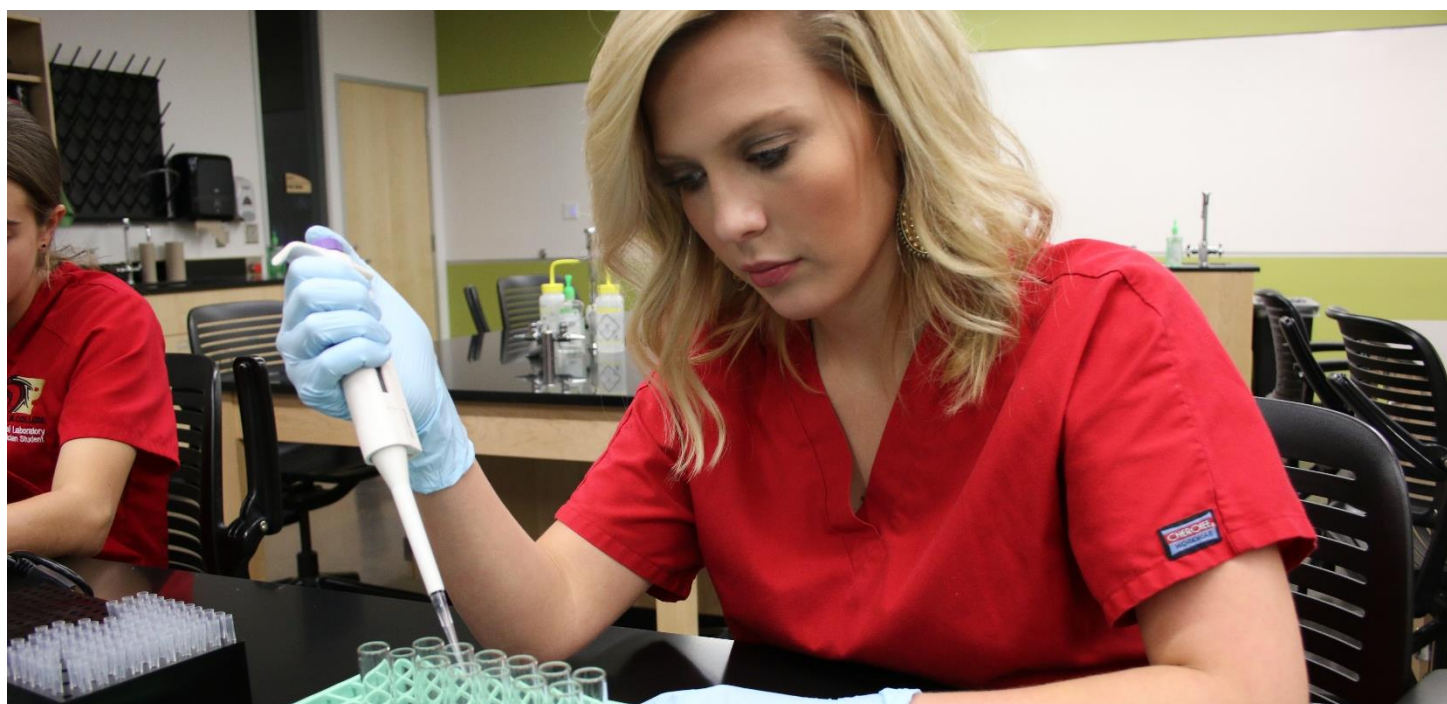


# DEPARTMENT OF WORKFORCE AND CONTINUING EDUCATION

*Classes for the community and degree students*



# DEPARTMENT OF WORKFORCE AND CONTINUING EDUCATION

---

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.

## **Director**

Whitney McBee  
Merle Glass Building  
Carthage, Texas 75633  
(903) 693-2067

## **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













