

GENERAL INTEREST *(Continued)*

EPA Certification

Prepare for the certification examination for refrigeration recovery/EPA guidelines. Fee includes study guide (request when registering).

CEG-135-01	OTC Campus	1 - 5:30 pm	\$149
Friday	9/25	Duncan	

Basic HVAC

Basics of heating, air conditioning components and operation.

CEG-136-01	OTC Campus	5:30-8:30 pm	\$99
Friday	11/13 - 12/11	Richards	

Fundamentals of AutoCAD

Introduction to basic 2D drawings of AutoCAD. Become accustomed to the software, learn to use drawing and editing tools, organize drawing objects on layers, and add text. Great for beginners or those with an interest in the use of AutoCAD.

CEG-248-01	OTC Campus	9 am-12 pm	\$119
Saturday	9/12 - 10/3		BOOK

Comprehensive AutoCAD

Comprehensive AutoCAD uses AutoCAD 2008 version with geometric shapes, orthographic projections and file management with plenty of hands-on practice. Create floor plans, gears, sheet metal and civil survey applications in class.

CEG-255-01	OTC Campus	5:30-8:30 pm	\$199
Friday	10/2 - 11/6		BOOK



Ed2Go Online Writing Classes

With rising costs of gas and difficulty finding time to drive to classes, check out Ed2Go! Go to www.ed2go.com/otc or call 447-8888 for more information.

Speed Reading

Save time by reading faster with better comprehension.

Travel Writing

Profit from your experiences in exotic lands and learn to write and sell travel articles.

Sitcom Writing

Learn from a veteran TV comedy writer how to write professional sitcom scripts.

Romance Writing Secrets

Learn how to write and sell romance novels from a veteran romance author.

Pleasures of Poetry

Learn how to create your best work, whether for publishing or to craft beautiful poems.

Mystery Writing

Using vivid examples from bestselling mystery novels, learn techniques to be a successful writer.

Magazine Writing

Learn the skills you need to get published in magazines.

Forensic Science for Writers

Learn the secrets behind forensic science to add new characters, depth and marketability to your fiction.

The Keys to Effective Editing

Learn fundamentals of top-notch editing for both fiction and non-fiction.

Writing for Children

Published children's author shows you how to touch the hearts of children.

Business & Marketing Writing

Write great marketing copy to improve your company's image and chances for promotion.

MOTORCYCLE SAFETY

Motorcycle Safety

This course is designed for individuals 15 1/2 years of age and older. Provides basic knowledge and skills for new riders or just need a refresher course. This course can be taken in lieu of the range-riding portion of the Department of Revenue license examination. Successful completion of written and skills evaluation will receive a completion card from the Missouri Motorcycle Safety Program and the Motorcycle Safety Foundation. Motorcycles are provided and helmets are available.

Protective clothing required: helmet (DOT approved), over the ankle skid-proof boot/shoe, with no heels taller than 2", denim weight pant and long sleeve shirt or jacket, eye protection, and full finger gloves.

CEG-561-15	9/11 - 9/13	Friday	6 - 9 pm	Saturday/Sunday	8 am - 4 pm	\$215
CEG-561-16	9/18 - 9/20	Friday	6 - 9 pm	Saturday/Sunday	8 am - 4 pm	\$215
CEG-561-17	9/25 - 9/27	Friday	6 - 9 pm	Saturday/Sunday	8 am - 4 pm	\$215
CEG-561-18	10/2 - 10/4	Friday	6 - 9 pm	Saturday/Sunday	8 am - 4 pm	\$215
CEG-561-19	10/9 - 10/11	Friday	6 - 9 pm	Saturday/Sunday	8 am - 4 pm	\$215
CEG-561-20	10/16 - 10/18	Friday	6 - 9 pm	Saturday/Sunday	8 am - 4 pm	\$215
CEG-561-21	11/6 - 11/8	Friday	6 - 9 pm	Saturday/Sunday	8 am - 4 pm	\$215
CEG-561-22	11/13 - 11/15	Friday	6 - 9 pm	Saturday/Sunday	8 am - 4 pm	\$215
CEG-561-23	11/20 - 11/22	Friday	6 - 9 pm	Saturday/Sunday	8 am - 4 pm	\$215

Successful completion of the course and driving exam at end of course provides documentation of that portion of the Missouri State exam for licensure. Failure to successfully complete the program or the exam will not result in a refund of fees. If the course is cancelled by OTC a refund of fees will occur. No other refunds for motorcycle safety courses. Changing from one section to another will result in a \$25 change fee and may only be requested prior to one full week before the start date of the original of class. Questions? Call 447-8888.