DEPARTMENT OF
WORKFORCE AND
CONTINUING EDUCATION
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The college staff recognizes that learning continues throughout the life of an individual. Opportunities are provided for individuals to pursue or resume intellectual interests, to increase job skills, to keep pace with rapidly changing technology in the workplace, and to enrich and improve lives with creative interests.

Division of Workforce and Continuing Education goals are increasingly focused on meeting the career needs of individuals by giving them the means to cope with the technological revolution of the work place and by giving them both the opportunity to earn a new career in a volatile job market or to increase skills in order to secure job advancement.

Additionally, this division focuses on the growth and development of local business and industry through economic development activities.

The Division of Workforce and Continuing Education reaches out to the community to draw the general public into the life of the college community by offering services to improve the social, physical and economic well-being of individuals in the community. This division also provides job-specific, customized training for use by business and industry with programs which meet the needs of the businesses in Panola College’s area.

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Panola College – Center for Business/Industry Training (CBIT)
Panola College offers customized training to business and industry freeing organizations to focus on core business functions. The Center for Business and Industry Training delivers training expertise utilizing professionals with proven industry experience. Training can be done on company sites or at Panola College.

Types of Business & Industry Training Available

- **Computing/Internet Solutions**
  Flexible computer training formats include fast track classes for the busy professional or in-depth sessions for individuals desiring more hands-on experience in popular software courses. One-on-one assistance with specific software applications is available in two hour “Boxed Lunch Training (BLT)” sessions. CBIT also offers custom design and creation of databases, internet web pages, web sites as well as file conversions of spreadsheets and databases.

- **Oil and Gas Industry Training Courses**
  Meet your workforce training needs with our 1-day courses. These 30 oil and gas industry training courses are designed for anyone currently employed in the industry who wants to acquire knowledge and improve skills. To enroll in any course, call (903) 693-2067. Register over the phone. Classes include:

  **Introduction to Wellhead**
  Basic principles of wellbore, wellhead, and Christmas tree design and operation for lease operators (aka MSOs, field technicians, pumpers). Standard terminology to promote effective communication regarding maintenance issues and potential malfunctions, leading to basic operations and troubleshooting tasks.
Introduction to Separator and Tank
Basic principles of separator and tank design for production operations. Includes standard terminology for effective communication regarding: principles of separation, separator components, preventive maintenance, and operational efficiencies; types of tanks, regulatory compliance, maintenance issues, and reasons for tank failure.

Introduction to Plunger Lift
Basic principles of the design and operation of a plunger lift system and its relationship to the wellhead separator. Standard terminology to promote effective communication regarding incremental deliquification for maximum uplift, maintenance issues, and potential malfunctions. By understanding and correctly identifying plunger lift system design and function, students will be able to perform basic operations and troubleshooting tasks.

Introduction to Pumping Unit
Basic principles of the design and operation of a pumping unit aka beam lift, and its relationship to the wellhead separator. Standard terminology to promote effective communication regarding maintenance issues and potential malfunctions. By understanding and correctly identifying pumping unit (surface equipment and downhole insert pump) design and function, students will be able to perform basic operations and troubleshooting tasks.

Introduction to Gas Lift
Basic principles of the design and operation of gas lift. Standard terminology to promote effective communication regarding maintenance issues and potential malfunctions. By correctly identifying gas lift design and function, students will be able to understand how to operate and perform basic troubleshooting for gas lift wells.

Introduction to Gas Measurement
Basic principles of the design and operation of gas measurement. Standard terminology to promote effective communication regarding maintenance issues and potential malfunctions. Skills, techniques, and procedures to properly perform routine gas measurement and correctly document data to meet government regulations and company requirements. Additional topics: natural gas composition; types of meters; auxiliary equipment; sampling; inspection of measurement equipment; gas sales contracts & unaccounted-for (ghost) gas.

Introduction to Dehydration
Basic principles of dehydration, dehydrator skid design, and operation for production operations. Includes standard terminology to promote effective communication regarding maintenance issues and potential malfunctions of skid components. Covers basic troubleshooting.

Introduction to Automation
Basic principles of the design and operation of automation. Identifying automation equipment and its location on the well site. Terminology to promote effective communication regarding troubleshooting and potential malfunctions. Offers an overview of generic automation components including the solar panel, RTU, host, end devices, etc. and includes rationale for and economic value of automation. Introduces digital multimeter (DMM) use.

Introduction to Natural Gas Compression
Basic principles of compression, and compressor skid design and operation for production operations; includes standard terminology to promote effective communication regarding maintenance issues and potential malfunctions of skid components. Covers design and function for basic troubleshooting.

Introduction to Oil and Gas
Basic design and operation of how to prevent internal and external corrosion issues for the Oil & Gas Industry. Instruction provides students with standard terminology to promote effective
communication regarding the process of how corrosion is created and the operational and economic problems caused from if it is not used.

**Introduction to Cathodic Protection**
Basic design and operation of how to prevent internal and external corrosion issues for the Oil & Gas Industry. Instruction provides students with standard terminology to promote effective communication regarding the process of how corrosion is created and the operational and economic problems caused from if it is not used.

**Theory of Line Locating**
Basic theory of line locating including buried utility line and well location flow lines. Lecture and equipment training; students must be able to walk long distances, including steep inclines.

**Basic Electrical Theory**
Basic science of electricity current flow, voltage, resistance, DC/AC circuits, reactive load, impedance, and basic concepts of electrical generation, etc., including basic electrical safety.

**Basic Engine Theory**
Internal combustion engines: combustion characteristics, lean burn and rich burn engines, 3 major components required for combustion, etc.

**Compressor Valves**
Basic compressor valve operation; how to use valves for optimization; includes repair and troubleshooting.

**Using a Multimeter**
Use of the multimeter, a measuring tool/device, in all its capabilities—Ohms, capacitance, resistance, voltage AC/DC, etc. (use Fluke 87 multi-meter, or students can bring their own).

**Emissions Detection, Analysis, and Control**
Chemical components of emissions; combustion control and emissions; emissions laws and standards; demonstrations and use of emissions analyzer.

**Overview of the Natural Gas Industry**
Comprehensive look at natural gas from what it is, how it is produced and processed (upstream), to how it is marketed and transported (midstream), sold and used (downstream), including economic aspects of the industry. Intended for management, production workers, office and administrative staff—all who want to understand the complex industry in which they work.

**Reading Measurement Tools**
How to read precise measuring instruments, including inside, outside, and depth micrometers, calipers, tape measures, etc.

**Rotary Compressor Concepts**
Includes classroom theory of rotary screw compressors and hands-on disassembly and reassembly according to procedures.

**Shaft Alignment**
Basic skills involving shaft alignment using a dial indicator; hands-on application with shafts connecting compressor to engine, and shafts connecting electric motor to pump.

**Laptop Usage for Technical Careers**
Introduces students to the basic usage of laptops. Primary focus will be on the use of flash drives, air cards, plus creating and saving files. Usage of Microsoft Outlook, including accepting and sending meeting requests, sending email attachments and calendar organizational skills will also be covered.
Introduction to Disposal Well Operations
Basic design and operation of typical produced water disposal well and equipment. Instruction provides students with standard terminology to promote effective communication regarding the injection well, operating and maintenance of the surface equipment in addition to storage tank issues and potential malfunctions.

Purging Air from a Vessel or System
Presents the importance of removing any air/oxygen that has been allowed to enter a vessel or flowline during initial construction or during any remedial work performed on existing facilities. The air-to-methane ratio is dynamic because it is related to trapped or stopped gas pressure (PSIG) as an ignition source. Students will learn how to purge air safely and effectively.

Why We Use Compression?
Brief overview of where and how compressors were introduced to produce natural gas. Covers compressor use to accelerate the movement of gas while providing increased pipeline and reduced gathering-system pressures from the wellhead, through a treatment plant, to the “end user.” Basics of identifying external components of, and operating, a wellhead compressor skid. Includes discovering downtime reasons and safely returning the compressor skid to full operations.

Advanced Separator
Course presents basic principles of improving operational efficiency by focusing on Two-stage Three-phase separators and the LPUD, understanding the flow through each and learning how the valves and controllers function as a system. Students will gain an understanding of how control systems function and how to test them. The course also focuses on winterization techniques used to ensure operational efficiency during winter operations.

Advanced Liquid and Gas Measurement
Course provides instruction on measurement methodologies and regulatory requirements for hydrocarbon storage tank liquids and natural gas measurement. Class will include API calculations and regulations for measuring both liquids and gas. Students will be introduced to the economics of accurate and inaccurate measurement methods.

Gas Measurement Witnessing
Students will learn standard terminology for effective communication regarding witnessing and the resulting financial implications. By understanding measurement and witnessing techniques, students will be able to perform basic inspections and corrections. Course includes natural gas composition; meter construction; auxiliary equipment; sampling; inspection of equipment; and gas sales contracts.

Wellsite Motor Valves and Controllers
Course presents basic principles of common types of valves and controllers found on a wellsite, how they function and their applications. Students will gain an understanding of how to identify symptoms of improper operation, common causes of failures and how to make minor repairs/adjustments. They will also disassemble and assemble several types of controllers to facilitate their understanding of the repair, maintenance and operation of the valves and controllers.

Wellsite Pressure and Temperature
Course presents basic principles of common types of pressure and temperature controllers found on a wellsite, how they function and their applications. Students will gain an understanding of how to identify symptoms of improper operation, common causes of failures and how to make minor repairs/adjustments. They will also disassemble and assemble several types of controllers to facilitate their understanding of the repair, maintenance and operation of the devices.
Well Control Certification
Good communication is the key to successful blowout prevention! Simulator Training, fully accredited IADC WellCAP provider for Well Control Training for Drilling, Workover/Completion, Supervisor Level Training. The School of Energy provides Well Control Training with an emphasis on communication and a core curriculum determined by IADC to assist the employee on the rig and the engineer in the office to communicate on the same level. We believe clear concise communication will assist in the recognition of kick indicators and implementing the proper procedures for shutting in a kick, removing the kick, and reestablishing control of the formation pressure. This course is recommended for all oilfield and gas production supervisory level personnel, engineers, company men, toolpushers, and drillers. Classroom and simulator training ensures that every student grasps the practical and theoretical aspects of well control. Onsite training provides a balance of classroom-based and hands-on simulator training to familiarize students with realistic well control situations.

- Professional Development
Courses range from communication skills to team development. Training built on workforce competencies is designed to enhance today’s fast paced organizations. Consulting and coaching are tailored to assist teams with real-work issues as they apply tools and techniques learned in training.

- Technical/Safety
CBIT provides a series of technical learning opportunities including new hire and incumbent training for process operators and instrument and electrical technicians. Custom solutions can also be created to meet specific industry or company needs. Regulatory training to meet industry specific requirements is offered as well as general safety training.

- Workforce Development
Assessing workplace skills and providing training to close gaps for the incumbent workforce is provided by CBIT. Through foundational and technical skills testing and training, workers are equipped with the skills needed to succeed in today’s workforce.

For more information on these programs or other business/industry training needs, call (903) 693-2067 to arrange a free consultation.

Community Education
Panola College offers a wide variety of educational opportunities through the Division of Workforce and Continuing Education. These non-credit programs offer occupational and career training, job readiness skills, professional education, senior adult courses and activities, youth programs, certification programs, as well as basic skills, language improvement classes, courses for pleasure and recreation, and arts and crafts. Classes are open to any adult, age 17 or older (except the youth programs), or students eligible for concurrent/dual enrollment, regardless of educational background.

Teen program classes provide opportunities to learn everyday skills like cooking, as well as fun dance classes. Teens can also learn to decorate on a budget or they can take introductory courses in the technical skills field to sample career choices they may not have considered.

Community Education provides opportunities in a variety of areas, including hobbies, personal health, physical fitness, and even to learn a new language. Courses are tailored to meet community needs and interests. Courses may also be organized to provide customized training for industry or groups. For more information call (903) 693-2067.

Non-credit courses in the following areas are scheduled at various times during the academic year. Interested persons should check the schedule available online at http://www.panola.edu/wkfc-cont-ed/ to determine the particular courses offered each term.
Community Education Classes

**Art and Music**
- Ceramics
- Drawing
- Music Theater
- Watercolor

**Business**
- Customer Service
- Financial/Investments
- Intro to Accounting
- Negotiation Techniques
- Salesmanship
- Starting Your Own Business
- Supervision

**Information Technology**
- Access Databases
- Computer Skills for Business
- Networking
- Podcasting
- Self-paced Keyboarding
- Web Authoring - Dreamweaver
- Web Design and Authoring
- Web Graphics
- Welcome to Microsoft Windows
- Welcome to the Internet
- Welcome to the World of Computers

**Special Interests**
- Archery
- Boater Education
- Cake Decorating
- Concealed Handgun
- Craft Classes
- Crochet
- Dog Obedience
- Guitar
- Heritage Cookbooks
- Hunter Education
- Jewelry Making
- Mineral Right Laws
- Photography
- Pottery
- Private Voice Lessons
- Quilting
- Selling on eBay
- Sewing

**Safety and First Aid**
- Adult and Pediatric First Aid*
- Adult/Child/Infant CPR*
- Advanced Cardiac Life Support*
- Basic Life Support*
- Blood-borne Pathogens
- Intro to Safety and Health

**Languages**
- CCI-eLearning
- Command Spanish
- English as a Second Language
- French
- Industry Specific Spanish
- Sign Language
- Spanish Skills

**On-Line Classes**
- Education to Go
- Gatlin Education Services
- Pro Train

**Professional Development**
- Basic Electrical
- Child Care
- Computer Skills
- Creative Arts for Early Childhood
- Dental Assistant**
- Early Childhood
- Electrician License Renewal CEU
- Food Service Manager Certification
- Forklift*
- Heavy Equipment Technology
- Intro to Criminal Justice
- Motor Control
- Paraprofessional Teacher Assistant
- Professional Truck Driving
- QuickBooks
- Substitute Teacher Training
- Welding

**Health Sciences**
- Aromatherapy
- Nurse Aide**
- Dialysis Tech**
- EKG Technician**
- Emergency Medical Responder
- Emergency Medical Services
- Healing Touch
- Home Health Training for CNA
IV Therapy
Massage Therapy**
Medical Assistant
Medical Insurance Coding
Medical Office and Billing Procedures
Medication Aide**
Patient Care Technician
Pharmacy Technician**
Phlebotomy Technician**
Professionalism in Healthcare

Personal Health
Aerial Yoga
Pi-Yo
REFIT
Spin
Yoga
Zumba

Adult Education and Literacy
Citizenship and the Community
English as a Second Language
GED Test Preparation
Pre-GED
U.S. Citizenship

*Certification
**State exam required to practice

Registration for Community Education courses is continuous throughout the year. Course schedules are available online for the fall, spring, and summer terms. Schedules and online registration are also available on the Panola College website or through Workforce and Continuing Education.

Adult Life and Learning Program
The Adult Life and Learning Program (ALLP) offers fall and spring programs of interest to senior citizens. Participation in the activities is open to anyone 50 years of age or older. A calendar of activities is planned and distributed to interested students. For more information, call (903) 693-2067.

AEL/GED/ESL Program
Adult Education courses are offered to assist adults in acquiring needed basic skills. The areas for students include English as a Second Language, Adult Basic Education, and General Educational Development.

Adult Basic Education (ABE)
Adult Basic Education (ABE) is the fundamental instruction and study of materials and subject matter equivalent of grades 1 through 8. This course is for the adult in need of skills in reading, writing, and arithmetic up to the eighth grade level. Upon successful completion of this program students will be able to read newspapers and popular magazines, handle finances (checkbook), and improve job skills.
For more information, call (903) 693-2067.

General Education Development (GED)
General Educational Development (GED) is preparation for the High School Equivalency Diploma, which may be acquired by passing the GED Exam. A pre-test is required to determine if a student is eligible to take the
official test or if he or she needs additional preparation. Students must be at least 17 years old and officially withdrawn from a public school. This course is for the adult whose high school education was interrupted. These classes allow students to progress from the 9th to 12th grade at their own pace in five areas: writing, social studies, science, reading, and math.

**English as a Second Language (ESL)**

English as a Second Language (ESL) is for adults who want to speak and write practical, everyday English. In keeping with the philosophy of making educational opportunities available to the community at large, Panola College provides a wide range of services both to individuals and organizations through its Workforce and Continuing Education (CE) division.