid available?

Upon approval, we can provide a payment plan option if you enroll in a series of classes or a program that costs more than \$300. There is a onetime fee of \$25 for the payment plan. Must receive prior approval by the Director of Continuing Education.

How do I drop a class?

You may drop or withdraw from a class prior to three (3) full business days before a start date for a class. There is a \$20 fee for each class dropped. Note that there is no refund on motorcycle safety courses or kids college horseback riding classes. If changes are made to motorcycle safety courses, a \$25 fee will be assessed.

Ozarks Technical Community College
Continuing Education Center
1001 E Chestnut Expressway
Springfield MO 65802
www.otc.edu/continuinged

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(417) 447-8888



Branson Education Center
Fall 2009 Noncredit Classes
(417) 336-6239

Class Schedule for Fall 2009

Computer Classes

Take any individual classes as needed or attend all to earn the **New User Certificate**.

Bonus: Sign up for all classes at same time and we'll provide the textbooks for **free!**

CEC 431-70 Mouse & Keyboard \$99
Monday and Wednesday 9/14- 9/16
8:30a-12:30p *No book required.*

CEC 200-70 Basic Computer Skills 1 \$99
Monday 9/21/09 8:30a-3:30p *Book required.*

CEC 240-70 Basic Computer Skills 2 \$99
Monday 9/28/09 8:30a-3:30p *Book required.*

CEC 288-70 Intro to Windows XP \$99
Monday 10/5/09 8:30a-3:30p *Book required.*

CEC 394-70 Internet & Email \$99
Monday 10/12/09 8:30a – 3:30p *Book required.*

CEC 437 70 File Management \$59
Monday 10/19/09 8:30a-12:30p *Book required.*

QuickBooks

CEC 325-70 QuickBooks 1
Monday 10/12 8:30-3:30p \$149
No book required.

CEC 371-70 QuickBooks 2
Monday 10/19 8:30a-3:30pm \$149
No book required.

Healthcare and Wellness Classes

CEH 450-70 Certified Nurse Assistant \$399
Tues/Thurs 10/25/09-12/03/09 7:45am-2:15pm
For employees of long-term healthcare facilities requiring state certification. *Book required.*

CEH 611-70 CPR/AED \$39 Sat 9/12 8a-1p *Book required.*

CED 275-70 Bellydance \$89 Thurs 9/17 – 10/22
7-9p *No book required.*

Foreign Language \$69
CEFL 519-70 Beginning Spanish Thurs
10/1 – 10/29 6-8pm *No book required.*

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- ☀ Register online at www.otc.edu/continuinged .
- ☀ Mail this form to:
Continuing Ed Ctr –OTC
1001 E Chestnut
Expressway
Springfield MO 65802
Payment **MUST** be included (check or credit/debit card information.)
- ☀ Visit any OTC Campus. In Branson, our Education Center is at The Shoppes at 4440 Gretna Road. In Springfield, Continuing Education Ctr. is located at 800 E Central St.

REGISTRATION FORM (PRINT)

Name _____
Address _____
City/St/Zip _____
Phone _____
2nd Phone _____
Email _____

Course Title _____
Course Code and Fee _____

Course Title _____
Course Code and Fee _____

Course Title _____
Course Code and Fee _____

TOTAL OF FEES ENCLOSED _____

Payment Form: Check (Payable to OTC)
Debit/Credit
Type of Card Visa MasterCard Discover

Debit/Credit Information:
Card# _____
Expiration Date ____/____
Verification Code (*Back of Card*)

Cardholder & Name/Address (if different from student name/address.)

OTC is a tobacco free campus.