

# Welcome to Midland College!

Midland College is *your college*, and our focus is on *YOU*. Our goal is to provide programs and services to meet *your* needs.

Midland College has been serving Midland and the region for over 40 years. During that time, Midland College has made an indelible mark on our community, and we strive to be student centered. We pride ourselves on providing our students with **one-on-one interaction with top faculty** in an environment that stresses **student accomplishment above all else**.

Courses in our academic programs transfer easily to four-year universities throughout the nation, and our career and technical programs provide the skills necessary for you to enjoy a successful career. In addition to associate degree programs and certificates, Midland College also includes a baccalaureate degree in organizational management. You will find that Midland College can provide you with a rich and exciting range of opportunities and services, as well as a **quality educational experience that is both affordable and comfortable**.

During the past 40 years, Midland College has grown from 688 students to over 6,000 students. From the start, we promised to provide a warm and supportive environment in which students gain a high-quality education. We still maintain that promise to you. Our faculty and staff are here because you are. They are a resource you can draw upon for assistance and support. **Your success is our success!**

**Steve Thomas, Ph.D.**  
*President, Midland College*

## Board, Administration, Faculty and Staff

### Your College

#### Administration

The policy making and supervisory functions of the administration of the college, as provided by state law, are vested in a nine-person Board of Trustees. The Board delegates the professional responsibility to the President of the college, who is assisted by other administrative officers.

## Board of Trustees

<b>Charlene R. McBride</b> <i>President</i>	<b>Stephen N. Castle</b> <i>Vice President</i>	<b>G. Larry Lawrence</b> <i>Secretary</i>
<b>Linda J. Cowden</b> <i>Board Member</i>	<b>Neil M. Florer</b> <i>Board Member</i>	<b>Will R. Green</b> <i>Board Member</i>
<b>Steven N. Kiser</b> <i>Board Member</i>	<b>Kenneth A. Peeler</b> <i>Board Member</i>	<b>Ralph L. Way</b> <i>Board Member</i>

## Officers of Administration

<b>Steve Thomas</b>	<i>President</i>
<b>Richard Jolly</b>	<i>Executive Vice President</i>
<b>Rick Bender</b>	<i>Vice President of Administrative Services</i>
<b>Rita Nell Diffie</b>	<i>Vice President of Student Services</i>
<b>Dennis Sever</b>	<i>Vice President of Information Technology and Facilities</i>
<b>Bahola Edwards</b>	<i>Assistant to the President/Secretary to the Board</i>
<b>Deana Savage</b>	<i>Special Advisor to the President</i>
<b>Kathy Fletcher</b>	<i>Executive Director of Institutional Advancement &amp; Midland College Foundation</i>
<b>Dale Beikirch</b>	<i>Dean of Distance Learning and Continuing Education</i>
<b>Rebecca Bell</b>	<i>Dean of Community Relations &amp; Special Events</i>
<b>Mary Braselton</b>	<i>Dean of Social/Behavioral Sciences &amp; Business</i>
<b>Michael Chavez</b>	<i>Dean of Enrollment Management</i>
<b>Robert Dent</b>	<i>Acting Dean of Health Sciences</i>

<b>William Feeler</b>	<i>Dean of Fine Arts and Communications</i>
<b>Curt Pervier</b>	<i>Dean of Applied Technology</i>
<b>Margaret Wade</b>	<i>Dean of Mathematics and Natural Science</i>
<b>Lynda Webb</b>	<i>Dean of Adult and Developmental Education</i>
<b>Angela Balch</b>	<i>Registrar</i>

## Administrative and Professional Staff

(Year indicates beginning of affiliation with Midland College)

**Thomas, Steve**, *President*; B.A., Texas State University; M.A., University of Texas of the Permian Basin; Ph.D., University of Texas at Austin (2008)

**Adams, Brian A.**, *PC/Network Assistant Technician* (2013)

**Aldridge, Bryan**, *Instructor, Transportation Training* (2013)

**Allen, Forrest L.**, *Athletic Director*; B.B.A., University of Texas of the Permian Basin; M.B.A., Texas Tech University (1995)

**Amezcuca, Josue L.**, *PC/Network Assistant Technician* (2012)

**Baker, Tana**, *Director, Student Life*; A.A.G.S., Midland College; B.A., University of Texas of the Permian Basin; M.S., Amberton University (1993)

**Balch, Angela**, *Registrar*; B.B.A., Abilene Christian University; M.Ed., University of North Texas (2008)

**Balch, Craig**, *Testing Center Coordinator*; B.S., Texas A & M University; M.S., Texas A&M University Commerce (2008)

**Barton, Otis**, *Instructor, Transportation Training* (2012)

**Beach, Denise G.**, *Academic Advisor*; B.S., Montana State University-Billings (2009)

**Beach, Justin**, *Associate Director, Financial Aid*; B.A., Montana State University; M.Ed Abilene Christian University (2009)

**Beikirch, Dale W.**, *Dean, Distance Learning and Continuing Education*; B.S., M.S., Kent State University (1999)

**Bell, Rebecca**, *Dean, Community Relations/Special Events*; B.B.A., Texas Tech University; M.A., Webster University (1990)

**Bender, Rick**, *Vice President of Administrative Services*; CPA; B.Accty., M.Accty, New Mexico State University (1992)

**Braselton, Mary**, *Dean of Social/Behavioral Sciences and Business*; B.S., University of Texas at Austin; M.A., West Texas A&M; Ed.D., Texas Tech University (2009)

**Brooks, Joan E.**, *PPDC Coordinator*; (2004)

**Brown, Jené**, *Distance Learning and VCT Coordinator*; A.S., Midland College; B.A., University of Texas of the Permian Basin

(2001)

**Buckley, Daniel**, *Webmaster*; B.F.A., Washington University; M.F.A., Southern Methodist University (1986)

**Bustamante, Michael**, *Assistant to the Director of Helen I. Greathouse Children's Center* (2012)

**Campbell, Debra J.**, *Contract Training Coordinator*; A.A.S., Midland College (2013)

**Carter, Joe D.**, *HVAC Maintenance Technician* (1998)

**Cevallos, Sylvia**, *Accounts Payable/Purchasing Assistant* (1993)

**Chandler, Dannie**, *PC/Network Technician*; B.S., University of Tennessee at Martin, M.A., Webster University (2012)

**Chaparro, Alfredo**, *Director, Community Services*; B.B.A., M.S., Texas Tech University (2001)

**Chavez, Michael**; *Dean of Enrollment Management*; A.A., New Mexico Junior College; B.S., M.S., University of the Southwest; Ed.D., New Mexico State University (2010)

**Collins, Wendy L.**, *Director, Health Science Continuing Education*; A.A.S., Odessa College, B.S.N., University of Texas-Arlington (2009)

**Cordero, Brenda**, *Associate Director-Continuing Education*; A.G.S., Midland College (1999)

**Corll, Thomas**, *Director, Institutional Effectiveness and Planning*; B.S., Wayland Baptist University; M.S., Tarleton State University, Ph. D., Capella University (2009)

**Curry, Katherine A.**, *Multimedia Developer*; A.A.S, Midland College; B.A., University of Texas of the Permian Basin (2008)

**Daniels, Lupe**, *Career Guidance/Job Placement Coordinator*; A.S., Midland College; B.A., University of Texas of the Permian Basin (2000)

**Day, Gail**, *Instructor, Health Science Continuing Education* (2013)

**Deats, John W.**, *Director, Learning Resource Center*; B.S., University of Houston; M.L.S., North Texas State University (1990)

**Delucas, Daisy**, *Accountant*; A.S., Midland College; B.B.A., University of Texas of the Permian Basin (2010)

**Diaz, Erlinda**, *PPDC Program Coordinator* (2001)

**Diffie, Rita Nell**, *Vice President Student Services*; B.S., M.Ed., Texas Tech University (1991)

**Edwards, Bahola**, *Assistant to the President and Secretary to the Board of Trustees*; A.G.S., Midland College; CPS (1982)

**Evans, Amanda L.**, *Assistant Softball Coach*; A.S. Midland College, B.L.A., University of Missouri-Kansas City (2013)

**Evans, Pervis**, *Director, Upward Bound*, B.G.S., M.S., Texas Tech University; M.Ed., Sul Ross State University (2009)

**Feeler, William G.**, *Dean, Fine Arts and Communications*; A.A., Odessa College; B.A., North Texas State University; M.A., University of Texas at Austin; Ph.D., University of Nebraska-Lincoln (1989)

**Fennell, Barbara**, *Director, Purchasing* (2001)

**Finley, Dawn A.**, *Career and Technical Education Coordinator*; B.A., William Penn College; M.A., Texas Tech University

(2008)

**Fletcher, Kathy B.**, *Executive Director, Institutional Advancement & Midland College Foundation*; B.S., M.P.A., Texas Tech University (2013)

**Flores, Rose M.**, *Workforce Continuing Education Coordinator*; A.A.S., New Mexico State University (1999)

**Franklin, Lorraine**, *Data Center Manager*; A.A.S., Midland College (1997)

**Fredericks, Betsy**, *Associate Director of Business and Economic Development Center*; B.S., Louisiana State University; M.B.A., University of Texas of the Permian Basin (2003)

**Fuller, James**, *Coordinator of Teaching/Learning - Professional Development Center*; A.A., San Angelo State University; B.A., North Texas State University; M.A., Texas Tech University (1975)

**Garcia, J. Alberto**, *Plumbing Maintenance Technician* (2003)

**Garcia, Jody A.**, *PC/Network Assistant Technician* (2013)

**Garza, Christy**, *Video Conference Services Manager*; A.A.S., Midland College; B.S., Lubbock Christian University (2000)

**Gatliff, Ginger**, *Assistant Women's Basketball Coach*; B.A., York College; M.S.S., United States Sports Academy (2006)

**Geerts, Holly**, *Instructor, Health Science Continuing Education* (2012)

**Goar, Julana**, *Instructor, Transportation Training*

**Gonzales, Maria**, *Community Liaison/Student Advisor*; B.A., M.A., University of Texas of the Permian Basin (2012)

**Goolsby, Jennifer**, *I.T. Training Specialist*; B.B.A., Texas Tech University (2010)

**Gray, Sylvia**, *Instructional Designer*; B.M.E., Phillips University; M.S., Johns Hopkins University (2007)

**Grinnan, James S.**, *Director, Counseling*; B.A., University of Texas at Austin; M.S., Texas A&M University, Licensed Professional Counselor (1996)

**Gunter, Tiffany**, *Loan Coordinator*; B.A.S., Texas Tech University (2011)

**Hamilton, Deborah**, *Academic Advisor*; A.A.S., Community College of the Air Force, B.A., McMurry University, M.S., Abilene Christian University (2012)

**Harris, Jennifer**, *Public Services Librarian*; B.S.N., West Texas A&M University, M.L.S., Texas Women's University (2012)

**Hayes, David**, *Technical Support Manager*; A.A., American Commercial College (1996)

**Hernandez, Edia**, *Admissions Advisor*; A.A.S., Midland College; B.A., University of Texas of the Permian Basin (2005)

**Hieb, Chris**, *Publications Director*; A.A., Midland College, B.A., University of Texas of the Permian Basin (2001)

**Ingram, Jeri**, *Lab Manager, Cosmetology* (2012)

**Isaacs, Lesley**, *Multimedia Promotions Coordinator*; B.A., Southern Methodist University (2012)

**Jackson, Jeri S.**, *Education & Workforce Coordinator*; (2007)

**Jeffcoat, Bruce**, *Maintenance Technician- Electrician* (2011)

**Jimenez, Isabel**, *Student Support Services Advisor*, B.A., University of Texas of the Permian Basin (2006)

**Jolly, Richard**, *Executive Vice President*; B.A., Howard Payne; M.Ed., Ed. D., Texas Tech University (1983)

**Jones, JoLynn**, *Activities Director/Data Specialist, Title V*; B.A., Tulane University (2012)

**Jones Micah**, *Database Programmer*; B.S., University of Texas of the Permian Basin (2008)

**Jones, Ron**, *Compliance Director/Women's Basketball Coach*; B.S.Ed., University of Central Oklahoma; M.Ed., University of Central Oklahoma (1994)

**Jordan, Judy**, *Director, Student Support Services*; B.A., Angelo State University; M.A., University of Texas of the Permian Basin (1999)

**Keesee, R. Lea**, *Director, SimLIFE Center*; B.A., Texas A&M University; B.S.N., Texas Tech University Health Sciences Center; M.S.N., West Texas A&M University; R.N. (2001)

**Kennedy, April**, *Assistant to the Director, Physical Plant* (1997)

**Kirkland, Terry**, *Supervisor of Grounds* (2001)

**Lee, Peggy**, *Residence Hall Manager* (2012)

**Lemmon, Richard**, *Security Officers Supervisor* (2004)

**Licon, Blanca**, *Director, Adult Education & Literacy*; A.A.S., Midland College; B.A., M.A., University of Texas of the Permian Basin (2009)

**Lopez, Mary**, *Communications & Special Events Coordinator*; A.G.S., Midland College (1984)

**Madewell, Cindy**, *Manager, SimLIFE Center*; A.A., Tulsa Community College; B.S.N., University of Oklahoma Health Sciences Center; M.S.N., University of Texas at El Paso; R.N. (2007)

**Martinez, Anita**, *Title V Transition Specialist, Cogdell Learning Center*; B.S., West Texas A&M University (2008)

**Martinez, Jeremy**, *Director, Admissions & Recruitment*; B.A., M.A., University of Texas of the Permian Basin (2001)

**Martinez, Raymond**, *Grounds Foreman* (1988)

**Mays, Ann**, *Help Desk Manager*; A.A.S., Midland College (2000)

**McCampbell, Dennis R.**, *Director/Instructor, Transportation Training* (2007)

**McDonald Jeff**, *Web Designer*; B.A., University of New Mexico (2008)

**McGuire, Paul**, *PC/Network Technician*; B.S., Southern Nazarene University (2001)

**McIntosh, Dennis**, *PC/Network Technician*; A.A.S., Midland College (2000)

**McKee, Richard**, *Chief of Police*; B.A., M.S. University of Texas of the Permian Basin (2012)

**McKiddy, Patricia K.**, *Database Programmer*; A.S., Howard College; B.S., University of Texas of the Permian Basin (2010)

**Messmer, Kristy K.**, *Legacy Advisor*; A.S., University of Southern Indiana; B.S., Rasmussen College (2013)

**Miranda, Cecilia**, *Technical Services Librarian*; B.S., University of Texas at El Paso; M.A.L.S., University of Wisconsin at Madison (1981)

**Morgan, Natasha**, *Director, Human Resources/Payroll*; B.B.A., Texas Tech University (2005)

**Nguyen, Tuan A.**, *Manager-Residence Hall*; A.A.S., Midland College; B.B.A., University of Texas of the Permian Basin (2013)

**Ontiveros, Kimberly**, *Upward Bound Academic Coordinator*; A.S., Midland College; B.S.S.W., University of Texas of the Permian Basin (2010)

**Oyerbides, John M.**, *Manager-Residence Hall*; B.A., Texas Tech University; M.A., American Public University System (2013)

**Perez, Sean**, *Network Security Officer*; A.A.S., Midland College (2001)

**Pervier, Charles**, *Dean, Applied Technology*; B.S., M.S., North Texas State University (1977)

**Pervier, Lyndolyn**, *Director, Workforce Continuing Education*; A.G.S., Midland College (1996)

**Peterson, Sara**, *Language Hub Coordinator*; A.A., Ventura Community College, B.A., University of La Verne (2010)

**Primera, Tanya**, *Director, Helen L. Greathouse Children's Center*; A.A.S., Midland College (2001)

**Ramos, Diana**, *Academic Advisor*; B.B.A., Angelo State University; M.P.S., Loyola University (2004)

**Ramos, Yolanda**, *Director, Financial Aid*; A.G.S., Midland College; B.S., Lubbock Christian University (1993)

**Reyna, Holli E.**, *Assistant Volleyball Coach*; A.S., Midland College; B.A., Notre Dame College (2014)

**Riley, Oscar "Ken"**, *Director, Physical Plant*; A.S., Mountain View College; B.A., University of Texas of the Permian Basin (1998)

**Rinehart, Cory A.**, *PC/Network Assistant Technician* (2013)

**Rivas, Nancy**, *Database Programmer*; A.A.S., Midland College (2007)

**Roark, Mike**, *Coordinator of Operations Al G. Langford Chaparral Center*; B.B.A., Eastern New Mexico University (1988)

**Rodriguez, Hector**, *Assistant Men's Baseball Coach*; B.S., University of Texas at San Antonio (2006)

**Roome, Tracy**, *Manor Park Child Care Coordinator*; A.A.S., Odessa College (2000)

**Savage, Deana M.**, *Special Advisor to the President*; B.A., North Texas State University; M.Ed., Texas Woman's University; Ed.D., Texas A&M University, Commerce (1982)

**Schroeder, Stacy**, *Student Accounts Coordinator* (1989)

**Sever, Dennis W.**, *Vice President, Information Technology and Facilities*; A.A.S., North Harris County College; A.A.S., Midland College; B.B.A., M.B.A., University of Texas of the Permian Basin (1984)

**Shaw, Nicholas D.**, *Assistant Men's Basketball Coach*; B.B.A., Stephen F. Austin State University (2013)

**Shelton, Stephanie**, *Counselor*; B.A., M.A., University of Texas of the Permian Basin (2008)

**Skaggs, Jill**, *AHEC Coordinator*; B.S., Tarleton State University (2012)

**Smith, W. Hoxie**, *Director, Petroleum Professional Development Center*; B.S., Colorado State University; M.S., University of Texas of the Permian Basin (2003)

**Snider, Carolyn**, *Accounting Assistant*; A.A.B., Pikes Peak Community College (1995)

**Soliz, Anthony**, *Intramurals Coordinator*; B.S., M.S., Angelo State University (2009)

**Stanger, Annie**, *Grants Development Specialist*; B.S., Appalachian State University, M.S., University of North Carolina at Chapel Hill (2012)

**Stevens, Mike**, *Director, Al G. Langford Chaparral Center*; B.S., Texas Tech University (1981)

**Stroman, Tana**, *Database Programmer*; B.S., University of Texas of the Permian Basin (2014)

**Sutton, Carolyn**, *Cosmetology Lab Supervisor* (2007)

**Tarpley, George M.**, *Director, WRTTC*; B.S., Tarleton State University; M.S., Tarleton State University (2013)

**Thomas, Alison**, *Database Programmer*; A.A.S., Midland College (1999)

**Valenzuela, Raquel**, *Student Support Specialist/Clinical Coordinator*; A.A.S., Midland College (2014)

**VanCuren, Stephanie**, *Student Activities Coordinator*; B.A., University of Texas of the Permian Basin (2008)

**Velasquez, Augustin**, *Human Resources Coordinator*; B.S., University of Houston (2010)

**Velasquez, Charles**, *Network Manager*; B.S., Sul Ross State University (1997)

**Velasquez, Crystal M.**, *Data Analyst*; B.S., University of Texas Permian Basin (2006)

**Vickery, Julia**, *Coordinator of Student Development/SIP*; B.A., Graceland College; M.A., University of Kansas (1997)

**Vincent, Bobby**, *Director, Accounting*; B.B.A., Texas Tech University, CPA; (2004)

**Wade, Margaret**, *Dean, Mathematics and Natural Science*; B.A., Stephen F. Austin State University; M.S., Ed.D., Texas Tech University (1990)

**Wallace, J. Don**, *Director, Alumni Relations & Development, Dollye Neal Chapel*; B.A., University of Texas of the Permian Basin; M.A., Kent State University (1997)

**Webb, Lynda**, *Dean of Adult and Developmental Education*; B.A., Baylor University; M.A., University of Texas at El Paso (2002)

**Williams, Dale**, *Counselor*; B.A., M.A., Marshall University (2002)

**Williford, Elisa M.**, *Director, AHEC*; B.S., Texas Women's University (2008)

**Zenteno, Elizabeth**, *Associate Director, Cogdell Learning Center*; B.A., University of Notre Dame; M.P.S., Loyola University (2005)

**Zimmerhanzel, Kathryn**, *Assistant to the Vice President of Instruction*; A.S., Midland College, B.A., Texas Tech University (2013)

## Full-Time Faculty

(Year indicates beginning of affiliation with Midland College)

Midland College is extremely fortunate to maintain a faculty of dedicated student-centered instructors who possess professional expertise and an ability to meet individual student learning needs. This list will vary somewhat from year to year.

**Allen, Diane**, *Program Chair, English*; B.A., Brigham Young University; M.A., University of Texas at El Paso; Ph.D., Texas Tech University (2004)

**Allen, Katherine**, *Associate Professor, Speech*; B.A., M.A., Texas Tech University (2001)

**Almaguer, F. Lee**, *Professor, Government*; B.S., Abilene Christian University; M.A., Baylor University (1991)

**Anderson, John**, *Instructor, Chemistry*; B.S., Southeastern Oklahoma State University; M.S., University of North Texas (1999)

**Avalos, Pedro**, *Department Chair, Automotive/Diesel Technology*; A.A.S., Midland College; B.S., M.S., Lubbock Christian University (2009)

**Avery, J. Doug**, *Professor, Economics*; A.G.S., Midland College; B.B.A., M.B.A., University of Texas of the Permian Basin (1999)

**Belazi, Omar**, *Professor, Technology Management/BAT*; B.C., University of Libya; M.B.A., D.B.A., Texas Tech University (1982)

**Belzaire, Amelia**, *Instructor, Biology*; B.S. Niagra University; M.S.N., Texas Tech University Health Sciences Center (2010)

**Bewley, Rabon**, *Assistant Professor, Music*; B.A., Southeastern Oklahoma State University; M.M., Pittsburgh State University (1999)

**Bezinque, Kimberly**, *Assistant Professor; Associate Degree Nursing*; B.S.N., Pittsburgh State University; M.S.N., Texas Tech University Health Sciences Center; R.N. (1994)

**Brannan, Alma**, *Associate Professor, Mathematics Center Coordinator*; B.S., East Central University; M.A., New Mexico State University (2010)

**Brannigan, Laurie**, *Assistant Professor, Associate Degree Nursing*; A.S., Northern Arizona University; B.S.N., The University of New Mexico; M.S.N., Walden University; R.N. (2011)

**Branon, Thomas**, *Program Chair, Aviation Maintenance Technology*; Certificate, Midland College (2006)

**Brown, Elizabeth**, *Program Chair, Diagnostic Medical Sonography*; A.A., Northeastern Oklahoma A&M College; B.S.R.T.(N), B.S.R.T.(U), University of Oklahoma Health Sciences Center; M.S.R.S., Midwestern State University; R.D.M.S. (2000)

**Brown, Sylvia**, *Professor, Business Systems*; A.A.S., Midland College; B.S., Lubbock Christian University; M.B.A., Grand Canyon University, Microsoft Certified Master Instructor (1995)

**Bryant, G. Lynn**, *Associate Professor, Energy Technology*; B.S., Texas Tech University; M.Ed., Wayland Baptist University (2008)

**Cain, Michael**, *Instructor, Energy Technology*; A.A.S., The Art Institute of Dallas, B.S., Thomas A. Edison State College (2012)

**Callo, Paula**, *Associate Professor, Vocational Nursing*; Diploma, School of Nursing of the Church Home and Hospital of the City of Baltimore; B.S.B.A., Saint Joseph's College; R.N. (2005)

**Campbell, Lance**, *Instructor, Automotive Technology*; Certificate, A.A.S., Midland College (2012)

**Cobb, Shauna**, *Instructor, Student Success*; B.S.E., Eastern New Mexico University, M.A., The University of Texas of the Permian Basin (2012)

**Coffman, Darla**, *Associate Professor, Developmental Reading*; B.S., Texas Women's University; M.S., University of the Southwest (2012)

**Cole, Amme**, *Associate Professor, Organizational Management*; A.S., B.A.T., Midland College; M.A., Sul Ross State University (2010)

**Coleman, David**, *Baseball Coach, Kinesiology Instructor*; A.S., Vernon Jr. College; B.S., Lubbock Christian University; M.Ed., Texas A&M University (2006)

**Cornell, Simon**, *Assistant Professor, Government*; B.A., University of Texas at Arlington; M.A.T., Florida Atlantic University, (2008)

**Cranford, E. Scott**, *Assistant Professor, Welding Technology*; A.A.S., Midland College (2010)

**Cuny, Cynthia**, *Assistant Professor, Associate Degree Nursing*; B.S.N., West Texas A&M University, M.S.N., University of Texas at El Paso, R.N. (2012)

**Davis, Tracy**, *Associate Professor, Emergency Medical Services*; Certificate, Clovis Community College; Diploma, Covenant School of Nursing; B.S.N., Lubbock Christian University; L.P., R.N. (2009)

**DeLaO, Frank**, *Associate Professor, History*; B.A., Texas A&M University; M.A., University of Texas of the Permian Basin (2001)

**Dixon, Michael**, *Program Chair, Mathematics*; B.S., M.A., University of Texas of the Permian Basin (1999)

**Dreiling, Jordan**, *Basketball Coach, Kinesiology Instructor*; A.S. Highland Community College, B.S. Southeastern Oklahoma State University, M.Ed. Southeastern Oklahoma State University (2013)

**Eaton, Jean**, *Assistant Professor, Vocational Nursing*; A.A.S. Midland College, B.A. Abilene Christian University (2012)

**Edens, David**, *Assistant Professor, Psychology and Sociology*; M.A., University of Texas of the Permian Basin; B.A., M.S., Abilene Christian University (2004)

**Edwards, Carmen**, *Program Chair, Associate Degree Nursing*; A.A.S., Odessa College, B.S., West Texas A&M University, M.S.N., University of Texas at El Paso (1998)

**Egan, Brendan**, *Instructor, English*; B.F.A., New York University; M.A., M.F.A., McNeese State University (2011)

**Egan, Stacy**, *Instructor, English*; B.A. New York University; M.F.A. McNeese State University; M.A. McNeese State University (2013)

**Elderkin, Nicholas**, *Department Chair, Visual & Performing Art*; B.Mus., Mount Allison University; M.M., D.M.A., Texas Tech University (2007)

**Elias, Daniel**, *Instructor, Biology*; B.S., McMurry College, M.S., Texas Southern University (2007)

**Farris, Chad**, *Instructor, Aviation Maintenance*; Certificate, Midland College (2004)

**Fields, J. Michael**, *Program Chair, Cosmetology*; A.A., El Paso Community College, Texas Cosmetology Operator/Instructor License (2004)

**Fitzgerald, Laurie**, *Clinical Director, Sonography*; A.A.S., Midland College; R.N., R.D.M.S. (2008)

**Flowers, Melinda**, *Student Success Program Chair*; B.S., M.S., Midwestern State University (2009)

**Ford, Sonia**, *Professor, Mathematics*; B.S., M.A., Eastern New Mexico University (2002)

**Gandy, Tracy**, *Program Chair, Energy Technology*; A.S., University of Louisiana at Lafayette (2009)

**Gawloski, Joan**, *Instructor, Geology*; B.S., Indiana University of Pennsylvania; M.S., Baylor University (2009)

**Giles, Tony**, *Assistant Professor, Geology*; B.S., University of Arkansas at Little Rock; M.S., Sul Ross State University (2013)

**Gilmour, Terry**, *Professor, Government*; B.S., M.A., West Texas A&M University; Ph.D., Texas Tech University (1997)

**Gordon, Evelyn**, *Instructor, Student Success*; B.S., M.S., Angelo State University (2013)

**Groth, Janet**, *Assistant Professor, Economics, Government and Mathematics*; B.S., M.Ed., Texas State University; M.A., Sul Ross State University (2008)

**Gutierrez, Erick**, *Instructor, Automotive Technology*; A.A.S., Midland College (2013)

**Hart, Leland**, *Instructor, Emergency Medical Services*; A.A.S., Midland College; L.P. (2006)

**Herd, Chesly**, *Program Chair, Alcohol Drug Abuse Counseling*; B.S., M.Ed., Sul Ross State University (2005)

**Hernandez, Tomas**, *Instructor, Biology*; B.S., M.S., Sul Ross State University (1995)

**Hicks, Glenda**, *Professor, English*; B.A., University of Oklahoma; M.A., Ph.D., Oklahoma State University (1981)

**Hinds, Claudia**, *Assistant Professor, Biology*; B.S., M.S., Colorado State University (1991)

**Houck, M. Todd**, *Professor, History*; B.A., M.A., Ph.D., Texas Tech University (2002)

**Howell, Pamela**, *Professor, English*; B.A., Southern Arkansas University; M.A., Ph.D., Texas Christian University (1983)

**Hubbard, Michael**, *Instructor, Art*; B.F.A., Savannah College of Art and Design; M.F.A., Washington State University (2011)

**Jimenez, Tammie**, *Volleyball Coach, Kinesiology Instructor*; B.B.A., St. Mary's University; M.M. University of Phoenix (2004)

**Johnson, J. Doug**, *Department Chair, Business*; A.A.S., Midland College; B.S., University of Texas at Arlington; M.S., Tarleton State University (1999)

**Jolliffe, Teresa**, *Assistant Professor, English*; B.A., M.A., Texas Tech University (2001)

**Jones, Karen**, *Instructor, Developmental Mathematics* (2013)

**Jordan, Michael**, *Professor, Music*; B.M.Ed., University of New Mexico; M.M., University of Colorado; M.A., University of Texas of the Permian Basin; D.M.A., University of Michigan (1981)

**Kelly-Penny, Linda**, *Professor, Mathematics*; B.A., M.S., Texas A&M University (1998)

**Kemp, David**, *Associate Professor, Energy Technology*; B.S., M.Ed., Sul Ross State University (2012)

**Kennedy, Damon**, *Associate Professor, History*; B.A., M.A., University of Texas of the Permian Basin, Ph.D., Texas Tech University (2006)

**Khaki, Mary**, *Associate Professor, Vocational Nursing*; A.A.S., Odessa College; R.N. (2011)

**Kim, Keonho**, *Associate Professor of Geology*, B.S., M. S., Seoul National University; M.S., State University of New York; Ph.D., State University of New York, Buffalo (2013)

**Koonce, Lucinda**, *Instructor, Associate Degree Nursing*; A.A.A., Cisco Junior College; A.A.S., Howard College; B.S.N., Texas Tech Health Sciences Center; M.S.N., University of Phoenix; R.N. (2010)

**Kuhn, J. Mark**, *Department Chair, Fire Technology and EMS*; A.A.S., Midland College; A.S., B.A., Southeastern Louisiana University (2009)

**Kundomal, C. Kyle**, *Instructor, Mathematics*; B.S., Eastern New Mexico University; M.S., Texas Tech University (2009)

**Lambert, Leonora**, *Professor, HI-TECH Workforce/HIT Program*, B.S., Texas State University; M.S., Houston Baptist University; R.H.I.A. (2010)

**Larson, Greg**, *Instructor, Biology*; B.S., Eastern Illinois University; M.S., University of Texas of the Permian Basin (2013)

**Laster, Sonya**, *Instructor, Student Success*; B.A., Albany State University; M.Ed., Troy University (2013)

**Leach, Ann**, *Program Chair, Kinesiology*; B.S., Iowa State University; M.Ed., Sul Ross State University (2000)

**Ledbetter, Dan**, *Professor, Welding Technology*; B.S., North Texas State University; M.S., East Texas State University (1990)

**Lumpkin, Adriana**, *Professor, Information Technology*; B.S., Sul Ross State University; M.S., Capella University (1999)

**Luna, Norma**, *Associate Professor, Vocational Nursing*; A.A.S., Midland College; R.N. (2008)

**Makowsky, Michael**, *Department Chair, Social Sciences*; B.A., Texas Tech University; M.A., University of Texas of the Permian Basin (1999)

**Mangum, Paul**, *Program Chair, Biology*; B.S., M.S., Ph.D., Texas Tech University (1995)

**Marshall-Gray, Paula**, *Professor, History and Anthropology; Director, Honors Program*; B.G.S., M.A., Ph.D., Texas Tech University (2007)

**Matthews, Ethel**, *Instructor, Biology*; B.A., Our Lady of the Lake University; M.S., University of Texas of the Permian Basin (1994)

**Mauricio, Duberlinda**, *Instructor, Spanish, Modern Language Lab Coordinator*; B.A., M.A., University of Texas of the Permian Basin (2007)

**McCutcheon, James**, *Associate Professor, Automotive Technology*; Certificate, South Plains College, B.S.O.E., Wayland Baptist University (2013)

**McKenzie, Laura**, *Associate Professor, English*; B.A., Eastern New Mexico University; M.A., University of Texas of the Permian Basin (2001)

**Mertens, Marlana**, *Professor, Biology*; B.S., M.S., University of Texas at San Antonio, (2009)

**Meshirer, Shawnda**, *Associate Professor, Health Information Technology*; A.A.S., Midland College; B.S., University of Cincinnati; R.H.I.A., C.C.S. (2008)

**Middleton, Stan**, *Clinical Director, Respiratory Care*; A.A.S., Midland College; B.S., University of Texas of the Permian Basin; R.R.T., R.C.P. (1995)

**Mikeska, Sonya**, *Athletic Trainer, Kinesiology Instructor*; B.S., M.S., Angelo State University (1996)

**Mock, Lynn**, *Professor, Associate Degree Nursing*; A.A.S., Amarillo College; B.S.N., West Texas A&M University; M.S.N., University of Texas at El Paso; R.N. (2001)

**Morris, William**, *Professor, Henry Chair of History*; B.A., M.A., University of Colorado; Ph.D., University of Texas atin (1982)

**Moss, B. Kent**, *Professor, Communications*; B.F.A., Murray State University; M.F.A., Southern Methodist University (1985)

**Munoz, Lloyd**, *Professor, Aviation Maintenance*; B.S., Southeastern State College (2007)

**Nandakumar, Pat**, *Associate Professor, Chemistry*, B.S., M.S., Ph.D., Pondicherry University (2011)

**Neichter, Elizabeth**, *Professor, HITECH Workforce/HIT Program*; B.A., University of Kentucky; M.Ed., University of Louisville; Ed. D., Spalding University, R.H.I.A. (2010)

**Nicholson, Eugenia**, *Instructor, Developmental Mathematics*; B.S., University of Texas at Austin (2001)

**Pape, B. Karen**, *Associate Professor, English*; B.A., M.A., University of Texas of the Permian Basin (1996)

**Peckham, G. Ryan**, *Assistant Professor, Organizational Management*; B.S., Texas A&M University, M.B.A., The University of Texas at Dallas (2012)

**Peetz, Robert**, *Professor, Criminal Justice*; A.A.S., Central Texas College; B.S., M.C.J., American Technological University (1982)

**Pickett, Vickie**, *Professor, Information Technology*; A.G.S., Midland College; B.S., M.B.A., University of Texas of the Permian Basin (1998)

**Poage, Miranda**, *Associate Professor, Biology*; B.S., Texas Tech University, Ph.D., National University of Ireland, Maynooth (2009)

**Poole, Darla**, *Program Chair, Vocational Nursing*; A.A.S., Odessa College; B.S.N., Texas Tech University Health Sciences Center; R.N. (2011)

**Poss, Delnor**, *Golf Coach, Kinesiology Instructor*; B.B.A., Hardin-Simmons University; M.Ed., Sul Ross State University (1977)

**Rainey, Elizabeth**, *Instructor, Paralegal/Legal Assistant*; B.A., Texas A&M University; DJ, Texas Tech University School of Law (2014)

**Ramos, Thomas**, *Softball Coach, Kinesiology Instructor*; A.G.S., Midland College; B.S., University of Texas of the Permian Basin (1989)

**Ready, Thomas**, *Associate Professor, Chemistry*; B.S., University of Texas at El Paso; Ph.D., University of Massachusetts at Amherst (2006)

**Richards, Sondra**, *Assistant Professor, Government*; B.S., M.P.A., Texas A&M University; Ph.D., University of Houston (2006)

**Richardson, Michael**, *Assistant Professor, Art*; A.A.S., Odessa College; B.F.A., University of Texas of the Permian Basin; M.A.F., Washington State University (2013)

**Roberts, Jaroy**, *Instructor, Air Conditioning, Heating and Refrigeration*; A.A.S., Odessa College (2008)

**Robinson, Sandra**, *Biology*; B.S., Texas A&M University; M.S., University of Texas Health Sciences Center at Houston (2006)

**Salazar, Bonefacio**, *Assistant Professor, Associate Degree Nursing*; B.S.N., Angelo State University; M.S.N., University of Texas at El Paso, R.N. (2013)

**Sanchez, Connie**, *Assistant Professor, Developmental Mathematics*; A.S., Midland College; B.S., M.A., University of Texas of the Permian Basin, (2007)

**Schenkman, Joseph**, *Instructor, Biology*; B.S., M.S., The University of Texas of the Permian Basin (2012)

**Schneider, G. Michael**, *Assistant Professor, Psychology/Sociology*; A.A., Cypress Junior College, B.A., California State University at Fullerton; M.A., University of Northern Colorado (1991)

**Segovia, Raquel**, *Associate Professor, Information Technology*; A.A.S., B.A.T., Midland College (2002)

**Severino, Joseph**, *Associate Professor, Mathematics*; B.A., Austin College; M.S., Texas Tech University (2005)

**Shellenberger, Anita**, *Professor, Information Technology*; A.S., Midland College (1999)

**Sherman, Dagan**, *Assistant Professor, Art*; B.F.A., Fort Hays State University; M.F.A., Wichita State University (2010)

**Sirengo, Henry**, *Instructor, Associate Degree Nursing*; A.A.S., Midland College; B.S.N., M.S.N., Lubbock Christian University, R.N. (2013)

**Stephens, Sylvia**, *Professor, Cosmetology*; A.A.S., Odessa College, B.B.A., University of Texas of the Permian Basin; Texas Cosmetology Operator/Instructor License (2005)

**Teel, Melinda**, *Program Chair, Health Information Management*; A.A.S., South Plains College; B.S.H.I.M., Texas State University; R.H.I.A., C.C.S. (2004)

**Templeton, R. Bob**, *Allison Chair of Journalism*; B.S., East Texas State University; M.J., North Texas State University (1986)

**Thomas, Lori**, *Instructor, Mathematics*; B.S., Metropolitan State College; M.S., University of Central Oklahoma (2009)

**Thompson, Donna**, *Professor, Psychology*; B.A., Michigan State University; M.A., Ph.D., University of California at Los Angeles (1990)

**Valladares, Julio**, *Professor, Chemistry*; M.S., Ph.D., University of Western Ontario (2007)

**Vest, Karen**, *Instructor, Developmental Mathematics*; B.S., Southeastern Louisiana College (2000)

**Villarreal, Marta**, *Program Chair, Information Technology*; A.A.S., Midland College; CCNA, Certified Cisco Network Associate; CCAI, Certified Cisco Academy Instructor (2005)

**Weidmann, Robert**, *Program Chair, Respiratory Care*; B.S., Southern Utah University; R.R.T., R.P.F.T., R.C.P. (1984)

**Westfall, Dale**, *Professor, Business Administration*; B.B.A, M.B.Ed., West Texas A&M University (1979)

**White, Dian**, *Instructor, Associate Degree Nursing*; A.A.S., New Mexico Junior College, B.S.N., M.S.N., M.B.A., University of Phoenix, R.N. (2013)

**Williams, Mary**, *Professor, English*; B.A., Texas Tech University; M.A., University of Texas of the Permian Basin; Ph.D., Texas Tech University (2001)

**Zabel, Andrea**, *Professor, Psychology/Sociology*; B.A., Texas Tech University; M.S., Angelo State University; Ed.D., Texas Tech University (1990)

## Full-Time Lab Faculty

(Year indicates beginning of affiliation with Midland College)

Midland College is extremely fortunate to maintain a faculty of dedicated student-centered instructors. The full-time lab faculty listed here possess professional expertise and an ability to meet individual student learning needs. This list will vary somewhat from year to year.

**Middleton, Margaret**, *Business*; A.A.S., Midland College; B.B.A., University of Texas of the Permian Basin (2013)

**Pinal, Celeste**, *Automotive Technology*; A.A.S., Midland College (2011)

**Roland, Kenton**, *Welding Technology*, A.A.S., Western Texas College (2013)

**Sanders, Heather**, *Business*, A.A., Midland College, B.S., The University of Texas of the Permian Basin (2012)

**Scharf, Nancy**, *Information Technology*; A.A.S., Midland College (1993)

## General Information

## Statement of Purpose

## Vision

Midland College will be West Texas' premier learner-centered institution offering programs and services that support and inspire student learning and community enrichment. With twenty-first century campuses, the College will empower students to achieve success.

## Mission

Midland College is a comprehensive community college that is dedicated to excellence, has a commitment to learning, and promotes a life-long quest for knowledge. The institution supports individual and economic development in its service area and beyond by offering certificates, associate and baccalaureate degrees, workforce and continuing education opportunities, and comprehensive student support services. Midland College also provides a variety of community services, cultural and educational enrichment opportunities to the West Texas region.

## Core Values

Upon establishment, Midland College embraced the core values of Faith, Knowledge, Truth, Understanding and Wisdom as evidenced by the College seal. To these, the following have been added:

- Quality - learning experiences to help students achieve their personal and professional goals
- Diversity - commitment to the dignity and worth of all individuals
- Continuous enrichment - academic, professional, and personal growth of students and employees
- Effective learning - preparation of students for roles as citizens in a rapidly changing global economy
- Academic freedom - safe environment where competing beliefs and ideas can be openly discussed and debated
- Stewardship - efficient, effective, and ethical use of public and private resources
- Collaboration - introspection and communication predicated upon a foundation of mutual trust and support
- Accountability - using a student focused, outcomes based approach to demonstrate the quality of a program (or college) to key stakeholders .

## Student Academic Information

### Student Classification and Load

Student classification is defined as follows:

Freshman	1-29 semester hours
Sophomore	30-59 semester hours
Junior	60-89 semester hours
Senior	90 semester hours or above

The normal student load during a regular semester is 12 to 15 hours with a maximum of 19 hours. Maximum load during the summer session is 7 hours for each six-week term. Appeals for an overload should be directed to the Vice President of Student Services or a designee.

The following guide is offered to help evaluate the number of hours a working student should try to complete in one semester.

<b>Hours worked per week</b>	<b>Suggested Semester Hours</b>
40	3-6
30	9-12
20	12-15
15	15-17

## Scholastic Standards

Each student's scholastic performance is evaluated each fall and spring semester. The minimum scholastic standard is achievement of a 2.0 GPA each semester and completion of at least half of the semester hours attempted. A student is in good scholastic standing if he/ she has no previous academic record at Midland College or has met the minimum scholastic standard.

A student who falls below the minimum scholastic standard will be placed on scholastic probation and will be allowed to enroll for a maximum of 12 semester credit hours in the next regular semester. A student who fails to meet the minimum scholastic standard for the last two regular semesters will be placed on enrollment restriction and will not be allowed to enroll for more than 6 semester credit hours in a regular semester. A student will be notified when placed on scholastic probation or enrollment restriction. To remove this restriction, a student must complete 6 semester credit hours during a regular semester or 2 consecutive summer sessions with a 2.0 GPA.

A student will not be placed on scholastic probation or enrollment restriction as a result of scholastic performance during summer sessions. However, scholastic performance during summer sessions may be used to remove scholastic probation or enrollment restriction. Only semester credit hours and grade points earned at Midland College are used for calculations of scholastic standing.

Upon student request, a counselor/advisor may grant an exemption to the enrollment limits resulting from scholastic probation or enrollment restriction. If a student's request for exemption is denied, he/she may appeal this decision in writing to the Vice President of Student Services or his/her designee.

## Grades

A grade is assigned for each credit course which a student completes, and a passing grade may be earned only if the student is enrolled for the duration of the course. The instructor of record determines all grades for a course. The method of determining a grade is included in the syllabus that is presented to students at the beginning of the course.

Grades or transcript notations and their corresponding rating values are as follows:

<b>Grade</b>	<b>Rating</b>	<b>Transcript or GPA Value</b>
A	Excellent	4 grade points per semester hour

B	Above Average	3 grade points per semester hour
C	Average	2 grade points per semester hour
D	Passing	1 grade point per semester hour
F	Failing	0 grade points per semester hour
I	Incomplete	Not computed in GPA
P	Pass for P/F option	Not included in GPA
W	Withdrew Officially	Not included in GPA
AU	Audit	Not included in GPA
CR	Credit for Examination	Not included in GPA
N	No Grade Reported	Not computed in GPA
*	Repeat of Course	Included in GPA
()	Course Repeated	Not included in cumulative GPA
[ ]	Developmental Course	Included in semester GPA only
@	(After Grade) Articulated Course	Not computed in GPA
H	(After Grade) Honors Designation	Honors Course

A semester hour is the standard unit of measurement of college work. Semester hours are assigned to courses based on instructional hours per course in lecture, laboratory and/ or external learning experience as approved by the Texas Higher Education Coordinating Board. The second digit of the course number indicates the semester-hour credit. Course numbers beginning with "0" are not college-credit courses.

Grade point averages (GPA) are computed by dividing the total number of grade points accumulated by the total number of semester hours attempted. Grades of "W" are not included in calculations of grade averages, and incomplete grades are not included until the final grades have been recorded.

## Honors Program

The Midland College Honors Program provides an enhanced, creative, and supportive learning environment and special recognition for talented students. The curriculum includes interdisciplinary humanities courses, special honors sections, and independent honors contracts in regular classes. These opportunities provide a flexible and individualized program designed to develop the special abilities and interests of the participants. Graduation as a "Midland College Scholar" is possible with 12 semester hours of honors credit including one humanities course HUMA 1301 or 1302. Other students in the program, but with fewer credits, will receive "Honors" designation on their transcripts. For further information and application forms go to Midland College Website [midland.edu/honors](http://midland.edu/honors) or contact Director Dr. Paula Marshall-Gray, MHAB 155, (432) 685-6811, or contact the Division office MHAB 176 at (432) 685-6830.

## Honor Roll

The honor roll is published after the fall and spring semesters. The purpose of the honor roll is to recognize academic achievements for full-time and part-time students enrolled in 6 or more credit hours. Students earning a semester GPA of 4.0 will be included on the President's List; those earning 3.50 to 3.99 will be included on the Dean's List. Only credit level coursework is calculated in the GPA.

## **Graduation/Degree Posting**

Each spring, Midland College holds commencement to recognize those students who have completed degree and certificate programs during the course of the year. All students who have completed graduation requirements for an associate's degree or a certificate of at least 24 hours, are encouraged to participate in the commencement ceremony in May. A student who has not completed all graduation requirements may participate in commencement if:

1. he/she lacks nine semesters credit hours or less of required course-work;
2. all non-course requirements for graduation have been met;

Exceptions may be made by the Vice President of Student Services.

Students must file an application for graduation early in the semester in which they will complete their coursework. The application may only be filed by the student or college official either in the Registration office or online. Students who plan to participate in the May ceremony must apply for graduation by March 1. Students are also responsible for filing all transcripts from other colleges with the Registration Office.

Degrees and certificates are posted to transcripts only after the student has completed all requirements. Transcript postings are made at the end of the Spring, Summer and Fall semesters.

Graduation with Honors or High Honors is calculated by the Midland College Registration Office. The GPA is determined by using only Midland College courses. For posting to the transcript, all Midland College courses are used to determine Honors status.

## **Midland College Locations**

Midland College (MC) had a main campus located at 3600 North Garfield, Midland, Texas and a branch campus, the Midland College Williams Regional Technical Training Center, in Ft. Stockton, Texas. MC also provides classes at sites throughout its service area. These sites include the Advanced Technology Center at 3200 West Cuthbert, Midland, Texas, the Cogdell Learning Center, 201 West Florida, Midland, Texas, Hanger E. Midland International Airport, 2405 Windecker, Midland, Texas, and several high schools where MC provides dual credit instruction.

## **Midland College Williams Regional Technical Training Center**

The Midland College Williams Regional Technical Training Center (WR TTC), located at 1309 West I-10 in Fort Stockton, was built in 1996 to advance higher education in the region and to enhance workforce development. The WR TTC was approved by the Southern Association of Colleges and Schools as the first branch campus of Midland College in 1998. In 2000, the facility size was doubled as a result of an aggressive community fundraising initiative.

The WR TTC campus serves its students through university parallel and occupational/technical certificate and associate degree programs, a wide variety of continuing education offerings, free classes to prepare students to take the GED® test and programs offered in collaboration with the Fort Stockton Independent School District (FSISD). Offerings are supported by advanced

instructional technology, interactive television and computerized distance learning technology which link many WRTTC programs to the Midland College campus.

For additional information regarding the WRTTC, visit [www.midland.edu/wrttc](http://www.midland.edu/wrttc) or telephone (432) 336-7882.

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## Important Phone Numbers

### Frequently Called Numbers

Enrollment Services	685-4501
Adult Education (GED® / ESL)	685-6819
Advanced Technology Center	697-5863
Applied Technology	685-4676
Athletics	685-4575
Aviation Programs	563-8952
Bachelor of Applied Technology	685-4704
Blackboard/Canvas System Assistance	686-4203
Bookstore	685-4545
Career Center	685-5524
Cashier/Student Accounts	685-4531
Cogdell Learning Center	684-4100
Community Programs Continuing Education	685-4518
Community Relations (Public Information)	685-4556
Cosmetology	685-6723

Counseling/Advising	685-5525
Dining Hall (Jack E. Brown)	686-4263
Developmental Education (reading/writing)	685-4718
Developmental Education (math)	685-6838
Distance Learning	685-5576
Dual Enrollment	685-4501
Executive Vice President	685-4524
Financial Aid/Scholarships	685-5511
Fine Arts & Communication	685-4624
GED® Information	685-6819
GED® Testing	685-6886
Health Sciences	685-4600
Health Sciences Continuing Educ.	681-6354
Helen L. Greathouse Children's Center	685-4574
Housing (Residence Halls)	685-4781
Human Resources/Payroll	685-4532
Information Technology Help Desk	685-4788
Institutional Effectiveness	685-5592
International Studies	685-6828
Job Placement	685-4716
Learning Resource Center (Murray Fasken)	685-6704

Math & Natural Science	685-6413
Midland College Foundation	685-4526
Petroleum Professional Development Center	683-2832
Police (Midland College Police Department)	685-4734
President	685-4520
Registrar	685-4513
Social/Behavioral Sciences and Business	685-6830
Student Activities	685-4543
Testing Center	685-4504
Transportation Training (Truck Driving)	681-6317
Veterans' Information	685-4511
Vice President of Administrative Services	685-4530
Vice President of Information Technology & Facilities	686-4826
Vice President of Instruction	685-4552
Vice President of Student Services	685-4502
Workforce Continuing Education	681-6335

## Division Offices

### Adult and Developmental Education

Helen L. Greathouse Children's Center West  
**Ms. Lynda Webb**, *Dean* • (432) 685-6884  
**Ms. Karen Harris**, *Division Secretary* • (432) 685-4799  
**Ms. Patricia Zeigler**, *Adult Basic Education Secretary* • (432) 685-6817  
**Academic ESL** • (432) 685-6828

Adult Basic Education, GED®, Developmental Education, English as a Second Language, Student Success

## **Fine Arts and Communications**

Allison Fine Arts, Rm. 141

**Dr. William Feeler**, *Dean* • (432) 685-4626

**Ms. Lula Lee**, *Secretary* • (432) 685-4624

Arts, Communication/Photography, Drama, English, French, Humanities, Music, Reading, Sign Language, Spanish, Speech

## **Health Sciences**

Davidson Family Health Sciences, Rm. 209

**Dr. Robert Dent**, *Dean* • (432) 685-4589

**Ms. Kay Floyd**, *Executive Secretary I* • (432) 685-4600

Diagnostic Medical Sonography, Emergency Medical Services, Fire Protection Technology, Health Information Technology, Long Term Care Administration, Nursing-Associate Degree, Nursing-Vocational, Radiography, Respiratory Care, F. Marie Hall SimLife Center at Midland College

## **Math and Natural Science**

Abell-Hanger Science Faculty, Rm. 124

**Dr. Margaret Wade**, *Dean* • (432) 685-4615

**Ms. Brenda Smith**, *Secretary* • (432) 685-6413

**Ms. Elizabeth Corll**, *Secretary* • (432) 685-4612

Alcohol and Drug Abuse Counseling, Biology, Chemistry, Geology, Engineering, Kinesiology, Mathematics, Physics

## **Social/Behavioral Sciences and Business**

F. Marie Hall Academic Building, Rm. 154

**Dr. Mary Braselton**, *Dean* • (432) 685-6810

**Norma Duran**, *Secretary* • (432) 685-6830

Accounting, Anthropology, Associate of Arts in Teaching, Bachelor of Applied Technology (Organizational Management), Business Administration, Criminal Justice/Law Enforcement, Economics, Geography, Government, History, Paralegal, Psychology, Social Work, Sociology

## **Applied Technology**

Technical Center, Rm. 143

**Mr. Curt Pervier**, *Dean* • (432) 685-4677

**Fonda Bowen**, *Secretary* • (432) 685-4676

Air Conditioning, Heating and Refrigeration Technology, Automotive Technology, Aviation Maintenance Technology, Business Systems, Computer Graphics Technology (Drafting), Diesel Technology, Energy Technology, Information Technology, Welding Technology

## Other Instructional Offices

### Child Care

Helen L. Greathouse Children's Center  
**Ms. Tanya Primera, Director** • (432) 685-4574

Child Care and Development

### Cosmetology

Technical Center, Rm. 150  
**Mr. J. Michael Fields, Program Chair** • (432) 685-6723

### Continuing Education

Dorothy and Todd Aaron Medical Science, Rm. A40  
**Mr. Dale Beikirch, Dean** • (432) 685-5539

### Distance Learning--Canvas/Online (Web) Courses, MCNet, Virtual College of Texas (VCT)

Dorothy and Todd Aaron Medical Science, Rm. A40  
**Mrs. Sylvia Gray, Director** • (432) 685-5576

### International Studies

F. Marie Hall Academic Building, Rm. 174  
**Mr. Michael Makowsky, International Studies Coordinator** • (432) 685-6828

## Admissions and Registration

### Midland College Application for Admissions

*The link below will take you to instructions on how to get started at Midland College*

*<http://www.midland.edu/enroll>*

## Admissions

Midland College maintains an admissions policy which ensures that all persons who can profit from post-secondary education have an opportunity to enroll. Students begin the admission process by completing an application, available online at [www.applytexas.org](http://www.applytexas.org). Applicants may assume admission acceptance after all requirements are met. All inquiries should be

addressed to the Enrollment Services Office, [enroll@midland.edu](mailto:enroll@midland.edu). Please remember that being admitted to Midland College does NOT guarantee admission to certain specific programs of study. Specialized programs usually have additional qualification requirements. Applicants should consult with the division dean or a counselor/advisor for details concerning admission to these programs.

## Texas Success Initiative Requirements

Texas public institutions of higher education are required to assess all first-time college students under the Texas Success Initiative (TEC §51.3062) using the new Texas Success Initiative (TSI) Assessment.

Please visit the Midland College Testing Center website for more information.

All students who are developmental in two or more areas must take a PREP course in their first semester. This course must be completed with a "C" or better.

## Immunizations Requirements

Texas State Law SB 1107 mandates that all entering students under the age of 22 provide a certificate signed by a health care provider or an official immunization record verifying that the student has been vaccinated against bacterial meningitis, or has received a booster during the five years prior to registration and at least 10 days before the first day of the semester. Entering students include those entering college for the first time, transfer students from other colleges and returning or continuing students who have had a break in enrollment of at least one fall or spring semester.

The law allows exceptions for:

- Students 22 years of age or older.
- Students who are enrolled only in online or other distance learning courses.
- Students who submit an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student.
- Students who submit an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including religious belief.
- Students living on campus must use the conscientious exemption form from the Texas Department of State Health Services. Allow several weeks to submit and have form approved by the Texas Department of State Health Services.

Students are advised to check with their health insurance company regarding reimbursement policies for the vaccine. The bacterial meningitis vaccine is available at pharmacies. The local public health department has vaccines for uninsured and underinsured individuals.

**Students who fail to submit certified proof of vaccination or a valid booster within the required timeframe, will be unable to register for their intended term. Please note, vaccinations older than 5 years will require a booster and all bacterial meningitis vaccinations and booster must be administered by a health practitioner authorized by law to administer an immunization.**

Please see our website for more information regarding meningitis: [www.midland.edu/vaccine](http://www.midland.edu/vaccine)

## Other Immunization Requirements

Midland College students enrolled in certain health-related occupations and for those who live in on-campus housing may be required to show proof of other immunizations against communicable diseases. Students should contact the division dean of the appropriate program or the Student Life Director (432) 685-4781.

# Residence Requirements

It is the responsibility of each student attending Midland College to register under the proper residence classification and pay the correct tuition and fees. The Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident. This questionnaire, along with other pertinent residency information, is available in the Enrollment Services Office and on the Midland College website at [www.midland.edu/admissions](http://www.midland.edu/admissions).

## In-District

A Texas resident who physically resides within the geographic boundaries of the Midland College district, excluding student housing or residence halls.

To qualify for In-District residency a student:

- Must have been classified as a Texas resident
- Have been a resident of the Midland College taxing district for a period of six months before first enrollment

A student may reclassify from Out-of-District to in-district status, with the appropriate documentation, after six months residency in the Midland College taxing district.

## Out-of-District

A Texas resident who does not physically reside within the geographic boundaries of the Midland College taxing district will pay Out-of-District tuition. Aliens living in the United States under a visa must meet the same tuition residency requirements as do U.S. citizens. A permanent resident must meet the same length of residency requirements as a citizen. A student may reclassify from Out-of-District to In-District status, with appropriate documentation, after six months residency in the Midland College District. A listing of those documents which can be accepted for the purpose of residency classification is available in the Enrollment Services Office.

## Students Residing Outside of the Midland College District

The Midland College Board has adopted Section 130.0032, Subchapter A, of the Texas Education Code that permits a person who resides outside of the Midland College District and who owns property subject to ad valorem taxation by the Midland College District, or a dependent of the person, to pay tuition at the rate applicable to a student who resides in the district. To qualify for this benefit, the property owner or dependent must provide the Enrollment Services Office with a copy of a Notice of Appraised Value Statement from the Midland Central Appraisal District in the property owner or dependent's name that shows Midland College as one of the taxing units.

## High School

Graduates from accredited Texas high schools or equivalent institutions are eligible for admission. Proof of high school graduation is required and must be documented.

## Early Admission Program

Midland College will consider high school students between the ages of 16 to 18 on the basis of individual merit with school district and parental permission. The Early Admission Parental Permission Form can be obtained at the Enrollment Services Office or the Enrollment Services website.

## **Dual Credit**

Midland College has entered into agreements with certain school districts allowing high school students to earn both high school and college credit for selected courses. For more information, students should contact their high school or Midland College counselor/advisor. The Midland College web page has complete information on the Dual Credit registration process.

## **Early College High School**

Midland College, in partnership with Midland Independent School District, offers an early college high school. The high school starts with the 9th grade and is housed on the Midland College campus. Students begin taking dual credit courses in the second semester of their freshman year. Students must be eligible for dual credit and are selected through a process determined by the Midland Independent School District.

## **Examination**

Students may be admitted upon satisfactory completion of the GED® test. Upon satisfactory completion of the GED® test, a Texas Certificate of High School Equivalency, with the official GED® test scores, will be issued by the state and mailed from Austin. Once received, this document is required for admission.

## **Home School**

Home-schooled high school students seeking admission as regular students are required to:

1. be at least 16 years of age and be classified as a junior or senior level student;
2. complete the Apply Texas application at [www.applytexas.org](http://www.applytexas.org);
3. provide an Early Admission Permission Form signed by the parent;
4. comply with all Texas Success Initiative testing requirements and Midland College placement testing requirements.
5. provide an official transcript which must meet all Texas Education Agency (TEA) standards.

Students will be required to have a Midland College counselor/advisor approve their schedule each time they enroll or change their schedule.

## **Individual Approval**

Individuals who are 18 years of age or older and do not have a high school diploma or who have not passed the GED® test may be admitted without examination at the discretion of Student Services administrators at Midland College. Transcripts from previous high schools attended, together with tests and other devices, may be used in lieu of high school graduation. Students admitted on individual approval without a high school diploma or who have not passed the GED® test are not eligible to receive Title IV federal financial assistance.

## **International Students**

International students are welcome at Midland College. Admission is contingent upon the evaluation of the following criteria and upon Midland College's ability to serve the individual needs as determined by the college's representatives. Students from other countries must submit:

1. an application for admission;
2. a highschool transcript (The student must be the equivalent of a United States high school graduate and the transcript must be translated into English and must show each course and the grade earned.) Note: Evaluation by a credentials evaluation agency may be required.
3. transcripts from all colleges/universities attended, Note: Evaluation by a credentials evaluation agency may be required.
4. demonstrated proficiency of the English language: TOEFL score of 525 or Internet-based score of 70; successful completion of one year or two consecutive semesters of English courses; or approval by the International Student Counselor;
5. proof of financial responsibility.
6. proof of insurance policy covering repatriation and medical evacuation.

It is highly suggested that students coming from non- English speaking countries take an ESL course their first semester at Midland College.

International students must abide by Midland College rules as well as additional federal and state guidelines. Prospective international students must file completed applications with all required forms and a \$20 non-refundable application fee. Send the fee, in the form of a check or money order payable to Midland College, to the Director of Counseling. An I-20 form will be issued to the student when the above qualifications have been met. International students must enroll and complete at least 12 semester hours of course work each semester. For further admission information go online [www.midland.edu/international](http://www.midland.edu/international).

## **Right of Appeal**

Contact the Vice President of Student Services for information on the appeal process.

## **Audit**

A student may contract with an instructor to enroll in a credit course as an audit (non-credit) student. A student auditing a course will not receive a final grade or credit.. The student is required to pay full tuition and additional fees. Audit status is determined at the time of registration and no later than the census date of the semester of enrollment.

## **Academic Fresh Start**

Residents of Texas who seek admission to a state college or university have the option of electing to have course work taken ten or more years prior to enrollment count as usual or to be ignored for admission purposes. Students electing to have course work ignored may not receive credit for any courses taken ten or more years prior to enrollment. Those hours ignored can be used as a basis for exemption from the Texas Success Initiative.

## **Transient Students**

Non-degree seeking students who are enrolled in another college or university who attend Midland College for one or more semesters, and are not eligible for grants, loans, or work-study. Transient students are required to provide official copies of all transcripts from every college or university previously attended.

# Transfer Students

Midland College accepts college-level transfer courses with a grade of "D" or better earned from accredited colleges and universities. Please note: some degree plans require a minimum grade of "C" to meet degree requirements. Transfer coursework is evaluated by the end of the semester in which the transcript is received for all students other than those who are transient or non degree seeking. Transfer credit is granted only for work:

- completed at a regionally accredited institution,
- evaluated by a recognized foreign transcript evaluator, or
- completed at an approved institution.

Transfer courses from Texas institutions with a Common Course Number and drawn from the Academic Course Guide are accepted. Courses found in the Workforce Education Course Manual may also be accepted. Courses not included in the above methods are evaluated based on content and semester credit hours with consultation with and approval of instructional administration as needed.

Transfer students are required to provide official copies of all transcripts from every college or university previously attended. As transcripts from accredited colleges and universities are received for degree-seeking students, they are evaluated in the Registration Office. A copy of that evaluation is sent to the student at the address recorded in the student files. Continued enrollment is contingent on receipt of all official transcripts. **Please send transcript electronically, institution to institution via SPEEDE if service is available.**

## Reverse Transfer Degree

Students who transfer to other colleges or universities before completing a Midland College degree, are encouraged to send official transcripts from attending institutions to the Midland College Registration Office to fulfill their Associate Degree requirements. A minimum of 15 credit hours must be earned from Midland College. Students interested in this option should consult with a counselor/advisor in Student Services.

## Transfer to Other Colleges

Students should select a major field of study and a college or university which offers a bachelor's degree in that field. A Midland College counselor/advisor will help students select Midland College courses corresponding to those they would take at the college or university.

Students should check with the senior college or university regarding admission requirements and transfer regulations and should arrange for the Midland College Registrar to send an official transcript.

## Transfer Appeal Process

Following are procedures for the resolution of disputes involving the transfer of courses from Midland College to other public institutions in Texas.

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
2. A student who receives notice as specified may dispute the denial of credit by contacting a designated official at either the sending or receiving institution.
3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Texas Higher Education Coordinating Board rules and guidelines.

4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer shall notify the Commissioner of Higher Education of its denial and the reasons for the denial.
5. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
6. The Higher Education Coordinating Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner's designee.
7. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Higher Education Coordinating Board may discontinue funding for the course.

## Transfer Agreement Partners

Midland College partners with area universities to provide special transfer opportunities just for Midland College students. These transfer agreements are designed to provide Midland College students a seamless transfer to those institutions.

Depending on the institution, students can expect a variety of benefits including: special admissions coordination to the universities, early degree planning, access to upperlevel advising, and access to the institutions' online student website.

Transfer programs provide for the retroactive awarding of an associate degree from Midland College. This process allows hours completed at the upper-level institution to be transferred back to Midland College to complete an associate degree program.

Each university may have varying additional admission requirements. Your advisor at Midland College can help you identify those requirements.

The four current transfer agreement programs are:

- Texas Tech University • Pathways Program
- University of Texas at Dallas • Comet Connection Program
- Angelo State University • Access ASU Program
- UT Permian Basin • Direct Connect Program

For more information on these partner programs, email [advising@midland.edu](mailto:advising@midland.edu)

## Excess Undergraduate Credit Hours (Texas Education Code 61.0595)

A Texas resident who has taken more semester credit hours than the minimum required for a bachelor's degree may be required to pay non-resident tuition rates for the excess hours. Attempted hours include all hours earned at public community colleges and universities, but do not include developmental or technical education hours.

Students enrolled before the Fall 2006 have a limit of 45 semester credit hours above the minimum required for the Bachelor's degree. Students enrolled beginning in Fall 2006 have a limit of 30 semester credit hours above the minimum required for a Bachelor's degree. Additional information provided in the Texas Education Code 61.0595.

# Advising

Visit with a counselor/advisor to identify interests, testing needs and degree plan.

Midland College provides a professional staff to help students with academic, personal and career counseling/advising, financial aid, and international student advising.

A student who has a TSI deficiency will be advised by a counselor/advisor, in consultation with the appropriate developmental faculty, prior to enrollment.

**Academic** advisement is provided regarding appropriate major and course selection, study habits, developmental work and transferring to other colleges or universities. Faculty advisors cooperate with the counseling/advising staff in aiding the individual student with academic issues of course selection and career choice. Degree plans should be arranged with the advisor as early as possible and may be modified at any time. Prior to the semester of graduation, students must have the degree plan approved by the appropriate division office.

**Personal/Social** adjustment counseling is provided on a confidential basis regarding issues of life adjustments which many college students experience.

**Veterans Services** - Students eligible for federal VA education benefits should contact the coordinator in the Midland College Financial Aid office. Hazlewood Act benefits are processed through the Financial Aid office. Some veterans may also qualify for certain residency exemptions. More information on these benefits and links to additional veteran information are available on our website.

**Referrals** are provided regarding financial aid, tutoring, job placement, medical emergencies, or personal adjustment problems.

**The Career/Transfer Center** provides services for students, including job placement, career interest tests, work-study information, transfer resources, and select grant support services. Additional services include career related workshops resume writing, job search skills, and annual job fair. Computers are available for students to research career, transfer and job inquiries.

## Federal College Work-Study Program

The college work-study program provides employment for students who have demonstrated financial need. The maximum amount a recipient can earn under this federal program is determined by the financial aid application. Students employed under this program are paid at least the minimum wage and may work a maximum of 15 hours per week. A current list of college work-study jobs is available in the Job Placement Office in the Scharbauer Student Center.

## Student Support Services

Student Support Services is a federal TRiO program funded by a grant from the Department of Education in the amount of \$247,584. The amount awarded and number served by the program is subject to change by congressional action such as the recent sequestration. Designed to serve 160 participants, the goal of SSS is to keep students in college and increase graduation rates while assisting with the transition to the university of choice. In addition to providing one-on-one advising and registration, participants can get help with financial literacy, including how to find scholarships. SSS also has tutors and mentors that help encourage success at Midland College through test preparation, study skills, and overall academic development.

To be selected into SSS, full-time students must first apply and be accepted to Midland College. U.S. citizens or legal residents who are receiving Pell grants are strongly encouraged to apply to the program. Citizens and resident students who are first

generation college (neither parent has a four-year degree) or students who are disabled are also eligible to apply. Student Support Services is located in the Scharbauer Student Center, rooms 129-131.

## Services for Students with Disabilities

Services for Midland College students with disabilities are provided through Student Services. Medical documentation must be on file with the Counselor/Disability Specialist to qualify for services. Services include, but are not limited to: assistance with the registration process, technical assistance with modification of course requirements, and referral to other appropriate campus and community resources. Academic, career, and personal counseling are available upon request.

The student's permanent records are confidential. Individuals may examine personal records at any time. Personnel within the institution may examine their student records when it is in the best interest of the student. As per Public Law 93-380, The Family Education Rights and Privacy Act of 1974.

Students with disabilities should notify Midland College in advance regarding their need for services to allow arrangements to be in place at the beginning of each semester. Students who require sign language interpreters or materials from Recording for the Blind & Dyslexic should contact the specialist as soon as possible because these accommodations may require additional time to implement. Midland College assistance may include but is not limited to note takers, scribes, and transcriptions of tape recordings, tape recorders, alternative testing options, preferential seating or other appropriate accommodations. An ACCESS Lab designed for students with disabilities is available in the advising area of the Scharbauer Student Center.

The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by an institution or entity receiving federal financial assistance. It is this Section 504 mandate that has promoted the development of disability support service programs in colleges and universities across the country. Subpart E of Section 504 deals specifically with this mandate for institutions of higher education. While it does not require that special educational programming be developed for students with disabilities, it does require that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable accommodations in order to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students.

A complete handbook for students with disabilities is available in the Scharbauer Student Center. Information, forms, and resources are available on the MC website.

## International Baccalaureate Diploma Credit

Midland College will grant a maximum of 24 semester credit hours (SCH) to any new student having an International Baccalaureate Diploma based on the table below. Midland College may grant fewer than 24 SCH to a student if the student has scored less than 4 on any IBD examination administered as part of the diploma program. Applicants with the IB diploma must provide a completed IB transcript to the Enrollment Services Office before enrolling in order to receive credit.

Students who participate in the International Baccalaureate Program may receive college credit for exam scores of 4 or better on most Higher Level (HL) Exams and for a 5 or better on most Standard Level (SL) Exams. The amount of credit awarded will depend upon the exam scores and the level of the courses.

IB Subject	SL Score	HL Score	MC/TCCN	Credit Hours
English A1		4	ENGL 1301 or ENGL 1302	3

		5+	ENGL 1301, ENGL 1302	6
<b>Spanish A2 or B</b>	5	4	SPAN 1411, SPAN 1412	8
		5+	SPAN 1411, SPAN 1412, SPAN 2311, SPAN 2312	14
<b>Business &amp; Management</b>	5	4	BUSI 1301	3
<b>Economics</b>	5	4	ECON 2301, ECON 2302	6
<b>Geography</b>	5	4	GEOG 1303	3
<b>History</b>	5	4	HIST 1301 or HIST 1302	3
		5+	HIST 1301, HIST 1302	6
<b>Philosophy</b>	5	4	PHIL 1301	3
<b>Psychology</b>	5	4	PSYC 2301	3
		5+	PSYC 2301, PSYC 2314	6
<b>Anthropology</b>	5	4	ANTH 2301 or ANTH 2351	3
		5+	ANTH 2301 , ANTH 2351	6
<b>Biology</b>	4		BIOL 1408	4
		5	BIOL 1406	4
<b>Chemistry</b>	5		CHEM 1405	4
		6	CHEM 1411	4
<b>Physics</b>		6	PHYS 1401, PHYS 1402	8
<b>Mathematics (HL only)</b>		4	MATH 2413	4
<b>Computer Science</b>	5	4	COSC 1330	3
<b>Visual Arts</b>	5	4	ARTS 1301	3
<b>Music</b>	5	4	MUSI 1306	3
<b>Theatre Arts</b>	5	4	DRAM 1310	3

## Testing

The Testing Center, located in the Scharbauer Student Center offers a wide array of testing services for students. The Center provides make-up testing for Midland College faculty, proctors exams for distance learning and Virtual College of Texas (VCT) courses, as well as administering a number of professional certification tests.

## Credit by Exam

Midland College administers College Level Examination Program (CLEP) examinations. Upon approval of the Division Dean and departmental faculty, departmental examinations may be used in cases where approved CLEP tests are not available. Procedures also exist for the granting of credit through the Advanced Placement by examination. Credit by exam will not be granted until student has earned an equal or greater number or semester credit hours at Midland College. Please inquire in the Testing Center for additional information.

## Credit for Non-traditional Learning

Midland College may grant credit toward a degree or certificate if a student has achieved knowledge and skills from non-traditional sources. This knowledge must be demonstrated by: 1) written examination conducted by nationally recognized services or by a Midland College instructional department; 2) professional certification; or 3) military training/education. The maximum credit that will be awarded for non-traditional learning is 75% of the semester credit hours needed for the degree sought. Students should contact the Registration Office for detailed information.

## GED® (High School Equivalency)

Midland College offers the GED® test for those who have not completed a formal high school education. The successful completion of the GED® test secures a certificate of high school equivalency and enables students to enter college and pursue a college degree.

The GED® test is administered in Room 182 of the Technical Center Annex. In order to receive a Texas Certificate of High School Equivalency, a student must pass all tests. Advance registration is required. Please contact the GED® Examiner at (432) 685-4718 for detailed information on fees and scheduling a test. Information can also be found on the Adult and Developmental Education page on the Midland College website.

## CLEP Credit Granted at Midland College

Subject	Course Credit	Test Used	Passing Score	Hours of Credit
<b>Accounting</b>	ACCT 2301/ACCT 2302	Principles of Accounting	50	8.0
<b>Business</b>	BUSI 2301	Introductory Business Law	50	3.0
<b>Economics</b>	ECON 2301	Principles of Macroeconomics	50	3.0
	ECON 2302	Principles of Microeconomics	50	3.0
<b>English</b>	ENGL 1301	College Composition Modular	50 w/essay	3.0

	ENGL 1302	Analyzing and Interpreting Literature	50	3.0
	ENGL 2322/ENGL 2323	English Literature	50	6.0
	ENGL 2327/ENGL 2328	American Literature	50	6.0
<b>Government</b>	GOVT 2306	American Government*	50	3.0
<b>History</b>	HIST 1301	History of the United States I*	50	3.0
	HIST 1302	History of the United States II *	50	3.0
	HIST 2311	Western Civilization I	50	3.0
	HIST 2312	Western Civilization II	50	3.0
<b>Management</b>	BMGT 1303	Principles of Management	50	3.0
<b>Math</b>	MATH 1314	College Algebra	50	3.0
	MATH 2413	Calculus	50	4.0
<b>Modern Languages</b>	FREN 1411/FREN 1412	College Level French	50	8.0
	FREN 2311/FREN 2312	College Level French	50	14.0
	GERM 1411/GERM 1412	College Level German	50	8.0
	GERM 2311/GERM 2312	College Level German	60	14.0
	SPAN 1411/SPAN 1412	College Level Spanish	50	8.0
	SPAN 2311/SPAN 2312	College Level Spanish	63	14.0
<b>Psychology</b>	PSYC 2301	Introductory Psychology	50	3.0
	PSYC 2314	Human Growth & Development	50	3.0
<b>Sociology</b>	SOCI 1301	Introductory Sociology	50	3.0

In the State of Texas, students may have either HIST 1301 or HIST 1302 credit by examination on their transcripts. Students may not have credit by examination for both courses. Likewise, students may be awarded credit by examination for one Government course only.

## Advanced Placement Examination Credit Granted at Midland College

Advanced Placement scores of 3 or better are accepted for designated subject areas. If you have scores in an area not listed below, please see the Testing Coordinator.

Subject	Course Credit	Test Used	Passing Score	Hours of Credit
<b>Biology</b>	BIOL 1406/BIOL 1407	Biology	3 (4-5)	4.0 (8.0)
<b>Chemistry</b>	CHEM 1411/CHEM 1412	Chemistry	3 (4-5)	4.0 (8.0)
<b>English</b>	ENGL 1301/ENGL 1302	English Language & Composition	3 (4-5)	3.0 (6.0)
	ENGL 2322/ENGL 2323	English Literature & Composition	3 (4-5)	3.0 (6.0)
<b>American Government</b>	GOVT 2306	Government	3-5	3.0
<b>History</b>	HIST 1301 or	United States History 1 or II	3 (4-5)	3.0 (6.0)
	HIST 1302			
<b>Math</b>	MATH 2413	Calculus AB	3	4.0
	MATH 2414	Calculus BC	3	8.0
<b>Modern Languages</b>	SPAN 1411/SPAN 1412	Spanish	3	8.0
	SPAN 2311/SPAN 2312	Spanish	4 (5)	11.0 (14.0)

## Placement Tests

Students who are exempt from the Texas Success Initiative and wish to enroll in a math class above college-entry level math, must take a math placement test. Please contact the Midland College Testing Center for more information, (432) 685-4504.

## Dual-Credit Student Placement

High school students wishing to enroll in dual-credit courses must meet appropriate TSI requirements.

An 11th-grade student is also eligible to enroll in dual-credit courses under the following conditions:

- \*PSAT/NMSQT -- a combined math and critical reading score of 107 with a minimum of 50 on each section relevant to the courses to be attempted.
- \*PLAN -- a composite score of 23 with a minimum of 19 on the math and/or English section.

\*An eligible student who has enrolled in dual-credit under either of these tests MUST demonstrate eligibility again to enroll in 12th-grade dual-credit courses.

If not covered by any of the above tests, then a student must pass the portion of the TSI test that correlates with the dual-credit class being requested.

Students with disabilities should notify Midland College in advance regarding their need for services to allow arrangements to be in place at the beginning of each semester. Students who require sign language interpreters or materials from Recording for the Blind & Dyslexic should contact the specialist as soon as possible because these accommodations may require additional time to implement. Midland College can provide assistance in the form of note takers, scribes, transcriptions of tape recordings, tape recorders, alternative testing options, preferential seating or other appropriate accommodations.

## Exemptions/Exceptions

Students who meet one of the following conditions are exempt from the Texas Success Initiative (TSI) requirements:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
  - ACT tests with a composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections.
  - SAT tests with a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics test shall be exempt for those corresponding sections.
2. For a period of three (3) years from the date of testing, a student who tests and performs on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum score of 2200 on the English Language Arts section with a writing subsection score of at least 3 shall be exempt from the assessment required under this title for those corresponding sections.
3. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
4. A student who transfers to Midland College from other accredited institutions of higher education with appropriate college-level work in the areas of writing, reading and/or mathematics (grades of "C" or higher) may be deemed as college-ready after review by the Registration Office. Students not meeting college-readiness in writing, reading or mathematics will be required to take the TSI Assessment for that area.
5. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
6. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment. Written documentation from the appropriate branch of the military is required for the exemption to be granted.
7. A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States. Written documentation (DD-214) is required before the exemption will be granted.
8. A casual/enrichment student who is taking courses for personal interest only and who is not seeking a degree or certificate will be allowed to defer developmental course work and may enroll under the following conditions: (a) take a maximum of two courses per semester that are not academically restricted courses; (b) may not declare a major; and (c) may not receive financial aid. Consult with a Midland College counselor/ advisor for a list of academically restricted courses.

<b>MATHEMATICS PLACEMENT</b>		
MATH 1316	50+ (Algebra domain) or 0-50 (Trigonometry domain)	"C" or great in MATH 1314
MATH 1325		See course descriptions for prerequisite.
MATH 1351		
MATH 2414		

MATH 2415		
MATH 2420		
MATH 1350	50+ (Algebra domain) or 0-50 (Trigonometry domain)	"C" or great in MATH 1314 or equivalent
MATH 1351		"C" or greater in MATH 1350
MATH 2412	50+ (Algebra domain) or 0-50 (Trigonometry domain)	"C" or great in MATH 1314
MATH 2413	51+ (Trigonometry domain)	"C" or greater in MATH 1316 or MATH 2412

## Developmental Education Requirements

A student not exempt from TSI or developmental education must follow this plan of action.

Students must enroll in developmental classes for each TSI deficiency and continue until sequence is completed. A student must continue in developmental education until all TSI requirements are met. Enrollment in development is not mandatory for winter interim, spring interim and summer sessions. Successful completion, as defined by institutional requirements of each developmental course, allows the student to move to the next course. Students may re-take the TSI Assessment at any time to attempt to satisfy TSI requirements. **Midland College requires that students who fail two or more areas of the TSI assessment tests will be enrolled into a Student Success Course during their first semester attending Midland College and pass with a "C" or better. Students must enroll into PREP 0170. (Pending)**

## Registration

Students may register:

- In person at the Scharbauer Student Center, or other Midland College sites
- Online via Campus Connect at [www.midland.edu](http://www.midland.edu)

Students are encouraged to meet with a counselor/advisor if he/she is in need of assistance in planning a course schedule. Consult the online course schedule for more details.

## Campus Connect

This online service is available at [www.midland.edu](http://www.midland.edu). To log on, you must be an admitted Midland College student. Campus Connect provides students access to their college information including:

1. class schedule
2. grade report for current semester grades
3. course availability
4. unofficial transcript
5. status of school account/balance due
6. degree audit that lists the courses that have been completed and those needed to complete a degree or certificate
7. demographic information on file
8. status of financial aid

Please refer to the course schedule for registration deadlines. Some courses have special prerequisites; check individual course listings. Some programs have limited enrollments.

## Payment

Payment is due at the time of registration. Pay your tuition bill using financial aid earned or take advantage of one of several payment methods.

## Tuition and Fees

Students who enroll both in a community college and a senior college or university should register for the community college courses first. After that has been completed, they should take their receipt to the senior college or university and register. This may result in savings of tuition and fees.

Midland College offers senior citizens an exemption from the payment of general use fees when they enroll in credit classes. To be eligible for the exemption, students must be sixty-five years of age or older and pay tuition costs plus any lab fees. All other Midland College policies apply.

The schedule below reflects the combined tuition and general use fees required of all courses. Certain courses may require additional fees for labs, liability insurance, private instruction, and testing. **This schedule reflects the tuition and fee rates in effect at the time of printing. All tuition and fees printed in this catalog are subject to change by the Midland College Board of Trustees.** The most recent rates are published in the course schedule.

Lower Division (Freshman & Sophomore)				Upper Division (Junior & Senior)			
Hours	In-District Resident	Out-Of-District Resident	Out-Of-State Resident/Alien	Hours	In-District Resident	Out-Of-District Resident	Out-Of-State Resident/Alien
1	144.00	191.00	372.00	1	192.00	239.00	468.00
2	200.00	294.00	372.00	2	296.00	390.00	468.00
3	256.00	397.00	514.00	3	400.00	541.00	658.00
4	312.00	500.00	656.00	4	504.00	692.00	848.00
5	390.00	625.00	820.00	5	630.00	865.00	1,060.00
6	468.00	750.00	984.00	6	756.00	1,038.00	1,272.00
7	546.00	875.00	1,148.00	7	882.00	1,211.00	1,484.00
8	624.00	1,000.00	1,312.00	8	1,008.00	1,384.00	1,696.00
9	702.00	1,125.00	1,476.00	9	1,134.00	1,557.00	1,908.00

10	780.00	1,250.00	1,640.00	10	1,260.00	1,730.00	2,120.00
11	858.00	1,375.00	1,804.00	11	1,386.00	1,903.00	2,332.00
12	936.00	1,500.00	1,968.00	12	1,512.00	2,076.00	2,544.00
13	1,014.00	1,625.00	2,132.00	13	1,638.00	2,249.00	2,756.00
14	1,092.00	1,750.00	2,296.00	14	1,764.00	2,422.00	2,968.00
15	1,170.00	1,875.00	2,460.00	15	1,890.00	2,595.00	3,180.00
16	1,248.00	2,000.00	2,624.00	16	2,016.00	2,768.00	3,392.00
17	1,326.00	2,125.00	2,788.00	17	2,142.00	2,941.00	3,604.00
18	1,404.00	2,250.00	2,952.00	18	2,268.00	3,114.00	3,816.00
19	1,482.00	2,375.00	3,116.00	19	2,394.00	3,287.00	4,028.00
20	1,560.00	2,500.00	3,280.00	20	2,520.00	3,460.00	4,240.00
21	1,638.00	2,625.00	3,444.00	21	2,646.00	3,633.00	4,452.00
22	1,716.00	2,750.00	3,608.00	22	2,772.00	3,806.00	4,664.00
23	1,794.00	2,875.00	3,772.00	23	2,898.00	3,979.00	4,876.00
24	1,872.00	3,000.00	3,936.00	24	3,024.00	4,152.00	5,088.00
25	1,950.00	3,125.00	4,100.00	25	3,150.00	4,325.00	5,300.00
26	2,028.00	3,250.00	4,264.00	26	3,276.00	4,498.00	5,512.00
27	2,106.00	3,375.00	4,428.00	27	3,402.00	4,671.00	5,724.00
Note: Additional fees may be charged for lab, course, insurance and private instruction.				Note: Additional fees may be charged for lab, course, insurance and private instruction.			

## Laboratory Fees

- |  |       |
|--|-------|
| 1. Accounting, ACCT 2301-ACCT 2302, ACNT 1403, ACNT 1411   | 24.00 |
| 2. Air Conditioning, Heating, and Refrigeration, HART 1391-HART 1445 HART 2434-HART 2442 and HART 2449 | 48.00 |
| 3. Alcohol & Drug Abuse Counseling DAAC 2441 & DAAC 2454   | 10.00 |
| 4. Anthropology ANTH 2101  | 20.00 |

5.	Arts ARTS 1311, ARTS 1312, ARTS 1316, ARTS 1317, ARTS 2311, ARTS 2326, ARTS 2327, ARTS 2333, ARTS 2334	36.00
	Arts ARTS 2316, ARTS 2317, ARTS 2323, ARTS 2324, ARTS 2366, ARTS 2367	18.00
	ARTS 2341, ARTS 2342, ARTS 2346, ARTS 2347, ARTS 2348, ARTS 2349, ARTS 2356, ARTS 2357	48.00
6.	Automotive Technology, all AUMT courses, except AUMT 2321	30.00
	ABDR 1431, ABDR 1458	48.00
	ABDR 2449	72.00
	AUMT 2321	35.00
7.	All Aviation Maintenance (AERM) lab classes per credit hour	24.00
8.	Biology	35.00
9.	Business Administration, BCIS 1405	40.00
10.	Business Systems, BCIS 1405, IMED, ITSW 1301 -ITSW 1410, ITSW 2434, POFI 2401-POFI 2440, POFT 2333, POFT 2401, and POFT 2431	40.00
11.	Chemistry	35.00
12.	Child Care and Development, all lab courses	24.00
13.	Communication, COMM 1129, COMM 1130, COMM 2129, COMM 2130, COMM 2289, COMM 2389	5.00
	COMM 2305, COMM 2311	12.00
	COMM 1318, COMM 1319	48.00
14.	Computer Graphics Technology, all lab courses, (except DFTG 2319 and DFTG 2340)	24.00
	DFTG 2319 and DFTG 2340	48.00
15.	Cosmetology	24.00
16.	Diagnostic Medical Sonography, DMSO 1405, DMSO 1442, DMSO 2357, DMSO 2405	24.00
17.	Diesel Technology, all DEMR classes (except DEMR 1403)	24.00
18.	Drama, DRAM 1120, DRAM 1121, DRAM 2120, DRAM 2121, DRAM 2336	12.00
19.	Emergency Medical Services, EMSP 1355, EMSP 1356, EMSP 1438, EMSP 1501, EMSP 2135, EMSP 2434, EMSP 2444	24.00
20.	Energy Technology, ELMT, ENER, ITNW 1425, ITNC, PTRT, WIND	24.00
21.	Fire Science Technology, FIRS 1343, FIRS 1413, FIRS 1419, FIRS 1423, FIRS 2344	48.00

FIRS 1329, FIRS 1401, FIRS 1407	24.00
22. French, FREN 1411, FREN 1412, FREN 2311, FREN 2312	4.00
23. Geology	35.00
24. German	4.00
25. Health Information Management, HITT 2327, HITT 2340	48.00
26. Information Technology, BCIS 1405, CETT 1402, CPMT (all courses), ITCC (all courses), ITNW 1454, ITNW 2413 , ITSC 1305 , ITSC 1358 , ITSC 1407-ITSC 2437, ITSE 1445, ITSE 2409, ITSE 2447, ITSE 2454, ITNW 1351, ITSE 1331,ITSE 2313, ITSE 2349, ITSY (all courses), POFT 1325, and ELMT (all courses).	40.00
27. Information Technology, COSC (all courses), ITSE 1302, ITSE 1350	24.00
28. Integrated Reading Writing Development, IRWD 0370-IRWD 0372	25.00
Kinesiology/Physical Education, KINE 1103, KINE 1104, KINE 1105, KINE 1106, KINE 1107, KINE 1113, KINE 1117, KINE 1118, KINE 1120, KINE 1125, KINE 1130, KINE 1131, KINE 1164, KINE 1171, KINE 1172,	
29. KINE 1173, KINE 1174, KINE 1175, KINE 1176, KINE 1177, KINE 2103, KINE 2104, KINE 2105, KINE 2106, KINE 2113, KINE 2117, KINE 2118, KINE 2120, KINE 2125, KINE 2130, KINE 2131, KINE 2171, KINE 2172, KINE 2173, KINE 2174, KINE 2175, KINE 2176	5.00
KINE 1107, KINE 1127, KINE 2107, KINE 2127	40.00
KINE 2156	24.00
30. Mathematics, MATH 0170, MATH 0171-0173, MATH 0174, 0175, 0176, MATH 0177, 0178, 0179, MATH 0370, MATH 0371, MATH 0372	25.00
31. Music, MUSI 1159-MUSI 1184, MUSI 1311-MUSI 1312, MUSI 2159-MUSI 2312, MUEN (all courses)	24.00
32. Nursing, Associate Degree RNSG 1341, RNSG 1412, RNSG 1443, RNSG 1517, RNSG 2130, RNSG 2213, RNSG 2331	24.00
Nursing, Associate Degree RNSG 1105,RNSG 1140, RNSG 1413	30.00
Nursing, Vocational VNSG 1230, VNSG 1234, VNSG 1320, VNSG 1410	48.00
Nursing, Vocational VNSG 1323, VNSG 2431	60.00
33. Physics	35.00
34. Respiratory Care, RSPT 1410-RSPT 2135, RSPT 2255-RSPT 2305	24.00
35. Sign Language, SGNL 2302	4.00
36. Spanish, SPAN 1411- SPAN 2312	4.00
37. SPCH 2289, SPCH 2389	5.00

38. Welding Technology, WLDG 1437, WLDG 1421 -WLDG 1457 , WLDG 2406 -WLDG 2453	72.00
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Courses with lab components are designated by the second number in parentheses following the title and semester credit hours in the course description area of this catalog. For example COSC 1330 - Computer Programming 3 Hours (3-1) has a lecture component of 3 hours and a lab component of 1 hour.

## Special Charges

Air Conditioning, Heating and Refrigeration Exit Exam	
1. (Industry Competency Exam (ICE) required for A.A.S. Degree and Air Conditioning, Heating and Refrigeration Certificate)	30.00
2. Associate Degree Nursing testing fee required for:	
RNSG 1160	277.00
RNSG 1413	182.00
RNSG 1360, RNSG 2260, RNSG 2362	152.00
RNSG 2360, RNSG 2363	197.00
3. Associate Degree Nursing review course fee for RNSG 2130	260.00
4. Communication, COMM 2330 Course fee	8.00
Communication, COMM 1335, COMM 2315, COMM 2327, COMM 2332, COMM 2339 Course fee	12.00
5. Criminal Justice, CJSA 2323 Course fee	24.00
6. Computer Graphics, DFTG 1325 Course fee	
7. Credit by Departmental Examination	50.00
8. CLEP Examination	105.00
9. Correspondence Test Fee	20.00
10. Diesel Truck Driving lab fee DEMR 1403	4,100.00
11. Distance Learning Fee (charged for internet and interactive courses)	54.00
12. Emergency Medical Services clinical scheduling fee for EMSP 2260	185.00
13. English, ENGL 1301-ENGL 2343 Course fee	4.00
14. English as a Second Language (ESL), ESL 0370, ESL 0371, ESL 0372, ESL 0373 Software fee	100.00
15. Excessive Repeat fee per hour (charged for repeating certain courses three or more times)	50.00
16. Excessive Remediation fee per hour	50.00

17. Health Information Management (AHIMA) fee HITT 1301, HITT 2261	45.00
18. Identification card replacement fee	25.00
19. Health Sciences Admission Test (Required for admission into Associate Degree Nursing, Diagnostic Medical Sonography and Respiratory Care)	50.00
20. Information Technology POFI 1204 Course fee	40.00
21. Installment payment plan online	25.00
22. *Liability insurance	17.00
23. *Liability insurance for Emergency Medical Services courses	71.00
24. Late registration (1st class day through census date)	50.00
25. Late registration after census date (per hour)	50.00
26. Latin, LATI 1411-LATI 2312 Course fee	4.00
27. Mathematics, MATH 1314 -MATH 2420 course fee	10.00
28. Music private instruction fee (MUAP)	120.00
29. Paralegal, LGLA 2331 Course fee	84.00
30. Parking replacement sticker or additional vehicle	1.00
31. Parking fines	10.00 - 50.00
32. Respiratory Care testing fee required for RSPT 2361	35.00 - 40.00
33. Returned check	10.00/25.00
34. Sign Language, SGNL 1401-SGNL 2301 Course fee	4.00
35. Speech, SPCH 1311-SPCH 1342, SPCH 2341 Course fee	4.00
36. TSI fee for IRWD 0370	29.00
37. Vocational Nursing testing fee required for VNSG 1400	330.00
Vocational Nursing testing fee required for VNSG 1409, VNSG 1410	285.00

**\*Student liability insurance** is required for students enrolled in Alcohol and Drug Abuse Counseling 2166 and 2167; Associate Degree Nursing clinical courses; Child Care and Development courses; Cosmetology courses; Diagnostic Medical Sonography clinical courses; Emergency Medical Services clinical courses; Health Information Management clinical courses; Respiratory Care clinical courses; and Vocational Nursing clinical courses. This is subject to change due to insurance rate changes.

Students may also be charged for loss or damages to college property for which they are responsible. Non-payment of these obligations may result in the withholding of grades, transcripts, or graduation.

## Installment Payment Plan (Fall, Spring and Summer Semesters)

Students may pay tuition and fees and/or room and board on an installment basis. These require two separate payment plans. A \$25.00 processing fee is charged for each plan. The student can execute an installment agreement on the Midland College website [www.midland.edu](http://www.midland.edu) within their Campus Connect account. There are different payment plan options depending on the time that you register. Tuition and fees or payment plan contracts are due at the time of registration. Failure to pay the complete balance may result in denial of course credit for that semester.

## Refund Policy

Please be aware that refunds are made according to the date that classes officially begin rather than the date the student enrolls. All tuition and fee refunds must be initiated by the student. The date on the drop slip will determine the date of withdrawal and the amount of refund.

Refunds for installment agreements will first be applied to total balances. Refunds will be the applicable percentage of the total tuition and refundable fees due for the semester, less any amount not paid. If a student has paid less than the amount due after applying the applicable refund percentage, the student is required to pay the balance. Students who officially drop or withdraw from the institution will have their tuition and certain fees refunded according to the following schedules:

### Refund Schedule for Complete Withdrawal

Regular Semester Length	Summer Sessions	3-Week Flexible Entry
100% - Prior to 1st class day	100% - Prior to 1st class day	100% - Prior to 1st class day
70% - 1st 15 class days	70% - 1st 5 class days	70% - 1st through 3rd class days
25% - 16th through 20th class days	25% - 6th and 7th class days	25% - 4th class day
NONE - After 20th class day	NONE - After 7th class day	NONE - After 4th class day

### Refund Schedule for Reduction in Course Load

Regular Semester Length	Summer Sessions	3-Week Flexible Entry
100% - Prior to 1st class day	100% - Prior to 1st class day	100% - Prior to 1st class day
100% - 1st through 5th class days	100% - 1st through 4th class days	100% - 1st through 2nd class days
70% - 6th through 15th class days	70% - 5th Day	70% - 3rd class day
25% - 16th through 20th class days	25% - 6th and 7th class days	25% - 4th class day
NONE - After 20th class day	NONE - After 7th class day	NONE - After 4th class day

**Late fees and payment contract fees are nonrefundable.**

**Refunds will be processed after the state census of the semester.**

**Refunds take approximately 2 to 3 weeks to process.**

## **Pro Rata Refund Policy**

In accordance with the Higher Education Amendments, Section 484B, students receiving any Title IV funds (Pell, Supplemental Educational Opportunity Grant, Federal Direct Loan Program or Direct Parent [PLUS] Loans), who completely withdraw from school prior to the 60 percent point in the semester may owe a repayment of grant funds received. Part of the repayment may be owed directly to the Department of Education and the remainder to the school. Midland College is required by the Department of Education to evaluate each student who receives Title IV funds to determine if the student has earned all of the money received and calculate if the student owes. Students owing will be notified in writing. The student must then respond by repaying the funds owed or establishing a repayment agreement. Students not responding will no longer be able to receive any Title IV funds at any school until repayment is made.

Amounts repaid will apply to funds in the following order:

Federal Direct Loan Program  
Federal Direct Parent (PLUS) Loans  
Pell Grant  
Supplemental Educational Opportunity Grant  
Other Title IV aid

For additional information, contact the Financial Aid Office at (432) 685-5511.

Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

## **Financial Aid**

Financial aid assists students and their families pay for the costs associated with obtaining a college education.

In general, students are eligible for federal, state and institutional aid if they meet the following requirements:

- Be enrolled for at least six (6) semester credit hours as a regular student in an eligible program. (less than half-time students may receive a Pell Grant if they are eligible);
- Be a U.S. Citizen or eligible non-citizen. Undocumented students who meet the criteria for Texas residency under HB 1403 qualify for limited financial aid;
- Have a high school diploma or a General Education Development (GED) Certificate;
- Not be in default on any student loans or owe a refund to a federal aid program;
- Make Satisfactory Academic Progress (SAP) in a declared course of study;
- Not have been convicted of a felony or crime involving a controlled substance;
- Registered with Selective Service if a male at least 18 years old; and
- Not receiving federal financial aid from more than one school during the same semester

The U.S. Department of Education frequently changes regulations pertaining to financial aid and disbursement. Due to these changes, the Midland College Financial Aid Office reserves the right to make policy and procedure changes during and between award years. If you have any questions concerning the above information or financial aid, please consult with a financial aid representative.

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by Midland College, on any basis prohibited by applicable law, including, but not limited to race,

color, age, marital status, national origin, religion, gender, disability, or status as a qualified disabled veteran or veteran of the Vietnam era.

The financial aid office is required to monitor transfer students between the fall and spring semesters. Transfer students must submit all required documents, whether or not financial aid was received at the institution. Once all the required documentation has been received, transfer students are placed on a transfer monitoring list for seven days before a financial aid award can be made. To avoid any delays please cancel any pending aid disbursements at your previous school to ensure an accurate award at Midland College.

Transient students—students who are enrolled in another college or university who attend Midland College for one semester, are not eligible for grants, loans, or work-study.

**Adding courses after the census date will not change aid eligibility for the semester. Students must be enrolled in at least 6 hours to receive some types of financial aid.**

## Semester Credit Hours

- Full time 12 or more semester credit hours
- 3/4 time enrollment 9-11 semester credit hours
- Half time enrollment 6-8 semester credit hours
- Less than half time enrollment 1-5 semester credit hours

Estimated In-District Costs			
Based on Full-time (15 hours) for Fall & Spring			
	Living with Parent	Living in Apartment	Living in Residence Hall
<b>Tuition/Fees</b>	\$2,250	\$2,250	\$2,250
<b>Books/Supplies</b>	\$1,349	\$1,349	\$1,349
<b>Room/Board</b>	\$2,678	\$13,066	\$4,510
<b>Transportation</b>	\$1,679	\$1,679	\$1,679
<b>Personal/Misc.</b>	\$1,965	\$1,965	\$1,965
<b>Total</b>	<b>\$9,921</b>	<b>\$20,309</b>	<b>\$11,753</b>

## Federal Aid Payments and Disbursement Policy

By accepting financial aid at Midland College, students agree to receive their funds according to the Midland College financial aid disbursement policy and to keep all receipts for charges and residuals. The Financial Aid Office does not have and/or provide copies of receipts that may be needed by students for tax or other purposes.

Periodically the Higher Education Act is reauthorized and changes are made to the regulations governing Title IV Federal Financial Aid such as the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG) and Federal Direct Loan Programs. The new rules governing the administration of these programs went into effect with the Fall 2011 semester.

Federal regulations require that students withdrawing completely before the 60% point in the semester repay any unearned portion of Title IV aid that they received. Students may owe a portion of the unearned aid received to the school if it was used to pay for tuition, fees, books, room and board, or to the Department of Education, if it was disbursed to the students. Students owing a repayment will not be able to receive any additional federal funding without a repayment agreement and timely payment.

To remain in compliance, Midland College has made adjustments to its disbursement policy for the 2014-2015 award year in the following manner:

1. Students are allowed to charge tuition, fees, books, room and board against any grant or scholarship received (as applicable) before any residual is paid.
2. The official enrollment date is the census date (12th class day) for each 16 week semester.
3. All financial aid awards are determined on the census date, and aid amounts are based on that enrollment status.
4. No book vouchers of any kind will be issued after certain dates.
5. Residual (remaining) balances from Title IV aid (Pell, SEOG, Direct Loans) will be issued as established in the disbursement policy. Residual balances will be applied to the student's Chap Card or deposited directly to the student's designated bank account.
6. A disbursement policy/schedule which states all the book voucher and dates for the academic year will be mailed with the students award letter. Students with an extenuating circumstance can appeal the disbursement policy **before** the census date.

If paid for any prior semester, students will only receive funds for classes in which a grade of "C" or better was achieved.

## Steps for Applying for Financial Aid

1. Apply for admission ([www.applytexas.org](http://www.applytexas.org))
2. Apply for a FAFSA Pin number ([www.pin.ed.gov](http://www.pin.ed.gov))
3. Complete FAFSA (<https://fafsa.ed.gov/>)
4. Apply for Midland College Scholarships
5. Respond to document requests from Financial Aid
6. Await award notification

## Award Procedure

Federal grants and work-study positions are awarded on a first-come, first-serve basis. In accordance with federal regulations, preference is given to applications which are submitted prior to the deadlines indicated. If priority deadlines are missed, funds may not be available in time

<b>Federal Aid Preference</b>	<b>Priority/Deadline Dates</b>
Fall	June 1
Spring	October 1
Summer	February 11

In order to receive maximum consideration for financial aid, a student's file must be complete by the above dates. A file is complete when all necessary documents have been provided to the Financial Aid Office. This usually means that a student has completed the Free Application for Federal Student Aid (FAFSA) and listed Midland College on that application.

If selected for verification you are required to provide additional documentation that may include, but not limited to:

- Student and/or parent tax return transcript
- Verification worksheet
- Economic sufficiency form

If a student is selected for verification, the student's file is not complete until all information is determined to be accurate and results of any corrections have been received by the Financial Aid Office from the Department of Education.

It is the student's responsibility to provide all documents requested by the Financial Aid Office. Complete files will be processed in date order. The student will be sent an award letter that lists all aid that the student is eligible to receive at Midland College for the award year.

## Loans

Midland College participates in the Federal Direct Loan and Plus (Parent) Loan Programs.

Before applying for a loan, students must have a completed file in the Financial Aid Office. In addition:

- Transfer students must submit all academic transcripts to the Financial Aid Office from all prior schools attended and request a transcript evaluation from the MC Registration Office;
- Students must be enrolled in a minimum 6 semester hours; and
- Complete both an entrance and exit counseling session.
- You are encouraged to apply for the loan by census date (12th class day).
- Yearly subsidized loan limits: Freshman \$3,500, Sophomore \$4,500, Junior and Senior \$5,500.

Students interested in loans need to complete the MC loan application online then contact the Midland College Loan Coordinator at (432) 685-4693.

There are several organizations that offer alternative educational loans. These loans are not federally funded and the lending institution determines their criteria.

## Scholarships

Eligibility for various scholarships may be based upon a combination of academic achievement, financial need, and the wishes of the donor. The primary purpose of the scholarship program at Midland College is to provide financial assistance to undergraduate students who, without aid, would be unable to attend college. In addition, Midland College seeks to:

1. Attract and retain students with outstanding intellectual, creative, and leadership abilities;
2. Develop a student body with socio-cultural, economic, geographic, and ideological diversity; and
3. Develop a student body committed to quality education in the liberal arts tradition.

Consequently, Midland College offers academic and performance scholarships, as well as need-based scholarships, both endowed and undesignated, that recognize excellence. Scholarship awards may be based upon merit, interest, need or ability.

Normally, scholarships are awarded for one year. In most cases, one-half of any yearly scholarship is awarded for the fall semester and the remaining half for the spring semester. However, a student must meet all academic requirements at the end of each semester to remain eligible.

Most Midland college scholarships are considered "charge only"-a cash residual will not be given. Scholarships are gifts and do not have to be repaid. Unless specified in the scholarship agreement, no scholarship aid will be given for audited courses or for workshop participation.

## Fasken Top 5 Percent

Applicants must be in the top 5 percent of their graduating class from high schools outside of Midland County. Applications are made through the high school or the Midland College Financial Aid Office after February 1.

The award covers tuition, fees, and books to a maximum of \$1,000 per semester.

## **Midland's Legacy Scholarship Program**

Legacy covers tuition and fees up to \$1050 for fall and spring semesters only.

First time applicants must:

- complete a Legacy application during your junior or senior year of high school (application)
- have a final high school GPA of 2.75 on a 4.0 scale
- graduate from high school in Midland County
- complete 40 hours of community service at an approved volunteer agency (hours must be started after completion of junior year in high school)
- attend Legacy orientation
- submit a thank you letter

To maintain eligibility students must:

- enroll in at least 6 credit hours
- maintain a 2.0 current term GPA
- complete an additional 40 hours of community service at an approved volunteer agency by the end of their freshman year
- complete a statement of impact

All documentation must be submitted to the Legacy Advisor located in the Scharbauer Student Center. For more information, contact Kristy Messmer at [kmessmer@midland.edu](mailto:kmessmer@midland.edu) or visit the Legacy page on our website.

## **Abell-Hanger GED® Completion Scholarship**

Applicants must be Midland County Residents and must have successfully completed their GED® test within the last 12 months through the Midland College Testing Center. Applications are available at the Midland College Financial Aid Office. This scholarship covers tuition with a maximum of \$1,050 for the fall and spring semesters only. Students must be enrolled in at least 6 semester hours. The scholarship is renewable for three additional semesters, provided that students remain in good standing and reapply for the scholarship for the sophomore year. This scholarship is given on a first come first serve basis.

## **Abell-Hanger Educational Continuance Scholarship**

Students must be Midland Legacy, Abell-Hanger GED® Completion Scholarship or Students in Philanthropy scholarship recipients in good standing at Midland College, must have 3.0 GPA or higher, must provide 25 hours of community service each semester and must be residents of the state of Texas and citizens of the United States. The amount of scholarship is \$6,250 per semester and is renewable for 2 years or 4 semesters if qualifications are met. Students must be enrolled in at least 12 credit hours per semester and demonstrate financial need. Deadline for application is April 1st. To qualify, students must be graduating sophomores and participate in the Midland College graduation ceremony.

## **Athletic Scholarships**

Athletic scholarships are governed by conference rules and are awarded by coaches based upon athletic ability and academic criteria. Applications are available from the Midland College Athletic Department. The amount of scholarships will vary.

## General Scholarships

Midland College general scholarships are funded by many sources. Scholarships are awarded on a first-come-first-served basis. A minimum grade point average of 2.0 is required; however, some scholarships have higher standards. Students must apply online.

## Students in Philanthropy Scholarship

Students in Philanthropy (SIP) is a scholarship-based, student leadership program funded by the Abell-Hanger Foundation and the Helen Greathouse Charitable Trust. This scholarship pays \$750 per semester towards tuition, fees and books. Please contact Julia Vickery at [jvickery@midland.edu](mailto:jvickery@midland.edu) for application information or visit the website.

## Ambassadors Scholarship

The Ambassadors scholarship is funded by the Midland College Foundation. This scholarship pays \$500 each semester towards tuition, fees, books and/or college related expenses. Ambassadors assist with on-campus events and complete leadership training. Please contact Julia Vickery at [jvickery@midland.edu](mailto:jvickery@midland.edu) for application information or visit the website.

## Other State Aid Programs

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or, in some cases, tuition and fees. Students must prove their eligibility for all state exemptions. In addition, students will need to provide the proper documentation to the Financial Aid Office at the time of registration each semester, but no later than the census date of the semester for which the student wishes to use the exemption. More detailed information regarding state programs can be found on the College for Texans website.

## Hazlewood Act

Veterans who were Texas residents when they joined the military and are now residents may be eligible for exemption of tuition and fees. The Hazlewood Exemption covers no more than 150 cumulative semester hours.

Veterans must:

- Apply and be accepted to a Texas public college or university of his/her choice. Go to Apply Texas to apply;
- Submit proof (DD-214) from the Department of Defense regarding military service and the nature of discharge;
- Submit proof of eligibility or ineligibility for Montgomery GI Bill benefits (Chapter 31, 33/Post-9/11) by requesting an education benefits letter from the VA office in Muskogee, OK at (888) 442-4551 or the GI webpage;
- Submit completed HE-V application from HE-V Application Packet for Veterans;
- Submit Hazlewood transcript to verify hours used
- You will receive approval from the financial aid office either by email, letter, or a credit to your school account. (Be sure to contact the financial aid office regarding your status on prior student loans made or guaranteed by the State of Texas.)

For more information on Hazlewood please visit the Hazlewood page on our website.

Applications for the Hazlewood Exemption can be downloaded from the College for Texans website.

## **Hazlewood Legacy Program**

Under certain conditions, unused hours of exemption eligibility may be transferred to a dependent child. In addition, students that have a parent or spouse who died as a result of service-related injuries or illness, is missing in action, or became totally disabled for purposes of employability as a result of service-related injury or illness may qualify for the exemption. For more information please visit the Hazlewood page on our website.

## **Combat Exemption for Children of Military Service Members**

This program provides an exemption from the payment of tuition (only) to a child, or stepchild, of a member of the Armed Forces who was deployed to Active duty in a combat zone outside the United States.

The dependent child or stepchild must:

- Be a Texas Resident or entitled to pay resident tuition,
- Have a parent who is a member of the U.S. Armed Forces, and
- Is enrolled for a semester or other academic term during which the service member of the armed forces is deployed on active duty for the engaging in a combative military operation outside the United States.

To receive the exemption, students must be able to provide proof of meeting the program's eligibility requirements, as outlined above. Child must provide proof (ex-military orders, pay records from service member's unit to which he/she is assigned, etc.) of service member's deployment from the Department of Defense for the relevant semester or academic term.

If additional documentation is needed, students may wish to contact The National Personnel Records Center at (314)801-0800.

## **Valedictory Scholarship**

The highest ranking graduate from any accredited Texas high school is eligible for exemption from tuition for the first two long semesters following graduation. Certification from the Texas Education Agency is required.

## **Blind/Deaf Students Exemption**

Legally blind or deaf students may be exempt from paying tuition and all fees. Application must be made through the Department of Assistive and Rehabilitative Services (DARS).

## **Foster Care Students Exemption**

Students that have been in foster care or other residential care under the conservatorship of the Texas Department of Protective and Regulatory Services (DPRS) and meet one of the following criteria;

- are in DPRS on or after the day preceding the student's 18th birthday;
- the day of the student's 14th birthday, if the student was also eligible for adoption on or after that day; or
- the day the student graduated from high school or received the equivalent of a high school degree, are eligible to receive a tuition and fee exemption. The student must enroll within 3 years of the earliest of the following dates:
- the date the student was discharged from foster or other residential care
- graduated from high school or received the equivalency degree, or
- the student's 21st birthday.

## **Senior Citizens Exemption**

Senior citizens 65 or older may be exempt from paying course-related fees. To receive the exemption, students must present a valid picture ID and proof of birth date to the Midland College Financial Aid Office.

## **Fire Science Exemption**

Students employed as fire fighters are exempt from the payment of tuition and laboratory fees for courses offered as part of a fire science curriculum. To apply, students must contact the Midland Fire Science Department and submit documentation to the Midland College Financial Aid Office.

## **Peace Officer Exemption**

Guidelines are pending one week prior to the end of regular registration. Students must apply for exemption.

## **Texas National Guard Tuition Assistance Program**

Certain members of the Texas Army or Air National Guard and Texas State Guard may be eligible to receive a tuition exemption. To apply, students should contact the Education Services Office at Camp Mabry.

## **Clinical Preceptors and Their Children Exemption**

Eligible persons employed as clinical preceptors and their children may be eligible to receive a tuition exemption (up to \$500). Application are available in the Midland College Financial Aid office.

## **Competitive Scholarships Waiver Policy**

This is a program that allows a public institution to grant a waiver of non-resident tuition charges to individuals who receive scholarships totaling at least \$1,000 awarded by Midland College Financial Aid Office.

- Competitive waivers are only given to non-resident students
- Changes the tuition cost from non-resident to resident
- Scholarships must be opened to both residents and non-residents
- A waiver may be obtained in the financial aid office
- The waiver is only good for a period of 12 months OR the semester the scholarship is awarded

## **Grants**

### **Federal Pell Grant**

Eligibility is determined by completion of the Free Application for Federal Student Aid (FAFSA). The award amount (approximately \$5,730 maximum) is determined by need and is set by the U.S. Department of Education each year. The length of this grant is 6 full time years.

## Federal Supplemental Educational Opportunity Grant (SEOG)

Eligibility is determined by completion of the Free Application for Federal Student Aid (FAFSA). The award amount is determined by need with a minimum of \$100 per year and a maximum of \$4,000 per year.

## Texas Public Education Grant (TPEG)

Eligibility is determined by completion of the Free Application for Federal Student Aid (FAFSA) or TAFSA (if applicable). The award amount is determined by need.

## Toward Excellence, Access, and Success (TEXAS) Grant Program

The maximum award amount at Midland College is \$2,640 per year. Only recurring recipients will be awarded.

Eligibility is determined by:

- completion of the Free Application for Federal Student Aid (FAFSA)
- must be a Texas resident
- have financial need
- enroll in at least 9 semester hours in an undergraduate degree or certification program
- must maintain satisfactory academic progress (SAP)
- must be registered with selective service or be exempt
- have a family contribution of no more than \$4,620
- not have been convicted of a felony or a crime involving a controlled substance. Note: Must submit a signed drug letter statement to the financial aid office.
- can not receive TEXAS Educational Opportunity Grant (TEOG)

## TEXAS Educational Opportunity Grant (TEOG)

Eligibility is determined by:

- completion of the Free Application for Federal Student Aid (FAFSA)
- must be a Texas resident
- have financial need, if applying for his/her first award have a family contribution of no more than \$2,000
- be enrolled at least half time in an undergraduate certificate program
- not have been convicted of a felony or a crime involving a controlled substance
- must be registered with selective service or be exempt
- not currently receiving a TEXAS grant

## Satisfactory Academic Progress for Financial Assistance

In order to maintain eligibility for federal, state and some forms of institutional financial aid, students must meet certain minimum standards. The student's academic record at Midland College is used to measure satisfactory progress and all periods of enrollment at MC must be counted, including any semesters in which the student did not receive financial aid. There are three standards for satisfactory academic progress: successful completion of courses (quantitative), cumulative and semester Grade Point Average (qualitative) and time frame.

**Successful completion of courses (quantitative)** - Students must successfully complete at least 75% of the semester credit for which they have registered as of their enrollment on the Census date (the official count day at Midland College). This includes both developmental and college level course work. Successful completion is measured by grades of A, B, C, D, and P. Grades of F, W, AU, N, and I are counted toward the total hours attempted but not successfully completed each semester.

**Grade point average (qualitative)** - Students must maintain a semester GPA of at least 2.0. Grades of A, B, C, D, P and F contribute toward this GPA. Students who have not previously attended Midland College will be assumed to be making satisfactory progress at the time of first enrollment. Remedial course work is included in the yearly GPA calculation.

**Time frame** - Federal regulations specify that the maximum time frame for program completion may not exceed 150 percent of the published length of the program. If before completing a program, the student switches degree or certificate programs, Midland College will not count toward the 150% maximum time frame the credits attempted in the old major. However, any courses that apply to the new program must be counted. For transfer students, MC will count those transfer credits that apply toward the new or current program. Students who exceed the 150% maximum time frame limit will no longer be eligible for federal and state financial aid. Credits that have been repeated will be counted toward the 150% maximum time frame. The new grade will be used to calculate GPA.

In most cases, students that have already received a type of degree, have already exceeded the maximum time frame. These students will need to contact the Financial Aid Office regarding their eligibility.

Scholarship and state grant recipients must also satisfy any additional program requirements.

## Financial Aid Warning

After grades are posted for each term, a student's Satisfactory Academic Progress (SAP) status will be calculated. A student who has not completed at least 75 percent of their total attempted hours at census, or is below the minimum 2.0 GPA for semester credit hours attempted, will be placed on warning.

The student has one pay period to correct the deficiencies. Students on financial aid warning will continue to receive financial aid for one subsequent payment period.

Aid will continue if the student is making SAP during the warning payment period. Any student who does not have a 2.0 semester GPA or has not passed at least 75 percent of semester credits attempted after the warning period will no longer be eligible for financial aid at Midland College until SAP is met.

## Financial Aid Suspension

Students who do not meet the qualitative and/or quantitative components of SAP listed above after a warning period will be placed on suspension. Students on financial aid suspension are not eligible to receive federal financial aid for any subsequent pay periods. Students who fail to maintain satisfactory academic progress may appeal the suspension of federal financial aid by filling out a Student Suspension Review Request if they think they have extenuating circumstances. Please review Midland College's appeal process.

Students exceeding the maximum time frame allowed to obtain a degree or are mathematically unable to finish their program within the maximum time frame will be placed on immediate suspension.

## Complete Withdrawals

Students that withdraw from all courses in which they are enrolled before 60 percent of the semester has passed, will immediately be placed on financial aid suspension. Students may also be responsible for paying back the unearned portion of the Title IV funds they have received.

## **Failing Grades and Incompletes**

Students that receive all or a combination of failing grades (F), Incompletes (I), Withdrawals (W), Audit (AU), No Grade Reported (N) at the end of the semester will immediately be placed on financial aid suspension.

## **Consequences of Not Making Progress**

Student progress is evaluated at the end of each semester, except in the case of complete withdrawals, Fs, and Is. At the time of evaluation, if a student fails to maintain satisfactory academic progress, the student will be placed on financial aid suspension. Students who are on financial aid suspension will no longer be eligible to receive any form of federal/state financial aid at Midland College. Please review Midland College's appeal process.

## **Procedure to Follow for Removal of Suspension**

Financial aid suspension, for reasons other than time, may be lifted if students receive academic advising and complete the required number of hours and achieve a 2.0 GPA.

Students on suspension will have their appeal reviewed by the committee monthly. No action will be taken until a written request for review has been received. The request must include the following:

- a. the circumstances which caused the suspension,
- b. plans to correct the circumstances,
- c. future enrollment plans,
- d. a current academic transcript,
- e. other pertinent documentation.

Exceptions to this policy may be made at the discretion of the Director of Financial Aid. Criteria that will influence the Financial Aid Director's decision may include but is not limited to the following:

- a. class attendance, completion of assignments, and substantiated academic progress in required courses;
- b. unusual circumstances, such as extended medical confinement or a death in the family;
- c. utilization of campus supportive services; or
- d. response to Financial Aid Office contacts.

Written procedures are available in the Financial Aid Office or on the Financial Aid page of our website.

## **Finish What You Start at Midland College!**

## **Student Life**

## **Student Activities**

An important part of Midland College is its varied student activities program including student events, concerts, lectures, educational programs, intramural competition, and clubs. These activities serve as a source of enrichment to the regular classroom experience.

Events vary from year to year; there are fall mixers to welcome new students, after-game parties, bowling, casino night, dances, and noon-time entertainment. Student activity calendars listing various special and regular events are published each month. Most special events and programs are available at no cost to students. Students are also admitted to all athletic events and activities with a Midland College student ID. Contact a member of the Student Government Association or the Student Activities Coordinator at (432) 685-4543 for more information.

## Motor Vehicles on Campus

These regulations are established by the college, pursuant to VATS, Education Code section 51.202, to facilitate the safe and orderly conduct of college business including parking. The college makes every effort to provide protection to vehicles parked on campus but cannot assume the responsibility for any loss. Operating a motor vehicle on the campus is a privilege and is conditional, in part, on complying with these rules and regulations.

### General Regulations

- a. The person who registers a vehicle with the College obtains a non-transferable parking permit and is responsible for all parking violations.
- b. Pedestrians are given the right of way at all times.
- c. The maximum speed limit on campus streets is 25 miles per hour, unless otherwise posted. The parking lot speed limit is 10 miles per hour. The campus is defined as all lands owned by the College.
- d. The above regulations apply to all college faculty, staff, students and visitors.

### Vehicle Registration

- a. In order to operate a vehicle on campus, students, staff, and faculty must obtain a vehicle registration permit at the Information desk located in the Scharbauer Student Center. Operation of a vehicle on campus without a permit is a violation of traffic and parking regulations.
- b. Students are required to register motor vehicles at the time of registration or when they begin driving on campus. There is no additional charge for the permit.
- c. Faculty and staff must register their vehicles on or before the day they begin driving a vehicle on campus.
- d. Any person giving false information regarding vehicle registration is subject to disciplinary action.
- e. Parking permits must be affixed to the inside of the windshield on the lower right side.
- f. State law requires that vehicles have Texas registration and Texas Vehicle Inspection Certificates if the owner of the vehicle resides in Texas.

### Parking Information

- a. The College issues staff and student permits.
- b. Parking spaces for staff are designated by signs at the end of every row and by yellow striping on the pavement. Only employees and visitors are allowed to park in those areas. Special parking areas, such as handicapped and fire zones, are indicated by signs and/or red markings on the curb. Parking is not permitted next to any red-painted curb.
- c. The Administration parking lot (between Scharbauer Student Center and the Pevehouse Administration Building) is reserved for administration personnel and visitors, except during registration.
- d. Students working on campus will be assigned student permits and must park in student parking.

- e. Persons with physical handicaps who have been issued the state-authorized handicapped parking permits or license plates must obtain a college permit but may park in any handicapped parking area so long as the handicapped permit is displayed as required by state law.
- f. Parking permits will be issued to allow parking of motorcycles in designated two-wheel areas. Permits must be permanently attached to the fork on the front of the motorcycle.
- g. Replacement permits or additional permits are \$1 each and are available at the information window in the Scharbauer Student Center.
- h. Parking violations must be paid at the Cashier's Office; unpaid fines will result in transcript and registration holds.

## Parking Fines and Penalties

Unauthorized parking in handicapped space	\$50.00
Blocking traffic way	\$15.00
No permit	\$10.00
Student parked in employee zone	\$10.00
Parking where prohibited	\$15.00
Expired permit	\$10.00
Other	\$10.00

After a student receives five tickets in any semester, the next violation will include the installation of a "boot" on his/her vehicle to immobilize the vehicle. There will be a charge of \$50, in addition to the parking fine, for removal of the "boot". Every subsequent violation by that student will result in the "boot" being applied to his/her vehicle and an additional \$50 charge.

## Student/CHAP ID Cards

Students can obtain a CHAP identification (ID) card with one of the following: valid driver's license, state issued photo identification, or passport **AND** a copy of the current semester paid receipt. The CHAP ID card entitles students to free admission to athletic events, student government entertainment, intramural activities, fine arts programs, dances, movies and videotape series. It provides identification in the Murray Fasken Learning Resource Center to enable the student to check out materials, to use computer labs and at the bookstore for scholarship identification. ID cards may entitle the student to discounts at participating businesses. CHAP ID cards can be obtained in the Scharbauer Student Center at the Enrollment Services counter. Lost CHAP ID cards may be replaced for a \$25 replacement fee.

## Housing

Midland College offers modern residence halls and family housing which provide an atmosphere for academic success and appropriate social activities, for full-time students (enrolled in 12 or more semester credit hours). Students living in MC housing are expected to behave responsibly, promote respect for the rights of others, follow all rules and regulations, support appropriate study opportunities, and enjoy a positive college experience. A full-time manager lives in each of the residence halls and a part-time manager lives in family housing, providing supervision and direction for students. They are responsible for the daily operation of housing and individual assistance/referral for students for both academic and personal issues.

# **Child Care**

## **The Helen L. Greathouse Children's Center**

The center exists for two purposes: service and teacher training. The service function is met by providing a high quality child care program for children ages 4 months through five years. The center hours of operation are 7:30 a.m. to 5:30 p.m., Monday through Friday. This service function is also met by providing a model early childhood education program for the children, families, and early childhood professionals of the Midland community. The Children's Center serves as a training site for students to practice teaching young children. The overall goal of the Children's Center is to help the children develop the competence to function in a changing world. Those interested in enrolling children in the center should contact the Director of the Children's Center for scheduling and fee information at (432) 685-4573.

## **Child Care Center at Manor Park, Inc.**

Manor Park, a continuous-care retirement community for persons 62 years of age and older, is the site of a unique child care center operated by Midland College. Housed within Manor Park at 2208 North Loop 250, this center provides child care for Manor Park employees and community members and instructional support for child development, psychology, health science and other related courses. The center reflects the Manor Park philosophy which includes the presence of children within the senior adult community. Both Manor Park residents and the children benefit from the resulting social and cognitive interactions. For additional information, contact the program director at (432) 685-4573.

# **Bookstore**

The college bookstore is operated for the convenience of students and faculty. Textbooks and classroom supplies are available on-site or online at: [www.midlandcollegebookstore.com](http://www.midlandcollegebookstore.com)

New textbooks, in new condition, (i.e. no writing, highlighting or any damage which would prevent resale as a new book) as well as used books, may be returned for a full refund, with a receipt, through the 12th day of class of a regular semester, the first 3 class days of a summer session, or the first 2 class days of a flex-entry course. Textbooks purchased after the above dates may be returned for a full refund within 3 days of purchase.

# **EZ Rider Bus System**

The campus is on Midland's EZ Rider public transportation system's route. The campus bus stop is on Chaparral Circle, just north of the bookstore. Citywide, buses operate from 6:15 a.m. to 7:10 p.m., Monday through Friday and 6:15 a.m. to 10:10 p.m. on Saturday. Buses stop on campus every 30 minutes, first traveling north and then returning south, and connect to other parts of the city. Maps are available in Student Services, and bus passes can be purchased from the cashier.

# **Student Responsibilities**

# **Student Rights, Responsibilities & Due Process**

# Expectations of Student Performance

- a. Students are not to use, possess, sell or transfer any alcoholic beverage or any illegal, illicit, or designer drugs on campus or while engaged in any college instructional activity.
  - b. Drug and/or alcohol testing can occur in "for cause" situations when academic or clinical performance, conduct, or other actions indicate possible alcohol or drug use. The student is responsible for the cost of the drug and/or alcohol testing.
  - c. Students are required to participate in drug screening protocols established by clinical agencies utilized by the College.
- Students, employees and visitors at Midland College, by the nature of their citizenship and residence, have certain individual rights and freedoms established by the Constitution and the laws of the United States, the State of Texas and the respective communities where they live. The possession of the personal rights is neither increased nor diminished by reason of a person's association with Midland College.

1. Midland College recognizes and accepts the following rights and freedoms as being essential to the educational process:
  - a. Freedoms of expression in the classroom consistent with commonly accepted standards of decency and respect for others;
  - b. Freedom from improper, unfair, or capricious academic evaluation;
  - c. Freedom from unlawful harassment, including sexual harassment;
  - d. The right to have one's personal record kept in professional confidence;
  - e. Freedom of association;
  - f. Freedom of inquiry and expression consistent with commonly accepted rules governing libel, slander and good taste;
  - g. Freedom of exercise in the rights and responsibilities of citizenship;
  - h. Guarantee of procedural due process in disciplinary proceedings; and
  - i. The right to distribute or post printed material in compliance with the college's posted policy.
2. Midland College expects employees, students, visitors and guests of the College to accept the following responsibilities:
  - a. Compliance with and support of duly constituted civil authority;
  - b. Respect for the rights of others and cooperation to insure that such rights are maintained, whether or not one agrees with the views of those exercising such rights;
  - c. Maintenance of ethical and commonly accepted standards of decency and respect for others and stewardship of college resources while using electronic communication devices;
  - d. Cooperation to insure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority;
  - e. To exercise disagreement in a responsible manner and within the framework compatible with the orderly resolution of differences;
  - f. Knowledge of and active support of college regulations.
3. Students with identified disabilities should report their need for accommodation to the Student Services Office. Students with grievances related to discrimination on the basis of a disability may contact the Student Services Office or follow the directions on the posted notices for grievances.

*Midland College Fitness Center located in the Physical Education Building*  
The Fitness Center is free to all students with a valid Midland College student ID card.

## I. Scholastic Dishonesty and Academic Misconduct

Midland College encourages high academic standards, including student responsibility for original work. As a part of this stance, Midland College endorses the following definitions and guidelines regarding scholastic dishonesty and academic misconduct, including the areas of cheating, plagiarism, and collusion.

# Academic Misconduct

Academic misconduct is the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples are: stealing, buying, or otherwise obtaining all or part of an un-administered test or academic exercise; selling, buying, or giving away all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, "drop form," or other official academic record of the college; unauthorized entry into a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

## Cheating

Cheating is defined as the deliberate use of unauthorized materials and/or actions or fraudulent acquisition in order to obtain information for an examination or assignment.

## Plagiarism

Plagiarism is defined as the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work offered for credit. A student commits plagiarism if he/she:

- a. Fails to acknowledge the sources of any information in a paper which is not either common knowledge or personal knowledge. A student can acknowledge a source through in-text citations cross referenced to a works cited page, attribution lines, footnotes, or other forms of documentation approved by the instructor. (Common knowledge is the basic information within a field or discipline, as well as most historical dates and facts, and many ordinary observations.)
- b. Fails to acknowledge direct quotation either by using quotation marks or (for longer passages) indentation. Without the quotation marks or indentation, passages copied directly from a source might be considered plagiarized even if it is followed by an in-text citation or a footnote. The citation or footnote acknowledges that there is a source, but it does not indicate that the writer has used someone else's exact words.
- c. Merely paraphrases the original words of the source. Some students think they can avoid a charge of plagiarism by changing a few words in each sentence that they copy or by rearranging the shape of phrases or the order of sentences in a paragraph. This is not true. When taking notes students, must be careful to put ideas in their own words or to use direct quotations when relying on phrases directly taken from a source.
- d. Uses the ideas, examples, or structure of the source without acknowledging it. A student can be guilty of plagiarism if he/she systematically borrows the ideas and organization of a source, even if the language of the piece is on a major news event, by using exactly the same ideas in the same order as they appear in an article in any popular news magazine.
- e. Takes, buys, or receives a paper written by someone else and presents it as the student's own.
- f. Uses one paper for two different courses, or re-uses a paper previously submitted for credit, without the prior approval of the instructor or instructors.

## Collusion

Collusion is defined as the unauthorized collaboration with another person in preparing written work offered for credit or collaboration with another person to commit a violation of any section of these rules on scholastic dishonesty. A student commits collusion if he/she:

- a. Allows someone else to edit papers or correct assignments without the instructor's knowledge or permission. It is scholastically dishonest for students to employ tutors to correct, edit or modify papers or assignments in any substantive fashion. The same reservations and restrictions apply, within reason, to any outside assistance a student may receive from a parent, friend, roommate, or academic tutor. Any changes, deletions, rearrangements, additions, or

corrections made in papers or assignments should represent the student's own work. (Midland College provides many tutorial services. Tutors in these college facilities offer advice without editing or completing the required work.)

- b. Reveals test information to another student enrolled in the same course.

## Penalties

If a student has any questions or doubts about the way he/she is employing sources or assistance in any given assignment, he/she is advised to consult the instructor before handing in the assignment. The penalties for any type of scholastic dishonesty described in this statement can be severe and can adversely effect the student's permanent academic record. The instructor has the primary responsibility for recommending the penalty in cases of academic dishonesty after consultation with the Division Dean and the student. Students may seek review of the decision or redress of a grievance related to their participation in college programs or activities.

The instructor does have the right to enforce any one of the following penalties for scholastic dishonesty at his/ her discretion and in response to each particular case:

1. Failure of the assignment;
2. Failure of the course;
3. Recommendation for disciplinary action, including institutional suspension or dismissal.

## II. Other Student Conduct Regulations

Midland College has declared that the following actions constitute an interference with the lawful and orderly use of the College premises, facilities and activities to accomplish the objectives of the College. These actions are therefore strictly prohibited on the Midland College campus and other college property and facilities and during all college-sponsored activities wherever occurring:

- a. Disrupting or obstructing or attempting to disrupt or obstruct, any lawful activity of the college.
- b. Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
- c. Illegally possessing, using, selling, or being under the influence of dangerous drugs, narcotics or alcohol.
  - The College prohibits possession and consumption of alcoholic beverages on Midland College property.
  - The College strictly enforces the state law that prohibits the possession and consumption of alcohol by those under the age of 21.
  - The College strictly prohibits attending classes while under the influence of alcohol or drugs.
  - The College prohibits possession or use of controlled substances or alcohol in its residence halls or at any off-campus college-sponsored event.
  - The College strictly enforces the local, state, and federal laws which prohibit the sale of controlled substances on its campus.
- d. Possessing or using firearms, weapons, or explosives, unless authorized by the College. A person commits an offense if he or she intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club or prohibited weapon on the physical premises of a school or educational institution, any grounds or building on which activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institutional, whether the school or educational institution is public or private, unless pursuant to written regulations or written authorization of the Midland College Administration (Texas Penal Code 46.03). This prohibition includes, but is not limited to, fireworks of any kind, illegal knives, clubs and razors.
  - In addition, Midland College prohibits the same weapons from being brought onto any campus of the College.
  - Lockers and vehicles on any campus of Midland College may be inspected by school personnel if there is reasonable cause to believe that they contain weapons, drugs or other contraband items.
  - In the event a student possesses a license to carry a concealed handgun under state law, the possession of such weapons on any campus of the college is prohibited.

- Only local, state and federal authorities are authorized to carry firearms on their person when on the campus of Midland College, either as a visitor or a student.
- e. Conduct on the part of any member of the college community which constitutes unlawful harassment shall not be tolerated. Unlawful harassment, including sexual harassment as defined below, or failure to carry out responsibilities specified below, may result in disciplinary action. Participating in sexual harassment is expressly prohibited and offenders are subject to disciplinary action. Sexual harassment may be defined as either unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature, when:
- Submission by a student to such conduct is explicitly or implicitly made a term or condition of status in a course, program, or activity; or
  - Submission to or rejection of such conduct is used as the basis for academic decisions affecting the student; or
  - Such conduct has the purpose or effect of substantially interfering with a student's academic performance; or
  - Such conduct, in intent or effect, creates an intimidating, hostile, or offensive environment for learning.

## **Title IX**

### **Sexual Harrassment and Sexual Violence**

Use of the term "sexual harassment" includes sexual violence unless otherwise noted. Sexual violence refers to the physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment and are covered under Title IX of the Education Amendments of 1972. The college encourages students who believe they have been sexually harassed by other students or employees to come forward with allegations of sexual harassment to the Student Activities/Title IX Coordinator, Room 125 in the Scharbauer Student Center. The Student Activities/Title IX Coordinator will investigate all allegations promptly, and Midland College officials will take prompt and appropriate disciplinary actions against students and employees found to have engaged in conduct constituting sexual harassment of students. The College shall exercise reasonable care to prevent and correct any sexually harassing behavior and develop preventive or corrective measures to address sexually harassing behavior.

- f. Advocating the overthrow by force or violence of any legally constituted governmental body, system, or any local, state, or federal law, or any rule, regulation or policy of the Board of Trustees and administrative officials of the College.
- g. Engaging in physical assault, harassment, or obscene, profane, reckless, tumultuous, destructive or unlawful course of conduct.
- h. Hazing in all forms, as defined and prohibited in the Texas Education Code Sections 37.151 to 37.157 and any addendum thereto.
- i. Academic cheating or plagiarism; willfully submitting false information with the intent to deceive; forgery, alteration, or misuses of college documents or records.
- j. Initiating malfeasance in an elective or appointive office of any college endeavor.
- k. Refusing to present an appropriate appearance in dress and grooming while participating in or attending a college activity. Students who dress so unconventionally or bizarrely that it causes disturbances, disrupts campus life, or calls undue attention to itself will be asked to conform to a more conventional form of dress. At Midland College, individual members of faculty and staff are given a considerable amount of discretion in determining what is appropriate for the educational activity under their responsibility. Whatever is clearly stated by those responsible as being appropriate or not appropriate will be the prevailing standard in that particular area of activity.
- l. Refusing or failing to comply with lawful order of any college or public official acting in the performance of duties in the administration and enforcement of these policies.
- m. Participating in theft, vandalism, defacement or destruction of college or student property.
- n. Failing to meet financial responsibilities to the institution promptly including, but not limited to, passing a worthless check in payment to the institution.

- o. Failing to return, defacement of, or destruction of, college property which has been issued as educational equipment, such as, but not limited to, tools, cameras, recorders, musical instruments, etc.
- p. Violating an established safety and health requirements in laboratory, shop or other educational settings.
- q. Violating campus housing regulations.

### III. Student Discipline

- a. Any student violating policies and general rules on student rights, responsibilities, conduct and privacy shall be subject to immediate removal from any college premises, facilities, or activities. Such removal or exclusion shall not prejudice or interfere with subsequent disciplinary action by the College. There are occasional exceptional situations where a student's physical or psychological condition is such that action needs to be taken to withdraw the student from the College. The action could occur, for instance, if the conditions were such that the student could not benefit from the educational program, was threatening to self and/or others, or was disruptive to others.
- b. Complaints regarding student behavior may be originated by students, faculty, staff members, or citizens outside the college community. The Vice President of Student Services or his or her designee will investigate any complaints and notify the student in writing of all charges, the name of the person lodging the charge, the disciplinary action, and the right to a hearing.
- c. Disciplinary action may include:
  1. admonition and warning
  2. formal written warning
  3. fines
  4. loss of privileges
  5. formal disciplinary probation
  6. suspension
  7. expulsion

College-imposed sanctions are additional to any action taken by law enforcement officials.

### IV. Student Due Process

Midland College provides due process procedures for students to assure that specific problems are addressed in a fair, reasonable, and timely manner. Students may seek review of decisions or redress of grievances related to participation in college programs or activities including:

- disciplinary action
- assignment of a final course grade (see Grade Appeal Policy);
- denial of admission to, dismissal from, or denial of readmission to a limited access program, or
- perceived discriminatory action based on race, color, age, natural origin, sex, handicap, marital status, religion, or any other condition prohibited by law

Students are encouraged to seek informal resolution of problems by discussing issues directly with the College staff member involved and/or that individual's supervisor. In the event that informal discussions do not resolve disputed issues, students may request a formal hearing. The decision in dispute and related circumstances will be reviewed, and students will have an opportunity to present their viewpoints

- a. **Hearing Procedures**
  1. Students seeking a formal hearing of a disputed decision must file a statement of grievance and written request for hearing with the Vice President of Student Services within 15 working days of the event in question. The request must describe the disputed act, the parties involved and the action requested.
  2. The Vice President of Student Services will assure that appropriate College personnel are informed, and a hearing will be scheduled within 15 working days of the filing of a grievance. A due process facilitator will be appointed to conduct the hearing and provide information to all parties involved.

3. The hearing panel will consist of a balanced group including a member of the department or division involved, an individual outside the department or division involved, and a representative from the instructional area or the Student Services area, as appropriate. The student may present information and/ or arrange, with permission of the facilitator, for others to present information. A student advocate will be available if the student needs assistance in the hearing procedure. The Midland College employee involved in the dispute may do likewise. All materials to be considered in the hearing must be submitted to the Vice President of Student Services 48 hours prior to the scheduled hearing. It is the policy of the College that legal counsel will not be involved in dispute resolution until all internal remedies have been exhausted.
  4. The hearing panel may uphold, overturn or revise the disputed decision, and the facilitator conducting the hearing will provide all involved parties with a written statement of the panel's decision.
  5. Actions which result from disputed decisions and which affect student status or participation in Midland College programs or activities will be deferred until after a formal hearing unless otherwise directed by either the Executive Vice President or the Vice President of Student Services.
  6. When either the Vice President of Student Services or the Executive Vice President has been directly involved in the disputed action with a student, he or she shall designate a representative to serve in his or her stead during hearings or appeals.
- b. **Appeals**
1. Either party may appeal the due process action taken by the hearing panel. Only procedural matters will be addressed in subsequent review.
  2. A student seeking to appeal the decision of the hearing panel must file a written request with the Vice President of Student Services within 10 working days of receipt of the hearing panel's decision. This request must state the grievance and the requested action and will be forwarded to the appropriate Vice President for review.
  3. If a need for an appeal hearing is determined, the Vice President of Student Services and the Executive Vice President will handle appeals in each other's areas of supervision including selecting balanced panels to hear appeals and chairing appeal hearings.
  4. A decision will be given regarding an appeal within 10 working days of filing the request.

## **Academic Responsibilities**

### **Absences**

It is the responsibility of students to know the policies and procedures associated with absences. These policies are set by instructors. Excused absences may include, but are not limited to, illness, severe weather, and death in the family. Instructors will determine whether or not an absence is excused.

Three consecutive classroom hours of unexcused absences or a total of 6 classroom hours of unexcused absences as reported by the instructor may result in students being dropped. When a class is longer than one hour in length, a proportionately fewer number of absences is allowed. Midland College reserves the right to deal at anytime with individual cases of non-attendance.

In the case of excused absences, it is the obligation of the student to notify the instructor as soon as possible and make up all missed work.

When a student represents Midland College at an official event and will miss class, the student must notify instructors prior to the event.

### **Student Withdrawals**

Requests for withdrawal must be made using the College's accepted withdrawal methods. Students must complete an official withdrawal form either in person in the Student Services office, online or by written request. Midland College reserves the right to decline approval of a withdrawal request for any reason. Such reasons may include, but are not limited to: submitting

incomplete information on the request, not submitting current contact information for the student, not resolving any questions concerning the authenticity of the document, disciplinary actions, outstanding debts, TSI liability, etc.

Students who withdraw and have outstanding debts in any area of the College will not be given clearance to re-enroll until these debts are paid. Students who receive warning notices concerning non-attendance may complete the withdrawal request portion of the notice and return it to Student Services. TSI Liable students must meet with Dean of Adult or Developmental Education before withdrawing from TSI classes.

The last day for withdrawal for each registration period is published in the catalog and the current course schedule. Online withdrawal requests must be made on or prior to the dates listed.

### **Section 51.907 of the Texas Education Code- Limiting the Number of Course Drops for Undergraduate Students at Public Institutions of Higher Education in Texas.**

Beginning with new state college and university enrollments in the Fall 2008 semester, a student may drop no more than six courses over the duration of his/her collegiate experience. This six-course limit applies cumulatively to all Texas public institutions of higher education in which the student has been enrolled. The following are the only exceptions to this legislative limit:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
3. The death of a person who is a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is a showing of good cause;
4. Active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is a showing of good cause; or
5. A change in the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course.

Please be aware of this policy as you consider dropping any courses during the semester.

## **Incomplete Grade**

A student who does satisfactory work in a course but does not finish due to extenuating circumstances may be eligible to receive an Incomplete ("I"). An "I" grade is given after the student has had a conference with the instructor and an Incomplete Contract has been completed and signed. The contract states the conditions that must be fulfilled. The time permitted for the work to be completed can be no later than the end of the next regular semester. After the work is completed or the time has expired, a final grade will be assigned by the instructor or the division dean if the instructor is not available.

In exceptional cases, the deadline may be extended. An incomplete may only be extended once. An extension will only be granted after a conference between the student, faculty member, and the dean. Final approval must be given by the division dean. Appeals may be pursued according to student rights and due process procedures.

## **Grade Appeal Policy**

Students are strongly encouraged to discuss their concerns regarding a grade directly with the involved faculty. If the disputed issue is not resolved, the next step is an informal meeting with the academic dean who is the direct supervisor of the involved faculty.

If the issue has not been resolved after a final course grade has been filed with the registrar, the student may request a formal hearing. During the hearing, the student and the faculty member will have an opportunity to present their viewpoints and relevant materials. Actions which result from disputed decisions and which affect student status or participation in Midland College programs will be deferred until after the formal hearing unless otherwise directed by the Executive Vice President.

A student seeking a formal hearing of a disputed action must submit a written notice to the appropriate Vice President of Student Services within 30 business days of the beginning of the academic semester following the filing of the grade. The request must describe the disputed act, the parties involved, and the action requested.

The Vice President of Student Services will inform appropriate college personnel, including the Executive Vice President, and a campus facilitator, of the hearing. The Vice President of Student Services or the designee will provide the student with the Grade Appeal Hearing Guidelines to assist the student with the appeal procedure. Facilitators and resource persons will be selected by the Vice President of Student Services and will receive training in grade appeal procedures and standards.

A hearing will be scheduled within 15 business days of the student's written request. The facilitator will schedule the hearing, receive information from the parties involved, assemble a panel and distribute relevant information to the panel members. Panel members will include a member of the division involved, an individual outside the division involved, and a representative from Student Services.

The hearing panel shall render its final decision regarding the disputed grade, and the facilitator shall provide a written statement of its decision to all involved parties. Either party may appeal the panel's decision, based upon procedural issues arising out of the hearing only, to the Executive Vice President.

Students requesting a grade change after the stated appeal period shall submit a request in writing to the Vice President of Student Services. If the Vice President of Student Services determines that a grade change is warranted, a panel shall be convened following the complete procedures outlined above.

## **Student Records**

A permanent record is defined as a student's accumulated academic record including data confirming a student's eligibility for admission and proof that registration requirements have been met. Procedures for the preparation and maintenance of all records are thorough and in keeping with standard practices. The permanent records are kept in the Registration Office.

The transcript of college work is an official copy of the student's permanent record in the computer bearing the college seal and the signature of the Registrar. Copies of a student's transcript are available upon written request from the Registration Office.

## **Students' Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - a. A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
  - b. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- c. Student academic records are maintained in the office of the Registrar. Financial records are maintained in the Business Office and the Financial Aid Office. The Vice President of Student Services is responsible for the supervision of student records and the implementation of this policy.
3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Authorized Access to Student Records as provided in PL 93-380, the following will be provided access to student's records without consent from the student; and no record thereof will be maintained.

- a. Officials, faculty, staff of Midland College who have a legitimate educational interest in the student's record.
  - b. Officials of other schools in which the student seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institutions if she/he so desires.
  - c. In connection with a student's request for or receipt of financial aid, as necessary to determine eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  - d. State or local officials to which educational data must be reported.
  - e. Legitimate organizations developing, validating, or administering predictive tests or student-aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.
  - f. Accrediting agencies.
  - g. To parents or an eligible student who claim the student as dependent for income tax purposes.
  - h. To comply with a judicial order or a lawfully issued subpoena.
  - i. Representation of the Comptroller-General of the United States, Secretary of Health education and Welfare (HEW), administrative heads of educational agencies, or state education authorities.
  - j. Emergency situations where the information is necessary to protect the health or safety of some person.
  - k. All other individuals, agencies, or organizations which request or obtain access to a student's record must have prior written consent from the student involved.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy of Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

## Maintenance of Student Records

The retention of records has been established by the Texas State Library and Archives Commission. The schedule establishes mandatory minimum retention periods of student records. Midland College adheres to the schedule as provided. A copy of the Retention Schedule for Records of Public Junior Colleges is available online.

## Directory Information

This is the information which may be released to the general public without the written consent of the student. A student may request that all or part of the general information be withheld from the public by contacting the Registration Office. The following is included as general information:

- a. name
- b. date and place of birth
- c. address
- d. telephone
- e. major field of study
- f. number of hours currently enrolled
- g. classification
- h. participation in officially recognized activities and sports

- i. weight and height of athletic team members
- j. dates of attendance
- k. degrees candidacy, degrees, and awards received
- l. most recent educational agency or institution attended
- m. photographs that may be used in Midland College publications, videos or internet
- n. Midland College email address

## Miscellaneous Information

### Computer Usage

Midland College provides data and communications services for students in residence halls, classrooms and labs. On the main campus and at some remote facilities, data access is also provided via a secure wireless network. Midland College provides data network and the connection to the Internet to enhance the College's programs and services. Only authorized devices may be connected to the College's network. Authorization is obtained through the Technical Services office of the Information Technology and Facilities department. Certain activities on the College's network are prohibited. Engaging in prohibited activities may result in the loss of computer privileges. Among these activities are:

- a. Unauthorized access of third-party computers using MC computer equipment or facilities.
- b. Destruction, theft, alteration, or any other form of sabotage of MC computer equipment or facilities including, without limitation, software and data files.
- c. Using hacker programs and trying to access computer systems using hacker techniques.
- d. Attempting to hack into external computer systems using MC computer equipment or facilities.
- e. Running "file share" software on computer equipment or facilities.
- f. Using MC computer equipment or facilities to store or transmit junk mail or other unsolicited commercial e-mail.
- g. Using MC computer equipment or facilities in any manner that violates federal, state or local laws or other policies of Midland College, including harassment, intimidation or attempts at such.

### Bad Weather Procedures

In case of weather conditions that may cause Midland College to delay or cancel classes, please tune in to local TV stations, call the main number, (432) 685-4500 or check the MC website at [www.midland.edu](http://www.midland.edu). The message will state one of the following:

- Midland College is OPEN for classes today and tonight.
- Midland College is CLOSED for classes today and tonight.
- Midland College has DELAYED classes until (specified time).

**Because driving conditions may vary by geographical area, students have the right to make their own determination regarding whether or not it is safe for them to drive. They will not incur unexcused absences, nor be held responsible for their inability to come to campus.**

### Emergency Text Notification

Midland College has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to your Midland College and personal e-mail addresses, as well as your cell phone. These messages will only be sent during emergency situations and/or when the school is closed or delayed due to weather-related conditions.

To manage your account, log into [www.getrave.com/login/midland](http://www.getrave.com/login/midland)  
Click on the "Register" button

Fill out the form

Your registration e-mail is your Midland College e-mail  
Your password should be same as your Midland College e-mail password

After you have completed the form, click on the box to check that you have read the terms of use.

A confirmation e-mail will be sent to your MC e-mail. Click on the link in the e-mail, and then you can log into the Rave website to confirm your information.

*Your username is **your MC e-mail address**.*

*Your initial password is your MC e-mail address password.*

You may sign in using your current Midland College e-mail address. You will then be prompted to complete the registration process. Once logged in, you can manage your account.

If you need assistance logging into the system and/or managing your account, please contact the Community Relations Office at (432) 685-4555.

## Solicitations and Sales on Campus

All solicitations, including sales of publications, on the campus of Midland College, must have some benefit for the College, its students, faculty and staff, in its primary educational mission. If the purpose of a solicitation project is to raise money, it shall be clearly identified in terms of its contribution to the educational, intellectual, or cultural growth and development of the institution and/or its members of the academic community. Persons may not solicit on the campus without the permission of the Vice President of Student Services or designee.

- Solicitation is defined as requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets, and offering any other comparable materials and privileges in person, by handbills or the like, to promote sales.
- Examples of exceptions allowed: sales intended to provide community-wide benefits such as symphonies, and theater productions, service projects, solicitations or contributions for charitable purposes, public or particular.
- Individuals not affiliated with Midland College (i.e., either student, faculty or staff) may not distribute handbills, leaflets, or any type of printed materials on the campus. All announcements and posters shall be subject to the following regulations:
  - a. No advertising of a commercial nature shall be allowed. Notice of a benefit performance for a worthy group, however, will be accepted.
  - b. Approved announcements of a personal nature (item for sale or rent, roommate wanted, etc.) may be placed on the bulletin boards in the Scharbauer Student Center and the Allison Fine Arts Building.
  - c. Posters shall not ordinarily exceed 24" x 28" in size. Exceptions may be approved by the Student Activities Coordinator.
  - d. Posters may be placed in the Scharbauer Student Center and in other locations as designated by the Student Activities Coordinator.
  - e. Leaflets, activities announcements or other material displayed should be approved by the Vice President of Student Services.

## General Requirements for Degrees

# General Requirement

Degree requirements must be completed within four years of start of program. Students who do not finish within the time limit, must complete requirements of a catalog that is still within the four year period.

*Students are encouraged to follow one of the degree or transfer plans listed in the catalog.*

## Bachelor Degree

To be eligible to receive a Bachelor of Applied Technology (BAT) degree, a student must:

1. Complete all course requirements in the degree program including the completion of the Core Curriculum.
2. Complete an approved Associate of Applied Science (AAS) degree from a Texas college or equivalent.
3. Have a overall GPA of at least 2.00 ("C") for college-level coursework that applies to the degree and have a grade of "C" or better in each junior and senior level course.
4. Satisfy the requirements of the Texas Success Initiative.

## Associate of Arts in General Studies Degree

To be eligible to receive the AA in General Studies degree, a student must:

1. Complete the Core Curriculum.
2. Complete an additional 9 semester credit hours as follows:

One course in Social and Behavioral Sciences and

Two courses to be chosen from the following:

- Social and Behavioral Sciences
- Business (transfer courses)
- Visual and Performing Arts
- Humanities
- Speech
- Communications
- Languages
- Philosophy.

**Note: A maximum of two courses in Social and Behavioral Sciences may be taken in fulfillment of this requirement.**

3. Complete an additional 9 semester credit hours of transfer college credit coursework.

**Note: Courses previously taken cannot be used to satisfy both the Core Curriculum requirements and this requirement.**

4. Have an overall GPA of at least 2.00 ("C") on college-level coursework.
5. Complete at least 25 percent of the credit hours required for the degree through instruction at Midland College.
6. Satisfy the requirements of the Texas Success Initiative.

## Associate of Science in General Studies Degree

To receive the AS in General Studies degree, a student must:

1. Complete the Core Curriculum.
2. Complete an additional 9 semester credit hours/three courses in:
  - Mathematics **and/or**
  - Life and Physical Sciences.
3. Complete an additional 9 semester credit hours of transfer college credit courses.  
**Note:** Courses previously taken cannot be used to satisfy both the Core Curriculum requirements and this requirement.
4. Have an overall GPA of at least 2.00 ("C") on college-level coursework.
5. Complete at least 25 percent of the credit hours required for the degree through instruction at Midland College.
6. Satisfy the requirements of the Texas Success Initiative.

## Associate of Arts in Teaching

To receive an Associate of Arts in Teaching (AAT) degree, a student must:

1. Complete all courses required in the degree program including the Core Curriculum.
2. Have an overall GPA of at least 2.00 ("C") on college-level coursework.
3. Complete at least 25 percent of the credit hours required for the degree through instruction at Midland College.
4. Satisfy the requirements of the Texas Success Initiative.

## Associate of Applied Science Degree

To receive an Associate of Applied Science degree (AAS), a student must:

1. Complete one of the regular degree plans as listed in the catalog including General Education requirements.
2. Have an overall GPA of at least 2.00 ("C") on college-level coursework.
3. Complete at least 25 percent of the credit hours required for the degree through instruction at Midland College.
4. Satisfy the requirements of the Texas Success Initiative.

**Note:** These are minimal expectations. Some programs have additional requirements.

## Associate of Science in Criminal Justice

To receive an Associate of Science degree in Criminal Justice, a student must:

1. Complete all course requirements in the degree program including the Core Curriculum.
2. Have an overall GPA of at least 2.00 ("C") on college-level coursework.
3. Complete at least 25 percent of the credit hours required for the degree through instruction at Midland College.
4. Satisfy the requirements of the Texas Success Initiative.

## Additional Associate Degrees

To receive an additional associate degree, a student must:

1. Complete all course requirements in the degree program.
2. Have an overall GPA of at least 2.00 ("C") on college-level coursework.
3. Complete at least 25 percent of the credit hours required for the degree through instruction at Midland College.
4. Complete at least 25 percent of the credit toward the degree with coursework that does not apply toward any previous degree.
5. Satisfy the requirements of the Texas Success Initiative.

## Certificates

To receive a certificate, a student must:

1. Complete all course requirements in the certificate program.
2. Have an overall GPA of at least 2.00 ("C") on college-level coursework.
3. Complete at least 25 percent of the credit hours required for the certificate through instruction at Midland College.

**Note: These are minimal expectations. Some programs have additional requirements.**

## Programs of Study

### Air Conditioning, Heating & Refrigeration Technology

**Curt Pervier, Dean**

143 TC

685-4677

**Fonda Bowen, Division Secretary**

143 TC

685-4676

**Faculty**

The Air Conditioning, Heating, and Refrigeration Technology program prepares students for careers as industry technicians. Curriculum is designed to develop skills, attitudes, and competencies necessary for installing and servicing air conditioning, refrigeration, and heating equipment. Specific areas of training include residential and commercial air conditioning, gas and electric heating, commercial refrigeration, and air conditioning and heating systems design. Midland College offers an Associate of Applied Science Degree and a certificate in this program. The degree option takes approximately two years to complete, and the certificate takes approximately one year to complete. Students interested in this program should contact the Technical Studies Division office to obtain additional information and/or acquire a degree or certificate plan. In order to receive the Associate of Applied Science Degree in Air Conditioning, Heating and Refrigeration and/or the Air Conditioning, Heating and Refrigeration Service Technician Certificate, students will be required to take the Industry Competency Exam (ICE).

The course sequences shown in the programs of study below should be followed when possible.

## **Air Conditioning, Heating & Refrigeration Technology, A.A.S.**

### Associate of Applied Science

#### Semester I

- HART 1401 - Basic Electricity for HVAC **4 Hours**
- HART 1407 - Refrigeration Principles **4 Hours**
- MCHN 1320 - Precision Tools and Measurement **3 Hours**
- OSHT 1301 - Introduction to Safety and Health Technology **3 Hours**

Credit Hours: 14

#### Semester II

- HART 1441 - Residential Air Conditioning **4 Hours**
- HART 2449 - Heat Pumps **4 Hours**
- DFTG 1305 - Technical Drafting **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List **3 Hours**
- Social/Behavioral Sciences course selected from the General Education Course List **3 Hours**

Credit Hours: 17

### Semester III

- HART 2434 - Advanced Air Conditioning Controls **4 Hours**
- HART 2442 - Commercial Refrigeration **4 Hours**
- **General Education Elective** course selected from the General Education Course List **3 Hours**
- Natural Sciences/Mathematics course selected from the General Education Course List **3 Hours**
- Speech course selected from the General Education Course List **3 Hours**

Credit Hours: 17

### Semester IV

- HART 2445 - Air Conditioning Systems Design **4 Hours**
- HART 1445 - Gas and Electric Heating **4 Hours**
- Elective - HART or Technical Specialty Elective 3-4 Hours
- Elective - HART or Technical Specialty Elective 3-4 Hours

Credit Hours: 14-16

Total Semester Credit Hours: 62-64

## **Air Conditioning, Heating and Refrigeration Service Technician Certificate**

### Semester I

- HART 1401 - Basic Electricity for HVAC **4 Hours**
- HART 1407 - Refrigeration Principles **4 Hours**
- HART 1441 - Residential Air Conditioning **4 Hours**
- HART 1445 - Gas and Electric Heating **4 Hours**

Credit Hours: 16

## Semester II

- HART 2434 - Advanced Air Conditioning Controls **4 Hours**
- HART 2442 - Commercial Refrigeration **4 Hours**
- HART 2445 - Air Conditioning Systems Design **4 Hours**
- HART 2449 - Heat Pumps **4 Hours**

Credit Hours: 16

Total Semester Credit Hours: 32

## Alcohol & Drug Abuse Counseling

<b>Margaret Wade, Dean</b>	125 AHSF	685-4615
<b>Elizabeth Corll, Division Secretary</b>	124 AHSF	685-4612
<b>Brenda Smith, Division Secretary</b>	124 AHSF	685-6413
<b>Chesly Herd, Program Director</b>	128 AHSF	685-4729

Midland College offers an Alcohol and Drug Abuse Counseling (ADAC) Program of study covering the 12 core functions of Alcohol and Drug Abuse Counseling. The certification program offers courses necessary to qualify as Counselor Intern with the Texas Department of State Health Services. The Associate of Applied Science Degree program offers a course of study in ADAC along with basic courses that would be applicable to a career in alcohol and drug abuse counseling. Refer to Department of Health website for licensure requirements [www.dshs.state.tx.us](http://www.dshs.state.tx.us). The function of the alcohol and drug abuse counselor includes assisting the client in recognizing substance abuse, in providing insight and motivation, providing positive reinforcement, professional guidance, and assistance and support in order to develop and/or maintain a responsible and functional lifestyle. The degree and certificate in this field offered by Midland College and the courses needed to achieve these credentials are presented in the following sections. Students interested in this program should contact the Program Director or Division office to obtain additional information and/or acquire a degree or certificate plan. Exceptions to prerequisites require approval of Program Director.

**Note:** To enroll in DAAC 2166, DAAC 2167, and DAAC 2271, no more than six semester credit hours of DAAC classes may be taken from a college other than Midland College without permission of the Alcohol and Drug Abuse Counseling Program Director.

The sequence of courses in the program below should be followed when possible.

## **Alcohol and Drug Abuse Counseling, A.A.S.**

### Associate of Applied Science

#### Semester I

- DAAC 1319 - Introduction to Alcohol and Other Drug Addiction **3 Hours**
- DAAC 1311 - Counseling Theories **3 Hours**
- DAAC 1309 - Assessment Skill of Alcohol and Other Drug Addictions **3 Hours**
- ENGL 1301 - Composition I **3 Hours**
- PSYC 2301 - Introduction to Psychology **3 Hours**

Credit Hours: 15

#### Semester II

- DAAC 2330 - Multicultural Counseling **3 Hours**
- DAAC 2307 - Addicted Family Intervention **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**
- PSYC 2314 - Life-Span Growth and Development **3 Hours**
  
- SOCI 1301 - Introduction to Sociology **3 Hours or**
- SOCI 1306 - Social Problems **3 Hours**

Credit Hours: 15

#### Semester III

- PSYT 2331 - Abnormal Psychology **3 Hours**
- DAAC 2454 - Dynamics of Group Counseling **4 Hours**
- DAAC 2166 - Practicum I **1 Hour**
- DAAC 2271 - Core Functions **2 Hours**
- Speech course selected from the General Education Course List. **3 Hours**
- Elective **3 Hours**

Credit Hours: 16

## Semester IV

- PSYT 2345 - Principles of Behavior Modification and Its Management **3 Hours**
- DAAC 2441 - Counseling Alcohol and Other Drug Addictions **4 Hours**
- DAAC 2167 - Practicum II **1 Hour**
- General Education Elective selected from the General Education Course List. **3 Hours**
- Natural Science/Mathematics course selected from the General Education Course List. **3-4 Hours**

Credit Hours: 14-15

Total Semester Credit Hours: 60-61

## Anthropology

Mary Braselton, Dean	176 MHAB	685-6830
Norma Duran, Division Secretary	176 MHAB	685-6830
<b>Faculty</b>		
Paula Marshall-Gray	155 MHAB	685-6811

The courses listed in the program below are suggested for students who intend to major in Anthropology at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

# Anthropology

## Transfer Guide

### Semester I

- ENGL 1301 - Composition I **3 Hours**
- ANTH 2351 - Cultural Anthropology **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

Credit Hours: 14

### Semester II

- ENGL 1302 - Composition II **3 Hours**
- ANTH 2302 - Introduction to Archeology **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- Mathematics course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 16

### Semester III

- ANTH 2301 - Physical Anthropology (Lecture) **3 Hours or**
- ANTH 2389 - Internship in Anthropology **3 Hours**
  
- ANTH 2101 - Physical Anthropology (Lab) **1 Hour** - Optional

- GOVT 2305 - United States Government **3 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**
- General Elective or Modern Languages Elective **3-4 Hours**
- Humanities/Fine Arts course **3 Hours**

Credit Hours: 15-17

## Semester IV

- GOVT 2306 - Texas State and Local Government **3 Hours**
- GEOG 1303 - World Regional Geography **3 Hours**
- General Elective or Modern Languages Elective **3-4 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- ARTS 1303 - Art History I **3 Hours**

Credit Hours: 15-16

Total Semester Credit Hours: 60-63

## Arts

<b>William G. Feeler, Dean</b>	137 AFA	685-4626
<b>Lula Lee, Division Secretary</b>	141 AFA	685-4624
<b>Faculty</b>		
Michael Hubbard	187 AFA	685-4652
Kent Moss	195 AFA	685-4654
Michael Richardson	189 AFA	685-4652
Dagan Sherman	191 AFA	685-4653

The purpose of the Arts Department is to meet the individual needs of those students pursuing professional art degrees and careers and of those students in the community who wish to explore their interests and talents for their own enjoyment and fulfillment. Students who intend to earn an advanced degree are encouraged to plan their program carefully to meet the requirements of the senior college or university to which they intend to transfer.

Photography courses at Midland College offer experiences for students from introductory through advanced levels. Photography credit may be applied to majors in art, communication or chosen as electives. Many of our photographers are simply enthusiasts who pursue the medium for personal pleasure. All four black and white courses include darkroom time. Each student will have the ability to produce photographs from subjects they shoot and the opportunity to submit images for publication in our newspaper, magazines, and student shows. Photography courses are offered through either the Communication Department or the Art Department.

Photography courses offered include the following:

- ARTS 2348
- ARTS 2349
- ARTS 2356 (COMM 1318)
- ARTS 2357 (COMM 1319)

The courses listed in the program below are suggested for students who intend to major in Arts at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## Arts

### Transfer Guide

#### Semester I

- ENGL 1301 - Composition I **3 Hours**
- Speech course selected from Core Curriculum Course List. **3 Hours**
- History course selected from Core Curriculum Course List. **3 Hours**
  
- ARTS 1303 - Art History I **3 Hours or**
- ARTS 1304 - Art History II **3 Hours**
  
- Studio arts selected from Design, Drawing, Painting or Sculpture/Ceramics. A student's completed studio arts curriculum should include at least one course in Design, Drawing, Painting and Sculpture/Ceramics. **3 Hours**

Credit Hours: 15

#### Semester II

- ENGL 1302 - Composition II **3 Hours or**
- ENGL 2311 - Technical and Business Writing **3 Hours**
- History course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List **4 Hours**
- GOVT 2305 - United States Government **3 Hours**
- Studio arts selected from Design, Drawing, Painting, or Sculpture/Ceramics. **3 Hours**

Credit Hours: 16

### Semester III

- ARTS 1303 - Art History I **3 Hours or**
- ARTS 1304 - Art History II **3 Hours**
- Studio arts selected from Design, Drawing, Painting, or Sculpture/Ceramics. **3 Hours**
- English Literature course selected from the Core Curriculum Course List. **3 Hours**
- Math course selected from the Core Curriculum Course List. **3 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 15

### Semester IV

- Studio arts selected from Design, Drawing, Painting, or Sculpture/Ceramics. **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**
- KINE 1164 - Health and Wellness **1 Hour**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- Social and Behavioral Sciences Elective **3 Hours**

Credit Hours: 14

Total Semester Credit Hours: 60

# Automotive Technology

<b>Curt Pervier, Dean</b>	143 TC	685-4677
<b>Fonda Bowen, Division Secretary</b>	143 TC	685-4676
Pete Avalos, Program Chair	CTB	620-0246
<b>Faculty</b>		
Lance Campbell	ATC	681-6349
James McCutcheon	CTB	620-0246

The Automotive Technology program prepares students for careers as Automotive Service Excellence (ASE) certified automotive technicians. Midland College is a National Automotive Technicians Education Foundation (NATEF) certified program, and the curriculum is designed to prepare students for successful completion of the ASE examinations. Specific areas of training include electrical systems, electronic controls, brake systems, suspension and steering, heating and air conditioning, engine performance, engine repair, manual drive trains and axles, automatic transmissions/transaxles, and automotive shop management.

The Automotive Technology Program has an A.A.S. and several certificates including a Marketable Skills Certificate. Secondary Dual Credit students who have been enrolled for two consecutive academic years and who successfully complete the required courses will receive Marketable Skills Certificate.

Students interested in this program should contact the Technical Studies Division office to obtain additional information and/or acquire a degree or certificate plan.

The course sequences shown in the programs of study below should be followed when possible.

## Automotive Technology, A.A.S.

### Associate of Applied Science

#### Semester I

- AUMT 1305 - Introduction to Automotive Technology **3 Hours**
- AUMT 1307 - Automotive Electrical Systems **3 Hours**
- AUMT 1310 - Automotive Brake Systems **3 Hours**
- MCHN 1320 - Precision Tools and Measurement **3 Hours**
- OSHS 1301 - Introduction to Safety and Health Technology **3 Hours**

Credit Hours: 15

## Semester II

- AUMT 1316 - Suspension and Steering **3 Hours**
- AUMT 1345 - Automotive Heating and Air Conditioning **3 Hours**
- AUMT 2317 - Engine Performance Analysis I **3 Hours**
- Speech course selected from the General Education Course List **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List **3 Hours**

Credit Hours: 15

## Semester III

- AUMT 1319 - Automotive Engine Repair **3 Hours**
- AUMT 2313 - Manual Drive Train and Axle **3 Hours**
- AUMT 2321 - Automotive Electrical Lighting and Accessories **3 Hours**
- AUMT 2325 - Automatic Transmission and Transaxle **3 Hours**
- Natural Science/Mathematics course selected from the General Education Course List **3-4 Hours**

Credit Hours: 15-16

## Semester IV

- AUMT 2334 - Engine Performance Analysis II **3 Hours**
- AUMT 2337 - Automotive Electronics **3 Hours**
- AUMT 1380 - Cooperative Education - Auto/Automotive Mechanic/Technician **3 Hours**
- Social/Behavioral Sciences course selected from the General Education Course List **3 Hours**
- General Education Elective course selected from the General Education Course List **3-4 Hours**

Credit Hours: 15-16

Total Semester Credit Hours: 60-62

## **Basic Automotive Certificate**

### Semester I

- AUMT 1305 - Introduction to Automotive Technology **3 Hours**
- AUMT 1307 - Automotive Electrical Systems **3 Hours**
- AUMT 1310 - Automotive Brake Systems **3 Hours**
- MCHN 1320 - Precision Tools and Measurement **3 Hours**

Credit Hours: 12

### Semester II

- AUMT 1316 - Suspension and Steering **3 Hours**
- AUMT 1345 - Automotive Heating and Air Conditioning **3 Hours**
- AUMT 2317 - Engine Performance Analysis I **3 Hours**

Credit Hours: 9

Total Semester Credit Hours: 21

## **Advanced Automotive Certificate**

### Semester I

- AUMT 1319 - Automotive Engine Repair **3 Hours**
- AUMT 2313 - Manual Drive Train and Axle **3 Hours**
- AUMT 2321 - Automotive Electrical Lighting and Accessories **3 Hours**

Credit Hours: 9

## Semester II

- AUMT 2325 - Automatic Transmission and Transaxle **3 Hours**
- AUMT 2334 - Engine Performance Analysis II **3 Hours**
- AUMT 2337 - Automotive Electronics **3 Hours**

Credit Hours: 9

Total Semester Credit Hours: 18

## Collision and Repair Certificate

### Semester I

- AUMT 1305 - Introduction to Automotive Technology **3 Hours**
- ABDR 1431 - Basic Refinishing **4 Hours**
- ABDR 1458 - Intermediate Refinishing **4 Hours**
- MCHN 1320 - Precision Tools and Measurement **3 Hours**

Credit Hours: 14

### Semester II

- AUMT 1316 - Suspension and Steering **3 Hours**
- AUMT 1307 - Automotive Electrical Systems **3 Hours**
- ABDR 2449 - Advanced Refinishing **4 Hours**

Credit Hours: 10

Total Semester Credit Hours: 24

## **Automotive Technology - Marketable Skills Achievement Certificate**

### **Semester I**

- AUMT 1305 - Introduction to Automotive Technology **3 Hours**
- AUMT 2317 - Engine Performance Analysis I **3 Hours**

Credit Hours: 6

### **Semester II**

- AUMT 1310 - Automotive Brake Systems **3 Hours**
- AUMT 1316 - Suspension and Steering **3 Hours**

Credit Hours: 6

Total Semester Credit Hours: 12

# Aviation Maintenance Technology

<b>Curt Pervier, Dean</b>	143 TC	685-4677
<b>Fonda Bowen, Division Secretary</b>	143 TC	685-4676
<b>Tommy Branon, Program Chair</b>	Airport "E"	563-8952
<b>Faculty</b>		
Ed Munoz	Airport "E"	563-8952
Chad Farris	Airport "E"	563-8952

The Aviation Maintenance Technology program prepares students for careers as aviation airframe technicians, or aviation powerplant technicians. Specific areas of training include aircraft structure inspection and testing; federal aviation regulations; aircraft and electronic flight instrument systems; aircraft auxiliary systems; aircraft welding; aircraft electrical systems; hydraulic, pneumatic, and fuel systems; and occupational safety and health codes. Two certificate options are available consisting of 40 semester credit hours and taking approximately one to two years to complete. Upon successful completion of the Airframe Certificate and/or the Powerplant Certificate, students are qualified to take the applicable Federal Aviation Administration (FAA) licensure examination. For both certificate options, students must have a high school diploma or equivalent, pass the TEAS test and furnish their own hand tools. To obtain additional information and/or to acquire a certificate plan, students should contact the Technical Studies Division office.

The course sequences shown in the programs of study below should be followed when possible.

## Airframe Certificate

### Semester I

- AERM 1203 - Shop Practices **2 Hours**
- AERM 1205 - Weight and Balance **2 Hours**
- AERM 1208 - Federal Aviation Regulations **2 Hours**
- AERM 1210 - Ground Operations **2 Hours**
- AERM 1314 - Basic Electricity **3 Hours**
- AERM 1315 - Aviation Science **3 Hours**

Credit Hours: 14

### Semester II

- AERM 1352 - Aircraft Sheet Metal **3 Hours**
- AERM 1349 - Hydraulic, Pneumatic, and Fuel Systems **3 Hours**
- AERM 1253 - Aircraft Welding **2 Hours**
- AERM 1241 - Wood, Fabric, and Finishes **2 Hours**
- AERM 1243 - Instruments and Navigation/Communication **2 Hours**

Credit Hours: 12

## Semester III

- AERM 1247 - Airframe Auxiliary Systems **2 Hours**
- AERM 1254 - Aircraft Composites **2 Hours**
- AERM 1345 - Airframe Electrical Systems **3 Hours**
- AERM 1350 - Landing Gear Systems **3 Hours**
- AERM 2231 - Airframe Inspection **2 Hours**
- AERM 2233 - Assembly and Rigging **2 Hours**

Credit Hours: 14

Total Semester Credit Hours: 40

## Powerplant Certificate

### Semester I

- AERM 1203 - Shop Practices **2 Hours**
- AERM 1205 - Weight and Balance **2 Hours**
- AERM 1208 - Federal Aviation Regulations **2 Hours**
- AERM 1210 - Ground Operations **2 Hours**
- AERM 1314 - Basic Electricity **3 Hours**
- AERM 1315 - Aviation Science **3 Hours**

Credit Hours: 14

## Semester II

- AERM 1357 - Fuel Metering and Induction Systems **3 Hours**
- AERM 2447 - Aircraft Reciprocating Engine Overhaul **4 Hours**
- AERM 1444 - Aircraft Reciprocation Engines **4 Hours**
- AERM 2352 - Aircraft Powerplant Inspection **3 Hours**

Credit Hours: 14

## Semester III

- AERM 1251 - Aircraft Turbine Engine Theory **2 Hours**
- AERM 1340 - Aircraft Propellers **3 Hours**
- AERM 1456 - Aircraft Powerplant Electrical **4 Hours**
- AERM 2351 - Aircraft Turbine Engine Overhaul **3 Hours**

Credit Hours: 12

Total Semester Credit Hours: 40

## Biology

<b>Margaret Wade, Dean</b>	125 AHSF	685-4615
<b>Elizabeth Corll, Division Secretary</b>	124 AHSF	685-4612
<b>Brenda Smith, Division Secretary</b>	124 AHSF	685-6413
<b>Faculty</b>		
Amelia Belizaire	156 FSB	685-6755
Dan Elias	255 FSB	685-6761

Tomas Hernandez	152 FSB	685-6751
Claudia Hinds	252 FSB	685-6758
Greg Larson	103 FSB	685-6732
Paul Mangum	102 FSB	685-6731
Ethel Matthews	104 FSB	685-6733
Marlana Mertens	253 FSB	685-6759
Miranda Poage	155 FSB	685-6754
Sandy Robinson	106 FSB	685-6735
Joey Schenkman	105 FSB	685-6734

Courses in the Department of Biology are designed to meet the needs of undergraduate students who are preparing to enter the fields of professional biology and biological research, to teach biology, or those who wish to prepare for admission to dental and medical schools, and for training in medical technology and nursing. Courses in the department offer other students an appreciation and understanding of the concepts of biology. Students who expect to enter the profession of dentistry, medicine, optometry, pharmacy, veterinary medicine, or some related profession which requires graduation from a specialized college should carefully check the entrance requirements for the college to which they expect to transfer.

The courses listed in the program below are suggested for students who intend to major in Biology at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## Biology

### Transfer Guide

#### Semester I

- BIOL 1406 - Biology for Science Majors I **4 Hours**
- ENGL 1301 - Composition I **3 Hours**
- CHEM 1411 - General Inorganic Chemistry I **4 Hours**
- Mathematics course selected from the Core Curriculum Course List. **3 Hours**
- CHEM 1104 - Chemical Calculations **1 Hour**

Credit Hours: 15

## Semester II

- BIOL 1407 - Biology for Science Majors II **4 Hours**
- ENGL 1302 - Composition II **3 Hours**
- CHEM 1412 - General Inorganic Chemistry II **4 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 14

## Semester III

- GOVT 2305 - United States Government **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- Science or Mathematics course selected from the Core Curriculum Course List. **4 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 16

## Semester IV

- Science or Mathematics course selected from the Core Curriculum Course List. **4 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**
- General Elective **1 Hour**
- KINE 1164 - Health and Wellness **1 Hour**

Credit Hours: 15

Total Semester Credit Hours: 60

# Business Administration

Mary Braselton, Dean 176 MHAB 685-6830

Norma Duran, Division Secretary 176 MHAB 685-6830

## Faculty

Doug Avery 197 TC 685-4689

Omar Belazi 154 TC 685-4659

Dale Westfall 158 TC 685-4658

The Business Administration program provides: (1) Courses at the freshman and sophomore levels which will transfer to senior colleges; (2) Training for developing a marketable skill for immediate employment; and (3) Curriculum and training for upgrading current skills and positions. Curriculum has been developed to meet the needs of local industry by providing students with initial training and skill improvement. Specific areas of training include business principles, accounting and financial theory, economics, business and professional speaking, computer software applications, business law, and office administration principles.

Several options are available in the Business Administration program. Degree programs consist of 61-62 semester credit hours and take approximately two years to complete. Certificate programs consist of 37 semester credit hours and take approximately one year to one-and-a-half years to complete. Students interested in this program should contact the Business Studies Division to obtain additional information and formulate a personalized sequence of study.

The course sequences shown in the programs of study below should be followed when possible.

## Business Administration Transfer Guide

The courses listed below are suggested for students who intend to major in Business at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

### Transfer Guide

*Students should meet with the Dean, or Business Administration faculty advisor, to devise an individualized plan for optimum transferability to the receiving university program of your choice.*

### Semester I

- ENGL 1301 - Composition I **3 Hours**
- MATH 1324 - Mathematics for Business & Social Sciences I **3 Hours**
- HIST 1301 - United States History To 1877 **3 Hours**
- Life and Physical Science course selected from the Core Curriculum Course List. **4 Hours**
- BCIS 1405 - Business Computer Applications **4 Hours**

Credit Hours: 17

## Semester II

- ENGL 1302 - Composition II **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- MATH 1325 - Mathematics for Business & Social Sciences II **3 Hours**
- HIST 1302 - United States History Since 1877 **3 Hours**
- Life and Physical Science course selected from the Core Curriculum Course List. **4 Hours**

Credit Hours: 16

## Semester III

- ACCT 2301 - Principles of Financial Accounting I **3 Hours**
- Approved Elective selected from the Core Curriculum Course List **3 Hours**
- ECON 2301 - Principles of Macroeconomics **3 Hours**
- GOVT 2305 - United States Government **3 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 15

## Semester IV

- ACCT 2302 - Principles of Managerial Accounting **3 Hours**
- ECON 2302 - Principles of Microeconomics **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**
- SPCH 1321 - Business and Professional Communication **3 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

Credit Hours: 13

Total Semester Credit Hours: 61

## **Small Business Management, A.A.S.**

### Semester I

- BCIS 1405 - Business Computer Applications **4 Hours**
- BMGT 1327 - Principles of Management **3 Hours**
- BUSI 1301 - Business Principles **3 Hours**
- ENGL 1301 - Composition I **3 Hours**
- HIST 1302 - United States History Since 1877 **3 Hours**

Credit Hours: 16

### Semester II

- ACNT 1403 - Introduction to Accounting I **4 Hours**
- ENGL 1302 - Composition II **3 Hours**
  
- MATH 1314 - College Algebra **3 Hours or**
- MATH 1324 - Mathematics for Business & Social Sciences I **3 Hours**
  
- Speech course selected from the General Education Course List. **3 Hours**
- MRKG 1311 - Principles of Marketing **3 Hours**

Credit Hours: 16

### Semester III

- BUSI 2301 - Business Law **3 Hours**
- BUSG 1303 - Principles of Finance **3 Hours or**
- BUSG 1304 - Introduction to Financial Advising **3 Hours**
- BUSG 1315 - Small Business Operations **3 Hours**
- ECON 2301 - Principles of Macroeconomics **3 Hours or**
- ECON 2302 - Principles of Microeconomics **3 Hours**
- GOVT 2305 - United States Government **3 Hours**

Credit Hours: 15

## Semester IV

- BMGT 2341 - Strategic Management **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**
- ITSW 1404 - Introduction to Spreadsheets **4 Hours**

Credit Hours: 13

Total Semester Credit Hours: 60

## Small Business Management Certificate

### Semester I

- BCIS 1405 - Business Computer Applications **4 Hours**
- BMGT 1327 - Principles of Management **3 Hours**
- BUSI 1301 - Business Principles **3 Hours**
- POFT 1301 - Business English **3 Hours**

Credit Hours: 13

## Semester II

- ACNT 1403 - Introduction to Accounting I **4 Hours**
- BUSI 2301 - Business Law **3 Hours**
- MRKG 1311 - Principles of Marketing **3 Hours**
- POFT 1325 - Business Mathematics and Machine Applications **3 Hours**

Credit Hours: 13

## Semester III

- BMGT 2341 - Strategic Management **3 Hours**
- BUSG 1303 - Principles of Finance **3 Hours or**
- BUSG 1304 - Introduction to Financial Advising **3 Hours**
- BUSG 1315 - Small Business Operations **3 Hours**
- ITSW 1404 - Introduction to Spreadsheets **4 Hours**

Credit Hours: 13

**Total Semester Credit Hours: 39**

### Note(s):

BUSG 2380, BUSG 2381 - Cooperative Education - Business, General may be substituted for Business specialty courses or electives with appropriate learning objectives. Requires approval of Dean of Social/Behavioral Sciences & Business Studies.

## **Small Business Start-up Certificate**

## Semester I

- BCIS 1405 - Business Computer Applications **4 Hours**
- BMGT 2341 - Strategic Management **3 Hours**
  
- BUSG 1303 - Principles of Finance **3 Hours or**
- BUSG 1304 - Introduction to Financial Advising **3 Hours**
  
- BUSG 1315 - Small Business Operations **3 Hours**
- MRKG 1311 - Principles of Marketing **3 Hours**

Total Semester Credit Hours: 16

## Business Systems

<b>Curt Pervier, Dean</b>	143 TC	685-4677
<b>Fonda Bowen, Division Secretary</b>	143 TC	685-4676
<b>Faculty</b>		
<i>Sylvia Brown</i>	124 TC	685-4717
<i>Raquel Segovia</i>	160 TC	685-4786

*For program information, please call (432) 685-4717.*

The Business Systems program is designed to prepare students for careers as office professionals, administrative assistants, office managers, and executive assistants. Graduates of the program will possess competencies in the latest office management techniques and computer software applications. The curriculum is designed to provide training in current technology, and acquire skills and knowledge for adapting to a variety of changing business conditions. Specific areas of training include office procedures, business communications, accounting/bookkeeping, and software applications in word processing, presentation media, spreadsheet preparation, and database manipulation. Midland College offers a Business Systems AAS Degree option, a Certificate option, and an Advanced Certificate option. The AAS Degree option consists of a minimum of 61 semester credit hours and takes approximately two years to complete. The Business Systems Administrative Clerk Certificate consists of 17 semester credit hours and can be completed in one semester and is intended for those students who wish to develop a marketable skill for immediate employment and/or upgrade their present skills. The Business Systems Administrative Assistant Certificate option consists of 28-35 semester credit hours and takes approximately three semesters (12 months) to complete. Options include specialization in bookkeeping, desktop publishing, medical office technology, or legal office technology. Students interested in any of the Business Systems options should contact the Business Studies Division office to formulate a sequence of courses to meet their individual needs.

The course sequences shown in the programs of study below should be followed when possible.

# **Business Systems, A.A.S.**

## **Semester I**

- POFI 1204 - Computer Fundamentals **2 Hours**
- POFT 1227 - Introduction to Keyboarding **2 Hours**
- POFT 1309 - Administrative Office Procedures I **3 Hours**
- POFT 1301 - Business English **3 Hours**
- POFT 1325 - Business Mathematics and Machine Applications **3 Hours**

**Credit Hours: 13**

## **Semester II**

- ITSW 1301 - Introduction to Word Processing **3 Hours**
- ITSW 1404 - Introduction to Spreadsheets **4 Hours**
- ITSW 1407 - Introduction to Database **4 Hours or**
- ITSW 1410 - Presentation Media Software **4 Hours**
- Natural Science/Mathematics course selected from the General Education Course List **3-4 Hours**

**Credit Hours: 14-15**

## **Semester III**

- ACNT 1403 - Introduction to Accounting I **4 Hours**
- POFT 2312 - Business Correspondence and Communications **3 Hours or**
- BMGT 1305 - Communications in Management **3 Hours**
- POFI 2440 - Advanced Word Processing **4 Hours**
- Social/Behavioral Sciences course selected from the General Education Course List **3 Hours**

- General Education course selected from the General Education Course List **3-4 Hours**

Credit Hours: 17-18

## Semester IV

- POFT 2431 - Administrative Systems **4 Hours** (Spring only)
- SPCH 1321 - Business and Professional Communication **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List **3-4 Hours**
- Business Systems Elective **3-4 Hours**
- Business Systems Elective **3-4 Hours**

Credit Hours: 16-19

Total Semester Credit Hours: 60-65

POFT 2380 - Cooperative Education-Administrative/ Secretarial, General Science *may be substituted for Business Systems specialty courses or electives. Requires approval of Dean of Applied Technology*

## Administrative Assistant Certificate

### Semester I

- ITSW 1301 - Introduction to Word Processing **3 Hours**
- POFI 1204 - Computer Fundamentals **2 Hours**
- POFT 1301 - Business English **3 Hours**
- POFT 1309 - Administrative Office Procedures I **3 Hours**

Credit Hours: 11

### Semester II

- POFT 1325 - Business Mathematics and Machine Applications **3 Hours**
- Business Systems Elective **3-4 Hours**
- Business Systems Elective **3-4 Hours**
- Business Systems Elective **3-4 Hours**

Credit Hours: 12-15

Semester III - Choose one area of Emphasis:

### Bookkeeping Emphasis

- ACNT 1403 - Introduction to Accounting I **4 Hours**
- ACCT 2301 - Principles of Financial Accounting I **3 Hours** or
- ACNT 1411 - Introduction to Computerized Accounting **4 Hours**

### Desktop Emphasis

- POFI 2431 - Desktop Publishing for the Office **4 Hours** (Spring only)
- IMED 1316 - Web Design I **3 Hours**

### Legal Emphasis

- LGLA 1317 - Law Office Technology **3 Hours** (Spring only)
- LGLA 1345 - Civil Litigation **3 Hours** (Fall only)

Credit Hours: 6-8

Total Semester Credit Hours: 29-34

## Approved Business Systems Electives

- ACCT 2301 - Principles of Financial Accounting I **3 Hours**
- ACNT 1403 - Introduction to Accounting I **4 Hours**
- ACNT 1411 - Introduction to Computerized Accounting **4 Hours**
- BCIS 1405 - Business Computer Applications **4 Hours**
- BMGT 1305 - Communications in Management **3 Hours**
- HPRS 1106 - Essentials of Medical Terminology **1 Hour**
- ITSC 1409 - Integrated Software Applications I **4 Hours**
- ITSE 2313 - Web Authoring **3 Hours**
- ITSW 1407 - Introduction to Database **4 Hours**
- ITSW 1410 - Presentation Media Software **4 Hours**
- ITSW 2434 - Advanced Spreadsheets **4 Hours**
- LGLA 1317 - Law Office Technology **3 Hours**
- LGLA 1345 - Civil Litigation **3 Hours**
- POFI 2401 - Word Processing **4 Hours**
- POFI 2431 - Desktop Publishing for the Office **4 Hours**
- POFI 2440 - Advanced Word Processing **4 Hours**
- POFM 1302 - Medical Software Applications **3 Hours**
- POFT 2333 - Advanced Document Formatting and Skill Building **3 Hours**
- POFT 2380 - Cooperative Education-Administrative/ Secretarial, General Science **3 Hours** *This course may be substituted for Business Systems specialty courses or electives with appropriate learning objectives. Requires approval of Dean of Applied Technology.*
- POFT 2401 - Document Formatting and Skill Building **4 Hours**

## Administrative Clerk Certificate

### Semester I

- ITSW 1301 - Introduction to Word Processing **3 Hours**
- POFI 1204 - Computer Fundamentals **2 Hours**
- POFT 1227 - Introduction to Keyboarding **2 Hours**
- POFT 1301 - Business English **3 Hours**
- POFT 1309 - Administrative Office Procedures I **3 Hours**
- POFT 1325 - Business Mathematics and Machine Applications **3 Hours**

Total Semester Credit Hours: 16

# Chemistry

<b>Margaret Wade, Dean</b>	125 AHSF	685-4615
<b>Elizabeth Corll, Division Secretary</b>	124 AHSF	685-4612
<b>Brenda Smith, Division Secretary</b>	124 AHSF	685-6413
<b>Faculty</b>		
John Anderson	202 FSB	685-6737
Pat Nandakumar	204 FSB	685-6738
Thomas Ready	201 FSB	685-6748
Julio Valladares	205 FSB	685-6739

The courses listed in the program below are suggested for students who intend to major in Chemistry at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

# Chemistry

## Transfer Guide

### Semester I

- CHEM 1411 - General Inorganic Chemistry I **4 Hours**
- CHEM 1104 - Chemical Calculations **1 Hour**
- Mathematics course selected from the Core Curriculum Course List. **3 Hours**
  
- PHYS 1401 - College Physics I **4 Hours** or
- PHYS 2425 - University Physics I **4 Hours**
  
- ENGL 1301 - Composition I **3 Hours**

Credit Hours: 15

## Semester II

- CHEM 1412 - General Inorganic Chemistry II **4 Hours**
- ENGL 1302 - Composition II **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
  
- PHYS 1402 - College Physics II **4 Hours or**
- PHYS 2426 - University Physics II **4 Hours**

Credit Hours: 14

## Semester III

- CHEM 2423 - Organic Chemistry I **4 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2305 - United States Government **3 Hours**

Credit Hours: 16

## Semester IV

- CHEM 2425 - Organic Chemistry II **4 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**
- Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**
- KINE 1164 - Health and Wellness **1 Hour**
- Elective **1 Hour**

Credit Hours: 15

Total Semester Credit Hours: 60

## Child Care and Development

<b>Mary Braselton, Dean</b>		685-6830
<b>Norma Duran, Division Secretary</b>	176 MHAB	685-6830
<b>Tanya Primera, Director</b>	HLGC	685-4574

The Child Care and Development Program offers students an in-depth study of children. The curriculum is designed to develop basic skills, attitudes, and competencies necessary for working effectively with children in group settings. Students learn by observing and participating in the on-going activities of the Midland College Helen L. Greathouse Children's Center and Midland College Child Care Center at Manor Park. The Centers provide the necessary lab experiences which are required for all child development courses.

The course sequences shown in the programs of study below should be followed when possible.

## Child Care and Development, A.A.S.

Associate of Applied Science

### Semester I

- ENGL 1301 - Composition I **3 Hours**
- CDEC 1319 - Child Guidance **3 Hours**
- CDEC 1321 - The Infant and Toddler **3 Hours**
- CDEC 1323 - Observation and Assessment **3 Hours**
- TECA 1318 - Wellness of the Young Child **3 Hours**
- TECA 1354 - Child Growth and Development **3 Hours**

Credit Hours: 18

### Semester II

- CDEC 1313 - Curriculum Resources for Early Childhood Programs **3 Hours**
- CDEC 1359 - Children with Special Needs **3 Hours**
- CDEC 2340 - Instructional Techniques for Children with Special Needs **3 Hours**
- CDEC 2341 - The School Age Child **3 Hours**
- TECA 1311 - Educating Young Children **3 Hours**

Credit Hours: 15

### Semester III

- PSYC 2301 - Introduction to Psychology **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**
- CDEC 1356 - Emergent Literacy for Early Childhood **3 Hours**
- CDEC 1358 - Creative Arts for Early Childhood **3 Hours**
- CDEC 2307 - Math and Science for Early Childhood **3 Hours**

Credit Hours: 15

### Semester IV

- GOVT 2306 - Texas State and Local Government **3 Hours**
- Natural Science/Mathematics course selected from the General Education Course List. **3 Hours**
- CDEC 2315 - Diverse Cultural/Multilingual Education **3 Hours**
- CDEC 2366 - Practicum in Child Development and Early Childhood **3 Hours**
- TECA 1303 - Families, School and Community **3 Hours**

Credit Hours: 15

Total Semester Credit Hours: 63

## **Infant and Toddler Care Provider Certificate**

## Certificate Requirements

- CDEC 1323 - Observation and Assessment **3 Hours**
- CDEC 1319 - Child Guidance **3 Hours**
- CDEC 1321 - The Infant and Toddler **3 Hours**
- TECA 1318 - Wellness of the Young Child **3 Hours**
- TECA 1354 - Child Growth and Development **3 Hours**

Credit Hours: 15

## Pre-Kindergarten Aide Certificate

### Certificate Requirements

- CDEC 1313 - Curriculum Resources for Early Childhood Programs **3 Hours**
- CDEC 1319 - Child Guidance **3 Hours**
- CDEC 1323 - Observation and Assessment **3 Hours**
- TECA 1311 - Educating Young Children **3 Hours**
- TECA 1318 - Wellness of the Young Child **3 Hours**
- TECA 1354 - Child Growth and Development **3 Hours**

Credit Hours: 18

## School Age Care Provider Certificate

### Certificate Requirements

- CDEC 1323 - Observation and Assessment **3 Hours**
- CDEC 1319 - Child Guidance **3 Hours**
- CDEC 2341 - The School Age Child **3 Hours**
- TECA 1318 - Wellness of the Young Child **3 Hours**

- TECA 1354 - Child Growth and Development **3 Hours**

Credit Hours: 15

## **Children with Special Needs Care Provider Certificate**

### Certificate Requirements

- CDEC 1323 - Observation and Assessment **3 Hours**
- CDEC 1319 - Child Guidance **3 Hours**
- CDEC 1359 - Children with Special Needs **3 Hours**
- CDEC 2340 - Instructional Techniques for Children with Special Needs **3 Hours**
- TECA 1318 - Wellness of the Young Child **3 Hours**
- TECA 1354 - Child Growth and Development **3 Hours**

Credit Hours: 18

## **Administrative Certificate**

*This certificate meets the Texas Department of Family and Protective Services, director qualifications for licensed child care operations.*

### Certificate Requirements

- CDEC 1313 - Curriculum Resources for Early Childhood Programs **3 Hours**
- CDEC 1319 - Child Guidance **3 Hours**
- CDEC 2326 - Administration of Programs for Children I **3 Hours**
- CDEC 2328 - Administration of Programs for Children II **3 Hours**
- + CDEC 2336 - Administration of Programs for Children III **3 Hours**  
**or**
- BUSG 2309 - Small Business Management **3 Hours**
- TECA 1311 - Educating Young Children **3 Hours**
- TECA 1318 - Wellness of the Young Child **3 Hours**

Credit Hours: 21

## Communication

<b>William G. Feeler, Dean</b>	137 AFA	685-4626
<b>Lula Lee, Division Secretary</b>	141 AFA	685-4624
<b>Faculty</b>		
Bob Templeton, Allison Chair	183 AFA	685-4655
Kent Moss	195 AFA	685-4654
Kristen Covington, Lab Instructor	185 AFA	685-5597

Communication courses give a practical foundation in basic communication skills necessary for admittance to a senior college major program in journalism or mass communications. A variety of courses is offered including radio and television reporting, mass communications, reporting, editing, feature and editorial writing, photography, public relations, and advertising. The program also includes the active production of school publications, including an online newspaper. As electives for non-communication majors, these courses serve as outlets for creative talent and school service and enable students to become more discerning consumers of the mass media.

Photography courses at Midland College offer experiences for students from introductory through advanced levels. Photography credit may be applied to majors in art, communication or chosen as electives. Many of our photographers are simply enthusiasts who pursue the medium for personal pleasure. All four black and white courses include darkroom time. Each student will have the ability to produce photographs from subjects they shoot and the opportunity to submit images for publication in our newspaper, magazines, and student shows. Photography courses are offered through either the Communication Department or the Art Department.

Photography courses offered include the following:

- COMM 1318 (ARTS 2356)
- COMM 1319 (ARTS 2357)

The courses listed in the program below are suggested for students who intend to major in Communications at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## Communication

### Transfer Guide

## Semester I

- ENGL 1301 - Composition I **3 Hours**
- History course selected from the Core Curriculum Course List. **3 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- COMM 1307 - Introduction to Mass Communications **3 Hours**
- COMM 1129 - Publications **1 Hour**

Credit Hours: 16

## Semester II

- COMM 2311 - News Gathering and Writing **3 Hours**
- COMM 1130 - Publications **1 Hour**
  
- ENGL 1302 - Composition II **3 Hours or**
- ENGL 2311 - Technical and Business Writing **3 Hours**
  
- History course selected from the Core Curriculum Course List. **3 Hours**
- Math course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2305 - United States Government **3 Hours**

Credit Hours: 16

## Semester III

- COMM 2339 - Writing for Radio, Television, & Film **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- English Literature course selected from the Core Curriculum Course List. **3 Hours**
- KINE 1164 - Health and Wellness **1 Hour**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 14

## Semester IV

- GOVT 2306 - Texas State and Local Government **3 Hours**
- Life and Physical Sciences course taken from the Core Curriculum Course List. **4 Hours**
- Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**
- COMM 2300 - Media Literacy and Society **3 Hours**
- COMM Elective **1 Hour**

Credit Hours: 14

Total Semester Credit Hours: 60

## Computer Graphics Technology (Drafting)

<b>Curt Pervier, Dean</b>	143 TC	685-4677
<b>Fonda Bowen, Division Secretary</b>	143 TC	685-4676

The Computer Graphics Technology program prepares students for careers in the fields of process piping, structural and architectural design, mapping, and desktop publishing. The curriculum is designed to develop skills in design, estimating, inspection, and illustration of complex assemblies of electrical, mechanical, and scientific equipment. The program includes state-of-the art training in digital publishing, 3-D animation, technical drafting, computer-aided drafting, architectural drafting, topographical drafting, pipe drafting, and civil drafting. An Associate of Applied Science (AAS) Degree and one certificate option are available. Students interested in this program should contact the Technical Studies Division office to obtain additional information and/or acquire a degree or certificate plan.

The course sequences shown in the programs of study below should be followed when possible.

## Computer Graphics Technology (Drafting), A.A.S.

Associate of Applied Science

## Semester I

- DFTG 1305 - Technical Drafting **3 Hours**
- DFTG 1309 - Basic Computer-Aided Drafting **3 Hours**
- MCHN 1320 - Precision Tools and Measurement **3 Hours**
- OSH 1301 - Introduction to Safety and Health Technology **3 Hours**
- Speech course selected from the General Education Course List. **3 Hours**

Credit Hours: 15

## Semester II

- DFTG 2340 - Solid Modeling/Design **3 Hours**
- DFTG 1317 - Architectural Drafting - Residential **3 Hours**
- DFTG 2302 - Machine Drafting **3 Hours**
- Natural Science/Mathematics course selected from the General Education Course List. **3-4 Hours**
- DFTG 1325 - Blueprint Reading and Sketching **3 Hours**

Credit Hours: 15-16

## Semester III

- DFTG 1302 - Introduction to Technical Animation and Rendering **3 Hours**
- DFTG 2321 - Topographical Drafting **3 Hours**
- DFTG Elective **3 Hours**
- DFTG 2323 - Pipe Drafting **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**

Credit Hours: 15

## Semester IV

- DFTG 2338 - Final Project - Advanced Drafting **3 Hours**
- DFTG Elective **3 Hours**
- Social/Behavioral Sciences course selected from the General Education Course List. **3 Hours**
- General Elective **3 Hours**
- General Education course selected from the General Education Course List. **3 Hours**

Credit Hours: 15

Total Semester Credit Hours: 60-61

## Computer Graphics Certificate

### Semester I

- DFTG 1305 - Technical Drafting **3 Hours**
- DFTG 1309 - Basic Computer-Aided Drafting **3 Hours**
- MCHN 1320 - Precision Tools and Measurement **3 Hours**

Credit Hours: 9

### Semester II

- DFTG 2340 - Solid Modeling/Design **3 Hours**
- DFTG 1302 - Introduction to Technical Animation and Rendering **3 Hours**
- DFTG Elective **3 Hours**
- DFTG Elective **3 Hours**

Credit Hours: 12

Total Semester Credit Hours: 21

## Cosmetology

<b>J. Michael Fields, Program Chair</b>	159 TC	685-6723
<b>Faculty</b>		
Sylvia Stephens	159 TC	685-6722
<b>Carolyn Sutton, Lab Supervisor</b>	159 TC	685 6721
<b>Jeri Ingram, Lab Manager</b>	159 TC	685-6723

The Cosmetology program prepares students for careers as licensed cosmetologists. Midland College is certified by the Texas Department of Licensing and Regulations as a cosmetology training provider, and the curriculum is designed to prepare students for successful completion of the Texas Cosmetology Operator licensure examination. Specific areas of training include hair design, hair care, nail technology, skin care/facials, hair coloring, chemical reformation and salon development. Cosmetology Operator courses are offered from 8:00 a.m. to 5:00 p.m., Monday through Thursday. The Operator Certificate consists of 42 semester credit hours and takes one year (12 months) to complete. In addition to courses toward the Operator examination, Midland College also offers courses leading to the Cosmetology Instructor License through the Health Sciences Continuing Education Department. In order to ensure successful reading comprehension of licensure examination material and proper course sequencing as stipulated by the Texas Department of Licensing and Regulations, students must complete a Midland College Application for Admission and contact the program advisor before enrolling in Cosmetology courses. Students who enroll in the Cosmetology program at Midland College and who already possess a current Texas Cosmetology Operator License are eligible to receive automatic college credit for courses in the Operator Certificate. Please contact program personnel for additional information.

The course sequences shown in the program of study below should be followed when possible.

## Cosmetology Operator Certificate

### Semester I

- CSME 1443 - Manicuring and Related Theory **4 Hours**
- CSME 1505 - Fundamentals of Cosmetology **5 Hours**
- CSME 1553 - Chemical Reformation and Related Theory **5 Hours**
- CSME 2302 - Introduction to Application of Hair Color **3 Hours**

Credit Hours: 17

## Semester II

- CSME 1447 - Principles of Skin Care/Facials and Related Theory **4 Hours**
- CSME 1410 - Introduction to Hair Cutting and Related Theory **4 Hours**
- CSME 2401 - The Principles of Hair Coloring and Related Theory. **4 Hours**

Credit Hours: 12

## Semester III

- CSME 1254 - Artistry of Hair Design I **2 Hours**
- CSME 2410 - Advanced Hair Cutting and Related Theory **4 Hours**
- CSME 2441 - Preparation for the State Licensing Examination **4 Hours**
- CSME 2343 - Salon Development **3 Hours**

Credit Hours: 13

Total Semester Credit Hours: 42

## Criminal Justice

<b>Mary Braselton, Dean</b>	176 MHAB	685-6830
<b>Norma Duran, Division Secretary</b>	176 MHAB	685-6830
<b>Robert Peetz, Lead Faculty</b>	174 TC	685-4685

The Criminal Justice/Law Enforcement program is designed to prepare students for the complex responsibilities of policing a community. It is intended to give students knowledge in legal issues, human nature, social problems and attitudes that differ from their own. Midland College offers two degree options and one certificate option in this area. The Associate of Science (AS) - Criminal Justice degree is designed to provide courses at the freshman and sophomore levels for students pursuing a baccalaureate degree with a major or minor in criminal justice. The Associate of Applied Science (AAS)-Law Enforcement degree provides education and training for developing a marketable skill in law enforcement and may qualify the graduate for admission into a Bachelor of Applied Technology or Bachelor of Applied Science program at certain colleges or universities. A Law Enforcement Certificate is offered for individuals who need to document certain course work.

All degree and certificate options include instruction in both law enforcement and corrections that is designed to challenge students, facilitate critical thinking and problem solving skills and facilitate learning. The AAS and AS Degree programs consist of 60-61 semester credit hours and can be completed in two years. The Law Enforcement Certificate consists of 22 semester credit hours and can be completed in one year.

The Texas Higher Education Coordinating Board has designated five courses in the Criminal Justice Field of Study (CJFOS) These courses comprise a core of courses that are guaranteed to transfer to upper-level institutions and apply towards a baccalaureate degree in criminal justice. These courses are CRIJ 1301, CRIJ 1306, CRIJ 1310, CRIJ 2313 and CRIJ 2328. The transferability of other courses is within the discretion of the upper-level institution. Implementation of the CJFOS does not affect the number of courses or credit hours required for completing a degree or certificate at Midland College.

Students interested in these programs should contact the criminal justice faculty or the Social and Behavioral Science and Business Division Dean.

The course sequences shown in the programs of study below should be followed when possible.

## **Criminal Justice, A.S.**

The following is the suggested sequence of courses for the AS degree. The following general sequence should be followed when possible. Part-time students may require more than four semesters to complete their degree.

Students transferring to an upper level institution should follow this degree plan.

### **Semester I**

- CRIJ 1301 - Introduction to Criminal Justice **3 Hours**
- ENGL 1301 - Composition I **3 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- MATH 1342 - Statistics **3 Hours**
- GOVT 2305 - United States Government **3 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

**Credit Hours: 16**

### **Semester II**

- CRIJ 1306 - Court Systems and Practices **3 Hours**
- CRIJ 1310 - Fundamentals of Criminal Law **3 Hours**
- ENGL 1302 - Composition II **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**

Credit Hours: 15

### Semester III

- CRIJ 2313 - Correctional Systems and Practices **3 Hours**
- Criminal Justice Elective **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- HIST 1301 - United States History To 1877 **3 Hours**
  
- PSYC 2301 - Introduction to Psychology **3 Hours or**
- SOCI 1301 - Introduction to Sociology **3 Hours**

Credit Hours: 16

### Semester IV

- CRIJ 2328 - Police Systems and Practices **3 Hours**
- HIST 1302 - United States History Since 1877 **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 13

Total Semester Credit Hours: 60

## **Law Enforcement, A.A.S**

Semester I

- CRIJ 1301 - Introduction to Criminal Justice **3 Hours**
- CRIJ 1307 - Crime in America **3 Hours**
- CRIJ 2314 - Criminal Investigation **3 Hours**
- ENGL 1301 - Composition I **3 Hours**
- Speech course selected from the General Education Course List. **3 Hours**

Credit Hours: 15

## Semester II

- CRIJ 1306 - Court Systems and Practices **3 Hours**
- CRIJ 1310 - Fundamentals of Criminal Law **3 Hours**
- Criminal Justice Elective **3 Hours** (Electives may be CRIJ, CJSA, CJLE, CJCR, HMSY or LGLA courses.)
- ENGL 1302 - Composition II **3 Hours**
- GOVT 2305 - United States Government **3 Hours**

Credit Hours: 15

## Semester III

- CRIJ 2313 - Correctional Systems and Practices **3 Hours**
- CRIJ 2323 - Legal Aspects of Law Enforcement **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**
- Criminal Justice Elective **3 Hours** (Electives may be CRIJ, CJSA, CJLE, CJCR, HMSY or LGLA courses.)
- Natural Science/Mathematics selected from the General Education Course List. **3-4 Hours**

Credit Hours: 15-16

## Semester IV

- CJSA 2323 - Criminalistics **3 Hours**
- CRIJ 2328 - Police Systems and Practices **3 Hours**

- Criminal Justice Elective **3 Hours** (Electives may be CRIJ, CJSA, CJLE, CJCR, HMSY or LGLA courses.)
- HMSY 1337 - Introduction to Homeland Security **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**

Credit Hours: 15

Total Semester Credit Hours: 60-61

CJSA 1382 - Cooperative Education - Criminal Justice Studies

## **Law Enforcement Certificate**

### Semester I

- CRIJ 1301 - Introduction to Criminal Justice **3 Hours**
- CRIJ 2313 - Correctional Systems and Practices **3 Hours**
- GOVT 2305 - United States Government **3 Hours**

Credit Hours: 9

### Semester II

- CRIJ 1306 - Court Systems and Practices **3 Hours**
- CRIJ 1310 - Fundamentals of Criminal Law **3 Hours**
- CRIJ 2328 - Police Systems and Practices **3 Hours**
- Criminal Justice Elective **3 Hours**

Credit Hours: 12

Total Semester Credit Hours: 21

# Diagnostic Medical Sonography

<b>Robert Dent, Acting Dean</b>	210 DFHS	685-4589
<b>Kay Floyd, Division Secretary</b>	206 DFHS	685-4600
<b>Elizabeth Brown, Program Chair</b>	108 DFHS	685-5572
<b>Laurie Fitzgerald, Clinical Director</b>	110 DFHS	685-4760

Diagnostic Medical Sonography is an allied health specialty utilizing high frequency sound waves to aid in the diagnosis of disease. Sonographers are important members of the diagnostic imaging team. The sonographer works independently to obtain appropriate images of anatomy and pathology and conveys this information to physicians to assist in the care and treatment of patients.

The Diagnostic Medical Sonography program is designed to provide the necessary education through academic instruction and professional training to develop advanced medical imaging skills and prepare the graduate for employment in the field of sonography. Applicants with prior associate in applied science degrees in radiography, respiratory care, nuclear medicine and/or nursing are eligible for a certificate or degree. A class is admitted each fall. Applicants are encouraged but not required to complete as many non-sonography courses as possible prior to entering the program. Accepted students must take all sonography courses in sequential order and must pass all required courses with a minimum grade of "C".

**Special Admission Requirements:** The Midland College Diagnostic Medical Sonography program has a limited enrollment based on specific admission criteria. For information regarding the admission criteria call the Health Sciences Division office. Each prospective student will be counseled by sonography program faculty as scheduled through the Health Sciences office. Current immunizations are required prior to beginning sonography courses. Health insurance is required. Students must be certified in cardiopulmonary resuscitation (CPR).

The course sequences shown in the programs of study below should be followed when possible. Sonography (DMSO) courses must be taken according to the sequence shown.

## Diagnostic Medical Sonography, A.A.S.

### Semester I

- PHYS 1415 - Physical Science I **4 Hours**  
PHYS 1401 may be substituted for this course.
- BIOL 2401 - Anatomy and Physiology I **4 Hours**
- Speech course selected from the General Education Course List. **3 Hours**
- MATH 1314 - College Algebra **3 Hours**
- HPRS 1106 - Essentials of Medical Terminology **1 Hour**

Credit Hours: 15

## Semester II

- BIOL 2402 - Anatomy and Physiology II **4 Hours**
- DMSO 1302 - Basic Ultrasound Physics **3 Hours**
- DMSO 1360 - Clinical I **3 Hours**
- DMSO 1405 - Sonography of Abdominopelvic Cavity **4 Hours**

Credit Hours: 14

## Semester III

- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**
- PSYC 2301 - Introduction to Psychology **3 Hours**
- DMSO 1361 - Clinical II **3 Hours**
- DMSO 2353 - Sonography of Superficial Structures **3 Hours**

Credit Hours: 12

## Semester IV

- ENGL 1301 - Composition I **3 Hours**
- DMSO 1442 - Intermediate Ultrasound Physics **4 Hours**
- DMSO 2405 - Sonography of Obstetrics/Gynecology **4 Hours**
- DMSO 2460 - Clinical III **4 Hours**

Credit Hours: 15

## Semester V

- DMSO 2351 - Doppler Physics **3 Hours**
- DMSO 2354 - Neurosonology **3 Hours**
- DMSO 2357 - Advanced Ultrasound Professionalism and Registry Review **3 Hours**
- DMSO 2461 - Clinical IV **4 Hours**

Credit Hours: 13

Total Semester Credit Hours: 69

## **Advanced Technical Certificate - Diagnostic Medical Sonography**

### **Semester I**

- PHYS 1415 - Physical Science I **4 Hours**  
PHYS 1401 may be substituted for this course.
- MATH 1314 - College Algebra **3 Hours**

Credit Hours: 7

### **Semester II**

- DMSO 1302 - Basic Ultrasound Physics **3 Hours**
- DMSO 1360 - Clinical I **3 Hours**
- DMSO 1405 - Sonography of Abdominopelvic Cavity **4 Hours**

Credit Hours: 10

### **Semester III**

- DMSO 1361 - Clinical II **3 Hours**
- DMSO 2353 - Sonography of Superficial Structures **3 Hours**

Credit Hours: 6

## Semester IV

- DMSO 1442 - Intermediate Ultrasound Physics **4 Hours**
- DMSO 2405 - Sonography of Obstetrics/Gynecology **4 Hours**
- DMSO 2460 - Clinical III **4 Hours**

Credit Hours: 12

## Semester V

- DMSO 2351 - Doppler Physics **3 Hours**
- DMSO 2354 - Neurosonology **3 Hours**
- DMSO 2357 - Advanced Ultrasound Professionalism and Registry Review **3 Hours**
- DMSO 2461 - Clinical IV **4 Hours**

Credit Hours: 13

Total Semester Credit Hours: 48

## Diesel Technology

Curt Pervier, Dean

143 TC

685-4677

Fonda Bowen, Division Secretary

143 TC

685-4676

**Pete Avalos, Program Chair**

CTB

620-0246

**James McCutcheon, Faculty**

CTB

620-0246

The Diesel Technology program prepares students for Careers as Diesel Service technicians. Midland College is a National Automotive Technicians Education Foundation (NATEF) certified program, and the curriculum is designed to prepare students for successful completion of both Diesel and ASE examinations. Specific areas of training include electrical systems, electronic controls, brake systems, suspension and steering, heating and air conditioning, engine performance, engine repair, manual drive trains and axles, automatic transmissions/ transaxles, and diesel/automotive shop management.

The Diesel Technology Program has an A.A.S. and several certificates including a Marketable Skills Certificate. Secondary Dual Credit students who have been enrolled for two consecutive academic years and who successfully complete the required courses will receive Marketable Skills Certificate.

Students interested in this program should contact the Applied Technology Division office to obtain additional information and/or acquire a degree or certificate plan.

The course sequences shown in the programs of study below should be followed when possible.

## **Diesel Technology, A.A.S.**

### **Semester I**

- DEMR 1305 - Basic Electrical Systems **3 Hours**
- DEMR 1317 - Basic Brake Systems **3 Hours**
- DEMR 1329 - Preventive Maintenance **3 Hours**
- MCHN 1320 - Precision Tools and Measurement **3 Hours**
- OSHT 1301 - Introduction to Safety and Health Technology **3 Hours**

**Credit Hours: 15**

### **Semester II**

- DEMR 1310 - Diesel Engine Testing and Repair I **3 Hours**
- DEMR 1330 - Steering and Suspension I **3 Hours**
- DEMR 1323 - Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair **3 Hours**
- Speech course selected from the General Education Course List. **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**

**Credit Hours: 15**

## Semester III

- DEMR 1321 - Power Train I **3 Hours**
- DEMR 1335 - Automatic Power Shift and Hydrostatic Transmissions I **3 Hours**
- DEMR 2312 - Diesel Engines Testing and Repair II **3 Hours**
- DEMR 2332 - Electronic Controls **3 Hours**
- Natural Science/Mathematics course selected from the General Education Course List. **3-4 Hours**

Credit Hours: 15-16

## Semester IV

- DEMR 1380 - Cooperative Education - Diesel Technology **3 Hours**
- DEMR 2334 - Advanced Diesel Tune-Up and Troubleshooting **3 Hours**
- DEMR - Elective **3-4 Hours** (Students may obtain written and driving skills to test for the Texas Commercial Driver's License exam by taking DEMR 1329 and then DEMR 1403 as an elective.)
- Social/Behavioral Sciences course selected from the General Education Course List. **3 Hours**
- Elective **3 Hours**

Credit Hours: 15-16

Total Semester Credit Hours: 60-62

## Diesel Certificate

### Semester I

- DEMR 1305 - Basic Electrical Systems **3 Hours**
- DEMR 1310 - Diesel Engine Testing and Repair I **3 Hours**
- DEMR 1317 - Basic Brake Systems **3 Hours**

- DEMR 1329 - Preventive Maintenance **3 Hours**

Credit Hours: 12

## Semester II

- DEMR 1330 - Steering and Suspension I **3 Hours**
- DEMR 1323 - Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair **3 Hours**
- DEMR - Elective **3-4 Hours** (Students may obtain written and driving skills to test for the Texas Commercial Driver's License exam by taking DEMR 1329 and then DEMR 1403 as an elective.)
- DEMR 2334 - Advanced Diesel Tune-Up and Troubleshooting **3 Hours**

Credit Hours: 12-13

Total Semester Credit Hours: 24-25

## Marketable Skills Achievement Certificate

### Semester I

- DEMR 1310 - Diesel Engine Testing and Repair I **3 Hours**
- DEMR 1329 - Preventive Maintenance **3 Hours**

Credit Hours: 6

### Semester II

- DEMR 1317 - Basic Brake Systems **3 Hours**
- DEMR 1330 - Steering and Suspension I **3 Hours**

Credit Hours: 6

Total Semester Credit Hours: 12

## Drama

**William G. Feeler, Dean** 137 AFA 685-4626

**Lula Lee, Division Secretary** 141 AFA 685-4624

### Faculty

Timothy Jebson 130 AFA 686-4205

Midland College theatre students have an opportunity to study, work, and perform with a staff of professionals. Both the academic and the production aspects of theatre are studied in depth, and students are given the opportunity to practically apply their studies by participating in Midland College and Midland Community Theatre productions. All phases of theatre production are explored in a healthy, supportive, and artistic environment.

The courses listed in the program below are suggested for students who intend to major in Drama at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## Drama

### Transfer Guide

#### Semester I

- ENGL 1301 - Composition I **3 Hours**
- History course selected from the Core Curriculum Course List. **3 Hours**
- DRAM 1351 - Acting I **3 Hours**
- DRAM 1120 - Theater Practicum I **1 Hour**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
  
- DRAM 2361 - History of Theatre I **3 Hours or**

- DRAM 2362 - History of Theatre II **3 Hours**

Credit Hours: 16

## Semester II

- DRAM 1121 - Theater Practicum II **1 Hour**
- DRAM 2331 - Stagecraft II **3 Hours**
  
- ENGL 1302 - Composition II **3 Hours** or
- ENGL 2311 - Technical and Business Writing **3 Hours**
  
- History course selected from the Core Curriculum Course List. **3 Hours**
- Math course selected from the Core Curriculum Course List. **3 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 16

## Semester III

- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- ENGL 2307 - Creative Writing I **3 Hours**
- GOVT 2305 - United States Government **3 Hours**
- DRAM 2120 - Theater Practicum III **1 Hour**
- Drama Elective **3 Hours**

Credit Hours: 14

## Semester IV

- GOVT 2306 - Texas State and Local Government **3 Hours**
- Life and Physical Sciences selected from the Core Curriculum Course List. **4 Hours**
- Social and Behavioral Sciences elective **3 Hours**

- English Literature course selected from the Core Curriculum Course List. **3 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

Credit Hours: 14

Total Semester Credit Hours: 60

## Education - Associate of Arts in Teaching

Mary Braselton, Dean	176 MHAB	685-6830
Norma Duran, Division Secretary	176 MHAB	685-6830
Mary Braselton, Program Director	168 MHAB	685-6822

The Associate of Arts in Teaching (AAT) degree is a Texas Higher Education Coordinating Board-approved degree program consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. The Associate of Arts in Teaching degree also meets the requirements for paraprofessionals who work in Texas public schools. Students may choose one of two AAT options depending on the teacher certification level desired. The two Education courses (1301 and 2101), each include a 16 hour field experience.

Students are encouraged to consult the program Director before enrolling in courses. An official degree check should be completed the semester before graduation.

The courses sequences shown in the programs of study below should be followed when possible.

## Associate of Arts in Teaching - Leading to Initial Texas Teacher Certification 8-12, EC-12 Other than Special Education

### Semester I

- ENGL 1301 - Composition I **3 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

Credit Hours: 14

## Semester II

- ENGL 1302 - Composition II **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- EDUC 1301 - Introduction to the Teaching Professions **3 Hours**
- MATH 1314 - College Algebra **3 Hours**

Credit Hours: 16

## Semester III

- GOVT 2305 - United States Government **3 Hours**
- EDUC 2301 - Introduction to Special Populations **3 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**
- Teaching Field Electives **6 Hours** (Select two courses in teaching field.)

Credit Hours: 15

## Semester IV

- GOVT 2306 - Texas State and Local Government **3 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- Teaching Field Electives **6 Hours** (Select two courses in teaching field.)

Credit Hours: 15

Total Semester Credit Hours: 60

# **Associate of Arts in Teaching - Leading to Initial Texas Teacher Certification EC-6, 4-8, EC-12 Special Education**

## **Semester I**

- ENGL 1301 - Composition I **3 Hours**
- SPCH 1315 - Public Speaking **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

**Credit Hours: 14**

## **Semester II**

- ENGL 1302 - Composition II **3 Hours**
- EDUC 1301 - Introduction to the Teaching Professions **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- MATH 1314 - College Algebra **3 Hours**

**Credit Hours: 16**

## **Semester III**

- GOVT 2305 - United States Government **3 Hours**
- EDUC 2301 - Introduction to Special Populations **3 Hours**
- MATH 1350 - Fundamentals of Mathematics I **3 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. (GEOG 1301 recommended) **3 Hours**

Credit Hours: 15

## Semester IV

- GOVT 2306 - Texas State and Local Government **3 Hours**
- MATH 1351 - Fundamentals of Mathematics II **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- PSYC 2308 - Child Psychology **3 Hours**
- ENGL 2000-level course **3 Hours**

Credit Hours: 15

Total Semester Credit Hours: 60

## Emergency Medical Services

<b>Robert Dent, Acting Dean</b>	210 DFHS	685-4589
<b>Kay Floyd, Division Secretary</b>	206 DFHS	685-4600
<b>Mark Kuhn, Department Chair, Fire/EMS</b>	298 TC	685-6757
<b>Faculty</b>		
Tracy Davis	A33 AMS	685-5551
Leland Hart	A32 AMS	685-5571

Emergency Medical Services is a Health Science profession recognized by the American Medical Association. A competent member of this profession will recognize, assess, and manage medical emergencies under the direction of a physician and primarily provide pre-hospital emergency care to acutely ill patients by ambulance service and secondarily in other appropriate settings (such as hospitals). Midland College offers an associate degree (2 years) or individualized courses preparing students to write the **National Registry of EMT's for Emergency Medical Technician (EMT)** after the first eight (8) semester hours and the **National Registry of EMT's exam for Paramedic** after completion of EMT training and an additional 35 semester hours (12 months) of course work.

The Midland College Paramedic program has been awarded initial accreditation by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoA EMSP) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The degree and certificate in this field offered by Midland College and the courses needed to achieve these credentials are presented in the following sections. Students interested in this program should contact the Health Sciences Division office to obtain additional information and/or acquire a degree or certificate plan.

**Special Admission Requirements:** The Emergency Medical Services program has a limited enrollment based on specific admission criteria. For information regarding the admission criteria, see the program brochure or the Emergency Medical Services program chair.

The following is the suggested sequence of courses for this degree. However, courses that do not have a prerequisite do not have to be taken in order. Emergency Medical Services (EMSP) courses must be taken according to the suggested sequence. Part-time students may require more than five semesters to complete their degrees.

The course sequences shown in the programs of study below should be followed when possible. Emergency Medical Services (EMSP) courses must be taken in the sequence shown.

## **Emergency Medical Services, A.A.S.**

### **Semester I**

- BIOL 2401 - Anatomy and Physiology I **4 Hours**
- HPRS 1106 - Essentials of Medical Terminology **1 Hour**
- EMSP 1460 - EMT Clinical **4 Hours**
- EMSP 1501 - Emergency Medical Technician – Basic **5 Hours**

**Credit Hours: 14**

### **Semester II**

- BIOL 2402 - Anatomy and Physiology II **4 Hours**
- ENGL 1301 - Composition I **3 Hours**
- Humanities/Fine Arts selected from the General Education Course List. **3 Hours**
- PSYC 2301 - Introduction to Psychology **3 Hours**
- Speech selected from the General Education Course List. **3 Hours**

**Credit Hours: 16**

### **Semester III**

- EMSP 1355 - Trauma Management **3 Hours**
- EMSP 1356 - Patient Assessment and Airway Management **3 Hours**
- EMSP 1438 - Introduction to Advanced Practice **4 Hours**
- EMSP 2260 - Paramedic Clinical I **2 Hours**
- EMSP 1149 - Trauma Life Support **1 Hour**

Credit Hours: 13

## Semester IV

- EMSP 1147 - Pediatric Advanced Life Support **1 Hour**
- EMSP 2135 - Advanced Cardiac Life Support **1 Hour**
- EMSP 2243 - Assessment Based Management **2 Hours**
- EMSP 2262 - Paramedic Clinical II **2 Hours**
- EMSP 2444 - Cardiology **4 Hours**

Credit Hours: 10

## Semester V

- EMSP 2163 - Paramedic Clinical III **1 Hour**
- EMSP 2248 - Emergency Pharmacology **2 Hours**
- EMSP 2263 - Paramedic Clinical IV **2 Hours**
- EMSP 2338 - EMS Operations **3 Hours**
- EMSP 2434 - Medical Emergencies **4 Hours**

Credit Hours: 12

Total Semester Credit Hours: 65

# **Emergency Medical Services - Intermediate Certificate**

## **Semester I**

- BIOL 2401 - Anatomy and Physiology I **4 Hours or**
- VNSG 1320 - Anatomy and Physiology for Allied Health **3 Hours**
  
- EMSP 1149 - Trauma Life Support **1 Hour**
- EMSP 1355 - Trauma Management **3 Hours**
- EMSP 1356 - Patient Assessment and Airway Management **3 Hours**
- EMSP 1438 - Introduction to Advanced Practice **4 Hours**
- EMSP 2260 - Paramedic Clinical I **2 Hours**

Credit Hours: 16-17

## **Semester II**

- EMSP 2262 - Paramedic Clinical II **2 Hours**
- EMSP 2434 - Medical Emergencies **4 Hours**

Credit Hours: 6

Total Semester Credit Hours: 22-23

# **Paramedic Certificate**

## **Semester I**

- VNSG 1320 - Anatomy and Physiology for Allied Health **3 Hours**
- HPRS 1106 - Essentials of Medical Terminology **1 Hour**

- EMSP 1149 - Trauma Life Support **1 Hour**
- EMSP 1355 - Trauma Management **3 Hours**
- EMSP 1356 - Patient Assessment and Airway Management **3 Hours**
- EMSP 1438 - Introduction to Advanced Practice **4 Hours**
- EMSP 2260 - Paramedic Clinical I **2 Hours**

Credit Hours: 17

## Semester II

- EMSP 1147 - Pediatric Advanced Life Support **1 Hour**
- EMSP 2135 - Advanced Cardiac Life Support **1 Hour**
- EMSP 2248 - Emergency Pharmacology **2 Hours**
- EMSP 2262 - Paramedic Clinical II **2 Hours**
- EMSP 2444 - Cardiology **4 Hours**

Credit Hours: 10

## Semester III

- EMSP 2163 - Paramedic Clinical III **1 Hour**
- EMSP 2243 - Assessment Based Management **2 Hours**
- EMSP 2263 - Paramedic Clinical IV **2 Hours**
- EMSP 2338 - EMS Operations **3 Hours**
- EMSP 2434 - Medical Emergencies **4 Hours**

Credit Hours: 12

Total Semester Credit Hours: 39

# Emergency Medical Technician Marketable Skills Achievement Award

## Marketable Skills Achievement Award

- EMSP 1460 - EMT Clinical **4 Hours**
- EMSP 1501 - Emergency Medical Technician – Basic **5 Hours**

Total Semester Credit Hours: 9

## Energy Technology

<b>Curt Pervier, Dean</b>	143 TC	685-4677
<b>Fonda Bowen, Division Secretary</b>	143 TC	685-4676
<b>Tracy Gandy, Program Chair</b>	134 TC	685-4637
<b>Faculty</b>		
Lynn Bryant	119 ATC	681-6347
David Kemp	WRTTC	432-336-7882

The Energy Technology program prepares students for careers as technicians with energy companies in the West Texas region. The curriculum is designed to provide training in the electrical and mechanical aspects of the installation, operation, and maintenance of systems used in petroleum exploration and production.

Graduates will be able to perform mechanical and electrical installation, troubleshooting, and maintenance of complex industrial automation. Job titles may include Field Service Technician, Technical Operator, Hoist and Winch Operator, Instrument Maker and Repairer, Maintenance Mechanic, Oil Well Service Operator, Instrument Maintenance Technician, Service Unit Operator, Wind Turbine Technician, Operations and Maintenance Technician, and Energy Auxiliary Operator.

The Energy Technology program offers students an Associate of Applied Science (AAS degree) in Energy Technology. The program also offers Certificate options: Energy Technician, 17 SCH; Energy Technician II, 34 SCH; and Petroleum Energy Certificate, 49 SCH. Full-time students may complete degree requirements in two years, while Certificate options range from one to three semesters to complete. Part-time students may require more than the designated number of semesters to complete their degree.

Students interested in any of these degrees or certificates should contact the Applied Technology Division office to obtain additional information and acquire a personalized degree or certificate plan.

The course sequences shown in the programs of study below should be followed when possible.

# Energy Technology - Petroleum, A.A.S.

## Semester I

- ELMT 1305 - Basic Fluid Power **3 Hours**
- ENER 1330 - Basic Mechanical Skills for Energy **3 Hours**
- INMT 1317 - Industrial Automation **3 Hours**
  
- BCIS 1405 - Business Computer Applications **4 Hours**  
or
- POFI 1204 - Computer Fundamentals **2 Hours**  
and
- POFI 1270 - Field Reports and Data Transfer **2 Hours**
  
- TECM 1301 - Industrial Mathematics **3 Hours**

Credit Hours: 16

## Semester II

- CETT 1402 - Electricity Principles **4 Hours**
- INTC 2336 - Distributed Control and Programmable Logic **3 Hours**
- ELMT 2370 - Pumps and Electromechanical Drives **3 Hours**
- ELMT 2371 - Electromechanical Troubleshooting **3 Hours**
- ITNW 1425 - Fundamentals of Networking Technologies **4 Hours**

Credit Hours: 17

## Semester III

- General Education course selected from the General Education Course List. **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**

- Natural Science/Mathematics course selected from the General Education Course List. **3-4 Hours**
- PTRT 1301 - Introduction to Petroleum Industry **3 Hours**
- PTRT 1309 - Corrosion Basics **3 Hours**

Credit Hours: 15-16

## Semester IV

- Social/Behavioral Science course selected from the General Education Course List. **3 Hours**
- Speech course selected from the General Education Course List. **3 Hours**
- PTRT 1324 - Petroleum Instrumentation **3 Hours**
- PTRT 2371 - Petroleum Geology for Non-Geologists **3 Hours**  
or
- GEOL 1403 - Physical Geology **4 Hours**
- PTRT 1307 - Recovery and Production Methods **3 Hours**

Credit Hours: 15-16

Total Semester Credit Hours: 63-65

ELMT 2380, 2381, Cooperative Education - Electromechanical Technology/Electromechanical Engineering Technology, may be substituted for courses with appropriate learning objectives. Requires approval of Program Chair.

## Energy Technician Certificate

### Semester I

- ELMT 1305 - Basic Fluid Power **3 Hours**
- ENER 1330 - Basic Mechanical Skills for Energy **3 Hours**
- INMT 1317 - Industrial Automation **3 Hours**
- BCIS 1405 - Business Computer Applications **4 Hours**  
or

- POFI 1270 - Field Reports and Data Transfer **2 Hours**  
and
- POFI 1204 - Computer Fundamentals **2 Hours**
- TECM 1301 - Industrial Mathematics **3 Hours**

Total Semester Credit Hours: 16

## **Energy Technician Certificate II**

### Energy Technology Recommended Course Sequence

#### Semester I

- ELMT 1305 - Basic Fluid Power **3 Hours**
- ENER 1330 - Basic Mechanical Skills for Energy **3 Hours**
- INMT 1317 - Industrial Automation **3 Hours**
- BCIS 1405 - Business Computer Applications **4 Hours**  
or
- POFI 1204 - Computer Fundamentals **2 Hours**  
and
- POFI 1270 - Field Reports and Data Transfer **2 Hours**
- TECM 1301 - Industrial Mathematics **3 Hours**

Credit Hours: 16

#### Semester II

- CETT 1402 - Electricity Principles **4 Hours**
- INTC 2336 - Distributed Control and Programmable Logic **3 Hours**
- ELMT 2370 - Pumps and Electromechanical Drives **3 Hours**
- ELMT 2371 - Electromechanical Troubleshooting **3 Hours**

- ITNW 1425 - Fundamentals of Networking Technologies **4 Hours**

Credit Hours: 17

Total Semester Credit Hours: 33

## **Petroleum Energy Technician Certificate**

### **Semester I**

- ELMT 1305 - Basic Fluid Power **3 Hours**
- ENER 1330 - Basic Mechanical Skills for Energy **3 Hours**
- INMT 1317 - Industrial Automation **3 Hours**
- POFI 1270 - Field Reports and Data Transfer **2 Hours**
- TECM 1301 - Industrial Mathematics **3 Hours**

Credit Hours: 14

### **Semester II**

- CETT 1402 - Electricity Principles **4 Hours**
- INTC 2336 - Distributed Control and Programmable Logic **3 Hours**
- ELMT 2370 - Pumps and Electromechanical Drives **3 Hours**
- ELMT 2371 - Electromechanical Troubleshooting **3 Hours**
- ITNW 1425 - Fundamentals of Networking Technologies **4 Hours**

Credit Hours: 17

### **Semester III**

- PTRT 1301 - Introduction to Petroleum Industry **3 Hours**
- PTRT 1307 - Recovery and Production Methods **3 Hours**
- PTRT 1309 - Corrosion Basics **3 Hours**
- PTRT 1324 - Petroleum Instrumentation **3 Hours**
  
- PTRT 2371 - Petroleum Geology for Non-Geologists **3 Hours**  
or
- GEOL 1403 - Physical Geology **4 Hours**

Credit Hours: 15-16

Total Semester Credit Hours: 46-47

## Engineering

Margaret Wade, Dean	125 AHSF	685-4615
Elizabeth, Corll, Division Secretary	124 AHSF	685-4612
Brenda Smith, Division Secretary	124 AHSF	685-6413

*For program information please call (432) 685-4615.*

Midland College is a participant in the Texas Voluntary Transfer Compact for Engineering. The purpose of this compact is to facilitate the transfer process for students pursuing bachelor's degrees in civil, electrical, industrial or mechanical engineering. Students should consult the engineering school of their choice to determine requirements for the baccalaureate degree in engineering.

### **Courses offered:**

ENGR 1201  
ENGR 2301  
ENGR 2302

## English

<b>William G. Feeler, Dean</b>	137 AFA	685-4626
<b>Lula Lee, Division Secretary</b>	141 AFA	685-4624

### **Faculty**

Diane Allen, Chair	134 AFA	685-6458
Brendan Egan	136 AFA	685-4638
Stacy Egan	132 AFA	685-6700
Pamela Howell	181 AFA	685-4628
Terry Jolliffe	142 AFA	686-5568
Glenda Lindsey-Hicks	177 TC	685-4627
Laura McKenzie	WRTTC	(432) 336-7882
Karen Pape	120 AFA	685-5595
Mary Williams	144 AFA	685-4631

The courses listed in the program below are suggested for students who intend to major in English at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## English

### Transfer Guide

#### Semester I

- ENGL 1301 - Composition I **3 Hours**
- History course selected from the Core Curriculum Course List. **3 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- ENGL 2307 - Creative Writing I **3 Hours**

Credit Hours: 15

#### Semester II

- ENGL 1302 - Composition II **3 Hours or**
- ENGL 2311 - Technical and Business Writing **3 Hours**
- History course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- Math course selected from the Core Curriculum Course List. **3 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 16

### Semester III

- English Literature course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- GOVT 2305 - United States Government **3 Hours**
- ENGL 1302 - Composition II **3 Hours or**
- ENGL 2311 - Technical and Business Writing **3 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

Credit Hours: 14

### Semester IV

- GOVT 2306 - Texas State and Local Government **3 Hours**
- Social and Behavioral Sciences elective **3 Hours**
- English Literature course selected from the Core Curriculum Course List **3 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**
- Transfer Elective (see advisor) **3 Hours**

Credit Hours: 15

Total Semester Credit Hours: 60

# Fire Science Technology

<b>Robert Dent, Dean</b>	210 DFHS	685-4589
<b>Kay Floyd, Division Secretary</b>	206 DFHS	685-4600
<b>Mark Kuhn, Department Chair, Fire/EMS</b>	198 TC	685-6757

The Fire Science Technology program prepares students for careers in the fire service field with municipal fire departments, insurance inspection agencies, industrial safety firms, the U.S. Forest Service, and the U.S. Department of Defense. The curriculum is designed to meet the needs of personnel currently employed in fire service positions and those desiring preparation for employment.

Midland College is licensed by the Texas Commission on Fire Protection for Basic Firefighter Certification in Texas. The Midland College Fire Academy consists of seven courses, and requires two semesters to complete. A new academy "Class" begins in the fall semester of every year. A Firefighter Certificate is granted upon successful completion of the academy. Students meeting all eligibility requirements will be qualified to take the State of Texas certification examination for Basic Firefighter. Enrollment is limited; please contact the program chair or the Health Sciences Division office for details.

The Associate of Applied Science degree program consists of 60 semester credit hours. The following is the suggested sequence of courses for this degree. Please note that courses requiring prerequisites are denoted by a plus sign (+). Part-time students may require more than four semesters to complete their degree.

The course sequences shown in the programs of study below should be followed when possible.

## Fire Science Technology, A.A.S.

### Associate of Applied Science

#### Semester I

- FIRS 1401 - Firefighter Certification I **4 Hours**
- FIRS 1407 - Firefighter Certification II **4 Hours**
- FIRS 1413 - Fire Certification III **4 Hours**
- Speech course selected from the General Education Course List. **3 Hours**

Credit Hours: 15

#### Semester II

- FIRS 1419 - Firefighter Certification IV **4 Hours**
- FIRS 1423 - Firefighter Certification V **4 Hours**
- FIRS 1329 - Firefighter Certification VI **3 Hours**
- FIRS 1333 - Firefighter Certification VII **3 Hours**

Credit Hours: 14

### Semester III

- FIRT 1307 - Fire Prevention Codes and Inspections **3 Hours**
- FIRT 1309 - Fire Administration I **3 Hours**
- BCIS 1405 - Business Computer Applications **4 Hours**
- General Education Elective selected from the General Education Course List. **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**

Credit Hours: 16

### Semester IV

- FIRT 2380 - Cooperative Education - Fire Protection and Safety Technology/Technician **3 Hours**
- FIRT Elective **3 Hours**
- Natural Science/Mathematics course selected from the General Education Course List. **3 Hours**
- General Education Elective selected from the General Education Course List. **3 Hours**
- Social & Behavioral Science course selected from the General Education Course List. **3 Hours**

Credit Hours: 15

Total Semester Credit Hours: 60

## **Firefighter Certificate**

## Semester I

- FIRS 1401 - Firefighter Certification I **4 Hours**
- FIRS 1407 - Firefighter Certification II **4 Hours**
- FIRS 1413 - Fire Certification III **4 Hours**

Credit Hours: 12

## Semester II

- FIRS 1419 - Firefighter Certification IV **4 Hours**
- FIRS 1423 - Firefighter Certification V **4 Hours**
- FIRS 1329 - Firefighter Certification VI **3 Hours**
- FIRS 1333 - Firefighter Certification VII **3 Hours**

Credit Hours: 14

Total Semester Credit Hours: 26

## Geology

<b>Margaret Wade, Dean</b>	125 AHSF	685-4615
<b>Elizabeth Corll, Division Secretary</b>	124 AHSF	685-4612
<b>Brenda Smith, Division Secretary</b>	124 AHSF	685-6413
<b>Faculty</b>		
Joan Gawloski	121 AHSF	685-4630
Antony Giles	117 AHSF	685-5580
Keonho Kim	119 AHSF	685-4739

Geology is designed to acquaint the student with the processes, applications, and techniques of earth science. It is suitable for someone who intends to complete a Bachelor's degree in geology or a related field like oceanography, meteorology, geophysics, or environmental science. Students who seek a degree in science education at either the elementary or secondary level may wish to emphasize geology in their degree plans.

For non-majors, geology courses offer a greater understanding of the world that enhances one's appreciation of surface features, environmental concerns, resource utilization, and the grandeur of immense changes through time.

The courses listed in the program below are suggested for students who intend to major in Geology at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## Geology

### Transfer Guide

#### Semester I

- GEOL 1403 - Physical Geology **4 Hours**
- CHEM 1411 - General Inorganic Chemistry I **4 Hours and**
- CHEM 1104 - Chemical Calculations **1 Hour**  
**or**
- PHYS 1401 - College Physics I **4 Hours**
- ENGL 1301 - Composition I **3 Hours**
- Mathematics course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 14-15

#### Semester II

- GEOL 1404 - Historical Geology **4 Hours**
- CHEM 1412 - General Inorganic Chemistry II **4 Hours or**
- PHYS 1402 - College Physics II **4 Hours**

- ENGL 1302 - Composition II **3 Hours**
- Mathematics or Natural Science course selected from the Core Curriculum Course List. **4 Hours**

Credit Hours: 15

### Semester III

- GEOL 2409 - Mineralogy **4 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2305 - United States Government **3 Hours**
- Mathematics or Natural Science course selected from the Core Curriculum Course List. **2 Hours**

Credit Hours: 15

### Semester IV

- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

Credit Hours: 16

Total Semester Credit Hours: 60-61

## Government/Political Science

<b>Norma Duran, Division Secretary</b>	176 MHAB	685-6830
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#### **Faculty**

Fernando Lee Almaguer	169 MHAB	685-6823
Simon Cornell	167 MHAB	685-6821
Terry Gilmour	160 MHAB	685-6816
Janet Groth	WR TTC	432-336-7882
Sondra Richards	159 MHAB	685-6815

The courses listed in the program below are suggested for students who intend to major in Government/Political Science at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## **Government/Political Science**

### **Transfer Guide**

#### **Semester I**

- ENGL 1301 - Composition I **3 Hours**
- GOVT 2305 - United States Government **3 Hours**
- Mathematics course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

**Credit Hours: 14**

#### **Semester II**

- ENGL 1302 - Composition II **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**

- Speech course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 16

### Semester III

- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2304 - Introduction to Political Science **3 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**
- General Elective **or** Modern Language **3-4 Hours**
- General Elective **3 Hours**

Credit Hours: 15-16

### Semester IV

- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- Government Elective **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- General Elective **or** Modern Language **3-4 Hours**
- General Elective **3 Hours**

Credit Hours: 15-16

Total Semester Credit Hours: 60-62

## Health Information Management

Robert Dent, Acting Dean

210 DFHS

685-4589

Kay Floyd, Division Secretary

206 DFHSS

685-4600

<b>Melinda Teel, Program Chair</b>	228 DFHS	685-5573
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**Faculty**

Lenora Lambert	228 DFHS	685-2025
Shawnda Meshirer	221 AHSF	685-5578
Elizabeth Neichter	228 DFHS	685-2023

The Health Information Management (HIM) online associate degree is fully accredited by the Commission on Accreditation for Health Information and Informatics Management Education (CAHIIM) in cooperation with the American Health Information Management Association (AHIMA). Students completing this competency-based two-year program will be eligible to apply for the Registered Health Information Technology (RHIT) certification.

The Bureau of Labor Statistics (BLS.gov) forecasts a 24% growth in health information (or medical records) careers between 2012-2020. All programs in the HIM department are designed to prepare students to manage health information in hospitals, insurance companies, law firms, physician offices, long-term care agencies, rehabilitation and other health organizations. The graduate will maintain and organize health data. They also ensure accessibility, quality, and security of confidential information in both paper and electronic health data records.

**All classes are offered online with the exception of the clinical courses.** Student applications are accepted each semester for admission. Courses must be taken sequentially for progression in the program. Applications are required once completed prerequisite courses and completed TSI requirements are met prior to entering the program. A criminal background check and current immunizations are required after admission but prior to the beginning of professional practice experience (clinical and practicum) classes.

The Coding and Billing Certificate offers students training in ICD-10-CM, PCS, CPT, HCPCS, and billing processes for both hospital and physician practice. Students are prepared to take the Certified Coding Associate (CCA) certification exam through AHIMA upon completion. Acceptable TSI math and reading scores are required for BIOL 2404, a prerequisite course.

Exempt TSI certificates include Health Data Specialist – Physician Practice and Health Data Specialist-Healthcare Facility. These are one year entry level certificates for students interested in health data management that offer skill development related to that specialty. The Health Data Coordinator certificate is the entry-level certificate consisting of six workforce classes.

The following certificates are offered in preparation for the Certified Health Technician Specialist (CHTS) options through AHIMA. These certificates are intended for healthcare and IT professionals with experience or education in their field. Certificate options include: Clinician/Practitioner Consultant (CHTS-CP); Practice Workflow and Redesign Specialist (CHTS-PW); Implementation Manager (CHTS-IM); and Trainer (CHTS-TR) [www.midland.edu/hitech](http://www.midland.edu/hitech). Dual certificate preparations are available with the following certificate: Technical Support and Implementation Support Specialist (CHTS-TS/IS).

Through a HSRA grant (#1-RO1RH26267-01-00), IT and healthcare professionals in West Texas may be eligible for tuition assistance for the following online certificate options (10 courses); Information Technology Liaison (CHTS-TS or IS) or Data Quality Manager (CHTS-PW or IM). [www.midland.edu/ruralhit](http://www.midland.edu/ruralhit).

To be eligible for graduation from a Health Information Management program, the student must complete the prescribed courses with a minimum grade of "C", have a cumulative grade point average of 2.0, pass a proctored final exam, satisfy all college financial obligations, and return all school property. All HITT courses must be completed within four years of degree completion. Students attending part time are encouraged to complete all general education and prerequisites as the four year time span begins upon admission to the program. Upon successful completion of the requirements, the student will be awarded an Associate of Applied Science degree in Health Information Management. Contact information and Frequently Asked Questions are available at the program website [www.midland.edu/hit](http://www.midland.edu/hit).

Special Admission Requirements: The Midland College Health Information Management program has a limited enrollment based on specific admission criteria. For information regarding available admission criteria, review the program website listed above. A downloadable Admission Packet is available online and must be submitted to the HIM office prior to acceptance into the program. Each prospective student will be counseled by program faculty. In addition to the prerequisites, sStudents may take the following courses prior to acceptance into the program: HITT 1205, HITT 1311, HITT 1353, HPRS 2301, and BIOL 2404.

The course sequences shown in the programs of study below should be followed when possible. HITT courses must be taken in the sequence shown.

## **Health Information Management, A.A.S.**

### **Prerequisite Courses**

- HITT 1205 - Medical Terminology I **2 Hours**
- BCIS 1405 - Business Computer Applications **4 Hours**
- BIOL 2404 - Human Anatomy and Physiology (one semester) **4 Hours**

**Credit Hours: 10**

### **Semester I**

- HITT 1301 - Health Data Content and Structure **3 Hours**
- HITT 1311 - Health Information Systems **3 Hours**
- HITT 1353 - Legal and Ethical Aspects of Health Information Management **3 Hours**
- Humanities/Visual and Performing Arts course selected from the General Education Course List. **3 Hours**

**Credit Hours: 12**

### **Semester II**

- HITT 1345 - Health Care Delivery Systems **3 Hours**
- HITT 2327 - Vendor Specific HIT Systems **3 Hours**
- HPRS 2301 - Pathophysiology **3 Hours**
- ENGL 1301 - Composition I **3 Hours**

Credit Hours: 12

### Semester III

- HITT 1341 - Coding and Classification Systems **3 Hours**
- HITT 1342 - Ambulatory Coding **3 Hours**
- HITT 2339 - Health Information Organization and Supervision **3 Hours**
- PSYC 2301 - Introduction to Psychology **3 Hours**

Credit Hours: 12

### Semester IV

- HITT 2261 - Clinical - Health Information Management **2 Hours**
- HITT 2335 - Coding and Reimbursement Methodologies **3 Hours**
- HITT 2340 - Advanced Medical Billing and Reimbursement **3 Hours**
- HITT 2343 - Quality Improvement and Performance Assessment **3 Hours**
- Speech course selected from the General Education Course List. **3 Hours**

Credit Hours: 14

Total Semester Credit Hours: 60

## **Coding and Billing Certificate**

### Prerequisite Courses

- BCIS 1405 - Business Computer Applications **4 Hours**

- HITT 1205 - Medical Terminology I **2 Hours**
- BIOL 2404 - Human Anatomy and Physiology (one semester) **4 Hours**

Credit Hours: 10

## Semester I

- HITT 1341 - Coding and Classification Systems **3 Hours**
- HITT 1342 - Ambulatory Coding **3 Hours**
- HITT 1353 - Legal and Ethical Aspects of Health Information Management **3 Hours**
- HITT 1391 - Special Topics - Documentation for Medical Practices **3 Hours**

Credit Hours: 12

## Semester II

- HITT 1167 - Field Experience – Coding **1 Hour**
- HITT 1311 - Health Information Systems **3 Hours**
- HITT 2335 - Coding and Reimbursement Methodologies **3 Hours**
- HITT 2340 - Advanced Medical Billing and Reimbursement **3 Hours**
- HPRS 2301 - Pathophysiology **3 Hours**

Credit Hours: 13

Total Semester Credit Hours: 35

## **Health Data Coordinator Certificate**

Certificate

- HITT 1205 - Medical Terminology I **2 Hours**
- HITT 1311 - Health Information Systems **3 Hours**
- HITT 1353 - Legal and Ethical Aspects of Health Information Management **3 Hours**
- HITT 2335 - Coding and Reimbursement Methodologies **3 Hours**
- ENGL 1301 - Composition I **3 Hours**
- BCIS 1405 - Business Computer Applications **4 Hours**

**Total Semester Credit Hours: 18**

POFT 1227 Introduction to Keyboarding is suggested for students with less than 40 words per minute typing speed.

## **Health Data Specialist - Health Care Facility Certificate**

### **Semester I**

- HITT 1205 - Medical Terminology I **2 Hours**
- HITT 1353 - Legal and Ethical Aspects of Health Information Management **3 Hours**
- HITT 1301 - Health Data Content and Structure **3 Hours**
- HITT 1311 - Health Information Systems **3 Hours**
- BCIS 1405 - Business Computer Applications **4 Hours**

**Credit Hours: 15**

### **Semester II**

- HITT 1260 - Clinical - Health Information/Medical Record Technician **2 Hours**
- HITT 2335 - Coding and Reimbursement Methodologies **3 Hours**
- HITT 2327 - Vendor Specific HIT Systems **3 Hours**
- SPCH 1318 - Interpersonal Communication **3 Hours**  
or
- SPCH 1321 - Business and Professional Communication **3 Hours**
- ENGL 1301 - Composition I **3 Hours**  
or
- POFT 1301 - Business English **3 Hours**

Credit Hours: 14

Total Semester Credit Hours: 29

POFT 1227 Introduction to Keyboarding is suggested for students with less than 40 words per minute typing speed.

## **Health Data Specialist - Physician Practice Certificate**

### **Semester I**

- HITT 1205 - Medical Terminology I **2 Hours**
- HITT 1353 - Legal and Ethical Aspects of Health Information Management **3 Hours**
- HITT 2335 - Coding and Reimbursement Methodologies **3 Hours**
  
- ENGL 1301 - Composition I **3 Hours**  
or
- POFT 1301 - Business English **3 Hours**
  
- BCIS 1405 - Business Computer Applications **4 Hours**

Credit Hours: 15

### **Semester II**

- HITT 1260 - Clinical - Health Information/Medical Record Technician **2 Hours**
- HITT 1311 - Health Information Systems **3 Hours**
- HITT 1391 - Special Topics - Documentation for Medical Practices **3 Hours**
  
- SPCH 1318 - Interpersonal Communication **3 Hours**  
or
- SPCH 1321 - Business and Professional Communication **3 Hours**
  
- ACCT 2301 - Principles of Financial Accounting I **3 Hours**  
or
- POFT 2312 - Business Correspondence and Communications **3 Hours**

Credit Hours: 14

Total Semester Credit Hours: 29

POFT 1227 Introduction to Keyboarding is suggested for students with less than 40 words per minute typing speed.

## **Clinical/Practitioner Consultant Certificate**

### Certificate

- HITT 1311 - Health Information Systems **3 Hours**
- HITT 2313 - Working with Health IT Systems **3 Hours**
- HITT 2323 - Health IT Leadership **3 Hours**
- HITT 2343 - Quality Improvement and Performance Assessment **3 Hours**
- HITT 2351 - Networking and Health Information Exchange **3 Hours**
- HITT 2353 - Work Flow Analysis and Redesign of Health IT Systems **3 Hours**

Total Semester Credit Hours: 18

## **Implementation Manager Certificate**

### Certificate

- HITT 1202 - The Culture of Health Care **2 Hours**
- HITT 1205 - Medical Terminology I **2 Hours**
- HITT 1212 - History of Health Information Technology in the United States **2 Hours**
- HITT 1311 - Health Information Systems **3 Hours**
- HITT 2323 - Health IT Leadership **3 Hours**
- HITT 2326 - Project Management for Health Professions **3 Hours**
- HITT 2353 - Work Flow Analysis and Redesign of Health IT Systems **3 Hours**

Total Semester Credit Hours: 18

## **Practice Workflow and Redesign Specialist Certificate**

### **Certificate**

- HITT 1202 - The Culture of Health Care **2 Hours**
- HITT 1204 - IT for Health Professionals **2 Hours**
- HITT 1205 - Medical Terminology I **2 Hours**
- HITT 1311 - Health Information Systems **3 Hours**
- HITT 2224 - Usability and Human Factors for Health Professions **2 Hours**
- HITT 2326 - Project Management for Health Professions **3 Hours**
- HITT 2343 - Quality Improvement and Performance Assessment **3 Hours**
- HITT 2353 - Work Flow Analysis and Redesign of Health IT Systems **3 Hours**

Total Semester Credit Hours: 20

## **Technical Software and Implementation Specialist Certificate**

### **Certificate**

- HITT 1204 - IT for Health Professionals **2 Hours**
- HITT 1205 - Medical Terminology I **2 Hours**
- HITT 1271 - Professionalism and Customer Service in a Health Environment **2 Hours**
- HITT 2313 - Working with Health IT Systems **3 Hours**
- HITT 2311 - Configuring EHRs **3 Hours**
- HITT 2327 - Vendor Specific HIT Systems **3 Hours**
- HITT 2329 - Installation and Maintenance of Health IT Systems **3 Hours**
- HITT 2351 - Networking and Health Information Exchange **3 Hours**

Total Semester Credit Hours: 21

## **Trainer Certificate**

## Certificate

- HITT 1202 - The Culture of Health Care **2 Hours**
- HITT 1204 - IT for Health Professionals **2 Hours**
- HITT 1205 - Medical Terminology I **2 Hours**
- HITT 1271 - Professionalism and Customer Service in a Health Environment **2 Hours**
- HITT 1311 - Health Information Systems **3 Hours**
- HITT 2221 - E.H.R. Training Methods **2 Hours**
- HITT 2224 - Usability and Human Factors for Health Professions **2 Hours**
- HITT 2328 - Introduction to Health Care and Public Health in the United States **3 Hours**

Total Semester Credit Hours: 18

## Data Quality Manager Certificate

### Semester I

- HITT 1204 - IT for Health Professionals **2 Hours**
- HITT 1311 - Health Information Systems **3 Hours**
- HITT 2326 - Project Management for Health Professions **3 Hours**
- HITT 2353 - Work Flow Analysis and Redesign of Health IT Systems **3 Hours**

Credit Hours: 11

### Semester II

- HITT 2313 - Working with Health IT Systems **3 Hours**
- HITT 1212 - History of Health Information Technology in the United States **2 Hours**
- HITT 2222 - Team Dynamics in Health Professions **2 Hours**
- HITT 2224 - Usability and Human Factors for Health Professions **2 Hours**

Credit Hours: 9

## Semester III

- HITT 2323 - Health IT Leadership **3 Hours**
- HITT 2343 - Quality Improvement and Performance Assessment **3 Hours**
- HITT 1280 - Cooperative Education - Health Information Technology **2 Hours**

Credit Hours: 8

Total Semester Credit Hours: 28

## IT Liaison Certificate

### Semester I

- HITT 1205 - Medical Terminology I **2 Hours**
- HITT 1311 - Health Information Systems **3 Hours**
- HITT 2327 - Vendor Specific HIT Systems **3 Hours**
- HITT 2329 - Installation and Maintenance of Health IT Systems **3 Hours**

Credit Hours: 11

### Semester II

- HITT 1271 - Professionalism and Customer Service in a Health Environment **2 Hours**
- HITT 2311 - Configuring EHRs **3 Hours**
- HITT 2313 - Working with Health IT Systems **3 Hours**
- HITT 2323 - Health IT Leadership **3 Hours**

Credit Hours: 11

## Semester III

- HITT 1280 - Cooperative Education - Health Information Technology **2 Hours**
- HITT 2351 - Networking and Health Information Exchange **3 Hours**
- HITT 2353 - Work Flow Analysis and Redesign of Health IT Systems **3 Hours**

Credit Hours: 8

Total Semester Credit Hours: 30

## History

<b>Mary Braselton, Dean</b>	176 MHAB	685-6830
<b>Norma Duran, Division Secretary</b>	176 MHAB	685-6830
<b>William Morris, Henry Professor of History</b>	157 MHAB	685-6810
<b>Faculty</b>		
Frank DeLaO	156 MHAB	685-6812
Todd Houck	170 MHAB	685-6824
Paula Marshall-Gray	155 MHAB	685-6811
Damon Kennedy	157 MHAB	685-6813

The courses listed in the program below are suggested for students who intend to major in History at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## History

### Transfer Guide

## Semester I

- ENGL 1301 - Composition I **3 Hours**
- HIST 1301 - United States History To 1877 **3 Hours**
- Mathematics course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

Credit Hours: 14

## Semester II

- ENGL 1302 - Composition II **3 Hours**
- HIST 1302 - United States History Since 1877 **3 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List.(ANTH 2302, ANTH 2351 or GEOG 1303 recommended) **3 Hours**

Credit Hours: 16

## Semester III

- HIST 2301 - Texas History **3 Hours**
- GOVT 2305 - United States Government **3 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. (HUMA 1301 or HUMA 1302 recommended) **3 Hours**
- General Elective or Modern Languages Elective **3-4 Hours**
- General Elective **3 Hours**

Credit Hours: 15-16

## Semester IV

- GOVT 2306 - Texas State and Local Government **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- General Elective or Modern Languages Elective **3-4 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List (ANTH 2302, ANTH 2351 or GEOG 1303 recommended) **3 Hours**
- Humanities/Fine Arts course (HUMA 1301 or HUMA 1302 recommended) **3 Hours**

Credit Hours: 15-16

Total Semester Credit Hours: 60-62

## Information Technology

<b>Curt Pervier, Dean</b>	143 TC	685-4677
<b>Fonda Bowen, Division Secretary</b>	143 TC	685-4676
<b>Marty Villareal, Program Chair</b>	128 TC	685-5566
<b>Faculty</b>		
Adriana Lumpkin	109 TC	685-4743
Vickie Pickett	107 TC	686-4204
Anita Shellenberger	WRTTC	432/336-7882
<b>Lab Instructors</b>		
Nancy Scharf	110 TC	685-4672

The IT program offers students the following options:

The **IT A.A.S. with an emphasis in Computer Programming** prepares students for careers or further study in industry-specific programming. A computer programmer will analyze, design, develop, test, implement and maintain computer applications to meet business needs. It is the job of the computer programmer to design and update the software that runs on the computer. A programmer codes the changes and then tests and debugs the software. This program focuses on the development of problem-solving skills that are essential to understanding computer systems and finding solutions to challenges and skills that are in demand in a variety of industries, from private corporations to government agencies and more. Throughout the computer programming degree program, students will be taught several programming languages, database design and web development.

The **Network Systems Administration A.A.S** degree provides students with a foundation of classroom education and hands-on experience with network systems commonly found in business environments. A graduate of the program will be able to install,

configure, secure, administer and troubleshoot network systems. Other areas of focus include how to manage users, shared resources and a working knowledge of network components such as switches and routers that make up today's voice and data networks. Industry certification is strongly encouraged to assist with employment.

Individuals who complete the **A+/Network+ Technician Certificate** will use their skills to support basic network operations and troubleshoot network systems. Graduates of this program are prepared to take the tests for the vendor-neutral CompTIA A+, Network+, and iNet+ certifications and are positioned to prepare for more intensive training and certification. Credits earned in this program can be applied to the IT Support Specialist Certificate or IT Network Systems Management Emphasis A.A.S. degree.

The **Computer Programming Certificate** is designed to enable working professionals to upgrade their programming skills or make a career change. Recipients of this certificate will develop the critical thinking skills integral to computer programming including problem analysis, solutions design and program testing in various programming languages. Throughout the computer programming certificate program, students will be taught several programming languages, SQL for databases and HTML for web design.

The **Database Management Certificate (Oracle)** prepares students to work with businesses to design, implement and administer databases. Students will be exposed to a variety of database development, programming and query techniques. Graduates of this program are prepared to take the tests for the Oracle Database SQL Fundamentals and the Oracle Database Administration I industry certifications and are positioned to prepare for more intensive training and certification.

The **IT Support Specialist Certificate** prepares students for the information technology (IT) field, especially related to IT support specialist and helpdesk entry positions. Students will monitor, secure and administer network resources, as well as demonstrate technical skills and ability in analyzing, assessing, diagnosing and troubleshooting hardware, software, network and other desktop issues. IT Support Specialists work in many different industries, including IT, education, finance, healthcare and telecommunications. Additionally, students may apply this certificate as a step toward the IT Network Systems Management Emphasis A.A.S. degree.

The **Networking Certificate Cisco (CCNA)** prepares students to take the Cisco Certified Networking Associate (CCNA) exam, which leads to CCNA certification. Four modules cover networking fundamentals, routing protocols and concepts, LAN switching and wireless, and accessing the WAN. Students will learn basic network configuration, operations of LANs and WANs, IP addressing, routing and switching configuration, network security configuration and Cisco's Command Line Interface (CLI).

The four modules are sequential and each must be completed successfully in order to transfer to the next module. The Networking Academy provides web-based content, online assessment, student performance tracking, hands-on lab, support and preparation for CCNA certification.

Credits earned in this program can be applied to the IT Support Specialist Certificate or the IT Network Systems Management Emphasis A.A.S. degree.

In addition to the above, students who wish to transfer to a four-year institution and major in Computer Science are provided a **Computer Science Transfer Guide**.

The course sequences shown in the programs of study below should be followed when possible.

## Computer Science Transfer Guide

### Semester I

- ENGL 1301 - Composition I **3 Hours**
- COSC 1336 - Programming Fundamentals I **3 Hours**
- HIST 1301 - United States History To 1877 **3 Hours**
- MATH 2413 - Calculus I **4 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**

Credit Hours: 17

## Semester II

- COSC 1337 - Programming Fundamentals II **3 Hours**
- HIST 1302 - United States History Since 1877 **3 Hours**
- SPCH 1321 - Business and Professional Communication **3 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**

Credit Hours: 16

## Semester III

- COSC 2336 - Programming Fundamentals III **3 Hours**
- ENGL 1302 - Composition II **3 Hours**
- GOVT 2305 - United States Government **3 Hours**
- Other Social/Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**
- COSC 1330 - Computer Programming **3 Hours**

Credit Hours: 15

## Semester IV

- GOVT 2306 - Texas State and Local Government **3 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

- PHYS 1401 - College Physics I **4 Hours**
- COSC 2330 - Advanced Structured Languages **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 14

Total Semester Credit Hours: 62

## **Information Technology Network Systems Administration, A.A.S.**

### Semester I

- ENGL 1301 - Composition I **3 Hours**
- ITSC 1305 - Introduction to PC Operating Systems **3 Hours**
- ITCC 1401 - Cisco Exploration 1-Network Fundamentals **4 Hours**
- CPMT 1351 - IT Essentials: PC Hardware and Software **3 Hours**

Credit Hours: 13

### Semester II

- Natural Science/Mathematics course selected from the General Education Course List. **3-4 Hours**
- ITCC 1404 - Cisco Exploration 2-Routing Protocols and Concepts **4 Hours**
- ITNW 2413 - Networking Hardware **4 Hours**
- ITSC 1358 - UNIX System Administration I **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**

Credit Hours: 17-18

### Semester III

- ITSE 1302 - Computer Programming **3 Hours**
- ITNW 1313 - Computer Virtualization **3 Hours**
- ITNW 1454 - Implementing and Supporting Servers **4 Hours**
- ITCC 2408 - Cisco Exploration 3 –LAN Switching and Wireless **4 Hours**
- Social/Behavioral Sciences course selected from the General Education Course List. **3 Hours**

Credit Hours: 17

## Semester IV

- ITSY 1300 - Fundamentals of Information Security **3 Hours**
- ITSE 1350 - Systems Analysis and Design **3 Hours**
- ITCC 2410 - Cisco Exploration 4 – Accessing the WAN **4 Hours**
- SPCH 1321 - Business and Professional Communication **3 Hours**

Credit Hours: 13

Total Semester Credit Hours: 60-61

## IT Support Specialist Certificate

### Semester I

- COSC 1336 - Programming Fundamentals I **3 Hours**
- BCIS 1405 - Business Computer Applications **4 Hours**  
or
- ITSC 1409 - Integrated Software Applications I **4 Hours**
- ITNW 1425 - Fundamentals of Networking Technologies **4 Hours**
- CPMT 1351 - IT Essentials: PC Hardware and Software **3 Hours**
- ITSE 2409 - Database Programming **4 Hours**

Credit Hours: 18

## Semester II

- ITNW 1458 - Network+ **4 Hours**
- ITSC 1407 - UNIX Operating System I **4 Hours**
- ITCC 1340 - Switching Basics **3 Hours**
- ITSY 2400 - Operating System Security **4 Hours**

Credit Hours: 15

Total Semester Credit Hours: 33

## **A+/Network+ Technician Certificate**

### Semester I

- CPMT 1351 - IT Essentials: PC Hardware and Software **3 Hours**
- ITNW 1425 - Fundamentals of Networking Technologies **4 Hours**

Credit Hours: 7

### Semester II

- ITNW 1458 - Network+ **4 Hours**
- ITNW 1313 - Computer Virtualization **3 Hours**
- ITNW 1454 - Implementing and Supporting Servers **4 Hours**

Credit Hours: 11

Total Semester Credit Hours: 18

## **Networking Certificate Cisco (CCNA)**

### Semester I

- ITCC 1401 - Cisco Exploration 1-Network Fundamentals **4 Hours**
- ITCC 1404 - Cisco Exploration 2-Routing Protocols and Concepts **4 Hours**

Credit Hours: 8

### Semester II

- ITCC 2408 - Cisco Exploration 3 –LAN Switching and Wireless **4 Hours**
- ITCC 2410 - Cisco Exploration 4 – Accessing the WAN **4 Hours**

Credit Hours: 8

Total Semester Credit Hours: 16

## **Information Technology Computer Programming, A.A.S.**

### Semester I

- COSC 1336 - Programming Fundamentals I **3 Hours**
- BCIS 1405 - Business Computer Applications **4 Hours**  
or
- ITSC 1409 - Integrated Software Applications I **4 Hours**
- ITNW 1425 - Fundamentals of Networking Technologies **4 Hours**
- CPMT 1351 - IT Essentials: PC Hardware and Software **3 Hours**
- EDUC 1100 - Effective Learning **1 Hour**

Credit Hours: 15

## Semester II

- COSC 1330 - Computer Programming **3 Hours**
- COSC 1337 - Programming Fundamentals II **3 Hours**
- ITSC 1315 - Project Management Software **3 Hours**
- ITSE 2409 - Database Programming **4 Hours**
- Natural Science/Mathematics course selected from the General Education Course List. **3-4 Hours**

Credit Hours 16-17

## Semester III

- ENGL 1301 - Composition I **3 Hours**
- SPCH 1321 - Business and Professional Communication **3 Hours**
- COSC 2336 - Programming Fundamentals III **3 Hours**
- COSC 2330 - Advanced Structured Languages **3 Hours**
- ITSC 1407 - UNIX Operating System I **4 Hours**

Credit Hours: 16

## Semester IV

- ITSC 1370 - Smartphone Programming **3 Hours**
- BCIS 2390 - Systems Analysis & Design **3 Hours**
- ITSE 2313 - Web Authoring **3 Hours**
- ITSE 1356 - Extensible Markup Language (XML) **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**
- Social/Behavioral Sciences course selected from the General Education Course List. **3 Hours**

Credit Hours: 18

Total Semester Credit Hours: 65-66

## Computer Programming Certificate

### Semester I

- COSC 1336 - Programming Fundamentals I **3 Hours**
- BCIS 1405 - Business Computer Applications **4 Hours**  
or
- ITSC 1409 - Integrated Software Applications I **4 Hours**
- ITNW 1425 - Fundamentals of Networking Technologies **4 Hours**
- CPMT 1351 - IT Essentials: PC Hardware and Software **3 Hours**
- ITSE 2409 - Database Programming **4 Hours**

Credit Hours: 18

### Semester II

- COSC 1330 - Computer Programming **3 Hours**

- COSC 1337 - Programming Fundamentals II **3 Hours**
- ITSC 1370 - Smartphone Programming **3 Hours**
- ITSE 2313 - Web Authoring **3 Hours**
- ITSC 1407 - UNIX Operating System I **4 Hours**

Credit Hours 16

Total Semester Credit Hours: 34

## **Database Management Certificate (Oracle)**

### **Semester I**

- COSC 1336 - Programming Fundamentals I **3 Hours**
- BCIS 1405 - Business Computer Applications **4 Hours**  
or
- ITSC 1409 - Integrated Software Applications I **4 Hours**
- ITNW 1425 - Fundamentals of Networking Technologies **4 Hours**
- CPMT 1351 - IT Essentials: PC Hardware and Software **3 Hours**
- ITSE 1445 - Introduction to Oracle SQL **4 Hours**

Credit Hours: 18

### **Semester II**

- ITSE 2356 - Oracle Database Administration I **3 Hours**
- ITSE 2454 - Advanced Oracle PL/SQL **4 Hours**
- ITSE 1356 - Extensible Markup Language (XML) **3 Hours**
- ITSE 2313 - Web Authoring **3 Hours**
- ITSC 1407 - UNIX Operating System I **4 Hours**

Credit Hours: 17

Total Semester Credit Hours: 35

## **Kinesiology/Physical Education**

<b>Margaret Wade, Dean</b>	125 AHSF	685-4615
<b>Elizabeth Corll, Division Secretary</b>	124 AHSF	685-4612
<b>Brenda Smith, Division Secretary</b>	124 AHSF	685-6413
<b>Ann Leach, Program Director</b>	119 PE	685-4579
<b>Kimberly Graham, Fitness Center Attendant</b>	PE	685-6896
<b>Faculty</b>		
David Coleman	140 PE	685-5561
Jordan Dreiling	137 PE	685-4577
Tammie Jimenez	106 PE	685-4650
Sonya Mikeska	Training Room PE	685-4715
Delnor Poss	112 PE	685-4576
Tommy Ramos	132 PE	685-4701

The courses listed in the program below are suggested for students who intend to major in Kinesiology/Physical Education at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## **Kinesiology/Physical Education**

### **Transfer Guides**

#### **Semester I**

- ENGL 1301 - Composition I **3 Hours**
- KINE 1301 - Introduction to Physical Education, Fitness, and Sport **3 Hours**
- KINE 1164 - Health and Wellness **1 Hour**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- BIOL 1406 - Biology for Science Majors I **4 Hours**

Credit Hours: 14

## Semester II

- ENGL 1302 - Composition II **3 Hours**
- Kinesiology Elective **1 Hour**
- MATH 1314 - College Algebra **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- BIOL 1407 - Biology for Science Majors II **4 Hours**

Credit Hours: 14

## Semester III

- KINE 1306 - First Aid **3 Hours or**
- KINE 2356 - The Prevention and Care of Athletic Injuries **3 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2305 - United States Government **3 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**
- BIOL 2401 - Anatomy and Physiology I **4 Hours**

Credit Hours: 16

## Semester IV

- BIOL 2402 - Anatomy and Physiology II **4 Hours**
- Mathematics or Science course selected from the Core Curriculum Course List. **3 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 16

Total Semester Credit Hours: 60

## Long Term Care Administration

Dean	210 DFHS	685-4589
Kay Floyd, Division Secretary	206 DFHS	685-4600
Ed Penz, Program Chair	203 DFHS	685-4595

The Long Term Care Administration program will no longer accept new students effective 1<sup>st</sup> Summer Session 2014. Students who are currently enrolled will be able to complete the curriculum. Please contact the Dean, Health Sciences for additional information.

## Long Term Care Administration Certificate

The following courses are required for this certificate.

### Semester I

- LTCA 1312 - Resident Care in the Long Term Care Facility **3 Hours**
- LTCA 2310 - Environment of the Long Term Care Facility **3 Hours**
- LTCA 1313 - Organization and Management of Long Term Care Facilities **3 Hours**

Credit Hours: 9

### Semester II

- LTCA 2314 - Long Term Care Law **3 Hours**
- LTCA 2315 - Financial Management of Long Term Care Facilities **3 Hours**
- HPRS 2321 - Medical Law and Ethics for Health Professions **3 Hours**

Credit Hours: 9

### Semester III

Credit may be awarded if the 1,000 hour internship is completed with a state approved preceptor.

- LTCA 2686 - Internship A **6 Hours**

Credit Hours: 6

### Semester IV

Credit may be awarded if the 1,000 hour internship is completed with a state approved preceptor.

- LTCA 2689 - Internship B **6 Hours**

Credit Hours: 6

Total Semester Credit Hours: 30

## Mathematics

<b>Margaret Wade, Dean</b>	125 AHSF	685-4615
<b>Elizabeth Corll, Division Secretary</b>	124 AHSF	685-4612
<b>Brenda Smith, Division Secretary</b>	124 AHSF	685-6413
<b>Faculty</b>		
Michael Dixon	109 AHSF	685-4616

Sonia Ford	115 AHSF	685-4525
Kyle Kundomal	116 AHSF	685-4710
Linda Penny	106 AHSF	685-4622
Joseph Severino	107 AHSF	685-4568
Lori Thomas	104 AHSF	685-4618

There are three main objectives of the Department of Mathematics: to provide a sound curriculum for students who wish to pursue a career in mathematics or mathematical education; to provide adequate training for students in science, engineering, and occupational technical programs; and to provide math courses to satisfy general degree requirements. MatLab is used/required in the calculus series.

The courses listed in the program below are suggested for students who intend to major in Mathematics at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## Mathematics

### Transfer Guide

#### Semester I

- MATH 2413 - Calculus I **4 Hours**
- ENGL 1301 - Composition I **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 14

#### Semester II

- MATH 2414 - Calculus II **4 Hours**
- ENGL 1302 - Composition II **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 14

### Semester III

- MATH 2415 - Calculus III **4 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2305 - United States Government **3 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**
- Mathematics or Science course selected from the Core Curriculum Course List. **4 Hours**

Credit Hours: 17

### Semester IV

- MATH 2420 - Differential Equations **4 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- General Elective **1 Hour**
- KINE 1164 - Health and Wellness **1 Hour**

Credit Hours: 15

Total Semester Credit Hours: 60

## Modern & Classical Languages

William G. Feeler, Dean

137 AFA

685-4626

Lula Lee, Division Secretary

141 AFA

685-4624

Faculty

Donna Patterson	175 TC	685-4629
Duberlinda Mauricio	175 TC	685-4562

The courses listed in the program below are suggested for students who intend to major in Modern & Classical Languages at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## Modern & Classical Languages

### Transfer Guide

#### Semester I

- ENGL 1301 - Composition I **3 Hours**
- History course selected from the Core Curriculum Course List. **3 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- Modern & Classical Languages, Beginning I **4 Hours**
- Creative Arts selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 16

#### Semester II

- ENGL 1302 - Composition II **3 Hours or**
- ENGL 2311 - Technical and Business Writing **3 Hours**
- History course selected from the Core Curriculum Course List. **3 Hours**
- Modern & Classical Languages, Beginning II **4 Hours**
- Math course selected from the Core Curriculum Course List. **3 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 16

### Semester III

- English Literature course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences selected from the Core Curriculum Course List. **4 Hours**
- Modern & Classical Languages, Intermediate I **3 Hours**
- GOVT 2305 - United States Government **3 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

Credit Hours: 14

### Semester IV

- Transfer Elective **1 Hour**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- Social and Behavioral Sciences elective **3 Hours**
- Modern & Classical Language, Intermediate II **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**

Credit Hours: 14

Total Semester Credit Hours: 60

## Music

**William G. Feeler, Dean**

137 AFA

685-4626

**Lula Lee, Division Secretary**

141 AFA

685-4624

**Faculty**

Rabon Bewley	122 AFA	685-4643
Bert Bostic	136a AFA	685-6446
Nicholas Elderkin	147 AFA	685-4644
Michael Jordan	134 AFA	685-4647

The Department of Music is a member of the Texas Association of Schools of Music and offers courses corresponding to its recommended curriculum.

Music courses are open to all students. See Tuition and Fees section of this catalog for voice/instrument instruction charges.

The Music Department also provides the following opportunities:

### **Music Ensembles**

The Midland College Orchestra, Concert Band, Jazz Band, and Choir are premier instrumental groups that perform on the MC campus and throughout the Permian Basin. In all ensembles, students develop close working relationships with other MC musicians and music faculty, gain real-world performing experience, and showcase their musical talents on stage. Membership is open to all students, regardless of major.

#### **The Midland College Orchestra and Concert Band**

The Midland College Orchestra and Concert Band are open to all experienced instrumental students. These ensembles perform many concerts during the year both in Midland and throughout the Permian Basin. Scholarships are available by audition to any student regardless of major. For students without an instrument, the Music Department has a complete line of Conn-Selmer orchestra instruments available for use. Interested students should contact Rabon Bewley, (432) 685-4643 or [rbewley@midland.edu](mailto:rbewley@midland.edu), to schedule a visit and audition before registering.

#### **The Midland College Jazz Band**

The Midland College Jazz Band is open to all experienced instrumental students. The jazz band performs numerous concerts during the year both in Midland and throughout the Permian Basin. The jazz band also performs at select home basketball games. Scholarships are available by audition to any student, regardless of major. For students without an instrument, the Music Department has a complete line of Conn-Selmer orchestra instruments available for use. Interested students should contact Rabon Bewley, (432) 685-4643 or [rbewley@midland.edu](mailto:rbewley@midland.edu), to schedule a visit and audition be.

The Midland College Orchestra and Jazz Ensemble are premier instrumental groups performing on the MC campus, in Midland, and in the surrounding communities on performance and recruiting tours. These ensembles will seek performance exchanges with our sister cities in England and China.

#### **The Midland College Choir and Jazz Singers**

The Midland College Choir and Jazz Singers are open to all experienced singers. These ensembles perform a wide variety of music from Broadway plays to movie scores and pop music. The ensembles sing both on and off campus every semester, with audiences including public schools, service clubs, and even individuals hosting community functions. These vocal ensembles also join forces with other choirs in the community—for instance, the Midland-Odessa Symphony Chorale—in performing major choral works such as operas and oratorios. Scholarships are available by audition to any student, regardless of major. Interested students should contact Bert Bostic, (432) 685- 4624 or [bbostic@midland.edu](mailto:bbostic@midland.edu), to schedule a visit and audition before registering.

The courses listed in the programs below are suggested for students who intend to major in Music at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## Music

### Transfer Guide

#### Semester I

- ENGL 1301 - Composition I **3 Hours**
- History course selected from the Core Curriculum Course List. **3 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- MUAP Major Applied **2 Hours**
  
- MUSI 1181 - Piano Class I **1 Hour or**
- MUAP Minor (Class Piano for non-piano majors, Voice for piano majors) **1 Hour**
  
- MUSI 1311 - Music Theory I **3 Hours**
- MUEN Ensemble **1 Hour**

Credit Hours: 16

#### Semester II

- ENGL 1302 - Composition II **3 Hours or**
- ENGL 2311 - Technical and Business Writing **3 Hours**
  
- History course selected from the Core Curriculum Course List. **3 Hours**
- Mathematics course selected from the Core Curriculum Course List. **3 Hours**
- MUAP Major Applied **2 Hours**
  
- MUSI 1182 - Piano Class II **1 Hour or**
- MUAP Minor (Class Piano for non-piano majors, Voice for piano majors) **1 Hour**
  
- MUSI 1306 - Music Appreciation **3 Hours**
- MUEN Ensemble **1 Hour**

Credit Hours: 16

### Semester III

- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2305 - United States Government **3 Hours**
- KINE 1164 - Health and Wellness **1 Hour**
- MUAP Major Applied **2 Hours**

Credit Hours: 13

### Semester IV

- GOVT 2306 - Texas State and Local Government **3 Hours**
- Life and Physical Sciences selected from the Core Curriculum Course List. **4 Hours**
- Social and Behavioral Sciences elective **3 Hours**
- MUAP Major Applied **2 Hours**
- English Literature course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 15

Total Semester Credit Hours: 60

## **Music Major Transfer Recommendation: Field of Study**

The courses listed below are suggested for students who wish to major in music and transfer to a music baccalaureate granting institution. This course work represents a "Field of Study" in music as recommended by the Texas Higher Education Coordinating Board. It is recommended that students follow the sequence listed.

### Semester I

- MUAP Major Applied **2 Hours**
- MUSI 1181 - Piano Class I **1 Hour or**
- MUAP Minor (Class Piano for non-piano majors, Voice for piano majors) **1 Hour**
- MUSI 1311 - Music Theory I **3 Hours**  
(Students should pass the theory music entrance exam or MUSI 1301 before beginning Semester I. MUSI 1301 is considered a preparatory course and does not count toward the degree's credit load).
- MUEN Ensemble **1 Hour**
- KINE 1164 - Health and Wellness **1 Hour**
- ENGL 1301 - Composition I **3 Hours**
- Mathematics course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 14

## Semester II

- MUAP Major Applied **2 Hours**
- MUSI 1182 - Piano Class II **1 Hour or**
- MUAP Minor (Class Piano for non-piano majors, Voice for piano majors) **1 Hour**
- MUSI 1312 - Music Theory II **3 Hours**
- MUEN Ensemble **1 Hour**
- ENGL 1302 - Composition II **3 Hours or**
- ENGL 2311 - Technical and Business Writing **3 Hours**
- History course selected from the Core Curriculum Course List. **3 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 16

## Semester III

- MUAP Major Applied **2 Hours**

- MUSI 2311 - Music Theory III **3 Hours**
- MUSI 1308 - Survey of Music Literature **3 Hours**  
Students who do not pass the history portion of the music entrance exam must enroll in MUSI 1306 before enrolling in MUSI 1308.
- MUEN Ensemble **1 Hour**
- English Literature course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2305 - United States Government **3 Hours**

Credit Hours: 15

## Semester IV

- MUAP Major Applied **2 Hours**
- MUSI 2312 - Music Theory IV **3 Hours**
- MUSI 1309 - Survey of Music Literature II **3 Hours**
- MUEN Ensemble **1 Hour**
- GOVT 2306 - Texas State and Local Government **3 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 15

Total Semester Credit Hours: 60

## Nursing-Associate

<b>Dr. Robert Dent, Acting Dean</b>	210 DFHS	685-4589
<b>Kay Floyd, Division Secretary</b>	206 DFHS	685-4600
<b>Carmen Edwards, Program Chair</b>	234 DFHS	686-4822
<b>Faculty</b>		
Kim Bezinque	215 DFHS	685-4741
Laurie Brannigan	213 DFHS	685-4602

Cindy Cuny	223 DFHS	685-4661
Lucinda Koonce	229 DFHS	685-4593
Lynn Mock	214 DFHS	685-4590
Benefacio Salazar	212 DFHS	685-6408
Henry Sirengo	217 DFHS	685-4597
Dian White	219 DFHS	685-4594

**Accreditation Status:** The Midland College Associate Degree Nursing (A.D.N.) program is approved by the Texas Board of Nursing (BON), located at 333 Guadalupe, Suite 3-460, Austin, Texas 78701; phone 512-305-7400. The nursing curriculum plan is approved by the Texas Higher Education Coordinating Board (THECB).

**Program Options:** The curriculum of the Midland College Associate Degree Nursing program prepares graduates for entry-level nursing practice as a professional nurse. Upon completion of the program, receiving approval for licensure by the BON, and successful completion of the licensing exam, NCLEX-R.N., the graduate is licensed as a registered nurse (R.N.).

Midland College offers traditional and transition options to obtain the associate degree in applied science (A.A.S.) for nursing. The transition option is for licensed vocational nurses (L.V.N.s) who seek career mobility. The traditional option is for students entering the field of nursing. Both options require the same general education courses to complete the degree. The degree plans specify the required nursing courses for traditional and transition students.

The transition option awards the L.V.N. credit for vocational nursing licensure as part of the degree requirements. L.V.N.s can complete the transition track in three semesters, after earning all of the general education credits for the degree. The traditional option requires a minimum of five semesters to complete, including prerequisite requirements.

**Program Locations:** The traditional option is taught at the Midland College main campus. The L.V.N. to A.D.N. transition option is taught at the Midland College main campus and transmitted via interactive video to Ft. Stockton's Williams Regional Technical Training Center (WRTTC). Students in the Ft. Stockton area can take these nursing courses and selected general education courses at the WRTTC. Additionally, clinical instruction is an important component of the nursing program. Therefore, various hospitals, clinics and community agencies are used each semester for the clinical component. The F. Marie Hall SimLife Center at Midland College is used for simulated learning experiences. Students are responsible for their own transportation for class and clinical assignments.

**Academic Advisement:** The A.D.N. program uses selective admission criteria. Admission to the college does not guarantee admission into the nursing program. Initial academic advisement should begin with a college counselor to ensure all college requirements are met. Prospective nursing students are encouraged to confer with the nursing department for program-specific advisement. The official degree plan for nursing begins with program admission. Application deadlines for the traditional option are May 15 for admission for the fall semester, and September 15 for admission for the spring semester. Transition applicants should contact the nursing department for the admission deadline. The number of students admitted each semester depends upon resources and faculty availability.

**Admission Requirements - Traditional and Transition Options:** After admission to Midland College, an applicant to the A.D.N. program must meet these additional requirements:

1. High school diploma or GED.
2. Minimum score of 79 on the TOEFL iBT (Test of English as a Foreign Language). This requirement is for students born and educated through high school outside the United States. The TOEFL score is valid for two years.
3. Completion of requirements for the college's Texas Success Initiative (TSI) unless an exception has been granted.
4. Satisfactory score on the nursing entrance examination, The Test of Essential Academic Skills (TEAS), most current versions. The minimum acceptable score is in the academic preparedness category of Proficient. The exam can be taken once per admission cycle. See the nursing department for further information.
5. All course work for the degree must be passed with a grade of "C" or better.

Applicants should submit the A.D.N. application and provide transcripts of all college work to the nursing department. Additionally, applicants must provide the nursing department with the following documentation before full acceptance in the program is granted: (Contact the department for further information.)

1. Record of required immunizations, tuberculosis screening and physical exam by a licensed healthcare provider.
2. A negative urine drug test.
3. Documentation of CPR training in a Professional Rescuer course. Training must be current at the time of the application deadline and maintained throughout the nursing program. Online training is not accepted.

BIOL 2401 Anatomy and Physiology I and BIOL 2402 Anatomy and Physiology II must be current within five years of program admission.

RNSG 1201 Pharmacology may be taken prior to acceptance into the nursing program if the student has taken BIOL 2401 Anatomy and Physiology I, and has taken, or is enrolled in BIOL 2402 Anatomy and Physiology II. A grade of "B" or better must be earned in RNSG 1201 if taken prior to program admission. See the nursing department to discuss options if either or both courses are older than the five-year limit.

Traditional option applicants must complete the prerequisite courses listed in the degree plan. All general education courses for the degree may be taken prior to the semester in which they are listed; however, they must be taken no later than the semester they appear on the curriculum plan.

Transition option applicants must hold a current license to practice nursing as an L.V.N. in the State of Texas. Applicants must complete all of the general education course requirements for the degree prior to taking the nursing courses in the first semester of the program.

**Selection for Admission:** Admission to the program is competitive. Ranking traditional applicants is based on the number of general education courses completed in the A.D.N. degree plan and the grade earned in those courses. Fully qualified L.V.N. to A.D.N. Transition applicants are accepted based upon application date until the class is filled. In the event of a tie, and the class is full, the decision for admission will be the TEAS score.

**Other Program Requirements:** Students must comply with all school and nursing program policies. Professional liability insurance is required and is paid for as part of college fees. Health and accident insurance is required throughout the program. A criminal background check will be conducted prior to final approval for program admission, and students are required to pay the fees associated with fingerprint analysis and the criminal background check through the BON. A person who has been convicted of or received deferred adjudication for anything other than a minor traffic violation, has been diagnosed with mental illness or has a history of substance abuse should contact the BON prior to seeking program admission. Eligibility questions can be discussed with the nursing program chair.

**Assessment Technologies Institute (ATI):** The nursing program uses ATI teaching, learning and evaluation products throughout the program. Students pay fees each semester to access the materials. Content mastery tests are administered periodically and may be used as part of a course grade. Students take the Comprehensive Predictor exam a few weeks prior to graduation to assess readiness for NCLEX-R.N. ATI is required of all students.

**Graduation Requirements:** The THECB requires a capstone experience in the degree plan. The program has identified the faculty-approved exit exam as the capstone. In addition to completing all course requirements in the degree plan, the candidate for graduation must

- score satisfactorily on the exit exam or prescribe alternative;
- complete the NCLEX-R.N. review course the same semester as graduation;
- score satisfactorily on the BON's nursing jurisprudence exam or satisfactorily complete the alternate assignment;
- satisfy all college financial obligations;
- complete a degree application in the registrar's office by the specified deadline; and
- return any borrowed school property.

Participating in graduation and pinning ceremonies is optional but encouraged.

The course sequences shown in the programs of study below should be followed when possible. Nursing (RNSG) courses must be taken according to the sequence shown.

If the student has not completed the non-nursing general education courses prior to admission, these courses must be taken no later than the semester in which they are listed.

## **Nursing, A.A.S.**

### Associate of Applied Science in Nursing

#### Prerequisite Courses

- BIOL 2401 - Anatomy and Physiology I **4 Hours**
- PSYC 2301 - Introduction to Psychology **3 Hours**
- ENGL 1301 - Composition I **3 Hours**

Credit Hours: 10

#### Semester I

- RNSG 1105 - Nursing Skills I **1 Hour**
- RNSG 1162 - Clinical - Foundations **1 Hour**
- RNSG 1171 - Nursing Care of the Older Adult **1 Hour**
- RNSG 1413 - Foundations for Nursing Practice **4 Hours**
- RNSG 1201 - Pharmacology **2 Hours**
- BIOL 2402 - Anatomy and Physiology II **4 Hours**

Credit Hours: 13

#### Semester II

- RNSG 1163 - Clinical - Mental Health **1 Hour**
- RNSG 1360 - Clinical - Medical Surgical Nursing I **3 Hours**
- RNSG 1341 - Common Concepts of Adult Health **3 Hours**
- RNSG 2213 - Mental Health Nursing **2 Hours**
- PSYC 2314 - Life-Span Growth and Development **3 Hours**

Credit Hours: 12

### Semester III

- RNSG 1412 - Nursing Care of the Childbearing and Childrearing Family **4 Hours**
- RNSG 1443 - Complex Concepts of Adult Health **4 Hours**
- RNSG 2260 - Clinical - Medical Surgical Nursing II **2 Hours**
- RNSG 2262 - Clinical - Maternal/Child Nursing **2 Hours**

Credit Hours: 12

### Semester IV

- RNSG 2130 - Professional Nursing Review and Licensure Preparation **1 Hour**
- RNSG 2163 - Clinical - Leadership and Management **1 Hour**
- RNSG 2221 - Professional Nursing: Leadership and Management **2 Hours**
- RNSG 2331 - Advanced Concepts of Adult Health **3 Hours**
- RNSG 2362 - Clinical - Medical-Surgical Nursing III **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**

Credit Hours: 13

**Total Semester Credit Hours: 60**

+ Prerequisites may include admission to the program, completion of the previous level's sequence or permission of program director.

# **Nursing, A. A. S. - Licensed Vocational Nurse to Associate Degree Nursing Option**

This degree plan is being revised. Interested students should contact the Associate Degree Nursing office (432/685-6462) for current information.

## **Prerequisite Courses**

- BIOL 2401 - Anatomy and Physiology I **4 Hours**
- BIOL 2402 - Anatomy and Physiology II **4 Hours**
- BIOL 2420 - Microbiology for Non-Science Majors **4 Hours** (BIOL 2421 may be substituted for this class.)
- ENGL 1301 - Composition I **3 Hours**
- Humanities/Fine Arts Elective from the General Education course list. **3 Hours**
- EDUC 1100 - Effective Learning **1 Hour**
- PSYC 2301 - Introduction to Psychology **3 Hours**
- PSYC 2314 - Life-Span Growth and Development **3 Hours**

**Credit Hours: 25**

## **Semester I**

- RNSG 1140 - Professional Nursing Skills for Articulating Students **1 Hour**
- RNSG 1160 - Clinical - Transition Option I **1 Hour**
- RNSG 1201 - Pharmacology **2 Hours**
- RNSG 1517 - Concepts of Professional Nursing Practice I for Articulating Students **5 Hours**

**Credit Hours: 9**

## **Awarded Credit**

After completion of RNSG 1227 and RNSG 2261, credit will be awarded for the courses listed below.

- HPRS 1106 - Essentials of Medical Terminology **1 Hour**
- RNSG 1105 - Nursing Skills I **1 Hour**
- RNSG 1108 - Dosage Calculations for Nursing **1 Hour**
- RNSG 1162 - Clinical - Foundations **1 Hour**

- RNSG 1215 - Health Assessment **2 Hours**
- RNSG 1413 - Foundations for Nursing Practice **4 Hours**

Credit Hours: 10

## Semester II

- RNSG 1341 - Common Concepts of Adult Health **3 Hours**
- RNSG 1443 - Complex Concepts of Adult Health **4 Hours**
- RNSG 2360 - Clinical - Transition Option II **3 Hours**

Credit Hours: 10

## Semester III

- RNSG 2130 - Professional Nursing Review and Licensure Preparation **1 Hour**
- RNSG 2221 - Professional Nursing: Leadership and Management **2 Hours**
- RNSG 2331 - Advanced Concepts of Adult Health **3 Hours**
- RNSG 2363 - Clinical - Transition Option III **3 Hours**

Credit Hours: 9

Total Semester Credit Hours: 63

## Nursing-Vocational

<b>Robert Dent, Dean</b>	210 DFHS	685-4589
<b>Kay Floyd, Division Secretary</b>	206 DFHS	685-4600
<b>Darla Poole, Program Chair</b>	157 TC	685-5594

## Faculty

Paula Callo	157 TC	685-4787
Jean Eaton	157 TC	685-6416
Mary Khaki	157 TC	685-6437
Norma Luna	Fort Stockton	432/336-7882

Midland College offers vocational nursing education courses in Fort Stockton at the Williams Regional Technical Training Center (WRTTC) and on the main campus in Midland.

The Vocational Nursing Program is a one-year (12 month) program leading to a certificate. Satisfactory completion of the program qualifies the individual to apply to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) which in turn, allows the individual to become licensed to practice as a vocational nurse. The curriculum prepares the graduate to work in an acute or long term care facility, nursing agency or physician's office.

Requirements for graduation include successfully completing all courses with a minimum grade of "C" (75), passing the end of program achievement test and satisfying all college financial requirements. Requirements to write the licensure examination include written application, payment of fees, certification by program chair and graduation from the program.

**Special Admission Requirements:** The Vocational Nursing program has limited enrollments based on specific admission criteria. For information regarding the admission criteria, see the program brochure or program representatives. Students interested in the program should contact either the Health Sciences Division Office in Midland (432/685-4600) or the WRTTC in Ft. Stockton (432/336-7882) to obtain additional information and/or acquire a certificate plan.

The following is the suggested sequence of courses for this degree. A + indicates a course with either a prerequisite or a co-requisite. Vocational Nursing (VNSG) courses must be taken according to the required sequence.

The course sequences shown in the programs of study below should be followed when possible. Vocational Nursing (VNSG) courses must be taken according to the sequence shown.

## Nursing - Vocational Certificate

### Semester I

- HPRS 1106 - Essentials of Medical Terminology **1 Hour**
- HPRS 2200 - Pharmacology for Health Professions **2 Hours**
- RNSG 1108 - Dosage Calculations for Nursing **1 Hour**
- VNSG 1260 - Clinical I **2 Hours**
- VNSG 1304 - Foundations of Nursing **3 Hours**
- VNSG 1320 - Anatomy and Physiology for Allied Health **3 Hours** (BIOL 2401 and BIOL 2402 may be substituted for this course.)
- VNSG 1323 - Basic Nursing Skills **3 Hours**
- VNSG 1400 - Nursing in Health and Illness I **4 Hours**

Credit Hours: 19

## Semester II

- VNSG 1201 - Mental Health and Mental Illness **2 Hours**
- VNSG 1230 - Maternal-Neonatal Nursing **2 Hours**
- VNSG 1409 - Nursing in Health and Illness II **4 Hours**
- VNSG 2431 - Advanced Nursing Skills **4 Hours**
- VNSG 2561 - Clinical II **5 Hours**

Credit Hours: 17

## Semester III

- VNSG 1126 - Gerontology **1 Hour**
- VNSG 1219 - Leadership and Professional Development **2 Hours**
- VNSG 1234 - Pediatrics **2 Hours**
- VNSG 1410 - Nursing in Health and Illness III **4 Hours**
- VNSG 2562 - Clinical III **5 Hours**

Credit Hours: 14

Total Semester Credit Hours: 50

## **Organizational Management (Bachelor of Applied Technology)**

Mary Braselton, Dean

176 MHAB

685-6830

Norma Duran, Division Secretary

176 MHAB

685-6830

## Faculty

Amme Cole	101 TC	685-5563
Ryan Peckham	153 TC	686-4611

The Bachelor of Applied Technology in Organizational Management (BAT-OM) program is designed to broaden career opportunities for students and better their chances for promotion to supervisory positions within the workplace. The program provides a career ladder for students who have completed their Associate of Applied Science (A.A.S.) coursework requirements in areas related to Business, Health Care, Information Systems, Public Service and most technical trades.

Program objectives include developing leaders who can identify opportunities, demonstrate the ability to embrace change, take the initiative to apply new technologies and the courage to empower others in an organization to achieve greater positive results. The Organizational Management program also prepares students for positions as project managers, entrepreneurs, customer service managers, and other roles requiring an understanding of management operations in complex and challenging global economies.

The BAT-OM degree represents successful completion of a minimum of 120 semester credit hours (sch), consisting of 30 sch of technical specialty credit awarded for completion of an approved AAS degree or equivalent, 42 sch of Core Curriculum and 48 sch of upper division courses, including 39 sch of required courses covering common aspects of applied management and 9 sch of specialty electives.

### Requirements for admission to the Organizational Management Program:

1. general admission to Midland College;
2. compliance with Texas Success Initiative requirements (TSI); and
3. an approved (AAS) degree from a Texas college or equivalent.

Students who have been admitted to the program and are within 15 sch of completing their AAS degrees may enroll in upper-division courses upon satisfactory completion of:

- a. ENGL 1301 and ENGL 1302
- b. Speech course selected from the Core Curriculum Course List and
- c. MATH 0372 or an equivalent score on a math placement examination.

Students may not enroll in more than 6 sch of upper-division courses before completing an AAS degree or equivalent. Successful completion of upper-division courses requires a grade of "C" or better.

The course sequences shown in the program of study below should be followed when possible. TMGT 4320, TMGT 4385 and TMGT 4396 must be taken as senior classes.

## Organizational Management, B.A.T.

### Semester I

- TMGT 3303 - Managerial Communications **3 Hours**
- TMGT 3305 - Organizational Theory and Practice **3 Hours**
- TMGT 3311 - Human Resources Management **3 Hours**
- TMGT 3347 - Ethics and Corporate Social Responsibility **3 Hours**

Credit Hours: 12

## Semester II

- TMGT 3307 - Operations Management **3 Hours**
- TMGT 3309 - Marketing for Managers **3 Hours**
- TMGT 3354 - Leadership **3 Hours**
- Organizational Management Elective **3 Hours**

Credit Hours: 12

## Semester III

- TMGT 3355 - Mediation and Negotiation **3 Hours**
- TMGT 4396 - Project Management **3 Hours**
- Organizational Management Elective **3 Hours**
- TMGT 3304 - Finance for Managers **3 Hours**

Credit Hours: 12

## Semester IV

- TMGT 3310 - Decision Making **3 Hours**
- TMGT 3391 - Information Technology in Enterprise Management **3 Hours**
- TMGT 4320 - Organizational Design and Management Seminar **3 Hours**
- Organizational Management Elective **3 Hours**

Credit Hours: 12

Total Semester Credit Hours: 48

## Organizational Management Electives

- TMGT 3302 - Business and Economic Statistics **3 Hours**
- TMGT 3336 - Legal Issues for Managers **3 Hours**
- TMGT 3337 - Economics for Managers **3 Hours**
- TMGT 3338 - Accounting for Managers **3 Hours**
- TMGT 3352 - Entrepreneurship **3 Hours**
- TMGT 3353 - International Business **3 Hours**
- TMGT 3356 - Oil and Gas Industry **3 Hours**
- TMGT 3357 - Introduction to Public Administration **3 Hours**
- TMGT 3358 - Network Security Management **3 Hours**
- TMGT 4303 - Electronic Commerce **3 Hours**
- TMGT 4385 - Organizational Management Internship **3 Hours**
- TMGT 4386 - Organizational Management Internship **3 Hours**

## Paralegal

<b>Mary Braselton, Dean</b>	176 MHAB	685-6830
<b>Norma Duran, Division Secretary</b>	176 MHAB	685-6830
<b>Elizabeth Rainey, Faculty</b>		685-4791

*For program information please call (432) 685-4665.*

The Paralegal studies program prepares students for careers as assistants or aides in the legal profession. Upon completion of this curriculum, the paralegal graduate will qualify to work under the supervision of a lawyer. Specific areas of training include legal research and writing, case screening and evaluation, civil litigation, probate administration, office management, accounting, servicing and filing of legal documents, and preparation of legal forms.

Students have the option of either an Associate of Applied Science degree which takes approximately two years to complete, or a Beginning Legal Technician Certificate which consists of 19 semester credit hours and takes approximately one year to complete.

### **National Association of Legal Assistants (NALA)**

In the semester prior to graduation, students become eligible to take the NALA Certified Legal Assistant Examination (CLA). Full-time students and/or those taking all legal assistant courses may qualify for student membership in national organizations and other professional paralegal associations.

The course sequences shown in the programs of study below should be followed when possible.

## Paralegal, A.A.S.

## Semester I

- GOVT 2305 - United States Government **3 Hours**
- ENGL 1301 - Composition I **3 Hours**
  
- ITSC 1409 - Integrated Software Applications I **4 Hours or**
- ITSW 1301 - Introduction to Word Processing **3 Hours or both**
- POFI 1204 - Computer Fundamentals **2 Hours** and
- POFT 1227 - Introduction to Keyboarding **2 Hours**
  
- LGLA 1311 - Introduction to Law **3 Hours** (offered in Fall only)
- LGLA 1345 - Civil Litigation **3 Hours** (offered in Fall only)

Credit Hours: 16

## Semester II

- GOVT 2306 - Texas State and Local Government **3 Hours**
- LGLA 1301 - Legal Research and Writing **3 Hours** ( offered in Spring only)
- LGLA 1313 - Introduction to Paralegal Studies **3 Hours** (offered in Spring only)
- LGLA 1317 - Law Office Technology **3 Hours** (offered in Spring only)
- Paralegal Studies Elective **3 Hours**

Credit Hours: 15

## Semester III

- LGLA 2331 - Advanced Legal Research and Writing **3 Hours** (offered in Fall only)
- Accounting Elective **3-4 Hours**
- Natural Sciences/Mathematics course selected from the General Education Course List. **3-4 Hours**
- Paralegal Studies Elective **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**

Credit Hours: 15-17

## Semester IV

- BUSI 2301 - Business Law **3 Hours**
- LGLA 2305 - Interviewing and Investigating **3 Hours** (offered in Spring only)
- LGLA 2335 - Advanced Civil Litigation **3 Hours** (offered in Spring only)
- LGLA 2380 OR 2381 - Cooperative Education Paralegal/Assistant **3 Hours**
  
- Paralegal Studies Elective **3 Hours** or
- Approved Substitute **3 Hours**

Credit Hours: 15

Total Semester Credit Hours: 61-63

## Beginning Legal Technician Certificate

### Semester I

- ENGL 1301 - Composition I **3 Hours**
  
- ITSC 1409 - Integrated Software Applications I **4 Hours** or
- ITSW 1301 - Introduction to Word Processing **3 Hours** or both
- POFI 1204 - Computer Fundamentals **2 Hours** and
- POFT 1227 - Introduction to Keyboarding **2 Hours**
  
- LGLA 1311 - Introduction to Law **3 Hours** (offered in Fall only)
- LGLA 1345 - Civil Litigation **3 Hours** (offered in Fall only)

Credit Hours: 13

### Semester II

- LGLA 1313 - Introduction to Paralegal Studies **3 Hours** (offered in Spring only)
- LGLA 2380 OR 2381 - Cooperative Education Paralegal/Assistant **3 Hours or**
- Paralegal Studies Elective **3 Hours**

Credit Hours: 6

Total Semester Credit Hours: 19

## Physics

<b>Margaret Wade, Dean</b>	125 AHSF	685-4615
<b>Elizabeth Corll, Division Secretary</b>	124 AHSF	685-4612
<b>Brenda Smith, Division Secretary</b>	124 AHSF	685-6413

The courses listed in the program below are suggested for students who intend to major in Physics at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## Physics

### Transfer Guide

#### Semester I

- MATH 2413 - Calculus I **4 Hours**
- ENGL 1301 - Composition I **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2305 - United States Government **3 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

Credit Hours: 14

## Semester II

- MATH 2414 - Calculus II **4 Hours**
- ENGL 1302 - Composition II **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**
- Science or Mathematics course selected from the Core Curriculum Course List. **4 Hours**

Credit Hours: 17

## Semester III

- PHYS 2425 - University Physics I **4 Hours**
- MATH 2415 - Calculus III **4 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 14

## Semester IV

- PHYS 2426 - University Physics II **4 Hours**
- MATH 2420 - Differential Equations **4 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- General Elective **1 Hour**

Credit Hours: 15

Total Semester Credit Hours: 60

## Psychology

Mary Braselton, Dean	176 MHAB	685-6822
Norma Duran, Division Secretary	176 MHAB	685-6830
<b>Faculty</b>		
David Edens	158 MHAB	685-6814
Donna Thompson	173 MHAB	685-6827
Andrea Zabel	172 MHAB	685-6826

The courses listed in the program below are suggested for students who intend to major in Psychology at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## Psychology

### Transfer Guide

#### Semester I

- ENGL 1301 - Composition I **3 Hours**
- PSYC 2301 - Introduction to Psychology **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- BIOL 1406 - Biology for Science Majors I **4 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

Credit Hours: 14

## Semester II

- ENGL 1302 - Composition II **3 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- BIOL 1407 - Biology for Science Majors II **4 Hours**
- MATH 1314 - College Algebra **3 Hours**

Credit Hours: 16

## Semester III

- GOVT 2305 - United States Government **3 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**
- PSYC - Psychology Elective **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- SOCI 1301 - Introduction to Sociology **3 Hours**

Credit Hours: 15

## Semester IV

- GOVT 2306 - Texas State and Local Government **3 Hours**
- PSYC - Psychology Elective **3 Hours**
- General Elective **or** Modern Language course **3-4 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- Humanities/Fine Arts course **3 Hours**

Credit Hours: 15-16

Total Semester Credit Hours: 60-61

# Respiratory Care

<b>Robert Dent, Acting Dean</b>	210 DFHS	685-4589
<b>Kay Floyd, Division Secretary</b>	206 DFHS	685-4600
<b>Robert Weidmann, Program Chair</b>	A34 AMS	685-5549
<b>Stan Middleton, Clinical Director</b>	A31 AMS	685-5570

Respiratory Care is an allied health specialty employed in the diagnostic and therapeutic management of patients with respiratory system abnormalities. The program is designed to provide the necessary education required for a thorough understanding and proficiency in all aspects of respiratory care. New classes begin each Fall and courses must be taken sequentially for progression in the program. Applicants are strongly encouraged to complete as many non-respiratory courses as possible prior to entering the program. Specific admission criteria are listed in the program brochure, or call the Health Sciences Division for information. The student must achieve a minimum grade of "C" in all Respiratory and Biology courses, a cumulative grade point average of 2.0 and pass a written and/or clinical simulation final exit exam to be eligible for graduation. Clinicals will be scheduled with Midland/Odesa health care facilities and others as available. The Midland College Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). Respiratory Care students satisfactorily completing the program will receive an Associate of Applied Science (A.A.S.) degree. These students will be eligible for the Certified Respiratory Therapist (CRT) Entry-Level Exam, which after successful completion will allow the graduate to sit for the Registered Respiratory Therapist/Advanced Practitioner (RRT) exams.

The degree in this field offered by Midland College and the courses needed to achieve this credential are presented in the following sections. Students interested in this program should contact the Health Sciences Division office to obtain additional information and/or acquire a degree plan.

**Specific Admission Requirements:** The Midland College Respiratory Care Program has a limited enrollment based on specific admission criteria. For information regarding the admission criteria, see the program brochure. Each prospective student will be counseled by either the program chair or the clinical director as scheduled through the Health Sciences Division Office.

## Respiratory Care Technical Standards

Respiratory Care students/practitioners are expected to master the following technical standards of the profession:

- utilize both visual and auditory monitoring equipment safely and effectively;
- assess and record changes in patient status using visual, auditory, and tactile senses;
- troubleshoot patient/equipment systems;
- effectively and appropriately communicate and relate with patients, their families, and members of the healthcare team using oral and/or written means;
- possess strength and mobility sufficient to support and transport patients as well as equipment;
- perform Respiratory Care procedures while wearing personal protective equipment (mask, gown, gloves, etc.);
- safely and effectively prioritize workload;
- perform CPR (bag/mask ventilation, chest compressions); and
- utilize intellectual ability to adapt to changing patients' conditions.

The course sequences shown in the programs of study below should be followed when possible. Respiratory Care (RSPT) courses must be taken according to the sequence shown.

## Respiratory Care, A.A.S.

## Prerequisite Courses

- BIOL 2401 - Anatomy and Physiology I **4 Hours**
- BIOL 2402 - Anatomy and Physiology II **4 Hours**

Credit Hours: 8

## Semester I

- RSPT 1260 - Clinical I **2 Hours**
- RSPT 1307 - Cardiopulmonary Anatomy and Physiology **3 Hours**
- RSPT 1410 - Respiratory Care Procedures I **4 Hours**
- RSPT 1425 - Respiratory Care Sciences **4 Hours**

Credit Hours: 13

## Semester II

- HPRS 1106 - Essentials of Medical Terminology **1 Hour**
- RSPT 1213 - Basic Respiratory Care Pharmacology **2 Hours**
- RSPT 1360 - Clinical II **3 Hours**
- RSPT 1411 - Respiratory Care Procedures II **4 Hours**
- RSPT 2310 - Cardiopulmonary Disease **3 Hours**

Credit Hours: 13

## Semester III

- RSPT 1160 - Clinical III **1 Hour**

- RSPT 2305 - Pulmonary Diagnostics **3 Hours**

Credit Hours: 4

## Semester IV

- RSPT 1141 - Respiratory Home Care/Rehabilitation **1 Hour**
- RSPT 1161 - Clinical IV **1 Hour**
- RSPT 2135 - Pediatric Advanced Life Support **1 Hour**
- RSPT 2353 - Neonatal/Pediatric Cardiopulmonary Care **3 Hours**

Credit Hours: 6

## Semester V

- BIOL 2420 - Microbiology for Non-Science Majors **4 Hours** (BIOL 2421 may be substituted for this course.)
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**
- RSPT 2139 - Advanced Cardiac Life Support **1 Hour**
- RSPT 2255 - Critical Care Monitoring **2 Hours**
- RSPT 2360 - Clinical V **3 Hours**

Credit Hours: 13

## Semester VI

- ENGL 1301 - Composition I **3 Hours**
- Social/Behavioral Sciences course selected from the General Education Course List. **3 Hours**
- RSPT 2130 - Respiratory Care Examination Preparation **1 Hour**
- RSPT 2247 - Specialties in Respiratory Care **2 Hours**
- RSPT 2361 - Clinical VI **3 Hours**

Credit Hours: 12

Total Semester Credit Hours: 69

## Sociology

Mary Braselton, Dean	176 MHAB	685-6830
Norma Duran, Division Secretary	176 MHAB	685-6830
<b>Faculty</b>		
David Edens	158 MHAB	685-6814
Mike Schneider	171 MHAB	685-6825

The courses listed in the program below are suggested for students who intend to major in Sociology at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

## Sociology

### Transfer Guide

#### Semester I

- ENGL 1301 - Composition I **3 Hours**
- SOCI 1301 - Introduction to Sociology **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

Credit Hours: 14

## Semester II

- ENGL 1302 - Composition II **3 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**
- U.S. History course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 16

## Semester III

- SOCI 1306 - Social Problems **3 Hours**
- GOVT 2305 - United States Government **3 Hours**
- Language, Philosophy and Culture course selected from the Core Curriculum Course List. **3 Hours**
- General Elective **or** Modern Language course **3-4 Hours**
- Mathematics course selected from the Core Curriculum Course List. **3 Hours**

Credit Hours: 15-16

## Semester IV

- SOCI - Sociology Elective **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- General Elective **or** Modern Language course **3-4 Hours**
- Humanities/Fine Arts course **3 Hours**

Credit Hours: 15-16

Total Semester Credit Hours: 60-62

# Speech

<b>William G. Feeler, Dean</b>	137 AFA	685-4626
<b>Lula Lee, Division Secretary</b>	141 AFA	685-4624
<b>Faculty</b>		
Katherine Allen	127 AFA	685-6409

The courses listed in the program below are suggested for students who intend to major in Arts at a university. Students should also consult the catalog of the university that they plan to attend and determine that institution's transfer requirements.

The sequence of courses should be followed when possible.

# Speech

## Transfer Guide

### Semester I

- ENGL 1301 - Composition I **3 Hours**
- History course selected from the Core Curriculum Course List. **3 Hours**
- Speech course selected from the Core Curriculum Course List. **3 Hours**
- Creative Arts course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**

Credit Hours: 16

### Semester II

- Speech course selected from the Core Curriculum Course List. **3 Hours**
- ENGL 1302 - Composition II **3 Hours or**
- ENGL 2311 - Technical and Business Writing **3 Hours**

- History course selected from the Core Curriculum Course List. **3 Hours**
- Math course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2305 - United States Government **3 Hours**

Credit Hours: 15

### Semester III

- Speech course selected from the Core Curriculum Course List. **3 Hours**
- English Literature course selected from the Core Curriculum Course List. **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**
- Other Social and Behavioral Sciences course selected from the Core Curriculum Course List. **3 Hours**
- Modern & Classical Languages **3-4 Hours**

Credit Hours: 15-16

### Semester IV

- Speech course selected from the Core Curriculum Course List. **3 Hours**
- Life and Physical Sciences course selected from the Core Curriculum Course List. **4 Hours**
- Social and Behavioral Sciences elective **3 Hours**
- Modern & Classical Languages **3-4 Hours**
- KINE 1164 - Health and Wellness **1 Hour**

Credit Hours: 14-15

Total Semester Credit Hours: 60-62

## Welding Technology

**Fonda Bowen, Division Secretary**

143 TC

685-4676

**Faculty**

*Scott Cranford*

ATC

681-6320

*Dan Ledbetter*

189 TC

685-4681

The Welding program prepares students for careers in welding fabrication, welding manufacturing, and/or welding repair. The curriculum is designed to develop skills, attitudes, and competencies in welding processes including oxy-fuel welding and cutting, gas metal arc welding, gas tungsten arc welding, and shielded metal arc welding. In addition, students will receive training in welding safety, blueprint reading, metallurgy, and layout and fabrication. An Associate of Applied Science Degree and three certificate options are available. To receive a Welding Technology certificate, students must maintain a 2.5 grade point average on courses in the certificate program. Students interested in this program should contact the Applied Technology Division office to obtain additional information and/or acquire a degree or certificate plan.

The course sequences shown in the programs of study below should be followed when possible.

## **Welding Technology, A.A.S**

### **Associate of Applied Science**

#### **Semester I**

- WLDG 1421 - Introduction to Welding Fundamentals **4 Hours**
- WLDG 1457 - Intermediate Shielded Metal Arc Welding (SMAW) **4 Hours**
- WLDG 1430 - Introduction to Gas Metal Arc Welding (GMAW) **4 Hours**
- MCHN 1320 - Precision Tools and Measurement **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**

**Credit Hours: 18**

#### **Semester II**

- WLDG 1453 - Intermediate Layout and Fabrication **4 Hours**
- WLDG 1425 - Introduction to Oxy-Fuel Welding and Cutting **4 Hours**
- OSH 1301 - Introduction to Safety and Health Technology **3 Hours**
- Speech course selected from the General Education Course List. **3 Hours**

Credit Hours: 14

### Semester III

- WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW) **4 Hours**
- WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW) **4 Hours**
- DFTG 1305 - Technical Drafting **3 Hours**
- Natural Sciences/Mathematics course selected from the General Education Course List. **3-4 Hours**

Credit Hours: 14-15

### Semester IV

- WLDG Elective **4 Hours**
- WLDG 2406 - Intermediate Pipe Welding **4 Hours**
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**
- Social/Behavioral Sciences course selected from the General Education Course List. **3 Hours**

Credit Hours: 14

Total Semester Credit Hours: 60-61

## **Welding Technology Basic Certificate**

### Semester I

- WLDG 1421 - Introduction to Welding Fundamentals **4 Hours**
- + WLDG 1457 - Intermediate Shielded Metal Arc Welding (SMAW) **4 Hours**
- OSH 1301 - Introduction to Safety and Health Technology **3 Hours**

Credit Hours: 11

## Semester II

- WLDG 1430 - Introduction to Gas Metal Arc Welding (GMAW) **4 Hours**
- MCHN 1320 - Precision Tools and Measurement **3 Hours**

Credit Hours: 7

Total Semester Credit Hours: 18

## Welding Technology Intermediate Certificate

### Semester I

- WLDG 1425 - Introduction to Oxy-Fuel Welding and Cutting **4 Hours**
- WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW) **4 Hours**

Credit Hours: 8

### Semester II

- WLDG 1453 - Intermediate Layout and Fabrication **4 Hours**
- WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW) **4 Hours**

Credit Hours: 8

Total Semester Credit Hours: 16

## **Welding Technology Advanced Certificate**

### **Semester I**

- + WLDG 2406 - Intermediate Pipe Welding **4 Hours**
- + WLDG 2447 - Advanced Gas Metal Arc Welding (GMAW) **4 Hours or**
- + WLDG 2451 - Advanced Gas Tungsten Arc Welding (GTAW) **4 Hours**

Credit Hours: 8

### **Semester II**

- + WLDG 2435 - Advanced Layout and Fabrication **4 Hours**
- + WLDG 2453 - Advanced Pipe Welding **4 Hours**

Credit Hours: 8

Total Semester Credit Hours: 16

## **Core Curriculum Course List**

### **Core Curriculum Course List**

The Core Curriculum is a set of courses that provide the knowledge, skills and educational experiences needed to succeed in higher education. Midland College's 42 credit hour core will transfer to any Texas state college or university and satisfy 42 credit hours of that institution's core curriculum requirement. Likewise, course credits totaling less than 42 credit hours will transfer and count towards the core curriculum requirements at the receiving institution in the appropriate categories. In order to complete the Core Curriculum, students must meet the requirements shown for each area.

## Communications (9 Semester Credit Hours Required)

### English (6 Semester Credit Hours)

- **Complete** ENGL 1301 - Composition I **3 Hours and**
- ENGL 1302 - Composition II **3 Hours or**
- ENGL 2311 - Technical and Business Writing **3 Hours**

### Speech (3 Semester Credit Hours)

*Select one of the following:*

- SPCH 1311 - Introduction to Speech Communication **3 Hours**
- SPCH 1315 - Public Speaking **3 Hours**
- SPCH 1318 - Interpersonal Communication **3 Hours**
- SPCH 1321 - Business and Professional Communication **3 Hours**

## Mathematics (3 Semester Credit Hours Required)

**Select one of the following:**

- MATH 1314 - College Algebra **3 Hours**
- MATH 1316 - Trigonometry **3 Hours**
- MATH 1324 - Mathematics for Business & Social Sciences I **3 Hours**
- MATH 1342 - Statistics **3 Hours**
- MATH 1442 - Statistics **4 Hours**
- MATH 2412 - Pre-Calculus **4 Hours**
- MATH 2413 - Calculus I **4 Hours**

## Life and Physical Sciences (8 Semester Credit Hours Required)

**Select two of the following:**

- BIOL 1406 - Biology for Science Majors I **4 Hours**
- BIOL 1407 - Biology for Science Majors II **4 Hours**
- BIOL 1408 - Introduction to Biology I **4 Hours**
- BIOL 1409 - Introduction to Biology II **4 Hours**
- BIOL 2401 - Anatomy and Physiology I **4 Hours**
- BIOL 2402 - Anatomy and Physiology II **4 Hours**
- BIOL 2404 - Human Anatomy and Physiology (one semester) **4 Hours**
- CHEM 1405 - Introductory Chemistry **4 Hours**
- CHEM 1411 - General Inorganic Chemistry I **4 Hours**
- CHEM 1412 - General Inorganic Chemistry II **4 Hours**
- GEOL 1401 - Earth Sciences I **4 Hours**
- GEOL 1403 - Physical Geology **4 Hours**
- GEOL 1404 - Historical Geology **4 Hours**
- GEOL 1405 - Environmental Science **4 Hours**
- PHYS 1401 - College Physics I **4 Hours**
- PHYS 1402 - College Physics II **4 Hours**
- PHYS 1403 - Stars and Galaxies **4 Hours**
- PHYS 1404 - Solar System **4 Hours**
- PHYS 1415 - Physical Science I **4 Hours**
- PHYS 2425 - University Physics I **4 Hours**
- PHYS 2426 - University Physics II **4 Hours**

## Language, Philosophy and Culture (3 Semester Credit Hours Required)

**Select one of the following:**

- ENGL 2321 - British Literature (single-semester course) **3 Hours**
- ENGL 2322 - British Literature I **3 Hours**
- ENGL 2323 - British Literature II **3 Hours**
- ENGL 2326 - American Literature (single-semester course) **3 Hours**
- ENGL 2327 - American Literature I **3 Hours**
- ENGL 2328 - American Literature II **3 Hours**
- ENGL 2331 - World Literature (single-semester course) **3 Hours**
- ENGL 2332 - World Literature I **3 Hours**
- ENGL 2333 - World Literature II **3 Hours**
- HUMA 1301 - Introduction to Humanities I **3 Hours**
- HUMA 1302 - Introduction to Humanities II **3 Hours**
- PHIL 1301 - Introduction to Philosophy **3 Hours**
- PHIL 2306 - Ethics **3 Hours**

## Creative Arts (3 Semester Credit Hours Required)

**Select one of the following:**

- ARTS 1301 - Art Appreciation **3 Hours**
- ARTS 1303 - Art History I **3 Hours**
- ARTS 1304 - Art History II **3 Hours**
- DRAM 1310 - Introduction to Theater **3 Hours**
- DRAM 2361 - History of Theatre I **3 Hours**
- DRAM 2362 - History of Theatre II **3 Hours**
- MUSI 1306 - Music Appreciation **3 Hours**
- MUSI 1308 - Survey of Music Literature **3 Hours**
- MUSI 1309 - Survey of Music Literature II **3 Hours**

## Social and Behavioral Sciences (15 Semester Credit Hours Required)

### U.S. History (6 Semester Credit Hours)

**Select two of the following:**

- HIST 1301 - United States History To 1877 **3 Hours**
- HIST 1302 - United States History Since 1877 **3 Hours**
- HIST 2301 - Texas History **3 Hours**

### Government/Political Science (6 Semester Credit Hours)

**Complete the following:**

- GOVT 2305 - United States Government **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**

### Other Social/Behavioral Sciences (3 Semester Credit Hours)

**Select one of the following:**

- ANTH 2302 - Introduction to Archeology **3 Hours**
- ANTH 2351 - Cultural Anthropology **3 Hours**
- ECON 2301 - Principles of Macroeconomics **3 Hours**
- ECON 2302 - Principles of Microeconomics **3 Hours**
- GEOG 1303 - World Regional Geography **3 Hours**
- PSYC 2301 - Introduction to Psychology **3 Hours**
- SOCI 1301 - Introduction to Sociology **3 Hours**

- SOCI 1306 - Social Problems **3 Hours**

## Fitness and Wellness (1 Semester Credit Hour Required)

**Complete the following:**

- KINE 1164 - Health and Wellness **1 Hour**

Total : 42 semester credit hours

## General Education Course List

### General Education Course List

Each Associate of Applied Science (AAS) degree contains a minimum of 15 semester credit hours (5 courses) of general education coursework, including a minimum of one course each in Humanities/Fine Arts, Social/Behavioral Sciences and Mathematics/Natural Science. General education courses are listed below with minimum requirements shown in parentheses.

*Students should consult degree programs for specific general education requirements.*

### Communications

- ENGL 1301 - Composition I **3 Hours**
- ENGL 1302 - Composition II **3 Hours**
- ENGL 2311 - Technical and Business Writing **3 Hours**
- SPCH 1311 - Introduction to Speech Communication **3 Hours**
- SPCH 1315 - Public Speaking **3 Hours**
- SPCH 1318 - Interpersonal Communication **3 Hours**
- SPCH 1321 - Business and Professional Communication **3 Hours**

### Humanities/Fine Arts (One Course Required)

- ARTS 1301 - Art Appreciation **3 Hours**
- ARTS 1303 - Art History I **3 Hours**

- ARTS 1304 - Art History II **3 Hours**
- DRAM 1310 - Introduction to Theater **3 Hours**
- DRAM 2361 - History of Theatre I **3 Hours**
- DRAM 2362 - History of Theatre II **3 Hours**
- MUSI 1306 - Music Appreciation **3 Hours**
- MUSI 1308 - Survey of Music Literature **3 Hours**
- MUSI 1309 - Survey of Music Literature II **3 Hours**
- ENGL 2321 - British Literature (single-semester course) **3 Hours**
- ENGL 2322 - British Literature I **3 Hours**
- ENGL 2323 - British Literature II **3 Hours**
- ENGL 2326 - American Literature (single-semester course) **3 Hours**
- ENGL 2327 - American Literature I **3 Hours**
- ENGL 2328 - American Literature II **3 Hours**
- ENGL 2331 - World Literature (single-semester course) **3 Hours**
- ENGL 2332 - World Literature I **3 Hours**
- ENGL 2333 - World Literature II **3 Hours**
- HUMA 1301 - Introduction to Humanities I **3 Hours**
- HUMA 1302 - Introduction to Humanities II **3 Hours**
- PHIL 1301 - Introduction to Philosophy **3 Hours**
- PHIL 2306 - Ethics **3 Hours**

## Social/Behavioral Sciences (One Course Required)

- ANTH 2302 - Introduction to Archeology **3 Hours**
- ANTH 2351 - Cultural Anthropology **3 Hours**
- ECON 2301 - Principles of Macroeconomics **3 Hours**
- ECON 2302 - Principles of Microeconomics **3 Hours**
- GEOG 1303 - World Regional Geography **3 Hours**
- GOVT 2305 - United States Government **3 Hours**
- GOVT 2306 - Texas State and Local Government **3 Hours**
- HIST 1301 - United States History To 1877 **3 Hours**
- HIST 1302 - United States History Since 1877 **3 Hours**
- HIST 2301 - Texas History **3 Hours**
- PSYC 2301 - Introduction to Psychology **3 Hours**
- SOCI 1301 - Introduction to Sociology **3 Hours**
- SOCI 1306 - Social Problems **3 Hours**

## Natural Science/Mathematics (One Course Required)

- BIOL 1406 - Biology for Science Majors I **4 Hours**
- BIOL 1407 - Biology for Science Majors II **4 Hours**
- BIOL 1408 - Introduction to Biology I **4 Hours**

- BIOL 1409 - Introduction to Biology II **4 Hours**
- BIOL 2401 - Anatomy and Physiology I **4 Hours**
- BIOL 2402 - Anatomy and Physiology II **4 Hours**
- BIOL 2404 - Human Anatomy and Physiology (one semester) **4 Hours**
- CHEM 1405 - Introductory Chemistry **4 Hours**
- CHEM 1411 - General Inorganic Chemistry I **4 Hours**
- CHEM 1412 - General Inorganic Chemistry II **4 Hours**
- GEOL 1401 - Earth Sciences I **4 Hours**
- GEOL 1403 - Physical Geology **4 Hours**
- GEOL 1404 - Historical Geology **4 Hours**
- GEOL 1405 - Environmental Science **4 Hours**
- MATH 1314 - College Algebra **3 Hours**
- MATH 1316 - Trigonometry **3 Hours**
- MATH 1324 - Mathematics for Business & Social Sciences I **3 Hours**
- MATH 1342 - Statistics **3 Hours**
- MATH 1442 - Statistics **4 Hours**
- MATH 2412 - Pre-Calculus **4 Hours**
- MATH 2413 - Calculus I **4 Hours**
- PHYS 1401 - College Physics I **4 Hours**
- PHYS 1402 - College Physics II **4 Hours**
- PHYS 1403 - Stars and Galaxies **4 Hours**
- PHYS 1404 - Solar System **4 Hours**
- PHYS 1415 - Physical Science I **4 Hours**
- PHYS 2425 - University Physics I **4 Hours**
- PHYS 2426 - University Physics II **4 Hours**

Two additional courses required from any of the areas listed above

## Adult and Developmental Education

<b>Lynda Webb, Dean</b>	206A HLGC Annex	685-6884
<b>Karen Harris, Division Secretary</b>	206 HLGC Annex	685-4799
<b>Alma Brannan</b>	MHAB 115	685-6413
<i>Math Lab Coordinator/faculty</i>		
<b>Patricia Zeigler</b>	MHAB 161	685-6817
<i>ABE Secretary</i>		
<b>Blanca Licon</b>	Cogdell Learning Center	684-4100

*ESL Coordinator*

**Julie Burke** MHAB 163 685-6818

*GED Coordinator*

**Sara Peterson** TC Annex 182 685-4718

*Coordinator Reading Lab*

**Faculty**

*Gena Nicholson* 119 MHAB 685-6803

*Connie Sanchez* 121 MHAB 685-6804

*Karen Vest* 116 MHAB 685-6800

Adult and Developmental Education courses are designed to strengthen students' basic skills in reading, writing, and math in order to achieve academic success in transitioning into college level coursework, as well as passing the GED® test and preparing for the THEA

Developmental classes provide multi-level, computer-based instruction to strengthen basic skills in a variety of areas. Instruction is customized to meet the individual needs of each student. For more information, please call 685-6819.

## Adult Education

Adult Education (AE) offers a variety of programs to help adults increase their academic and workforce skills. Students are provided with the opportunity to improve their skills in reading, math, science, social studies, language arts, and English. ABE classes are held at various locations including the main campus, Codgell Learning Center and at the WRTTC in Fort Stockton. Midland College AE is also involved in community partnerships with MISD, MISD Even Start, Casa de Amigos and Midland Need to Read programs. Additional class sites and community partnerships are established as determined by needs and funding. There are no fees for any AE program. An enrollment and orientation class is required before students enter the instructional classes. Individuals must be at least 17 years of age to enroll. Call the AE Department at (432) 685-6819 for procedures and documentation requirements. And, check out the Adult Education page on the Midland College website.

## Integrated Reading and Writing

**Lynda Webb Dean** 206A HLGCC 685-6884

**Darla Coffman, Faculty** 183 TC 685-4667

Midland College Integrated Reading and Writing (IRWD) courses are designed to provide learning opportunities of several kinds:

- developmental instruction for those who need to do compensatory work in order to reach reading and writing competence in compliance with the Texas Success Initiative;
- work in comprehension, writing skills, vocabulary and reading rate for students wishing to enhance their college reading, writing, and studying abilities; and work to enhance comprehension, vocabulary and reading rates in a specified area of study or major.

## **GED®**

These classes are designed for persons who have not completed high school. Men and women study individual materials that are on their own level and progress at their own speed. Students preparing to take the GED® test are given instruction in reading, writing, math, social studies, and science through instructor-led, computer- assisted, and independent study. Some students need minimal preparation, while others may attend classes for a year or longer. Students are encouraged to take a section of the GED® test whenever they and the instructor feel the results will be positive. In order to receive a Texas Certificate of High School Equivalency, a student must pass all 4 tests with a combined score of 600 or higher, and with no one test scoring below 150. Successful completion of the GED® test may be necessary for job qualification, or it also may qualify the student for college or technical school admission. Call (432) 685-6819 for more information. Please visit the GED website for more information.

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

ESL (English as a Second Language), refers to the study of English by non-native speakers. Classes provide students with the opportunity to improve their speaking, reading, writing and listening English language skills. These skills are taught in conjunction with life skills to help the student function fully in the community. Multiple levels of instruction are available. Call (432) 684-5323 for more ESL information. Please visit the ESL website for more information.

## **ESL History & Government**

This is an ESL class for Resident Legal Aliens who want immigration and naturalization information to prepare for United States citizenship. The focus of this class is American history and government. Resident aliens are prepared for United States citizenship with individualized academic instruction. Class size is limited and students wishing to participate must call the ABE office, at (432) 684-5323, for class information.

## **Transitions Class**

This class is designed for persons who want to enter into a post-secondary technical training program, a certificate program or planning to take the TSI Assessment to enter Midland College. This class includes instruction in Math, reading and writing, goal-setting, college awareness and work readiness skills, and test taking skills. Students interested in these classes will go through an extensive orientation before they are enrolled into the program. Call the AEL Department at (432) 685-6819 for procedures and documentation requirements. Please visit the Transitions Class website for more information.

## **Test Prep Classes**

These classes are offered in two week increments during the summer months and are designed for students who need to brush up on their test taking skills, math or reading/writing skills. Interested students should call (432) 685-4718 or visit the Test Prep Classes website for more information.

# **Student Success MPower**

# **Student Success MPower**

**MIndy Flowers, Director**

HLGC 205A

685-6885

Midland College offers several courses to help improve student study habits and ensure student success.

**Courses offered include:**

PREP 0170 Basic College Study Skills  
EDUC 1100 Effective Learning

Midland College requires that students who fail two more more TSI requirements will be enrolled into a PREP 0170 course during their first semester. PREP 0170 is designed to assist college students with the necessary skills needed for academic success and for success in life. PREP 0170 will allow students to explore who they are, where they come from and present options for where they are headed. PREP 0170 will concentrate on areas of success such as motivation, self-esteem, time management, critical thinking, active learning, study skills, decision making, relationship building and personal care.

Midland College's quality enhancement plan (QEP) is the development and delivery of an enhanced, carefully designed student success seminar. It is the intention of Midland College that this course becomes required of all first-time college students. EDUC 1100 Academic Course Guide Manual course description: A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

## Continuing Education and Outreach

**Business and Economic Development Center (BEDC)**

The Midland College Business and Economic Development Center (BEDC) is located at the Midland College Cogdell Learning Center at 201 W. Florida. The BEDC promotes economic development in the community by providing comprehensive management, financial, and technical assistance and training to small businesses, entrepreneurial ventures, and non-profit organizations in the form of seminars and free, confidential counseling. In addition, the BEDC is a HUD-Approved Housing Counseling Agency. The BEDC also provides free one-on-one housing and credit counseling to the public. The BEDC teaches the HUD-recommended Pre-Purchase Homeownership Education course. For more information, visit [www.midland.edu/bedc](http://www.midland.edu/bedc) or contact the BEDC at (432) 684-4309.

**Workforce Continuing Education**

Workforce Continuing Education offers certification and mandatory licensure updates and seminars for the professional. Classes have also been developed for students to enhance their occupational skills or retrain for other career opportunities.

Concurrent courses are those CREDIT courses that may be taken as NON-CREDIT. Most credit courses, subject to approval and space availability, fit into this category.

Midland College works with individuals, and groups to plan continuing education courses, seminars and forums. Further, customized training opportunities are available for entities within the private and/or public sector. Diverse training opportunities include, but are not limited to: technical training, software training, supervisory and management training, and vocational training. The adaptable nature of this training program provides local business and industry a great tool to meet their staff development needs. Continuing Education Unit (CEU) Courses - Initial job skills, skills upgrading, instructional classes for career certifications and retraining are the main focus of these courses.

For more information please call (432) 681-6326.

**Community Programs Continuing Education**

The Community Programs Continuing Education department has a long history of providing learning opportunities in the community. Courses occur throughout the year, vary in duration, and occur on-and off-campus. Courses provided fall under three categories:

**Personal Enrichment** courses include dance, music, drawing, painting, language, health/fitness, and other special interest courses. In addition, a multitude of online course offerings are available. If interested in online courses, visit [www.ed2go.com/midlandcollege](http://www.ed2go.com/midlandcollege) to review over 250 course offerings.

**College Classics** is a program that provides a low-cost, non-credit opportunity for citizens 50 and over to broaden their knowledge in areas of interest in an informal educational setting. Classes are offered on the Midland College campus and will be taught by Midland College faculty and members of the community who volunteer their time and want to share their expertise in a variety of areas.

**Kids' College** is a summer enrichment program for students who will be completing the first through sixth grades. The curriculum has been developed to offer courses for introduction and enhancement, rather than for in-depth study. Every year, over 1,000 children participate in Kids' College.

For information about any of these course offerings, call (432) 685-4518.

### **Health Sciences Continuing Education**

A multi-faceted program offering educational courses with clinical experiences for entry-level health careers, such as Certified Nurses Assistant and Phlebotomy. In addition to course offerings, this program is approved as a provider by the Texas Department of State Health Services in the areas of: Massage Therapy, Marriage and Family Therapists, Emergency Management (EMS), Texas State Board of Social Worker Examiners, Texas State Board of Professional Counselors, also, the National Athletic Trainers Association Board of Certification, and the Texas Department of Aging and Disability for Nurses Aide and Medication Administration for the Nurse Aide to provide educational activities to those licensed or certified in the State of Texas or nationally. West Texas AHEC introduces students to career opportunities in healthcare, as well as provides information on a variety of health-related topics. The program strives to motivate young people in rural and underserved areas to choose a career in the healthcare field. For further information, regarding courses or seminars offered in the Health Sciences Continuing Education department, please call (432) 681-6354 or (432) 681-6305.

### **Transportation Training**

This program provides individuals with the proper training in order to obtain a CDL License to operate a commercial motor vehicle safely within the rules and regulations set out by the Department of Transportation. We offer a four-week program that is 160 hours and consists of instruction in the classroom. Training is provided in pretrip, post-trip and backing. The last 80 hours involve actual hands-on driving by the student. Upon completion of the class, the student will receive a Class A License with the ability of obtaining endorsements in Hazmat, Doubles and Triples and Tankers.

Customized courses, to fit the needs of individual companies, are provided in various transportation areas, such as contract training ranging from 90 to 120 hours or one-day 10 hour safety classes with specific training in hours of service, hazardous materials and transportation security awareness.

Job placement assistance is available to qualified students who seek a career in the Transportation Industry. The program is located the Advanced Technology Center, 3200 W. Cuthbert, (432) 681-6317.

### **Petroleum Professional Development Center**

The Petroleum Professional Development Center (PPDC) located at 221 N. Main Street, in downtown Midland, is a unique educational facility designed specifically for the local oil and gas industry. The PPDC offers Continuing Education Unit courses designed to help oil and gas industry professionals stay current in their technical fields. Dynamic interaction between the

community, the college, and industry enables the PPDC to provide high quality instruction in meeting the training needs of the community it serves. For more information please call (432) 683-2832 or visit [www.midland.edu/ppdc](http://www.midland.edu/ppdc).

## **Policies and Registration Information**

### **Tuition and Fees**

Tuition and fees must be paid in full by 12:00 p.m. (noon) two business days prior to the first class day. \*Some departments may require payment earlier, students need to verify, at time of registration, when their payment will be due. Students will only be contacted if a course is cancelled or if any changes are made to the course information originally published in the Continuing Education course schedule. Tuition and fees are based on the number of course hours, instruction costs, and equipment and building use.

**\*Fees:** Out-of-state fees may apply and will be noted in course information. An out-of-state resident is defined as a United States citizen, 18 years-of-age or older, who has not been a resident of Texas during the 12 months prior to registration.

### **Payment Options**

Please note: if you have a prior balance, a hold, which prevents registration, will be placed on your account. You must contact the cashier's office at (432) 685-4531 and resolve the issue BEFORE being permitted to register for Continuing Education courses.

Cash, checks, money orders, traveler's checks, Visa, MasterCard and Discover are accepted for course payment. Course payments may be made by phone, online or in person at the following locations:

#### **Advanced Technology Center**

**3200 W. Cuthbert  
(432) 681-6326 or 681-6330**

#### **Main Campus**

**3600 N. Garfield  
(432) 685-4518**

### **Refund/Cancellation Policy**

Courses that lack sufficient enrollment will be cancelled by 12:00 p.m. (noon) two business days prior to the first class day. If a course is cancelled, the Continuing Education department makes every effort to notify all registered students promptly. Students will only be contacted if a course is cancelled or if any changes are made to the course information originally published in the Continuing Education schedule.

Each Continuing Education class has a minimum student enrollment requirement that has to be met in order for the class to make. Paid students that are enrolled in a cancelled course will automatically be issued a refund from our accounting department. No cash refunds will be issued.

Students will receive a 100% refund (less a \$10 processing fee) if they drop by 12:00 p.m. (noon) two business days prior to the first class day. They will receive an 80% refund (less \$10) if they drop before the second class day. With the exception of extenuating circumstances, students will not receive a refund for a one-day class if they drop on the day of the class. No refunds will be given after the second class day. It is the student's responsibility to cancel their registration. Allow 30 days for refund processing. No cash refunds will be issued.

### **Social Security Numbers**

A social security number is required to identify students' permanent records. The Midland College registration system automatically encrypts a student's social security number into a student identification (ID) number. The student ID is used for all

internal printed material and provides additional protection of a student's privacy. Students are urged to become familiar with their student ID number and to use it when communicating with College offices. Students are requested to provide their social security number to the College for maintenance of their student records; it also allows the College to meet federal and state-reporting requirements (Personal Enrichment is excluded from state-reporting requirements).

### **Grading, Certificates, and Transcripts**

The final grade in most Continuing Education Department courses is an "S" (satisfactory completion) or a "U" (unsatisfactory completion). Personal enrichment courses may be excluded from the grading process.

After eligible courses are graded, official transcripts will be available two weeks after class completion. All transcript requests must be submitted in writing, or in person, to the Continuing Education Department. Transcripts will be available 24 hours after request.

In most cases, a certificate of completion will be provided for graded continuing education courses. There is a \$15 fee for each additional or replacement certificate requested.

### **CEUs**

Continuing Education classes qualify eligible participants to receive Continuing Education Units (CEUs). The CEU is a nationally recognized standard of measurement earned for participation in qualified programs. One unit is awarded for every ten hours of instruction. Upon successful completion of qualified course the participant will receive a Midland College certificate with awarded hours and CEUs.

### **Textbooks/Supplies**

Unless otherwise noted, books and supplies are not included in the tuition costs. Some courses require the purchase of special books or equipment. Supply lists are provided at the time of registration or on the first class day. Midland College bookstore hours are Monday-Thursday from 8:00 a.m.-7:00 p.m. and Friday 8:00 a.m. - 4:30 p.m.

For more information call (432) 685-4545.

### **Parking Permits**

Students enrolled in Continuing Education courses on the Midland College main campus, will receive their parking permit on the first day of class from the instructor, or students can pick up parking permits in the Continuing Education office, Scharbauer Student Center, Room 214.

Students taking Continuing Education courses at the Advanced Technology Center or the Petroleum Professional Development Center do not need a parking permit.

## **Instructional Resources**

### **Distance Learning**

Distance learning is a course delivery format in which the majority of the instruction (interaction between students and instructors and among students) occurs when students and instructors are not in the same place. Instruction may

be synchronous (live-occurring at the same time) or asynchronous (occurring at different times). A distance learning course may use the internet, interactive videoconferencing (two-way audio/video connection), audio conferencing, and/or media such as video cassettes, DVDs, and CD-ROMs as part of the distance learning course or program.

By taking advantage of distance learning courses students can begin, complete and/or continue educational careers even when it is not possible to attend class on campus. Credit earned by completing distance learning courses transfers the same as traditional (on campus) courses. Students taking distance learning courses apply, register, and enroll using the same processes as on campus students; however, these can all be accomplished online.

Midland College offers a variety of distance learning course formats including:

**Online courses** are developed by individual instructors and provide complete course delivery through the use of a learning management system.

**Hybrid courses** are developed by individual instructors and consist of scheduled class meetings (face-to-face) and an online component. In hybrid courses the number of face-to-face meetings are reduced and replaced with a required online component.

**Interactive videoconference courses** are developed by individual instructors and consist of scheduled class meetings in which the instructor and students are at different locations but use interactive videoconferencing (live, two-way video/audio connectivity) to access and participate in class sessions.

The **Virtual College of Texas (VCT)** allows students to access courses via the Internet that are not offered at Midland College. Students can view the schedule at [www.vct.org](http://www.vct.org) and all enrollments must be made through Midland College. Call 432-685-5538 for more information.

**Important:** Computer access and a reliable internet service *are required* for students who enroll in online, hybrid, and/or VCT courses.

### **Student Authentication and Verification**

Midland College is committed to ensuring academic integrity by providing measures to ensure that the student who registers in a distance learning course is the student who is participating, completing the work, and receiving credit. Midland College uses a variety of methods to accomplish this including:

**Secure login and password** information is generated and provided to the student upon enrollment in a distance learning course. This personal information should be protected and not shared.

**Proctored examinations** are required in most Midland College distance learning courses. Your instructor will provide specific information for which assignments and/or tests may require proctoring services and how to obtain these services.

**Other technologies** are also utilized by Midland College to deter and identify academic integrity violations in distance learning courses.

**Taking online the first time?** SmarterMeasure is a diagnostic tool which helps students identify if they are at-risk of not doing well in an online, hybrid and/or technology rich course. The SmarterMeasure Learning Readiness Indicator is a web-based tool that measures: on-screen reading rate and recall, technical competency, individual attributes, life factors, preferred learning styles, and typing speed and accuracy. The SmarterMeasure Learning Readiness Indicator can be accessed at <http://www.midland.edu/students/academics/smartermeasure.php>. Upon completion, a detailed report is provided. For additional information, please contact the Department of Distance Learning at (432) 685-5537.

## **Murray Fasken Learning Resource Center (LRC)**

The LRC is a repository of books and bound journals, e-books, microforms, DVDs, videos, and CDs, and magazine, journal, and newspaper subscriptions, which support the Midland College curricula. Multidisciplinary databases published by EBSCO, Gale, Bowker, CredoRef and others are available to students both on- and off-campus. The LRC is a participant in TexShare programs for enhanced access to learning resources. Special subject collections include Health Sciences and Law. The collection is primarily for students, staff and faculty use. Materials are available for checkout through current Midland College ID cards. Library holdings are described by an electronic catalog, enabling author, title, subject, and keyword searches. Labs in the LRC provide word processing and related software. The LRC's web site ([www.midland.edu/lrc](http://www.midland.edu/lrc)) is extensive. Included are library research tutorials, the library catalog of holdings, description of library policies and services and extensive links to hundreds of recommended websites and databases for most academic subjects.

## **Course Descriptions**

## **Guide to Course Abbreviations**

## **College-level Credit Courses**

Courses numbered 1100-4399 are college-level credit courses. A credit course is a part of an approved educational program or major. The credit awarded by Midland College for completion of most courses is accepted as a completion of a portion of an appropriate educational sequence leading to a Certificate, Associate Degree, or Baccalaureate Degree. The second number in the four-digit sequence represents the number of semester credit hours (SCH) awarded for a particular course. For example, COMM 1307 is a 3 semester credit hour course in Communication, and ACNT 2401 is a 4 semester credit hour course in Accounting.

## **Developmental Education Courses**

Courses numbered 0100-0399 are offered for credit but do not count toward completion of a program or major. These are designed for students who score lower than college-level on English, Math, and Reading placement exams. For each student who

fails to meet passing standards on placement exams, Midland College has established a program to advise the student and determine a plan regarding the sequence of development education courses necessary to assure the readiness of that student in performing freshman-level academic course work.

## Key to Course Codes

*Some subjects may have more than one course code.*

## Course Descriptions

Numbers in parentheses identify the number of classroom and lab hours per week. For example, (3-2) indicates three hours in the classroom plus two hours in the lab.

When present, a third number indicates clinical, *practicum or internship hours*.

## Accounting

### ACCT 2301 - Principles of Financial Accounting I

#### **3 Hours (3-1)**

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Prerequisites: Meet TSI college-readiness standard for Mathematics, or equivalent

### ACCT 2302 - Principles of Managerial Accounting

#### **3 Hours (3-1)**

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting and performance evaluation. Prerequisites: ACCT 2301

### ACNT 1331 - Federal Income Tax: Individual

**3 Hours (3-0)**

A study of the federal tax law for preparation of individual income tax returns. Students will prepare federal income tax forms and related schedules for individuals.

**ACNT 1403 - Introduction to Accounting I****4 Hours (3-3)**

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Students will define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle; prepare financial statements; and apply accounting concepts related to cash and payroll. Corequisites: ITSW 1404 or instructor permission.

**ACNT 1411 - Introduction to Computerized Accounting****4 Hours (3-3)**

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. Students will utilize an application software to perform accounting tasks; maintain records and prepare and analyze reports for a business entity; complete a comprehensive project; and explain the components of general ledger software. Prerequisites: ACNT 1403 or ACCT 2301 or instructor permission.

**ACNT 2370 - Petroleum Accounting****3 Hours (3-0)**

The student will acquire a basic understanding of the accounting for successful efforts and full-cost companies. Focus of the course will be in the areas of pre-drilling operations, undeveloped properties, drilling and development activities, oil and gas revenues, depreciation and amortization, tax, and joint operations. Prerequisites: ACCT 2301 or instructor permission.

**Adult and Developmental Education****IRWD 0170 - Writing Lab for IRWD****1 Hour (0-1)**

This course is designed to support IRWD 0370, IRWD 0371, IRWD 0372. Tutorial help, computer-assisted instruction, and computer-based editing programs are available to support the class. Student must make a "P" in this course and a "C" in co-

requisite class to meet progress or TSI readiness requirement. Corequisites: IRWD 0170 is a co-requisite of IRWD 0370, IRWD 0371, IRWD 0372.

## **IRWD 0370 - Integrated Reading & Writing I**

### **3 Hours (3-0)**

**READ TSI 200 or less.** This course surveys a variety of reading materials. Students will learn to locate explicit textual information, draw inferences, and describe, and evaluate the information within the across multiple texts of varying lengths. Students will learn how to use vocabulary effectively, describe and apply insights gained from reading and writing a variety of texts. Students will learn effective editing strategies, generate ideas from texts, and recognize and apply the conventions of Standard English. This course is not for college credit. The reading TSI score will calculate placement in this course.

Corequisites: PREP 0170

## **IRWD 0371 - Integrated Reading & Writing II**

### **3 Hours (3-0)**

**READ TSI 201-229.** This course surveys a variety of reading materials. Students will learn to locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within the across multiple texts of varying lengths. Students will learn how to use vocabulary effectively, describe and apply insights gained from reading and writing a variety of texts. Students will learn effective editing strategies, generate ideas from texts, recognize and apply the conventions of Standard English, and compose college-level writing assignments. This course is not for college credit. The reading TSI score will calculate placement in this course. Students in this course are required to take a co-requisite PREP 0170 student success course. Corequisites: PREP 0170

## **IRWD 0372 - Integrated Reading & Writing III**

### **3 Hours (3-0)**

**TSI complete in Reading. Writing TSI THEA 0-219.** This course explores a variety of writing modalities specific to college-level assignments. Students will generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies. Students will learn effective editing strategies, generate ideas from texts, recognize and apply the conventions of Standard English, and compose college-level writing assignments. This course is not for college credit. The student will be placed into this course if there is not TSI hold for reading.

## **MATH 0471 - Foundations of Mathematical Reasoning**

### **4 Hours (4-0)**

This is a quantitative literacy-based course to be taught in conjunction with a Student Success class. Students will complete the 4 contact hours and transfer into a credit statistics course. Corequisites: EDUC 1100

# **Air Conditioning, Heating and Refrigeration Technology**

## **HART 1380 - Cooperative Education**

### **3 Hours (1-0-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. The student is required to work for wages at least 20 hours per week in air conditioning, refrigeration or a related field. This course may be repeated if topics and learning outcomes vary.

## **HART 1391 - Special Topics in Heating, Air Conditioning, and Refrigeration Technologies/Technicians**

### **3 Hours (2-2)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

## **HART 1401 - Basic Electricity for HVAC**

### **4 Hours (3-3)**

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. This course, and HART 1407 must be taken first as the prerequisite to all the HART classes.

## **HART 1407 - Refrigeration Principles**

### **4 Hours (3-3)**

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. This course, and HART 1401 must be taken first as the prerequisite for all the other HART courses.

## **HART 1441 - Residential Air Conditioning**

**4 Hours (3-3)**

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Prerequisites: HART 1401 and HART 1407.

**HART 1445 - Gas and Electric Heating****4 Hours (3-3)**

A study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. The student will be introduced to proper testing and troubleshooting techniques. The class will cover proper wiring, gas controls, thermostats, spark ignition and venting procedures. Prerequisites: HART 1401 and HART 1407.

**HART 2380 - Cooperative Education****3 Hours (1-0-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. The student is required to work for wages at least 20 hours per week in air conditioning, refrigeration or a related field. This course may be repeated if topics and learning outcomes vary.

**HART 2434 - Advanced Air Conditioning Controls****4 Hours (3-3)**

Theory and application of electrical control devices, electromechanical controls and/or pneumatic controls. This course covers the proper methods for troubleshooting electrical control devices and control circuits. The student will study the correct wiring for components such as lock-out relays, oil failure controls, and thermostats. The student will be introduced to solid state controls and their functions. Prerequisites: HART 1401.

**HART 2436 - Air Conditioning Troubleshooting****4 Hours (3-3)**

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Prerequisites: HART 1401 and HART 1407.

**HART 2442 - Commercial Refrigeration**

**4 Hours (3-3)**

Theory of and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines. Prerequisites: HART 1401 and HART 1407.

**HART 2445 - Air Conditioning Systems Design****4 Hours (4-0)**

A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. This course covers psychometrics and design procedures developed to select proper equipment for air conditioning systems. The student will be introduced to Manual J for heating and cooling loads. The student will also study proper duct sizing and design techniques. Capstone course. Prerequisites: HART 1401 or Instructor Approval.

**HART 2449 - Heat Pumps****4 Hours (3-3)**

A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Prerequisites: HART 1401 and HART 1407.

**Alcohol & Drug Abuse Counseling****DAAC 1309 - Assessment Skill of Alcohol and Other Drug Addictions****3 Hours (3-0)**

Exploration of procedures and tools used to identify and assess a client's problems, strengths, deficits and needs. Prerequisites/Corequisites: DAAC 1319.

**DAAC 1311 - Counseling Theories****3 Hours (3-0)**

An examination of the major theories and current treatment modalities used in the field of counseling. Prerequisites/Corequisites: DAAC 1319.

## **DAAC 1319 - Introduction to Alcohol and Other Drug Addiction**

### **3 Hours (3-0)**

An overview of causes and consequences of addiction, the major drug classifications and the counselor's code of ethics.

## **DAAC 2166 - Practicum I**

### **1 Hour (0-10)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Corequisites: DAAC 2271.

## **DAAC 2167 - Practicum II**

### **1 Hour (0-10)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.

## **DAAC 2271 - Core Functions**

### **2 Hours (2-0)**

Classroom lectures will prepare the student for written and oral testing. The registration process and completion of an Oral Presentation that meets the guidelines of the certification board. In addition, these workplace experiences will be processed in the classroom. Students will categorize previously learned knowledge from prior DAAC courses into a framework that will be applied for the counseling and state examination experience. Corequisites: DAAC 2166.

## **DAAC 2307 - Addicted Family Intervention**

### **3 Hours (3-0)**

Examination of family systems focusing on the effects of addiction and recovery. Prerequisites/Corequisites: DAAC 1319.

## **DAAC 2330 - Multicultural Counseling**

### **3 Hours (3-0)**

An examination of the multicultural counseling theories and characteristics of diverse populations.

## **DAAC 2441 - Counseling Alcohol and Other Drug Addictions**

### **4 Hours (3-3)**

Advanced examination of skills, confidentiality and ethical guidelines applied in the counseling, treatment and recovery of substance use disorders. Prerequisites/Corequisites: DAAC 1319.

## **DAAC 2454 - Dynamics of Group Counseling**

### **4 Hours (3-3)**

Exploration of group counseling skills, techniques, and stages of group development, and confidentiality and ethics. Prerequisites/Corequisites: DAAC 2441. The lab portion of this course is mandatory and requires three hours of lab participation per week.

## **PSYT 2331 - Abnormal Psychology**

### **3 Hours (3-0)**

Examination and assessment of the symptoms, etiology, and treatment procedures of mental, emotional, and behavior disorders.

## **PSYT 2345 - Principles of Behavior Modification and Its Management**

### **3 Hours (3-0)**

An analysis of behavior management and cognitive theories and techniques with emphasis on their applications.

## **Anthropology**

### **ANTH 2101 - Physical Anthropology (Lab)**

#### **1 Hour (0-2)**

This laboratory-based course accompanies ANTH 2301 and includes demonstrations of the major principles of the lecture course. Labs may include measuring and identifying skeletal remains (or replications) of the primate population, primate classification systems, proper techniques for acquisition, analysis, and storage of remains of both human and non-human primates.

## **ANTH 2301 - Physical Anthropology (Lecture)**

### **3 Hours (3-0)**

The study of human origins and bio-cultural adaptations. Topics may include primatology, genetics, human variation, forensics, health, and ethics in the discipline. Additional topics may include scientific theories regarding development of early hominines and the genus *Homo*.

## **ANTH 2302 - Introduction to Archeology**

### **3 Hours (3-0)**

The study of the human past through material remains. The course includes a discussion of methods and theories relevant to archaeological inquiry. Topics may include the adoption of agriculture, response to environmental change, the emergence of complex societies, and ethics in the discipline. Additional topics may include an introduction to field practice in the excavation, storage, and interpretation of material remains.

## **ANTH 2351 - Cultural Anthropology**

### **3 Hours (3-0)**

The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline. Students will study human culture in historical perspective by examining the development of culture as well as comparing present cultures. Additional topics may include an introduction anthropology and its subfields; the characteristics of culture; language and communication; social, personality, and gender identity; patterns of subsistence and exchange; sex, marriage, and the family; kinship and other methods of grouping; politics, power, and violence; spirituality, religion and the supernatural; mechanisms of change; and global challenges and the role of anthropology.

## **ANTH 2389 - Internship in Anthropology**

### **3 Hours (0-7)**

An instructional program designed to integrate on-campus study with practical hands-on experience in anthropology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. The internship program is designed to give students practical hands-on experience in one of the sub-fields of anthropology. Contact the department faculty for current semester details.

## **Arts**

### **ARTS 1301 - Art Appreciation**

**3 Hours (3-0)**

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts and will weigh the importance of art in their choices and values in everyday life.

**ARTS 1303 - Art History I****3 Hours (3-0)**

A chronological analysis of and inquiry into the historical and cultural contexts of painting, sculpture, architecture, and the decorative arts from prehistoric times to the 14th century. The course includes inquiry into the role of art, the creative process, and discourse about art in one's ethical, cultural, and intellectual development.

This class requires extensive ability in reading and writing. Prerequisites: Student must have satisfied the TSI readiness requirement in reading.

**ARTS 1304 - Art History II****3 Hours (3-0)**

A chronological analysis of and inquiry into the historical and cultural contexts of painting, sculpture, architecture, and the decorative arts from the 14<sup>th</sup> century to the present day. The course includes inquiry into the role of art, the creative process, and discourse about art in one's ethical, cultural, and intellectual development. This class requires extensive ability in reading and writing. Prerequisites: Student must have satisfied the TSI readiness requirement in reading.

**ARTS 1311 - Design I****3 Hours (2-4)**

An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. Student experiences include the fundamentals of line, color, form, texture, shape, space, and arrangement.

**ARTS 1312 - Design II****3 Hours (2-4)**

An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. Prerequisites: ARTS 1311.

**ARTS 1316 - Drawing I**

**3 Hours (2-4)**

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

**ARTS 1317 - Drawing II****3 Hours (2-4)**

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. Prerequisites: ARTS 1316.

**ARTS 2311 - Design III****3 Hours (2-4)**

An advanced investigation in which students explore the problems of two-dimensional form with emphasis on individual expression.

**ARTS 2316 - Painting I****3 Hours (2-4)**

The student explores the potentials of painting media with emphasis on color and composition.

**ARTS 2317 - Painting II****3 Hours (2-4)**

Continuation of ARTS 2316 with emphasis on individual student's expression. Prerequisites: ARTS 2316.

**ARTS 2323 - Drawing III****3 Hours (2-4)**

A life drawing course in which the student learns the structure and action of the human figure. Prerequisites: ARTS 1316 or ARTS 2316

## **ARTS 2324 - Drawing IV**

### **3 Hours (2-4)**

A continuation of ARTS 2323 with emphasis on the student's individual expression. Prerequisites: ARTS 2323.

## **ARTS 2326 - Sculpture I**

### **3 Hours (2-4)**

An exploration of various sculptural approaches in which the student works in a variety of media including additive and subtractive techniques.

## **ARTS 2327 - Sculpture II**

### **3 Hours (2-4)**

A continuation of ARTS 2326 with emphasis on student's individual expression. Prerequisites: ARTS 2326.

## **ARTS 2333 - Printmaking I**

### **3 Hours (2-4)**

An introduction for the student into the basic printmaking processes including etching, monotype, and relief.

## **ARTS 2334 - Printmaking II**

### **3 Hours (2-4)**

Opportunities for specialization and experimentation by the student in printmaking processes. Prerequisites: ARTS 2333.

## **ARTS 2341 - Art Metals I**

### **3 Hours (2-4)**

Basic techniques for the student working with nonferrous metals.

## **ARTS 2342 - Art Metals II**

**3 Hours (2-4)**

Further investigation by the student of advanced techniques and processes. Prerequisites: ARTS 2341.

**ARTS 2346 - Ceramics I**

**3 Hours (2-4)**

An introduction for the student to basic ceramic processes.

**ARTS 2347 - Ceramics II**

**3 Hours (2-4)**

Opportunities for specialization by the student in ceramic processes. Prerequisites: ARTS 2346.

**ARTS 2348 - Digital Arts I**

**3 Hours (2-4)**

An introduction to graphic design principles and typography with emphasis upon digital imaging. The course enables students to explore the creation and manipulation of images with a computer. Course content includes use of digital camera, flatbed and film scanners, Adobe Photoshop software, and printer.

**ARTS 2349 - Digital Arts II**

**3 Hours (2-4)**

Advanced graphic design principles and techniques with emphasis upon digital imaging. The course enables students to explore more expressive and interpretive use of imagery and to practice commercial application as well. Course increases students' exposure to software programs beyond Adobe Photoshop. Prerequisites: ARTS 2348.

**ARTS 2356 - Photography I**

**3 Hours (2-4)**

(also COMM 1318) An introductory course for beginners in black and white photography. Students learn basic techniques of camera functions, film development, print processing and design fundamentals.

**ARTS 2357 - Photography II**

**3 Hours (2-4)**

(also COMM 1319) A continuation of ARTS 2356 with emphasis on photography applied to publications. Students work with more complex subjects and techniques in order to communicate their ideas through photographic images. Prerequisites: COMM 1318 or ARTS 2356.

**ARTS 2366 - Watercolor I****3 Hours (2-4)**

Exploration of the potentials of water based media by the student with emphasis on color and composition.

**ARTS 2367 - Watercolor II****3 Hours (2-4)**

This course is an extension of ARTS 2366 and subject to all the conditions of that course. Prerequisites: ARTS 2366.

**Automotive Technology****ABDR 1431 - Basic Refinishing****4 Hours (2-4)**

An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of trim and replacement parts.

**ABDR 1458 - Intermediate Refinishing****4 Hours (2-4)**

Expanded training in mixing and spraying of automotive topcoats. Emphasis on formula ingredient, reducing, thinning, and special spraying techniques. Introduction to partial panel refinishing techniques and current industry paint removal techniques. Prerequisites: ABDR 1431

**ABDR 2449 - Advanced Refinishing**

**4 Hours (2-4)**

Application of multi-stage refinishing techniques. Advanced skill development solving refinishing problems. Application of multi-stage refinishing techniques with emphasis on formula mixing and special spraying techniques. Prerequisites: ABDR 1458

**AUMT 1305 - Introduction to Automotive Technology****3 Hours (2-4)**

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities and basic automotive maintenance. May be taught manufacturer-specific.

**AUMT 1306 - Automotive Engine Removal and Installation****3 Hours (2-4)**

Fundamentals of engine inspection, removal and installation procedures. May be taught manufacturer specific. Prerequisites: AUMT 1305 or instructor approval.

**AUMT 1307 - Automotive Electrical Systems****3 Hours (2-4)**

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer specific. Corequisites: AUMT 1305 or instructor approval.

**AUMT 1310 - Automotive Brake Systems****3 Hours (2-4)**

Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific. Corequisites: AUMT 1305 or instructor approval.

**AUMT 1316 - Suspension and Steering****3 Hours (2-4)**

Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. May be taught manufacturer specific. Prerequisites: AUMT 1305 or instructor approval.

## **AUMT 1319 - Automotive Engine Repair**

### **3 Hours (2-4)**

Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. Corequisites: AUMT 1305 or instructor approval.

## **AUMT 1345 - Automotive Heating and Air Conditioning**

### **3 Hours (2-4)**

Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. May be taught manufacturer specific. Prerequisites: AUMT 1305 or instructor approval.

## **AUMT 1380 - Cooperative Education - Auto/Automotive Mechanic/Technician**

### **3 Hours (1-0-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. Enrollment must be approved by the instructor. This course may be repeated if topics and learning outcomes vary.

## **AUMT 2301 - Automotive Management**

### **3 Hours (3-1)**

Instruction in human relations, customer relations, and customer satisfaction. Emphasis on management techniques and building relationships between the service department and the customer.

## **AUMT 2313 - Manual Drive Train and Axle**

### **3 Hours (2-4)**

A study of automotive clutches, clutch operation devices, standard transmissions, transaxles and rear axles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. May be taught manufacturer specific. Prerequisites: AUMT 1305 or instructor approval.

## **AUMT 2317 - Engine Performance Analysis I**

### **3 Hours (2-4)**

Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught manufacturer specific. Prerequisites: AUMT 1307 or instructor approval.

## **AUMT 2321 - Automotive Electrical Lighting and Accessories**

### **3 Hours (2-4)**

Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific. Prerequisites: AUMT 1307 or instructor approval.

## **AUMT 2325 - Automatic Transmission and Transaxle**

### **3 Hours (2-4)**

A study of the operation, hydraulic principles, and related circuits of modern automatic transmission and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. May be taught manufacturer specific. Prerequisites: AUMT 1307 or instructor approval.

## **AUMT 2334 - Engine Performance Analysis II**

### **3 Hours (2-4)**

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. Prerequisites: AUMT 2317 or instructor approval.

## **AUMT 2337 - Automotive Electronics**

### **3 Hours (2-4)**

Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. May be taught manufacturer specific. Prerequisites: AUMT 1307 or instructor approval.

## **AUMT 2428 - Automotive Service**

**4 Hours (2-4)**

Mastery of automotive vehicle service and component systems repair. Emphasis on mastering current automotive competencies covered in related theory courses. Maybe taught manufacturer specific.

**AUMT 2455 - Automotive Engine Machining****4 Hours (2-4)**

In-depth coverage of precision engine rebuilding, cylinder reconditioning and crack repair. Instruction in machines and equipment necessary to complete an engine repair. May be taught with manufacturer-specific instructions.

**Aviation Maintenance Technology****AERM 1203 - Shop Practices****2 Hours (1-4)**

An introduction to the correct use of hand tools and equipment, precision measurement, identification of aircraft hardware, and the fabrication of fluid lines and tubing. Emphasis on procedures for testing, heat treating, and inspection of aircraft structures. General Course for Aviation Maintenance

**AERM 1205 - Weight and Balance****2 Hours (1-2)**

A study of the Federal Aviation Administration (FAA) required subjects relating to the weighing of aircraft, the performance of weight and balance calculations, and appropriate maintenance record entries. General Course for Aviation Maintenance

**AERM 1208 - Federal Aviation Regulations****2 Hours (1-2)**

A course in the use and understanding of the Federal Aviation Administration and aircraft manufacturer's publications, forms, and records; and the exercise of mechanic privileges within prescribed limitations. General Course for Aviation Maintenance

**AERM 1210 - Ground Operations**

**2 Hours (1-4)**

An introductory course in fuels, servicing methods and procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control. General Course for Aviation Maintenance

**AERM 1241 - Wood, Fabric, and Finishes****2 Hours (1-2)**

A course in the use and care of various covering materials, finishes, and wood structures including approved methods and procedures. Prerequisites: General Courses.

**AERM 1243 - Instruments and Navigation/Communication****2 Hours (1-2)**

A study of aircraft instruments and electronic flight instrument systems including testing and installing instruments; inspecting, checking, and troubleshooting navigation and communication systems; and inspecting and repairing antennas and electronic equipment installations. Prerequisites: General Courses.

**AERM 1247 - Airframe Auxiliary Systems****2 Hours (1-3)**

Topics address airframe auxiliary systems including the operation and repair of position and warning systems, cabin atmospheric control systems, ice and rain control systems for aircraft and engines, and fire detection and protection systems. Prerequisites: General Courses.

**AERM 1251 - Aircraft Turbine Engine Theory****2 Hours (1-4)**

Theory, history, and servicing of turbine engines to include lubrication, instrumentation, auxiliary power units, and exhaust systems.

**AERM 1253 - Aircraft Welding****2 Hours (1-2)**

Skill development in repair procedures for steel, magnesium, brass, and aluminum materials used in aircraft assembly and selection and application of appropriate methods of welding, brazing, and soldering. Fundamentals of safety procedures are also addressed. Prerequisites: General Courses.

## **AERM 1254 - Aircraft Composites**

### **2 Hours (1-3)**

Comprehensive concepts of the inspection and repair of composite, fabric, core and laminated structural materials including doors, windows, bonded structures, and interior furnishings. Safety procedures to include the handling and storage of composite materials will also be addressed. Prerequisites: General Courses.

## **AERM 1314 - Basic Electricity**

### **3 Hours (2-3)**

A study of aircraft electrical systems and their requirements including the use of the ammeter, voltmeter, and ohmmeter; series and parallel circuits; inductance and capacitance; magnetism; converting alternating current (AC) to direct current (DC); controlling devices; maintenance and servicing of aircraft batteries; and reading and interpreting aircraft electrical diagrams to include solid state devices and logic functions. General Course for Aviation Maintenance

## **AERM 1315 - Aviation Science**

### **3 Hours (2-2)**

Fundamentals of mathematics, physics, and drawing as they apply to aircraft principles and operations as required by the federal Aviation Administration for airframe and powerplant mechanics. General Course for Aviation Maintenance

## **AERM 1340 - Aircraft Propellers**

### **3 Hours (3-3)**

Fundamentals of construction of propellers. Skill development in inspection, servicing, and repair of fixed-pitch, constant-speed, and feathering propellers and governing systems. Instruction in removal, balancing, and installation of propellers. Prerequisites: General Courses.

## **AERM 1345 - Airframe Electrical Systems**

### **3 Hours (2-3)**

A study of airframe electrical systems including installation, removal, disassembly, and repair of electrical components and related wiring. Prerequisites: General Courses.

## **AERM 1349 - Hydraulic, Pneumatic, and Fuel Systems**

**3 Hours (2-4)**

Skill development in inspecting, servicing, and maintaining aircraft fluid systems including hydraulics, pneumatics, and fuel. Application of basic concepts through detailed maintenance procedures. Prerequisites: General Courses.

**AERM 1350 - Landing Gear Systems****3 Hours (2-3)**

Inspection, servicing, overhaul, and repair of fixed and retractable landing gear systems. In-depth coverage of systems, components, and operation. Prerequisites: General Courses.

**AERM 1352 - Aircraft Sheet Metal****3 Hours (1-7)**

A course in inspection and repair of sheet metal structures including forming, layout, and bending of sheet metal and identification, selection, and installation of rivets and fasteners. Prerequisites: General Courses.

**AERM 1357 - Fuel Metering and Induction Systems****3 Hours (2-4)**

A study of fuel metering and induction systems used on reciprocating and turbine engines including fuel metering systems, carburetors, induction systems, heat exchangers, and cooling systems. Prerequisites: General Courses.

**AERM 1444 - Aircraft Reciprocation Engines****4 Hours (3-2)**

A study of reciprocating engines and their development, operating principles, and theory. Instruction in engine instruments, lubricating, and exhaust systems. Prerequisites: General Courses.

**AERM 1456 - Aircraft Powerplant Electrical****4 Hours (3-4)**

Theory, operation, and maintenance of powerplants including electrical, ignition, starting, and fire protection systems. Prerequisites: General Courses.

## **AERM 2231 - Airframe Inspection**

### **2 Hours (1-2)**

A study of the materials and procedures for completing a One Hundred Hour Inspection as per Federal Aviation Regulations and manufacturers' service information.

## **AERM 2233 - Assembly and Rigging**

### **2 Hours (1-2)**

An advanced course in assembly and rigging of fixed and rotary-wing aircraft. Prerequisites: General Courses.

## **AERM 2351 - Aircraft Turbine Engine Overhaul**

### **3 Hours (2-4)**

Topics address inspection, disassembly, reassembly, and replacement of gas turbine engines, sections, and components and operational troubleshooting and analysis. Prerequisites: General Courses.

## **AERM 2352 - Aircraft Powerplant Inspection**

### **3 Hours (2-2)**

In-depth coverage of methods and procedures for completing airworthiness and conformity inspections on aircraft powerplants. Capstone course. Prerequisites: General Courses.

## **AERM 2447 - Aircraft Reciprocating Engine Overhaul**

### **4 Hours (2-8)**

A study of reciprocating engine overhaul including measurement and inspection procedures. Instruction in removal and installation, checks, servicing, and repair of engines. Prerequisites: General Courses.

## **Biology**

## **BIOL 1322 - Nutrition & Diet Therapy**

**3 Hours (3-0)**

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. May not be used as a core science requirement. Prerequisites: TSI Complete in Reading and Math.

**BIOL 1406 - Biology for Science Majors I****4 Hours (3-3)**

This general biology course (first semester) is devoted to principles shared by all organisms. These principles include the physical properties of life, organization, function, evolutionary adaptation, and classification. Concepts to be included are cytology, reproduction, genetics, and scientific reasoning. Prerequisites: TSI complete in Reading and Math.

**BIOL 1407 - Biology for Science Majors II****4 Hours (3-3)**

This general biology course (second semester) is devoted to principles of diversity and classification of organisms including animals, plants, protists, fungi and prokaryotes. Special emphasis will be given to anatomy, physiology and evolution of plants and animals. Dissection required. Prerequisites: BIOL 1406.

**BIOL 1408 - Introduction to Biology I****4 Hours (3-3)**

This introductory biology course is devoted to the fundamental principles of living organisms including chemistry of life, cells, structure, function, and reproduction. This course is suitable as a required lab sciences for non-biology majors and may not be substituted for BIOL 1406. Prerequisites: TSI Complete in Reading and Math.

**BIOL 1409 - Introduction to Biology II****4 Hours (3-3)**

This introductory biology course is devoted to a survey of biological principles including evolution, plant and animal diversity, and physiology. This course is suitable as a required lab science for nonbiology majors and may not be substituted for BIOL 1407. Prerequisites: BIOL 1408

**BIOL 2106 - Environmental Biology Lab****1 Hour (0-3)**

This course is designed to reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy

transformations, abiotic interactions, symbiotic relationships, natural resources and their management and lifestyle analysis.  
Corequisites: BIOL 2306.

## **BIOL 2289 - Academic Cooperative**

### **2 Hours (1-3)**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. Prerequisites: BIOL 1406 and BIOL 1407 or BIOL 2401 and BIOL 2402.

## **BIOL 2306 - Environmental Biology**

### **3 Hours (3-0)**

This biology course is devoted to the principles of environmental systems and ecology, including biochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, evolutionary trends, and approaches to ecological research. Prerequisites: TSI Complete in Reading and Math. Corequisites: BIOL 2106.

## **BIOL 2401 - Anatomy and Physiology I**

### **4 Hours (3-4)**

This course is designed to produce student proficiency in body organization, the skeletal system, the muscular system, and the nervous system. Laboratory work will include dissection of a mammal. Dissection required. BIOL 1406 highly recommended. Prerequisites: TSI complete in Reading and Math.

## **BIOL 2402 - Anatomy and Physiology II**

### **4 Hours (3-4)**

This course is designed to enable students to become proficient in the following biological systems: the circulatory system with special emphasis on the blood and heart, the respiratory system, the digestive system, and the reproductive system. Laboratory work will include dissection of a mammal. Dissection required. Prerequisites: BIOL 2401.

## **BIOL 2404 - Human Anatomy and Physiology (one semester)**

### **4 Hours (3-4)**

This is a one-semester course designed to enable students to become proficient in scientific terminology and concepts of the 11 biological systems. In laboratory exercises, students learn the anatomy of the skeletal system, muscular system, nervous system, endocrine system, circulatory system, respiratory system, digestive system and the reproductive system. This course is designed

for non-science majors and SOME health science majors. It does not take the place of BIOL 2401 and/or BIOL 2402 (Anatomy and Physiology I and II) and may not be combined with either of these classes to meet core science or graduation requirements. BIOL 2404 lab required. Prerequisites: TSI complete in Reading and Math

## **BIOL 2420 - Microbiology for Non-Science Majors**

### **4 Hours (3-4)**

Study of the morphology, physiology and taxonomy of representative groups of pathogenic and non-pathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health and immunology. Biology 2420 lab required. Prerequisites: TSI Complete in Reading and Math

## **BIOL 2421 - Microbiology for Science Majors**

### **4 Hours (3-4)**

The study of microbiology, including metabolism, structure, function, genetics and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts and the environment. Prerequisites: Grade of "C" or greater in BIOL 1406 or BIOL 2401 or CHEM 1405 or CHEM 1411

## **Business Administration**

### **BMGT 1301 - Supervision**

#### **3 Hours (3-0)**

The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills. Students will explain the role, characteristics, and skills of a supervisor; identify the principles of management at the supervisory level; identify and discuss the human relations skills necessary for supervision; explain motivational techniques; and cite examples of how motivational techniques can be used by a supervisor in a working environment.

### **BMGT 1305 - Communications in Management**

#### **3 Hours (3-0)**

Basic theory and processes of communication skills necessary for the management of an organization's workforce. Students will explain the communication process; identify and remedy major communication barriers; describe how communication contributes to effective management.

## **BMGT 1327 - Principles of Management**

### **3 Hours (3-0)**

A study of the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. Students will explain the processes involved in management strategy development; and develop an organizational strategic management plan.

## **BMGT 2341 - Strategic Management**

### **3 Hours (3-0)**

Concepts, terminology, principles, theories, and issues in the field of management. Students will explain various theories, processes, and functions of management; apply theories to a business environment; identify leadership roles in organizations; and describe elements of the communication process.

## **BUSA 1313 - Investments**

### **3 Hours (3-0)**

An overview of the theory and mechanics of business investment decisions and management of business financial assets using quantitative management techniques. Topics include time value of money, cash flow, capital budgeting, sources of funds, break-even analysis, and investment decisions. Students will define terms related to investments; apply basic concepts and calculations to planning and control of investments; and identify analytical models used for financial decision-making.

## **BUSG 1191 - Special Topics in Business**

### **1 Hour (1-0)**

The student will gain exposure to a variety of topics that pertain to current issues and problems in the business administration field. This course may be repeated for additional credit using a different topic.

## **BUSG 1291 - Special Topics in Business**

### **2 Hours (2-0)**

The student will gain exposure to a variety of topics that pertain to current issues and problems in the business administration field. This course may be repeated for additional credit using a different topic.

## **BUSG 1303 - Principles of Finance**

**3 Hours (3-0)**

Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money. Students will identify the processes and structures of monetary policy; relate the sources of capital to business, consumers, and government; define the time value of money and its relationship to credit; and describe the characteristics of financial intermediaries and related markets.

**BUSG 1304 - Introduction to Financial Advising****3 Hours (3-0)**

A study of the financial problems encountered by financial advisors when managing family financial affairs. Includes methods to advise clients on topics such as estate planning, retirement, home ownership, savings, and investment planning. The student will identify the concepts associated with the time value of money; identify the differences among various savings and investment programs and classes of securities; identify the options for personal insurance; describe retirement and estate planning techniques; explain owning versus renting real property; and describe consumer protection legislation.

**BUSG 1315 - Small Business Operations****3 Hours (3-0)**

How to operate a small business. Emphasizes management functions including planning, leading, organizing staffing, and controlling operations. students will identify the aspects of operation a small business; describe human resource functions including employee developmental explain the elements of total quality management; and compare purchasing procedures, inventory control, and computerized operations between/among small businesses.

**BUSG 1391 - Special Topics in Business****3 Hours (3-0)**

The student will gain exposure to a variety of topics that pertain to current issues and problems in the business administration field. Prerequisites: 12 hours of business-related courses or permission of instructor. This course may be repeated for additional credit using a different topic.

**BUSG 2380 - Cooperative Education - Business, General****3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through work experience. This course may be repeated if topics and learning outcomes vary.

## **BUSG 2381 - Cooperative Education - Business, General**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through work experience. This course may be repeated if topics and learning outcomes vary.

## **BUSI 1301 - Business Principles**

### **3 Hours (3-0)**

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

## **BUSI 2301 - Business Law**

### **3 Hours (3-0)**

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general

principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. Prerequisites: High school coursework in U.S. history and government, or equivalent

## **MRKG 1311 - Principles of Marketing**

### **3 Hours (3-0)**

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. Students will identify the marketing mix components in relation to market segmentation; explain the environmental factors which influence consumer and organizational decision-making processes; and outline a marketing plan.

## **Business Systems**

## **ITSW 1301 - Introduction to Word Processing**

### **3 Hours (2-4)**

An overview of the production of documents, tables, and graphics. The student will identify word processing terminology and concepts; create technical documents; format and edit documents; use simple tools and utilities; and print documents.

Prerequisites: POFT 1227 or instructor permission.

## **ITSW 1404 - Introduction to Spreadsheets**

### **4 Hours (3-3)**

Instruction in the concepts, procedures, and importance of electronic spreadsheets. The student will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports.

## **ITSW 1407 - Introduction to Database**

### **4 Hours (3-3)**

Introduction to database theory and the practical applications of a database. The student will identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries.

Prerequisites: Knowledge of software files management and keyboarding skills.

## **ITSW 1410 - Presentation Media Software**

### **4 Hours (3-3)**

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. The student will identify presentation media terminology and concepts; create presentations using text, visual and/or sound elements; use effective compositions and style; prepare presentations for distribution on computers or other media; and modify sequence and slide master. Prerequisites: Knowledge of software file management and keyboarding skills.

## **ITSW 2434 - Advanced Spreadsheets**

### **4 Hours (3-3)**

This course is designed to provide an understanding of advanced functionality of electronic spreadsheets. The student will learn to create and design macros; use database and data analysis features; and devise solutions using linked worksheets. Prerequisites: ITSW 1404 or instructor permission.

## **POFI 1204 - Computer Fundamentals**

**2 Hours (2-1)**

Computer applications specific software. Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency.

**POFI 2401 - Word Processing****4 Hours (3-3)**

Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency. Prerequisites: POFT 1227 or instructor permission.

**POFI 2431 - Desktop Publishing for the Office****4 Hours (3-3)**

In-depth coverage of desktop publishing terminology, text editing and use of design principles. Emphasis on layout techniques, graphics, multiple page displays and business applications. This course is designed to be repeated multiple times to improve student proficiency. Prerequisites: ITSW 1301 or instructor permission.

**POFI 2440 - Advanced Word Processing****4 Hours (3-3)**

Advanced word processing techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency. Prerequisites: ITSW 1301.

**POFM 1302 - Medical Software Applications****3 Hours (3-0)**

Medical software applications for the management and operation of health care information systems. Students will utilize medical software applications; manage patient database; process billing; maintain schedules; and generate reports.

**POFT 1227 - Introduction to Keyboarding****2 Hours (2-0)**

Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy. Students will demonstrate basic keyboarding techniques, with acceptable accuracy and speed of at least 30 words per minute.

## **POFT 1301 - Business English**

### **3 Hours (3-0)**

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Does not count toward major in "Psychology."

## **POFT 1309 - Administrative Office Procedures I**

### **3 Hours (3-0)**

Study of current office procedures, duties, and responsibilities applicable to an office environment.

## **POFT 1325 - Business Mathematics and Machine Applications**

### **3 Hours (3-1)**

Skill development in business math problem solving using electronic technology.

## **POFT 2312 - Business Correspondence and Communications**

### **3 Hours (3-0)**

Development of writing and presentation skills to produce effective business communications. Prerequisites: POFT 1301 or instructor permission.

## **POFT 2333 - Advanced Document Formatting and Skill Building**

### **3 Hours (2-4)**

A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making. Students will demonstrate proficient keyboarding techniques; apply mailability standards to business documents using word processing software; and implement decision-making skills. Prerequisites: POFT 1227 and POFT 2401.

## **POFT 2380 - Cooperative Education-Administrative/ Secretarial, General Science**

### **3 Hours (1-0-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between

the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through work experience. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable technical language of the occupation and the business or industry. Prerequisites: Two Business Applications courses or instructor permission. This course may be repeated if topics and learning outcomes vary.

## **POFT 2401 - Document Formatting and Skill Building**

### **4 Hours (3-3)**

A continuation of keyboarding skills emphasizing acceptable speed, and accuracy levels and formatting documents. Prerequisites: POFT 1227 and ITSW 1301 or instructor permission.

## **POFT 2431 - Administrative Systems**

### **4 Hours (3-3)**

Advanced concepts of project management and office procedures integrating software applications. Prerequisites: ITSW 1301, ITSW 1404, ITSW 1407 and ITSW 1410.

## **Chemistry**

### **CHEM 1104 - Chemical Calculations**

#### **1 Hour (1-0)**

Study of the mathematical application used in chemistry. Designed for science and engineering students. Lab fee required. Corequisites: CHEM 1411

### **CHEM 1405 - Introductory Chemistry**

#### **4 Hours (3-4)**

This survey course for non-science majors will enable these students to comprehend the fundamental concepts of chemistry and will fulfill four credit hours of the lab science requirement. Prerequisites: TSI complete in Reading and Math.

## **CHEM 1411 - General Inorganic Chemistry I**

### **4 Hours (3-3)**

This course will enable students to become proficient in stoichiometry, chemical equations, atomic structure, chemical bonding, reactions, gas laws, liquids and solids, and solutions. Prerequisites: MATH 1314 or higher-level Math Corequisites: CHEM 1104

## **CHEM 1412 - General Inorganic Chemistry II**

### **4 Hours (3-3)**

This course will enable students to become proficient in acid-base theory, oxidation-reduction reactions, chemical kinetics, aqueous equilibria, electrochemistry, and organic chemistry. Prerequisites: CHEM 1411

## **CHEM 2289 - Academic Cooperative**

### **2 Hours (1-3)**

An instructional program designed to integrate on campus Study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Instructor permission required.

## **CHEM 2401 - Analytical Chemistry I**

### **4 Hours (3-4)**

Principles and methods of quantitative chemical analysis dealing primarily with volumetric and gravimetric analysis and containing a brief introduction to physical methods. Prerequisites: CHEM 1411. Corequisites: CHEM 1412.

## **CHEM 2423 - Organic Chemistry I**

### **4 Hours (3-4)**

This course will enable students to become proficient in the reactions and mechanisms of aliphatic and aromatic hydrocarbons, and their derivatives. Prerequisites: CHEM 1412.

## **CHEM 2425 - Organic Chemistry II**

### **4 Hours (3-4)**

This course will enable students to become proficient in the reactions and mechanisms of alcohols, phenols, ethers, aldehydes and ketones, carboxylic acids, and amines. Prerequisites: CHEM 2423

# **Child Care and Development**

## **CDEC 1313 - Curriculum Resources for Early Childhood Programs**

### **3 Hours (2-2-0)**

This course is a study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

## **CDEC 1319 - Child Guidance**

### **3 Hours (2-2-0)**

This course is an exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. An emphasis on positive guidance principles and techniques, family involvement and cultural influences is also covered. Practical application is gained through direct participation with children.

## **CDEC 1321 - The Infant and Toddler**

### **3 Hours (2-2-0)**

This course is a study of appropriate infant and toddler programs, (birth to 3 years) including an overview of development, quality routines, appropriate environments, materials and activities and teaching/guidance techniques. Prerequisites: TECA 1354.

## **CDEC 1323 - Observation and Assessment**

### **3 Hours (2-2-0)**

This course is a study of observation skills, assessment techniques, and documentation of children's development.

## **CDEC 1356 - Emergent Literacy for Early Childhood**

### **3 Hours (2-2-0)**

This course is an exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.

## **CDEC 1358 - Creative Arts for Early Childhood**

### **3 Hours (2-2-0)**

This course is an exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

## **CDEC 1359 - Children with Special Needs**

### **3 Hours (2-2-0)**

This course is a survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role and legislative issues.

## **CDEC 2307 - Math and Science for Early Childhood**

### **3 Hours (2-2-0)**

This course is an exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

## **CDEC 2315 - Diverse Cultural/Multilingual Education**

### **3 Hours (2-2-0)**

This course is an overview of multicultural education to include relationship with the family and community to develop awareness and sensitivity to diversity related to individual needs of children.

## **CDEC 2326 - Administration of Programs for Children I**

### **3 Hours (2-4-0)**

This course is a practical application of management procedures for early care and education programs, including a study of planning, operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication will be covered.

## **CDEC 2328 - Administration of Programs for Children II**

### **3 Hours (2-4-0)**

This course is an in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy,

professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. Prerequisites: CDEC 2326.

### **CDEC 2336 - Administration of Programs for Children III**

**3 Hours (2-4-0)**

This course is an advanced study of the skills and techniques in managing early child care education programs.

### **CDEC 2340 - Instructional Techniques for Children with Special Needs**

**3 Hours (2-2-0)**

This course is an exploration of the development and implementation of curriculum for children with special needs.

### **CDEC 2341 - The School Age Child**

**3 Hours (2-2-0)**

This course is a study of appropriate programs for the school age child (5 to 13 years) including an overview of development, appropriate environments, materials, activities and teaching/guidance techniques.

### **CDEC 2366 - Practicum in Child Development and Early Childhood**

**3 Hours (0-0-21)**

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: Basic skills certificate or AAS majors only.

### **TECA 1303 - Families, School and Community**

**3 Hours (3-0-0)**

This course is a study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. The course includes 15 hours of field experience.

### **TECA 1311 - Educating Young Children**

**3 Hours (3-0-0)**

This course is an introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. The course includes 15 hours of field experience.

### **TECA 1318 - Wellness of the Young Child**

#### **3 Hours (3-0-0)**

This course is a study of the factors that impact the wellbeing of the young child including healthy behavior, food, nutrition, fitness and safety practices. The focus is on local and national standards and legal implications of relevant policies and regulations. The course includes 15 hours of field experience.

### **TECA 1354 - Child Growth and Development**

#### **3 Hours (3-0-0)**

This course is a study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. The course includes 15 hours of field experience.

## **Communication**

### **COMM 1129 - Publications**

#### **1 Hour (0-4)**

Working experience in publications. Students are required to be on the staff of at least one of the official college publications and to work under supervision a minimum of four hours weekly.

### **COMM 1130 - Publications**

#### **1 Hour (0-4)**

Working experience in publications. Students are required to be on the staff of at least one of the official college publications and to work under supervision a minimum of four hours weekly.

### **COMM 1307 - Introduction to Mass Communications**

**3 Hours (3-0)**

A survey of American mass communication functions with emphasis on development and current trends of print media, broadcasting, advertising, and public relations. Students are encouraged to become critical media consumers as well as to explore career possibilities in mass communications.

**COMM 1318 - Photography I****3 Hours (2-4)**

(ALSO ARTS 2356) An introductory course for beginners in black and white photography. Students learn basic techniques of camera functions, film development, print processing and design fundamentals.

**COMM 1319 - Photography II****3 Hours (2-4)**

(ALSO ARTS 2357) A continuation of COMM 1318 with emphasis on photography applied to publications. Students work with more complex subjects and techniques in order to communicate their ideas through photographic images. Prerequisites: COMM 1318

**COMM 1335 - Survey of Radio/Television****3 Hours (3-0)**

Study of the development, regulation, economics, social impact, and industry practices in broadcasting and cable communication. Includes non-broadcast television, new technologies, and other communication systems.

**COMM 2129 - Publications****1 Hour (0-4)**

Working experience in publications. Students are required to be on the staff of at least one of the official college publications and to work under supervision a minimum of four hours weekly.

**COMM 2130 - Publications****1 Hour (0-4)**

Working experience in publications. Students are required to be on the staff of at least one of the official college publications and to work under supervision a minimum of four hours weekly.

## **COMM 2289 - Academic Cooperative**

### **2 Hours (2-2)**

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.

## **COMM 2300 - Media Literacy and Society**

### **3 Hours (3-0)**

This class is designed to criticize and analyze the function, role and responsibility of the mass media in modern society from the consumer perspective. The course includes the ethical problems and issues facing each media format, with the effect of political, economic, and cultural factors on the operation of the media. Students will study the media influence throughout history on the formation of governments and private sector organizations. The course will explore the enrichment as well as negative consequences that media has brought to society.

## **COMM 2305 - News Editing**

### **3 Hours (3-3)**

A course in which copy editing, rewriting, proofreading, headline writing, and layout are emphasized. Lab work on newspaper and/or magazine required. Prerequisites: COMM 2309.

## **COMM 2311 - News Gathering and Writing**

### **3 Hours (3-3)**

A study of fundamental news gathering and writing in which the students learn the evaluation of news, news gathering problems, and techniques, writing leads, organizing stories, and overcoming grammatical and structural problems. Lab work on newspaper staff required.

## **COMM 2315 - News Gathering and Writing II**

### **3 Hours (3-0)**

A course in which the student learns to write newspaper and magazine feature and editorial material with emphasis on marketing of articles and research methods for article writing. Students study philosophy of news selection, ethics of communication, and responsibility in reporting. Work on the student newspaper or magazine is required. Prerequisites: COMM 2311 or consent of instructor.

## **COMM 2327 - Principles of Advertising**

### **3 Hours (3-0)**

An overview of the broad field of advertising. This course acquaints students with the role of advertising in the American economy and society. Students study TV, radio, print advertising functions, and support advertising forms such as direct mail, transit, and outdoor media. Students create ads as part of an advertising campaign project.

## **COMM 2330 - Introduction to Public Relations**

### **3 Hours (3-0)**

A course exploring the history and development of public relations and presenting the theory and process of public relations- including the planning, implementation, and evaluation of PR campaigns.

## **COMM 2332 - Radio/Television News**

### **3 Hours (3-0)**

Preparation and analysis of news styles for the electronic media.

## **COMM 2339 - Writing for Radio, Television, & Film**

### **3 Hours (3-0)**

Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

## **COMM 2389 - Academic Cooperative**

### **3 Hours (3-3)**

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.

## **Computer Graphics Technology**

## **ARTC 1313 - Digital Publishing I**

**3 Hours (2-4)**

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

**DFTG 1302 - Introduction to Technical Animation and Rendering****3 Hours (2-4)**

Basic study and introduction to 3D computer models and animation. Software: Autodesk 3D Max. Prerequisites: DFTG 2340 (Fall semester only)

**DFTG 1305 - Technical Drafting****3 Hours (2-4)**

Introduction to the principles of drafting to include terminology and fundamentals, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. Software: AutoCAD

**DFTG 1309 - Basic Computer-Aided Drafting****3 Hours (2-4)**

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Software: AutoCAD. Corequisites: DFTG 1305.

**DFTG 1317 - Architectural Drafting - Residential****3 Hours (2-4)**

Architectural drafting procedures, practices, terms and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods. Software: AutoCAD Architecture Prerequisites: DFTG 1309.

**DFTG 1325 - Blueprint Reading and Sketching****3 Hours (3-0)**

An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings.

## **DFTG 1341 - Intermediate Technical Animation and Rendering**

### **3 Hours (2-4)**

Intermediate class in 3-D modeling and rendering techniques including lighting, staging, camera and special effects. Emphasizes 3-D modeling building blocks using primitives to create simple and complex architectural/mechanical models. Prerequisites: ARTV 1302

## **DFTG 1345 - Parametric Modeling and Design**

### **3 Hours (2-4)**

Parametric-based design software for 3D design and drafting. Software: Autodesk Inventor. Prerequisites: DFTG 2340.

## **DFTG 1391 - Special Topics in Drafting**

### **3 Hours (2-4)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

## **DFTG 2302 - Machine Drafting**

### **3 Hours (2-4)**

Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Software: AutoCAD. Prerequisites: DFTG 1309.

## **DFTG 2306 - Machine Design**

### **3 Hours (2-4)**

Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. Software: Autodesk Inventor. Prerequisites: DFTG 2302 and DFTG 2340

## **DFTG 2319 - Intermediate Computer Aided Drafting**

### **3 Hours (2-4)**

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. Software: AutoCAD. Prerequisites: DFTG 1309.

## **DFTG 2321 - Topographical Drafting**

### **3 Hours (2-4)**

Plotting of surveyors field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses. Software: AutoCAD. Prerequisites: DFTG 1309

## **DFTG 2323 - Pipe Drafting**

### **3 Hours (2-4)**

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations and isometrics. Software: AutoCAD, CADWorx Plant, P & ID, & Equipment. Prerequisites: DFTG 1309

## **DFTG 2331 - Advanced Technology In Architectural Design & Drafting**

### **3 Hours (2-4)**

Use of Architectural specific software to execute the elements required in designing standard architecture exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential and light commercial architecture. Software: Google Sketchup Pro, Autodesk Revit. Prerequisites: DFTG 1317

## **DFTG 2338 - Final Project - Advanced Drafting**

### **3 Hours (1-4)**

A drafting course in which students participate in a comprehensive project from conception to conclusion. Capstone course. Prerequisites: DFTG 1302. (Spring semester only)

## **DFTG 2340 - Solid Modeling/Design**

### **3 Hours (2-4)**

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Software: Autodesk Inventor. Prerequisites: DFTG 1309

## **DFTG 2345 - Advanced Pipe Drafting**

**3 Hours (2-4)**

A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting, process flow diagrams; solve design implementation problems; apply appropriate codes and standards. Software: AutoCAD, CADWorx Plant, P & ID, & Equipment. Prerequisites: DFTG 2323 and DFTG 2340.

**DFTG 2380 - Cooperative Work Experience, I, II****3 Hours (1-0-20)**

This course is a study of the basic career-related activities encountered in the area of Drafting. The individual is required to work for wages in a Drafting trade area for at least 20 hours per week under the supervision of the college and employer. Seminar meets one hour per week. Prerequisites: Approval of Dean and concurrent enrollment in a Drafting-related course.

**DFTG 2381 - Cooperative Work Experience, I, II****3 Hours (1-0-20)**

This course is a study of the basic career-related activities encountered in the area of Drafting. The individual is required to work for wages in a Drafting trade area for at least 20 hours per week under the supervision of the college and employer. Seminar meets one hour per week. Prerequisites: Approval of Dean and concurrent enrollment in a Drafting-related course.

**GRPH 1359 - Object Oriented Computer Graphics****3 Hours (2-4)**

Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use of the capabilities specific to vector (object oriented) drawing software to manipulate both text and graphics with emphasis on the use of bezier curves. Acquisition of images via scanning and the creative use of clip art is included.

**Cosmetology****CSME 1254 - Artistry of Hair Design I****2 Hours (0-7-0)**

Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques.

## **CSME 1410 - Introduction to Hair Cutting and Related Theory**

### **4 Hours (2-8-0)**

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

## **CSME 1443 - Manicuring and Related Theory**

### **4 Hours (2-5-0)**

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology.

## **CSME 1447 - Principles of Skin Care/Facials and Related Theory**

### **4 Hours (2-5-0)**

In-depth coverage of the theory and practice of skin care, facials, and cosmetics.

## **CSME 1505 - Fundamentals of Cosmetology**

### **5 Hours (3-8-0)**

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out.

## **CSME 1551 - Artistry of Hair, Theory and Practice**

### **5 Hours (3-8-0)**

This course is an instruction in the artistry of hair design. Topics included in the course include theory, techniques, and application of hair design.

## **CSME 1553 - Chemical Reformation and Related Theory**

### **5 Hours (3-8-0)**

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

## **CSME 2302 - Introduction to Application of Hair Color**

**3 Hours (3-4-0)**

Introduction of various basic hair color applications including all safety and sanitation procedures.

## **CSME 2343 - Salon Development**

**3 Hours (2-3-0)**

Application of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping.

## **CSME 2345 - Preparation for the State Licensing Practical Examination**

**3 Hours (1-7-0)**

This course is a preparation for the state licensing practical examination.

## **CSME 2401 - The Principles of Hair Coloring and Related Theory.**

**4 Hours (2-8-0)**

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.

## **CSME 2410 - Advanced Hair Cutting and Related Theory**

**4 Hours (2-8-0)**

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers.

## **CSME 2441 - Preparation for the State Licensing Examination**

**4 Hours (2-5-0)**

Preparation for the state licensing examination.

## **Criminal Justice/Law Enforcement**

## **CJLE 1327 - Interviewing and Report Writing for Criminal Justice Professions**

### **3 Hours (3-0)**

Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports.

## **CJLE 1333 - Traffic Law and Investigation**

### **3 Hours (3-0)**

Instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law. Emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision.

## **CJSA 1382 - Cooperative Education - Criminal Justice Studies**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

## **CJSA 1392 - Criminal Justice Special Topics**

### **3 Hours (3-0-0)**

Topics address recently identified current events, skills or knowledge and / or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

## **CJSA 2323 - Criminalistics**

### **3 Hours (3-0)**

Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification.

## **CJSA 2382 - Cooperative Education - Criminal Justice Studies**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

## **CRIJ 1301 - Introduction to Criminal Justice**

### **3 Hours (3-0)**

This course provides an historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

## **CRIJ 1306 - Court Systems and Practices**

### **3 Hours (3-0)**

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

## **CRIJ 1307 - Crime in America**

### **3 Hours (3-0)**

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

## **CRIJ 1310 - Fundamentals of Criminal Law**

### **3 Hours (3-0)**

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

## **CRIJ 1313 - Juvenile Justice System**

### **3 Hours (3-0)**

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

### **CRIJ 2301 - Community Resources in Corrections**

#### **3 Hours (3-0)**

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

### **CRIJ 2313 - Correctional Systems and Practices**

#### **3 Hours (3-0)**

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

### **CRIJ 2314 - Criminal Investigation**

#### **3 Hours (3-0)**

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; use of forensic sciences; case and trial preparation.

### **CRIJ 2323 - Legal Aspects of Law Enforcement**

#### **3 Hours (3-0)**

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

### **CRIJ 2328 - Police Systems and Practices**

#### **3 Hours (3-0)**

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

Prerequisites/Corequisites: CRIJ 1301; CRIJ 1306; CRIJ 1310; CRIJ 2313 or consent of instructor.

### **HMSY 1337 - Introduction to Homeland Security**

**3 Hours (3-0)**

Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

**HMSY 1342 - Understanding and Combating Terrorism****3 Hours (3-0)**

Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism.

**HMSY 1343 - Weapons of Mass Destruction****3 Hours (3-0)**

This course covers hazard and risk assessment, crime scene preservation, chemical agents, biological agents, radiological agents, explosive devices, detection-sampling and plume models, and personal protection methods. The critical role of first responders in weapons of mass destruction, mitigation, and survival will also be presented. Discussion will include historical events related to the use of weapons of mass destruction.

**Diagnostic Medical Sonography****DMSO 1302 - Basic Ultrasound Physics****3 Hours (3-0-0)**

This course covers basic acoustical physics and acoustical waves in human tissue with an emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.

**DMSO 1360 - Clinical I****3 Hours (0-0-15)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: Admission into the program.

## **DMSO 1361 - Clinical II**

### **3 Hours (0-0-18)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: DMSO 1360.

## **DMSO 1405 - Sonography of Abdominopelvic Cavity**

### **4 Hours (3-2-0)**

This course is a detailed study of normal and pathological abdominal and pelvic structures as related to scanning techniques, patient history, and laboratory data, transducer selection, and scanning protocols.

## **DMSO 1442 - Intermediate Ultrasound Physics**

### **4 Hours (3-3-0)**

This course is a continuation of the study of acoustical physics. Topics include interaction of ultrasound with tissues, the mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects and image artifacts. Methods of Doppler flow analysis may be introduced. Prerequisites: DMSO 1302.

## **DMSO 2351 - Doppler Physics**

### **3 Hours (3-0-0)**

This course emphasizes Doppler and hemodynamic principles relating to arterial and venous imaging and testing.

## **DMSO 2353 - Sonography of Superficial Structures**

### **3 Hours (3-0-0)**

This course is a detailed study of normal and pathological superficial structures as related to scanning techniques, patient history, and laboratory data, transducer selection, and scanning protocols. Prerequisites: DMSO 1405.

## **DMSO 2354 - Neurosonology**

### **3 Hours (3-0-0)**

This course is a detailed study of normal and pathological neonatal head structure. Prerequisites: DMSO 2353.

## **DMSO 2357 - Advanced Ultrasound Professionalism and Registry Review**

### **3 Hours (3-1-0)**

This capstone course covers the Sonographic profession principles and the scope of practice including legal and ethical issues and department management procedures. The following topics will also be covered in the course: application of advanced techniques and instrumentation; ergonomics of scanning and injury prevention; and essential concepts of registry review and preparation.

## **DMSO 2405 - Sonography of Obstetrics/Gynecology**

### **4 Hours (4-1-0)**

This course is a detailed study of the pelvis and obstetrics/ gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Prerequisites: DMSO 1405.

## **DMSO 2460 - Clinical III**

### **4 Hours (0-0-23)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: DMSO 1361.

## **DMSO 2461 - Clinical IV**

### **4 Hours (0-0-22)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: DMSO 2460.

## **Diesel Technology**

## **DEMR 1305 - Basic Electrical Systems**

### **3 Hours (2-4)**

Basic principals of electrical systems of diesel powered equipment with an emphasis on starters, alternators, and batteries.

Students will perform circuit analysis, identify electrical symbols and use specialized tools to test various electrical circuits.  
Prerequisites: DEMR 1329.

### **DEMR 1306 - Diesel Engine I**

**3 Hours (2-4)**

An introduction to the basic principals and of diesel engines and systems. Prerequisites: DEMR 1329

### **DEMR 1310 - Diesel Engine Testing and Repair I**

**3 Hours (2-4)**

Introduction to testing and repairing diesel engines including related systems and specialized tools. Learn to identify, inspect, test and measure, and disassemble engine parts. Prerequisites: DEMR 1329

### **DEMR 1317 - Basic Brake Systems**

**3 Hours (2-4)**

Basic principals of brake systems of diesel powered equipment. Emphasis on maintenance, repairs and troubleshooting.  
Prerequisites: DEMR 1329

### **DEMR 1321 - Power Train I**

**3 Hours (2-4)**

Fundamental repair and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair. Prerequisites: DEMR 1329.

### **DEMR 1323 - Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair**

**3 Hours (2-4)**

Introduction to heating, ventilation and air conditioning theory, testing and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools and repairs. Prerequisites: DEMR 1329

### **DEMR 1329 - Preventive Maintenance**

**3 Hours (2-3)**

An introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.

**DEMR 1330 - Steering and Suspension I****3 Hours (2-4)**

A study of design, function, maintenance and repair of steering and suspension systems. Emphasis on troubleshooting and repair of failed components. Prerequisites: DEMR 1329

**DEMR 1335 - Automatic Power Shift and Hydrostatic Transmissions I****3 Hours (2-4)**

A study of the operation, maintenance, and repair of automatic power shift hydrostatic transmissions. Prerequisites: DEMR 1305

**DEMR 1380 - Cooperative Education - Diesel Technology****3 Hours (1-0-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. Enrollment must be approved by the instructor. Prerequisites: DEMR 1329

**DEMR 1403 - Basic Driving Skills****4 Hours (2-6)**

Introduction to the use of a class 8 combination vehicle. Emphasis on preparation to obtain a Texas commercial Drivers License (CDL). Prerequisites: DEMR 1329 (Special lab fees apply)

**DEMR 2312 - Diesel Engines Testing and Repair II****3 Hours (2-4)**

Coverage of testing and repairing diesel engines including related systems specialized tools. Learn to disassemble and reassemble engine parts. Prerequisites: DEMR 1310.

## **DEMR 2332 - Electronic Controls**

### **3 Hours (2-4)**

Advanced skills in diagnostic and programming techniques of electronic control systems. Prerequisites: DEMR 1305

## **DEMR 2334 - Advanced Diesel Tune-Up and Troubleshooting**

### **3 Hours (2-4)**

Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common-sense approach. Prerequisites: DEMR 1310.

## **Drama**

### **DRAM 1120 - Theater Practicum I**

#### **1 Hour (0-3)**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Students will be assigned to specific duties as either a cast or crew member for productions at Midland College and Midland Community Theatre. Work hours can be tailored to an individual's particular schedule.

### **DRAM 1121 - Theater Practicum II**

#### **1 Hour (0-3)**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Students will be assigned to specific duties as either a cast or crew member for productions at Midland College and Midland Community Theatre. Work hours can be tailored to an individual's particular schedule.

### **DRAM 1310 - Introduction to Theater**

#### **3 Hours (3-0)**

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Course is designed to give students an understanding and appreciation for theatre as an art form and career choice. Students will study theatre practice and dramatic literature from various genres and periods and view at least one live performance.

## **DRAM 1330 - Stagecraft I**

### **3 Hours (3-0)**

Study and application of the methods and components of theatrical production which may include one or more of the following: Theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

## **DRAM 1351 - Acting I**

### **3 Hours (3-0)**

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination.

## **DRAM 1352 - Acting II**

### **3 Hours (3-0)**

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination. Prerequisites: DRAM 1351 or permission of the instructor.

## **DRAM 2120 - Theater Practicum III**

### **1 Hour (0-3)**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Students will be assigned to specific duties as either a cast or crew member for productions at Midland College and Midland Community Theatre. Work hours can be tailored to an individual's particular schedule.

## **DRAM 2121 - Theater Practicum IV**

### **1 Hour (0-3)**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Students will be assigned to specific duties as either a cast or crew member for productions at Midland College and Midland Community Theatre. Work hours can be tailored to an individual's particular schedule.

## **DRAM 2331 - Stagecraft II**

**3 Hours (3-0)**

Continued study and application of the methods and components of theatrical production which may include one or more of the following: Theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

**DRAM 2336 - Voice and Movement****3 Hours (3-0)**

This course focuses on understanding the application of the performer's use of the voice and body as effective creative instruments of effective communication. It encourages an awareness of the need for vocal proficiency and teaches techniques to improve speaking and mobility on stage.

**DRAM 2361 - History of Theatre I****3 Hours (3-0)**

Study of the history of the theatre from primitive times through the Renaissance, examining different aspects of the theatre such as historical staging and techniques, styles of acting, social and cultural context of drama, and themes and genres of plays produced—and the role of theatre, the creative process, and discourse about theatre in one's ethical, cultural, and intellectual development.

**DRAM 2362 - History of Theatre II****3 Hours (3-0)**

Study of the history of the theatre from the Renaissance to today, examining different aspects of the theatre such as historical staging and techniques, styles of acting, social and cultural context of drama, and themes and genres of plays produced—and the role of theatre, the creative process, and discourse about theatre in one's ethical, cultural, and intellectual development.

**DRAM 2366 - Introduction to Cinema****3 Hours (3-1)**

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society.

**Economics**

## **ECON 2301 - Principles of Macroeconomics**

### **3 Hours (3-0)**

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycle, and fiscal policy and monetary policy.

## **ECON 2302 - Principles of Microeconomics**

### **3 Hours (3-0)**

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

## **Education (Associate of Arts in Teaching)**

### **EDUC 1301 - Introduction to the Teaching Professions**

#### **3 Hours (3-1)**

An enriched integrated pre-service course designed to provide active recruitment and institutional support for students interested in a teaching career, Early Childhood (EC)-12. This Course meets State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Includes 16 contact hours of field experience. Prerequisites: ENGL 1301

### **EDUC 2301 - Introduction to Special Populations**

#### **3 Hours (3-1)**

An enriched integrated pre-service course that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity and equity with an emphasis on factors that facilitate learning. Content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and includes 16 contact hours of field experience. Prerequisites: EDUC 1301.

## **Emergency Medical Services**

## **EMSP 1147 - Pediatric Advanced Life Support**

### **1 Hour (1-0-0)**

This course covers the theory and skills necessary for the management of pediatric emergencies as specified by the American Heart Association guidelines. This course was designed to be repeated multiple times to improve student proficiency.

## **EMSP 1355 - Trauma Management**

### **3 Hours (2-2-0)**

This course is a detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries. Prerequisites: Admission to the program.

## **EMSP 1356 - Patient Assessment and Airway Management**

### **3 Hours (2-2-0)**

This course is a detailed study of the knowledge and skills required to perform patient assessment and airway management and artificial ventilation. Prerequisites: Admission to the program.

## **EMSP 1438 - Introduction to Advanced Practice**

### **4 Hours (3-2-0)**

This course covers the fundamental elements associated with emergency medical services to include preparatory, pathophysiology, medication administration and related topics. Prerequisites: Admission to the program.

## **EMSP 1460 - EMT Clinical**

### **4 Hours (0-0-12)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Admission to the program.

## **EMSP 1501 - Emergency Medical Technician – Basic**

### **5 Hours (4-4-0)**

This course is a preparation for certification as an Emergency Medical Technician (EMT). Prerequisites: Admission to the program.

## **EMSP 2135 - Advanced Cardiac Life Support**

### **1 Hour (0-2-0)**

This course covers the theory and skills necessary for the management of cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency. Prerequisites: Admission to the program.

## **EMSP 2163 - Paramedic Clinical III**

### **1 Hour (0-0-3)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: EMSP 2262.

## **EMSP 2243 - Assessment Based Management**

### **2 Hours (2-1-0)**

This capstone course is designed to provide instruction in comprehensive, assessment based patient care management. The course includes specific care in dealing with pediatric, adult, geriatric, and special needs patients. Prerequisites: Admission to the program.

## **EMSP 2248 - Emergency Pharmacology**

### **2 Hours (2-0-0)**

A comprehensive course covering all the utilization of medications in treating emergency situations.

## **EMSP 2260 - Paramedic Clinical I**

### **2 Hours (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Admission to the program.

## **EMSP 2262 - Paramedic Clinical II**

**2 Hours (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: EMSP 2260.

**EMSP 2263 - Paramedic Clinical IV****2 Hours (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: EMSP 2262.

**EMSP 2338 - EMS Operations****3 Hours (3-0-0)**

This course is a detailed study of the knowledge and skills required to safely manage multi-casualty incidents and rescue situations. Additional areas covered are the utilization of air medical resources and identification of hazardous materials and other specialized incidents. Prerequisites: Admission to the program.

**EMSP 2434 - Medical Emergencies****4 Hours (3-2-0)**

This course is a detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology and other related topics. Prerequisites: Admission to the program.

**EMSP 2444 - Cardiology****4 Hours (3-2-0)**

This course covers assessment and management of patients with cardiac emergencies. Topics include single- and multi-lead EKG interpretation. Prerequisites: Admission to the program.

**Energy Technology****CETT 1402 - Electricity Principles**

**4 Hours (3-3)**

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation.

**CETT 2380 - Cooperative Education - Computer Engineering Technology/Technician****3 Hours (1-0-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience directly related to a technical discipline, specific learning objectives guide the student through work experience. Prerequisites: 12 semester credit hours. This course may be repeated if topics and learning outcomes vary.

**ELMT 1305 - Basic Fluid Power****3 Hours (2-2)**

Basic fluid power course covering pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls. Students will identify fluid power symbols; demonstrate knowledge of basic fluid power theory; demonstrate knowledge of component operation; generate basic fluid power circuits; and demonstrate fluid power circuits using electrical and manual controls.

**ELMT 2370 - Pumps and Electromechanical Drives****3 Hours (2-2)**

A study of basic electro-mechanical devices found in energy-related equipment. Includes pumps, compressors, and components of mechanical power transmission systems. The student will describe the operation and characteristics of mechanical power transmission systems and troubleshoot problems with pumps, compressors, and mechanical drives.

**ELMT 2371 - Electromechanical Troubleshooting****3 Hours (2-2)**

Techniques used to troubleshooting various types of mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasizes the use of schematics and diagrams in conjunction with proper troubleshooting procedures. The student will apply proper test equipment for problem analysis; find test point locations and perform troubleshooting procedures using schematics and diagrams; isolate faults; and perform routine maintenance.

**ELMT 2380, 2381 - Cooperative Education - Electromechanical Technology/Electromechanical Engineering Technology**

**3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. This course may be repeated if topics and learning outcomes vary.

**ENER 1330 - Basic Mechanical Skills for Energy****3 Hours (2-2)**

Basic mechanical skills using hand and power tools in an industrial environment. Topics include tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings, and basic shop calculations (English and metric). Also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, port-a-power, and come-alongs. Students will use basic hand, hand power, and stationary power tools; select appropriate Bill of Materials (BOM); interpret basic mechanical drawings and perform associated calculations; apply measuring tools; perform bench work including part layout, drilling, reaming, tapping, press fitting, location of hole centers; perform preventative maintenance on tools; describe basic lubrication practices; demonstrate basic rigging procedures; and employ good housekeeping, environmental awareness, safety procedures, sensory skills, and preventative maintenance.

**INMT 1317 - Industrial Automation****3 Hours (2-2)**

Applications of industrial automation systems, including identification of system requirements, equipment integration, motors, controllers and sensors. Covers set-up, maintenance and testing of the automated system.

**INTC 2336 - Distributed Control and Programmable Logic****3 Hours (2-2)**

An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment. Students will configure programmable logic controllers (PLC's) to perform various tasks; explain how programmable logic controllers control the process environment; operate and troubleshoot digital systems. Prerequisites: ELMT 1371 or Instructor permission.

**OSHT 1301 - Introduction to Safety and Health Technology**

**3 Hours (3-0)**

An introduction to the basic concepts of safety and health.

**POFI 1270 - Field Reports and Data Transfer****2 Hours (2-0)**

Essential computer application, writing, and computational skills required by the energy industry for completion of reports. The student will demonstrate computer applications, writing, and computational skills to produce reports used by the energy industry in various field-related activities.

**PTRT 1301 - Introduction to Petroleum Industry****3 Hours (2-2)**

An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries. Students will identify the concepts of exploration, production, refining, marketing, and transportation; and describe the terms and phrases associated with the petroleum industry.

**PTRT 1307 - Recovery and Production Methods****3 Hours (2-2)**

Petroleum recovery and production methods.

**PTRT 1309 - Corrosion Basics****3 Hours (2-2)**

Principles of corrosion such as basic electrochemistry processes. Addresses the deterioration of materials, devices, or pieces of oil field (or other) machinery/equipment. Emphasis on terminology associated with metallic and nonmetallic corrosion. Students will distinguish between the causes of corrosion; state methods by which corrosion can be identified, monitored, and controlled. Communicate potential field problems and recommend the most reliable solutions.

**PTRT 1324 - Petroleum Instrumentation****3 Hours (2-2)**

Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment.

## **PTRT 2371 - Petroleum Geology for Non-Geologists**

### **3 Hours (2-2)**

Earth systems, rocks and minerals, sedimentology and stratigraphy, geologic time and history of Earth, structural geology, folding and faulting, origin, nature, and occurrence of petroleum, formation names, and evolution of the Permian Basin. Also discussed is oil in the Permian Basin - trends, plays, and petroleum systems, surface and subsurface mapping methods, working with logs, sources of data, well-site operations, and formation evaluation. Students will explain geological concepts and processes as related to the exploration and exploitation of hydrocarbons; use a working knowledge of geology and associated terminology to effectively interact with engineers, geologists, landmen, and associated disciplines within the energy industry; utilize and evaluate surface and subsurface maps, well logs, well site and formation reservoir data.

## **TECM 1301 - Industrial Mathematics**

### **3 Hours (3-0)**

Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem solving techniques for equations and ratio/proportion applications. Students will convert between decimals and fractions; use measuring tools; calculate ratios and proportions in a technical application; transpose linear equations to solve for unknowns.

## **Engineering**

## **ENGR 1201 - Introduction to Engineering**

### **2 Hours (1-3)**

An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. Prerequisites: MATH 1314 or higher-level Math

## **ENGR 2301 - Statics**

### **3 Hours (3-0)**

Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia. Corequisites: MATH 2414

## **ENGR 2302 - Dynamics**

### **3 Hours (3-0)**

Basic theory of engineering mechanics, using calculus, involving the motion of particle, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems. Prerequisites: ENGR 2301

## **English**

### **ENGL 1301 - Composition I**

#### **3 Hours (3-0)**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement and style. Focus on writing the academic essay as a vehicle for learning, communicating and critical analysis. Course assignments will include a minimum of 6,000 words of writing. *Note: ENGL 1301 is a prerequisite for all 2000-level literature courses.*

### **ENGL 1302 - Composition II**

#### **3 Hours (3-0)**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual and multimedia texts; systematic evaluation, synthesis and documentation of information sources; and critical thinking about evidence and conclusions. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1301 or its equivalent.

### **ENGL 2307 - Creative Writing I**

#### **3 Hours (3-0)**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting and/or drama.

### **ENGL 2308 - Creative Writing II**

#### **3 Hours (3-0)**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting and/or drama.

## **ENGL 2311 - Technical and Business Writing**

### **3 Hours (3-0)**

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters and descriptions of products and services. Includes practice of individual and collaborative processes involved in the creation of ethical and efficient documents. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1301.

## **ENGL 2314 - Technical & Business Writing I**

### **3 Hours (3-0)**

First semester of a study designed to enable students to organize and prepare materials for college-level scientific, technical, or business writing. Course assignments will include a minimum of 6000 words of writing. Prerequisites: ENGL 1301.

## **ENGL 2315 - Technical & Business Writing II**

### **3 Hours (3-0)**

Second semester of a study designed to enable students to organize and prepare materials for college-level scientific, technical, or business writing. Course assignments will include a minimum of 6000 words of writing. Prerequisites: ENGL 2314.

## **ENGL 2321 - British Literature (single-semester course)**

### **3 Hours (3-0)**

A survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical, linguistic and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1302 or ENGL 2311.

## **ENGL 2322 - British Literature I**

### **3 Hours (3-0)**

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama and fiction in relation to their historical, linguistic and cultural contexts. Texts will be selected

from a diverse group of authors and traditions. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1302 or ENGL 2311

## **ENGL 2323 - British Literature II**

### **3 Hours (3-0)**

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1302 or ENGL 2311

## **ENGL 2326 - American Literature (single-semester course)**

### **3 Hours (3-0)**

A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1302 or ENGL 2311

## **ENGL 2327 - American Literature I**

### **3 Hours (3-0)**

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1302 or ENGL 2311

## **ENGL 2328 - American Literature II**

### **3 Hours (3-0)**

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1302 or ENGL 2311

## **ENGL 2331 - World Literature (single-semester course)**

**3 Hours (3-0)**

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1302 or ENGL 2311

**ENGL 2332 - World Literature I****3 Hours (3-0)**

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1302 or ENGL 2311

**ENGL 2333 - World Literature II****3 Hours (3-0)**

A survey of world literature from the Seventeenth Century to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1302 or ENGL 2311

**ENGL 2342 - Forms of Literature I****3 Hours (3-0)**

The study of one or more literary genres including, but not limited to, poetry and fiction. Course assignments will include a minimum of 6000 words of writing. Prerequisites: ENGL 1302 or ENGL 2311

**ENGL 2343 - Forms of Literature II****3 Hours (3-0)**

The study of one or more literary genres including, but not limited to, drama and film. Course assignments will include a minimum of 6000 words of writing. Prerequisites: ENGL 1302 or ENGL 2311

**English Second Language**

## **ESL 0170 - Academic ESL: Oral Communication**

### **1 Hour (1-1)**

This course is designed to develop oral communication skills for the workplace and academics. Lab assignments will be individualized.

## **ESL 0171 - Academic ESL: Developmental Composition for Non-Native Speakers**

### **1 Hour (1-1)**

This course is designed to develop written skills to apply to TOEFL and college entrance written exams. Lab assignments will be individualized.

## **ESL 0370 - Academic ESL: Speaking and Listening**

### **3 Hours (3-1)**

This course is designed to develop basic English conversational skills in American cultural, employment, academic, and day-to-day situations for the beginning ESL student. Pronunciation, vocabulary, and simple sentence patterns will be emphasized. Lab assignments will be individualized.

## **ESL 0371 - Academic ESL: Reading and Vocabulary**

### **3 Hours (3-1)**

This course is designed to develop basic reading comprehension, vocabulary, and study skills for non-native speakers of English and to prepare them to cope more effectively with reading requirements in other courses. Lab assignments will be individualized.

## **ESL 0372 - Academic ESL: Grammar and Writing**

### **3 Hours (3-1)**

This course is designed to develop basic writing skills, including Standard English usage, and the application of grammar mechanics and vocabulary for non-native speakers of English in preparation for both academic and everyday writing. Lab assignments will be individualized.

## **ESL 0373 - Academic ESL: Composition**

### **3 Hours (3-1)**

This course is designed to develop skills in expository writing and to prepare the advanced ESL student for college level

composition. Vocabulary building, writing, literature, diction, and critical thinking are emphasized. Lab assignments will be individualized.

## **Fire Science Technology**

### **EMAP 1400 - Principles of Basic Emergency Management**

#### **4 Hours (4-0)**

Overview of the Texas Emergency Management System and the concepts of emergency management and its intergration of systems, basic definitions, identification of hazards, role of the local emergency manager, including interaction among various government entities. This course is equivalent to the Texas Department of Emergency Management and the Federal Agency courses G230 and G610.

### **EMAP 1440 - Disaster Exercise Design and Evaluation**

#### **4 Hours (4-0)**

Twelve-step process in the development of emergency management exercises, beginning with assessing a jurisdiction's exercise needs and continuing through criteria-based evaluation and after-action reporting. Provides students with detailed information concerning the system for command, control, and coordination of emergency response. This course is equivalent to the Texas Department of Emergency Management and the Federal Agency course G920.

### **EMAP 2300 - Developing Volunteer Resources and Decision Making**

#### **3 Hours (3-0)**

Management of volunteer services. Emphasizes decision-making, problem solving, and effective donation management planning and implementation. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G241 and G288.

### **EMAP 2301 - Leadership and Effective Communication**

#### **3 Hours (3-0)**

Analysis of personal and group dynamics in an emergency management setting. Examines the interpretation of the spoken and unspoken word and the effective utilization of public information processes of print, radio, and television media. This course is equivalent to the Texas Department of Emergency Management and the Federal Management Agency courses G240 and G242.

## **EMAP 2355 - Disaster Recovery**

### **3 Hours (3-0)**

Policies, concepts, and procedures of recovery. Addresses the various federal and state assistance programs. Emphasizes coordination of damage assessment, preparing documentation, and recovery procedures. This course is equivalent to the Texas Department of Emergency Management and the Federal Management Agency course G620.

## **FIRS 1329 - Firefighter Certification VI**

### **3 Hours (2-2)**

One in a series of courses in basic preparation for a new firefighter. The course should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. This course may be offered only by institutions certified training facility by the Texas Commission on Fire Protection (TCFP). Lab required. Prerequisites: FIRS 1423.

## **FIRS 1343 - Aircraft Rescue and Firefighting**

### **3 Hours (1-8)**

Principles and techniques of aircraft firefighting. Satisfies curriculum and training hour requirements for Texas Commission on Fire Protection's Aircraft Rescue Fire Suppression Certification. Describe the principles and techniques of aircraft firefighting; describe the procedures utilized in employing aircraft rescue operations; identify the inspection and maintenance procedures used in the maintenance of protective clothing; and identify response procedures to aircraft approach and emergency situations. This course required for working crash rescues at airports.

## **FIRS 1401 - Firefighter Certification I**

### **4 Hours (3-3)**

One in a series of courses in basic preparation for a new firefighter. The course should be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. This course may be offered only by institutions certified training facility by the Texas Commission on Fire Protection (TCFP). Lab required. Prerequisites: Admission by program chair.

## **FIRS 1407 - Firefighter Certification II**

### **4 Hours (2-4)**

One in a series of courses in basic preparation for a new firefighter. The course should be taken in conjunction with Firefighter Certification I, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. This course may be offered only by institutions certified training facility by the Texas Commission on Fire Protection (TCFP). Lab required. Prerequisites: FIRS 1401

## **FIRS 1413 - Fire Certification III**

### **4 Hours (2-4)**

One in a series of courses in basic preparation for a new firefighter. The course should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. This course may be offered only by institutions certified training facility by the Texas Commission on Fire Protection (TCFP). Lab required. Prerequisites: FIRS 1407.

## **FIRS 1419 - Firefighter Certification IV**

### **4 Hours (2-4)**

One in a series of courses in basic preparation for a new firefighter. The course should be taken in conjunction with Firefighter Certification I, II, III, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. This course may be offered only by institutions certified training facility by the Texas Commission on Fire Protection (TCFP). Lab required. Prerequisites: FIRS 1413.

## **FIRS 1423 - Firefighter Certification V**

### **4 Hours (2-4)**

One in a series of courses in basic preparation for a new firefighter. The course should be taken in conjunction with Firefighter Certification I, II, III, IV, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. This course may be offered only by institutions certified training facility by the Texas Commission on Fire Protection (TCFP). Lab required. Prerequisites: FIRS 1419.

## **FIRS 2344 - Driver/Operator - Pumper**

### **3 Hours (2-2)**

Principles and techniques of fire apparatus operations and theories. Satisfies curriculum and training hour requirements for the Texas Commission on Fire Protection driver/ operator-pumper. Students will identify pump theory; calculate flows and pressures; perform apparatus inspection; demonstrate proper driving practices; perform proper pump operations.

## **FIRT 1307 - Fire Prevention Codes and Inspections**

### **3 Hours (3-0)**

This course is a study of local building and fire prevention codes. Fire prevention inspections, practices, and procedures are also covered. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

## **FIRT 1309 - Fire Administration I**

### **3 Hours (3-0)**

Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

## **FIRT 1315 - Hazardous Materials**

### **3 Hours (3-0-0)**

The course covers the chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency situations and the most effective methods of hazard mitigation will also be covered.

## **FIRT 1342 - Fire Officer I**

### **3 Hours (3-0)**

Meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer I certification. This course may be offered only by institutions certified as a training facility by the Texas Commission on Fire Protection.

## **FIRT 1353 - Legal Aspects of Fire Protection**

### **3 Hours (3-0-0)**

This course studies the rights, duties, liability concerns and responsibilities of public fire protection agencies and personnel.

## **FIRT 1391 - Special Topics in Fire Protection and Safety Technology**

### **3 Hours (3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

## **FIRT 2305 - Fire Instructor I**

### **3 Hours (3-0)**

Preparation of fire and emergency services personnel to deliver instruction from a prepared lesson plan. Includes the use of instructional aids and evaluation instruments to meet the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Instructor I certification. This course may be offered only by institutions certified as a training facility by the Texas Commission on Fire Protection.

### **FIRT 2309 - Firefighting Strategies and Tactics I**

#### **3 Hours (3-0-0)**

This course is an analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of staffing and equipment to mitigate the emergency.

### **FIRT 2331 - Firefighting Strategies and Tactics II**

#### **3 Hours (3-0-0)**

This course emphasizes the use of incident management in large-scale command problems and other specialized fire problems.

### **FIRT 2380 - Cooperative Education - Fire Protection and Safety Technology/Technician**

#### **3 Hours (1-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. Capstone course. Prerequisites: Assigned by College. This course may be repeated if topics and learning outcomes vary.

## **Geography**

### **GEOG 1301 - Physical Geography**

#### **3 Hours (3-0)**

This course is designed to introduce students to the study of the processes driving physical systems on the earth and the interactions between these physical systems with an emphasis on human interaction with the physical environment.

### **GEOG 1303 - World Regional Geography**

**3 Hours (3-0)**

In this course, students will study the major world geographic regions with an emphasis on prevailing social and environmental conditions and developments. Included are emerging conditions and trends and the awareness of diversity. Course content may include one or more regions.

## Geology

### GEOL 1401 - Earth Sciences I

**4 Hours (3-3)**

Survey of physical and historical geology, astronomy, meteorology, oceanography, and related sciences. This course is designed for non-science majors. Prerequisites: TSI complete in Reading and Math.

### GEOL 1403 - Physical Geology

**4 Hours (3-3)**

This course is designed to enable students to become familiar with the geologic features and processes of the earth. This is a foundation course for geology majors, and may also be taken by non-majors for lab science requirement. Prerequisites: TSI complete in Reading and Math.

### GEOL 1404 - Historical Geology

**4 Hours (3-3)**

This course is designed to enable students to become familiar with the geologic history of the earth. This is a foundation course for geology majors and may be taken by non-majors for lab science requirement. Prerequisites: GEOL 1403

### GEOL 1405 - Environmental Science

**4 Hours (3-3)**

A survey of the forces, including humans, that shape our physical and biological environment, and how they affect life on Earth. Introduction to the science and policy of global and regional environmental issues, including pollution, climate change, and sustainability of land, water, and energy resources. Lab activities will cover methods used to collect and analyze environmental data. Prerequisites: TSI Complete in Reading and Math

## **GEOL 1447 - Meteorology**

### **4 Hours (3-3)**

Study of and practical experience in weather analysis, methods of instrumentation and observational meteorology. Lab fee required. This course is designed for nonscience majors. Prerequisites: TSI complete in Reading and Math.

## **GEOL 2289 - Academic Cooperative**

### **2 Hours (1-3)**

An instructional program designed to integrate on-campus study with hands-on work experience in the physical sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the scientific study of objects, processes of matter and energy and associated phenomena. Prerequisites: TSI Complete in Reading and Math

## **GEOL 2409 - Mineralogy**

### **4 Hours (3-3)**

Introduction to physical, chemical, crystallographic properties, symmetry, and form, for identification and description of minerals. Chemical and physical processes governing classification origin and occurrence of minerals and rocks. Basic theories and techniques for determining optical constants of minerals using the petrographic microscope. Prerequisites: CHEM 1411 and GEOL 1403

## **Government/Political Science**

### **GOVT 2107 - Federal and Texas Constitutions**

#### **1 Hour (1-0)**

A study of the United States and state constitutions, with special emphasis on Texas. Prerequisites: By permission only. Enrollment limited to students who have already completed a minimum of 6SCH of GOVT courses but have not satisfied the statutory requirement for study of federal and state constitutions. Ensures compliance with TEC 51.301. This course serves as a "bridge" for those students. This is a course for students who completed Government 2302 but not 2301. Instead of forcing students to complete two (2) new classes, they may complete this short class and either GOVT 2305 or GOVT 2306.

### **GOVT 2304 - Introduction to Political Science**

#### **3 Hours (3-0)**

This course is the introduction to the study of political science as a discipline-political philosophy, the theory and organization of the modern state, comparative political systems, and international relations. Prerequisites: GOVT 2305 and GOVT 2306

## **GOVT 2305 - United States Government**

### **3 Hours (3-0)**

Origin and development of the U.S. Constitution, federalism, structure of government including the legislative, executive and judicial branches and the bureaucracy, civil liberties and civil rights, political participation and ideology, the national election process and public policy issues. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **GOVT 2306 - Texas State and Local Government**

### **3 Hours (3-0)**

Political culture of Texas, origin and development of the Texas Constitution, structure of government including the legislative, executive and judicial branches and the administrative state in Texas, the election process, political parties and interest groups, local government and public policy issues. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **GOVT 2311 - Mexican-American Politics**

### **3 Hours (3-0)**

This course examines the historical and socio-political culture, and the political experience of Mexican-Americans at the local, state, and national level in the United States. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **GOVT 2389 - Government Internship**

### **3 Hours (3-4)**

This course is designed to integrate on-campus study with practical hands-on experience in government. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of government. Prerequisites: GOVT 2305 and GOVT 2306 .

## **Health Information Technology**

### **HITT 1167 - Field Experience – Coding**

**1 Hour (0-0-7)**

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is an unpaid learning experience. Prerequisites: HITT 1301 or HITT 1391, HITT 1341 and HITT 1342 Corequisites: HITT 2335.

**HITT 1202 - The Culture of Health Care****2 Hours (2-0-0)**

This course addresses job expectations in health care settings. Discusses how care is organized inside a practice setting, privacy laws, and professional and ethical issues encountered in the workplace.

**HITT 1204 - IT for Health Professionals****2 Hours (2-1-0)**

This course is for students without an information technology background and provides a basic overview of computer architecture, data organization, representation and structure, structure of programming, networking, and data communication. The course also includes basic terminology of computing.

**HITT 1205 - Medical Terminology I****2 Hours (2-1-0)**

This course is a study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

**HITT 1212 - History of Health Information Technology in the United States****2 Hours (2-0-0)**

This course traces the development of information technology systems in health care and public health, beginning with the experiments of the 1950s and 1960s and culminating in the HITECH Act. The course also introduces the concept of meaningful use.

**HITT 1260 - Clinical - Health Information/Medical Record Technician****2 Hours (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## **HITT 1271 - Professionalism and Customer Service in a Health Environment**

**2 Hours (2-0-0)**

This course addresses the development of skills necessary to communicate effectively across the full range of roles that will be encountered in health care and public health settings.

## **HITT 1280 - Cooperative Education - Health Information Technology**

**2 Hours (1-0-8)**

This course covers career-related activities encountered in the student's area of specialization offered through an individual agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Prerequisites: Admission into the program

## **HITT 1301 - Health Data Content and Structure**

**3 Hours (2-2-0)**

This course is an introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. The course will cover instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. Prerequisites: Approval of program director.

## **HITT 1311 - Health Information Systems**

**3 Hours (2-2-0)**

This course is an introduction to health information technology standards, health-related data structures, software applications and enterprise architecture in health care and public health. Prerequisites: ITSC 1409 - Integrated Software Applications I or BCIS 1405.

## **HITT 1341 - Coding and Classification Systems**

**3 Hours (2-4-0)**

Application of basic coding rules, principles, guidelines, conventions and guidelines using clinical classification systems. Prerequisites: HITT 1205 and BIOL 2404

## **HITT 1342 - Ambulatory Coding**

### **3 Hours (2-4-0)**

This course will cover basic ambulatory coding rules, conventions, and guidelines. Prerequisites: BIOL 2404

## **HITT 1345 - Health Care Delivery Systems**

### **3 Hours (3-0-0)**

This course is an introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.

## **HITT 1353 - Legal and Ethical Aspects of Health Information Management**

### **3 Hours (3-0-0)**

This course covers the concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

## **HITT 1391 - Special Topics - Documentation for Medical Practices**

### **3 Hours (3-1-0)**

A course that includes comprehensive study of health record content, accreditation standards, liability, reimbursement, and policy as it relates to practice management.

## **HITT 2221 - E.H.R. Training Methods**

### **2 Hours (2-0-0)**

This course offers an overview of learning management systems, instrumental design software tools, teaching techniques and strategies, evaluation of learner competencies, maintenance of training records, and measurement of training program.

## **HITT 2222 - Team Dynamics in Health Professions**

### **2 Hours (2-0-0)**

An experiential course that helps trainees become "team players" by understanding their roles, the importance of communication, and group dynamics.

## **HITT 2224 - Usability and Human Factors for Health Professions**

### **2 Hours (2-0-0)**

This course is a discussion of rapid prototyping, user-centered design and evaluation, and usability. The course includes effects of new technology and work flow on downstream processes.

## **HITT 2261 - Clinical - Health Information Management**

### **2 Hours (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Approval of program chair.

## **HITT 2311 - Configuring EHRs**

### **3 Hours (2-2-0)**

This course is a practical experience with a laboratory component, addressing approaches to assessing, selecting, and configuring EHRs to meet the specific needs of customers and end-users.

## **HITT 2313 - Working with Health IT Systems**

### **3 Hours (2-2-0)**

This laboratory course in which students work with systems using simulated data, performing EHR access by user includes experiencing threats to security and appreciating the need for standards, high levels of usability, and how errors can occur.

## **HITT 2323 - Health IT Leadership**

### **3 Hours (3-0-0)**

This course prepares the student for leadership roles, principles of leadership, and effective management of teams. Emphasis is on the leadership modes and styles best suited for information technology deployment.

## **HITT 2326 - Project Management for Health Professions**

### **3 Hours (3-0-0)**

This course covers the general principles of project management tools and techniques that results in the ability to create and follow a project management plan.

## **HITT 2327 - Vendor Specific HIT Systems**

### **3 Hours (2-3-0)**

This course provides an overview of the most popular vendor systems highlighting the features of each as they would relate to practical deployments, and noting differences between systems. Application exercises are provided in course materials.

## **HITT 2328 - Introduction to Health Care and Public Health in the United States**

### **3 Hours (3-0-0)**

This course is a survey of how health care and public health services are organized and delivered in the U.S. It covers public policy, relevant organizations and their interrelationships, professional roles, legal and regulatory issues, and payment systems. Health reform initiatives in the United States are also included.

## **HITT 2329 - Installation and Maintenance of Health IT Systems**

### **3 Hours (1-2-0)**

This course is an examination of installation and maintenance of information technology systems including testing prior to implementation. The course also provides application of system configuration principles.

## **HITT 2335 - Coding and Reimbursement Methodologies**

### **3 Hours (2-4-0)**

This course covers the development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. The assigning of appropriate ICD-10 codes will also be covered in this course. Prerequisites: Approval of program chair.

## **HITT 2339 - Health Information Organization and Supervision**

### **3 Hours (2-2-0)**

This course covers the principles of organization and supervision of human, financial and physical resources. Prerequisites: HITT 1301.

## **HITT 2340 - Advanced Medical Billing and Reimbursement**

**3 Hours (2-4-0)**

This course is a study of health insurance and reimbursement in various health care settings. It includes the study of coding skills to prepare reimbursement forms in various health care settings for submission to payers. Prerequisites: HITT 1341.

**HITT 2343 - Quality Improvement and Performance Assessment****3 Hours (2-3-0)**

This course is a study of quality standards and methodologies in the health information management environment. Topics will include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management and medical staff data quality issues, and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.

Prerequisites: HITT 1301 and HITT 1353

**HITT 2351 - Networking and Health Information Exchange****3 Hours (3-0-0)**

This course offers an in-depth analysis of data mobility including the hardware infrastructure (wires, wireless, and devices supporting them), the ISO stack, standards, Internet protocols, federations and grids, the NHIN and other nationwide approaches.

**HITT 2353 - Work Flow Analysis and Redesign of Health IT Systems****3 Hours (3-0-0)**

This course includes fundamentals of health workflow process analysis and redesign as a necessary component of complete practice automation. Also included are topics of process validation and change management.

**HITT 2361 - Clinical II****3 Hours (0-0-10)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. This is an unpaid learning experience. Prerequisites: HITT 2160

**Health Sciences**

## **HPRS 1106 - Essentials of Medical Terminology**

### **1 Hour (1-0-0)**

This course is a study of medical terminology, word origin, structure and application.

## **HPRS 2200 - Pharmacology for Health Professions**

### **2 Hours (2-0-0)**

This course is a study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Corequisites: BIOL 2401 or VNSG 1420 .

## **HPRS 2301 - Pathophysiology**

### **3 Hours (3-0-0)**

This course is a study of the pathology and general health management of diseases and injuries across the life span. Topics will include etiology, symptoms, pharmacology and the physical and psychological reactions to diseases and injuries. Prerequisites: BIOL 2401 or BIOL 2404

## **HPRS 2321 - Medical Law and Ethics for Health Professions**

### **3 Hours (3-0-0)**

This course covers the principles, procedures and regulations governing the legal and ethical relationships among physicians, patients and health care professionals. It includes current ethical issues related to the various healthcare professions and patient confidentiality.

## **History**

**Students may receive credit for only two of HIST 2321, HIST 2322, HIST 2323**

## **HIST 1301 - United States History To 1877**

### **3 Hours (3-0)**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era through the period of Reconstruction. United States History examines the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes will include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and

migration, and creation of the federal government. Prerequisites: Students must have satisfied the TSI readiness requirement in Reading.

## **HIST 1302 - United States History Since 1877**

### **3 Hours (3-0)**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the period of Reconstruction to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes will include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. HIST 1302 may be taken prior to HIST 1301. Prerequisites: Students must have satisfied the TSI readiness requirement in Reading.

## **HIST 1316 - History of Christianity**

### **3 Hours (3-0)**

This course is an historical survey of the development of Christianity and its role in world history, from its origins to the present time covering theological and institutional issues. Course may be taken for either credit or non-credit. Also PHIL 1316. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **HIST 2301 - Texas History**

### **3 Hours (3-0)**

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes will include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. Emphasis will be given to the roles of ethnic groups and women. HIST 2301 may be substituted for one semester of U.S. History. Prerequisites: Students must have satisfied the TSI readiness requirements in Reading.

## **HIST 2311 - Western Civilization I**

### **3 Hours (3-0)**

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes will include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. Prerequisites: Students must have satisfied the TSI readiness requirements in Reading.

## **HIST 2312 - Western Civilization II**

**3 Hours (3-0)**

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes will include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. Prerequisites: Students must have satisfied the TSI readiness requirements in Reading.

**HIST 2321 - World Civilizations I****3 Hours (3-0)**

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes will include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. Prerequisites: Students must have satisfied the TSI readiness requirements in Reading

**HIST 2322 - World Civilizations II****3 Hours (3-0)**

A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes will include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange. Prerequisites: Students must have satisfied the TSI readiness requirements in Reading.

**HIST 2323 - Eastern Civilization (single semester course)****3 Hours (3-0)**

A survey of ancient and medieval history with emphasis on Asian, African, and European cultures. Themes will include the modern history and culture of Asia, Africa, Europe, and the Americas. Prerequisites: Students must have satisfied the TSI readiness requirement in Reading.

**HIST 2327 - Mexican- American History****3 Hours (3-0)**

This course will assess the political, economic, cultural, and social history of the Mexican & Mexican American people in the United States. Although there will be coverage on the background that dates back to the 16<sup>th</sup> century, the focus of the course will

be placed on events since the beginning of the 19<sup>th</sup> century. It encourages students to contemplate the historical truth that not all people in the United States entered through the East Coast and that many Americans such as Native Americans and the Spanish and Mestizo colonizers of the American Southwest predated the arrival of Northern Europeans. The influence of Multiculturalism on the U.S., especially the Southwest, will also be studied. HIST 2327 may be substituted for one semester of U.S. History. Prerequisites: Students must have satisfied the TSI readiness requirement in Reading.

## **Humanities**

### **HUMA 1301 - Introduction to Humanities I**

#### **3 Hours (3-0)**

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. This course will offer selected, interrelated topics in philosophy, literature, religion, and the arts and sciences from ancient times to about the year 1500. TSI readiness in Reading and Writing. Prerequisites: TSI complete in reading and writing.

### **HUMA 1302 - Introduction to Humanities II**

#### **3 Hours (3-0)**

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. This course will offer selected and varying topics in philosophy, literature, religion, and the arts and sciences from about 1500 to the present. TSI readiness in Reading and Writing. Prerequisites: TSI complete in reading and writing.

## **Information Technology**

### **BCIS 1405 - Business Computer Applications**

#### **4 Hours (3-3)**

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. This course is designed for business majors who plan to transfer to a four year school.

## **BCIS 2390 - Systems Analysis & Design**

### **3 Hours (3-0)**

Analysis of business information needs and preparation of specifications and requirements for appropriate data system solutions. Includes instruction in information requirements analysis, specification development and writing, prototype evaluation, and network application interfaces.

## **COSC 1330 - Computer Programming**

### **3 Hours (3-1)**

Introduction to computer programming in various programming languages. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/ files.

## **COSC 1336 - Programming Fundamentals I**

### **3 Hours (3-1)**

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

## **COSC 1337 - Programming Fundamentals II**

### **3 Hours (3-1)**

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Prerequisites: COSC 1336 or instructor permission.

## **COSC 2330 - Advanced Structured Languages**

### **3 Hours (3-1)**

Further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course. Prerequisites: COSC 1330 or instructor permission.

## **COSC 2336 - Programming Fundamentals III**

**3 Hours (3-1)**

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. Prerequisites: COSC 1337 or instructor permission.

**CPMT 1351 - IT Essentials: PC Hardware and Software****3 Hours (3-1)**

An introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking and security, and also provides an introduction to advanced concepts. Hands-on labs and Virtual Laptop and Virtual Desktop learning tools help students develop critical thinking and complex problem-solving skills. Cisco Packet Tracer simulation-based learning activities promote the exploration of network and networking security concepts and allow students to experiment with network behavior.

**CPMT 1445 - Computer Systems Maintenance****4 Hours (3-3)**

Functions of the components within a computer system. Development of skills in the use of test equipment and maintenance aids. Students will describe the functions of components in a computer system; use computer related test equipment; and demonstrate the effective use of maintenance tools.

**CPMT 2380 - Cooperative Education - Computer Maintenance Technology/Technician****3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Prerequisites: 12 semester credit hours. This course may be repeated if topics and learning outcomes vary.

**CPMT 2445 - Computer Systems Troubleshooting****4 Hours (3-3)**

Principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced

diagnostic test programs and the use of specialized test equipment. The student will develop hardware and software troubleshooting techniques and perform procedures used in troubleshooting. Prerequisites: CPMT 1445 or instructor permission.

## **GAME 1304 - Level Design**

### **3 Hours (3-1)**

Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of tool sets from industry titles.

## **GAME 1306 - Design and Creation of Games**

### **3 Hours (3-1)**

Introduction to game and simulation development. Includes analysis of existing applications and creation of a game using an existing game engine. In-depth coverage of the essential elements of game design. Also covers an overview of cultural history of electronic games, survey of the major innovators, and examination of the trends and taboos that motivate game design. Students will be able to summarize the evolution of the electronic game industry, explain essential game and simulation elements, evaluate the strengths and limitations of game and simulation systems, identify programmatic and graphical elements of a development system, and develop a concept document and simple game.

## **GAME 2341 - Game Scripting**

### **3 Hours (3-1)**

Scripting languages with emphasis on game concepts and simulations. Students will describe the role of scripts in the development of games, simulations, and other software; and apply appropriate scripting structure and syntax for game and/or simulation software development. Prerequisites: GAME 1306 or permission of instructor.

## **IMED 1316 - Web Design I**

### **3 Hours (3-1)**

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers. Students will identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards; and design, create, test, and maintain a web site.

## **ITCC 1308 - Introduction to Voice-over Internet Protocol (VoIP)**

**3 Hours (3-1)**

A course introducing the basic concepts of Voice-over Internet Protocol (VoIP). This course focuses on technology integration of data transmission in network communications. The topics covered are the basic telephony fundamentals, inspection of packet voice technologies, identification of Internet Protocol (IP) and the protocols and standards that define VoIP networks.

Prerequisites: ITNW 1425 or instructor permission

**ITCC 1340 - Switching Basics****3 Hours (3-1)**

Internet Protocol addressing techniques, command line interface configuration of switches, Ethernet switching and protocols associated with Virtual Local Area Networks (VLANs). Concepts include the installation and configuration of switches and routers in multiprotocol internetworks and configuration of VLAN protocols. Prerequisites: ITNW 1425 or instructor permission

**ITCC 1401 - Cisco Exploration 1-Network Fundamentals****4 Hours (3-3)**

A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes.

**ITCC 1404 - Cisco Exploration 2-Routing Protocols and Concepts****4 Hours (3-3)**

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes. Prerequisites: ITCC 1401.

**ITCC 2408 - Cisco Exploration 3 –LAN Switching and Wireless****4 Hours (3-3)**

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. Prerequisites: ITCC 1404.

## **ITCC 2410 - Cisco Exploration 4 – Accessing the WAN**

### **4 Hours (3-3)**

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). Prerequisites: ITCC 2408.

## **ITNW 1313 - Computer Virtualization**

### **3 Hours (3-1)**

Implement and support virtualization of clients and servers in a networked computing environment. This course explores installation, configuration and management of computer virtualization workstation and servers. Install and configure virtual machine managers. Create and network virtual machines and set priorities for accessing resources. Move and clone virtual machines. Ensure high availability for applications within virtual machines. Prerequisites: ITNW 1425, ITCC 1401 or instructor permission

## **ITNW 1351 - Fundamentals of Wireless LANs**

### **3 Hours (3-1)**

A course in the designing, planning, implementing, operating, and troubleshooting of wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies. The class will explain wireless technologies, topographies, and standards; design, install, configure, monitor, maintain, and troubleshoot wireless solutions; and implement wireless security using MAC filtering, WEP, LEAP, EAP, and 802.1x technologies. Prerequisites: ITCC 1401 or ITNW 1425.

## **ITNW 1380 - Cooperative Education - Business Systems Networking and Telecommunications**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable technical language of the occupation and the business or industry. Prerequisites: 12 semester credit hours or instructor permission.

## **ITNW 1425 - Fundamentals of Networking Technologies**

**4 Hours (3-3)**

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Students will identify and use network transmission media; explain the OSI model; identify the characteristics of network topologies and protocols; identify the functions of a network operating system and distinguish between centralized, client/ server, and peer-to-peer systems; and distinguish between Local Area Networks (LANs) and Wide Area Networks (WANs) and identify the components used to expand a LAN into a WAN.

**ITNW 1454 - Implementing and Supporting Servers****4 Hours (3-3)**

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. Students will configure peripherals and devices; set up servers; configure directory replication; manage licensing; create and manage system policies, and profiles; administer remote servers and disk resources; create and share resources; implement fault-tolerance; configure servers for interoperability; install and configure Remote Access Service (RAS); and identify and monitor performance bottlenecks and resolve configuration problems.

**ITNW 1458 - Network+****4 Hours (3-3)**

Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and career as a network professional. Identify and define terminology, hardware and software components of computer networks; utilize equipment, protocols and topologies to differentiate between various network systems; demonstrate skills in installing network hardware, software and cable; troubleshoot network connectivity; configure network protocol; and install and configure network client software. Prerequisites: ITNW 1425 or instructor permission

**ITNW 2413 - Networking Hardware****4 Hours (3-3)**

Exploration of hardware devices including cables, servers, and workstations, network connectivity devices and uninterruptible power supplies Prerequisites: ITCC 1401 or instructor permission.

**ITSC 1191 - Special Topics in Computer and Information Sciences, General****1 Hour (1-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. The Student will learn to use the Internet including performing simple searches, learn how to use the Microsoft Office Suite of application software, and learn how to organize files and folders.

## **ITSC 1305 - Introduction to PC Operating Systems**

### **3 Hours (3-1)**

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

## **ITSC 1315 - Project Management Software**

### **3 Hours (3-1)**

Use of project management software for developing a project plan including time lines, milestones, scheduling, life cycle phases, management frameworks, skills, processes and tools. Use project management software to plan and manage a project, organize and evaluate project phases, produce reports and charts, distinguish task relationships and demonstrate teamwork.

## **ITSC 1358 - UNIX System Administration I**

### **3 Hours (3-1)**

Basic UNIX workstation administration. Includes installing a standalone system, adding users, backing up and restoring file systems, and adding new printer support. Emphasis on the procedures needed to perform system administration tasks. Introduces the concept of the system and disk management. Prerequisites: ITSC 1305 or instructor permission.

## **ITSC 1370 - Smartphone Programming**

### **3 Hours (3-1)**

An overview of creating and modifying smartphone applications utilizing current programming languages. The course will include projects in smartphone applications applying best practices from industry standards.

## **ITSC 1407 - UNIX Operating System I**

### **4 Hours (3-3)**

A study of the UNIX operating system including multiuser concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. The student will demonstrate proper use of basic UNIX commands; define and apply terminal emulation; use the system editor to create script files; create and manage user accounts; and effectively manage the user file system.

## **ITSC 1409 - Integrated Software Applications I**

**4 Hours (3-3)**

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Students will use word processing, spreadsheet, database, and/or presentation software; and integrate applications to produce documents.

**ITSC 2437 - UNIX Operating System II****4 Hours (3-3)**

Continued study of the UNIX operating system commands. Includes topics such as CGI and scripting languages. Students will solve intermediate problems using UNIX commands such as SED, AWK, and GREP from the command line and in the basic scripts; and develop CGI script using a scripting language. Prerequisites: ITSC 1407 or instructor permission.

**ITSE 1302 - Computer Programming****3 Hours (3-1)**

Introduction to computer programming including design, development, testing, implementation, and documentation.

**ITSE 1331 - Introduction to Visual BASIC Programming****3 Hours (3-1)**

Introduction to computer programming using Visual Basic. Emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Students will use structured programming techniques; develop executable programs; create appropriate documentation; and create applicable graphical user interfaces.

**ITSE 1350 - Systems Analysis and Design****3 Hours (3-1)**

Introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Prerequisites: ITSE 1302 or instructor permission.

**ITSE 1356 - Extensible Markup Language (XML)****3 Hours (3-0)**

Introduction of skills and practices related to Extensible Markup language (XML). Includes Document Type Definition (DTD), wellformed and valid XML documents, XML schemes, and Extensible Style Language (XSL). Students will design and apply

XML to create markup language for data and document centric application; use XSL to transform XML documents to different formats including HTML, text XML, and others; and render an XML document on a browser.

## **ITSE 1380 - Cooperative Education - Computer Programming/Programmer**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable technical language of the occupation and the business or industry. Prerequisites: 12 semester credit hours or instructor permission. This course may be repeated if topics and learning outcomes vary.

## **ITSE 1445 - Introduction to Oracle SQL**

### **4 Hours (3-3)**

An introduction to the design and creation of relational databases using Oracle. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL). The student will write Structured Query Language (SQL) statements using Oracle; select and sort data; and produce reports with SQL Plus. The student will create and manage tables which include constraints; create Views and other database objects; and develop procedures and functions using PL/SQL.

## **ITSE 2313 - Web Authoring**

### **3 Hours (3-1)**

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. The student will create functional web pages and supporting elements using current authoring tools; and maintain web pages and supporting elements.

## **ITSE 2349 - Advanced Visual BASIC Programming**

### **3 Hours (3-1)**

Advanced Visual Basic programming including file access methods, data structures, modular programming, program testing and documentation. Students will design and write Visual Basic programs containing data structures and input/output file handling; develop graphical user interfaces; and integrate external programs and libraries with Visual Basic applications. Prerequisites: ITSE 1331 and ITSE 2409 or instructor permission.

## **ITSE 2356 - Oracle Database Administration I**

### **3 Hours (3-1)**

Fundamentals of the tasks and functions required of a database administrator using Oracle. Create an operational database using Oracle; will demonstrate the ability to create, delete and modify associated files, table spaces, segments, extents and blocks; start up and shutdown an Oracle instance and database; add, delete and modify users, privileges and resources; and demonstrate use of National Language and Support (NLS) features. Prerequisites: ITSE 1445 or instructor permission

## **ITSE 2380 - Cooperative Education - Computer Programming/Programmer**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. Prerequisites: 12 semester credit hours or instructor permission. This course may be repeated if topics and learning outcomes vary.

## **ITSE 2409 - Database Programming**

### **4 Hours (3-3)**

Database development using database programming techniques emphasizing database structures, modeling, and database access. Students will develop database applications using a structured query language; create queries and reports from database tables; implement data integrity; optimize query performance; create and maintain indexes; and create appropriate documentation.

## **ITSE 2447 - Advanced Database Programming**

### **4 Hours (3-3)**

Database development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access. Students will develop complex database applications using a structured query language; implement security and error trapping; and develop menu-driven database systems. Prerequisites: ITSE 1331 and ITSE 2409 or instructor permission.

## **ITSE 2454 - Advanced Oracle PL/SQL**

### **4 Hours (3-3)**

A continuation of Oracle SQL. Topics include hierarchical queries, set based queries, correlated subqueries, scripting, and scripting generation. The student will retrieve data including SET operators, correlated subqueries, and hierarchical queries; write SQL scripts that generate other SQL scripts; and write and execute a script that generates a script of drop table commands and

insert commands; create procedures and functions; create a package to group together variables, cursors, exceptions, procedures, and functions; and invoke a package constraint. Prerequisites: ITSE 1445 or instructor permission.

## **ITSY 1300 - Fundamentals of Information Security**

### **3 Hours (3-1)**

An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.

## **ITSY 2400 - Operating System Security**

### **4 Hours (3-3)**

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards. Students will identify network security risks, security design, and monitoring solutions; identify sources of computer threats, evaluate potential practices, tools, and technologies to protect individual network systems; establish and sustain an operating system security plan utilizing systems and application security tools; implement procedures to secure and monitor audit logs and set system administrator alerts; and develop an organizational operating system security plan that provides for periodic reviews of security policies, procedures, authorized users list, and software update patches. Prerequisites: ITNW 1454 or instructor permission.

## **Kinesiology/Physical Education**

**Kinesiology/Physical Education activity classes** at Midland College are designed to supplement the overall education experience through the development and measurement of the skills involved. Classes also include strategies and concepts as they relate to those activities. Students are allowed a maximum of 4 semester credit hours in activity courses toward their degree. Students are allowed a maximum of 8 semester credit hours toward their degree. Each course number may be taken twice for credit but the 1100 numbers must be taken first.

The "**Physical Fitness**" course offerings are designed to develop a holistic approach to living. Specifically the courses cover the components of cardio-respiratory conditioning, muscular strength/endurance training, flexibility development, nutrition and weight control, and other related topics.

Courses in the 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

## **KINE 1103 - Physical Fitness: Circuit Weight Training**

### **1 Hour (0-3)**

Participation in resistance and cardio stations that alternate on a one minute timed interval.

## **KINE 1104 - Physical Fitness: Walk/Jog**

### **1 Hour (0-3)**

Participation in cardio-respiratory conditioning through the development of walking, jogging techniques.

## **KINE 1105 - Physical Fitness: Individualized Fitness**

### **1 Hour (0-3)**

Participation in an individually designed program. Enrollment only with departmental approval.

## **KINE 1106 - Physical Fitness: Pilates**

### **1 Hour (0-3)**

Participation in a series of exercises designed to incorporate a mind/body relationship to strengthen the body's core along with the entire body.

## **KINE 1107 - Physical Fitness: Swimming**

### **1 Hour (0-3)**

This class is for the beginner as well as for the advanced swimmer. The basic rules of water safety will be discussed as well as the lifelong benefits of swimming.

## **KINE 1113 - Physical Fitness: Yoga**

### **1 Hour (0-3)**

Participation in a series of poses designed to incorporate a mind/body relationship to strengthen the entire body.

## **KINE 1117 - Aikido**

### **1 Hour (0-3)**

Aikido is a defensive martial art using the energy of the attacker to neutralize the attack. The art is based on aiki jujitsu, sword work, and spear fighting. It involves the use of locks, pins, and throws.

## **KINE 1118 - Tae Kwon Do**

### **1 Hour (0-3)**

Students will learn the practical applications and philosophy of American Tae Kwon Do. Students will also be introduced to mixed martial arts and will learn striking, kicking and grappling techniques from various martial arts such as Judo, Ju Jitsu, Kempo and Akido and Kickboxing.

## **KINE 1120 - Self Defense**

### **1 Hour (0-3)**

Students will learn practical self- defense strategies for multiple situations in a fun and safe environment. Techniques and tactics will be used from several different martial arts including Tae Kwon Do, Judo, Ju Jitsu, Akido, and Kempo.

## **KINE 1125 - Basketball**

### **1 Hour (0-3)**

## **KINE 1127 - Golf**

### **1 Hour (0-3)**

This course is designed to teach the fundamental mental and physical skills required to be successful in golf.

## **KINE 1130 - Tennis**

### **1 Hour (0-3)**

The basic tennis strokes and skills to play tennis and keep score.

## **KINE 1131 - Volleyball**

### **1 Hour (0-3)**

## **KINE 1164 - Health and Wellness**

**1 Hour (0-3)**

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness.

**KINE 1171 - Athletic Training Practicum**

**1 Hour (0-3)**

This course is the practical application of the skills for athletic trainers. Prerequisites: is admission to the Athletic Trainers Program or consent of the instructor. May be taken more than once for credit. Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1172 - Men's Varsity Basketball**

**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1173 - Women's Varsity Basketball**

**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1174 - Varsity Softball**

**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1175 - Varsity Baseball**

**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1176 - Varsity Golf**

**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1177 - Varsity Volleyball**

**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1301 - Introduction to Physical Education, Fitness, and Sport**

**3 Hours (3-0)**

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. Prerequisites: TSI complete in Reading

**KINE 1304 - Personal and Community Health**

**3 Hours (3-0)**

Investigation of the principles and practices in relation to personal and community health. Prerequisites: TSI complete in Reading

**KINE 1306 - First Aid**

**3 Hours (3-0)**

Instruction in and practice of first aid techniques. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

**KINE 1331 - Physical Education for Elementary School**

**3 Hours (3-0)**

This course covers programs for teaching and performing Kinesiology activities for elementary school children. Prerequisites: TSI complete in Reading

**KINE 2103 - Physical Fitness: Circuit Weight Training**

**1 Hour (0-3)**

Participation in resistance and cardio stations that alternate on a one minute timed interval.

**KINE 2104 - Physical Fitness: Walk/Jog****1 Hour (0-3)**

Participation in cardio-respiratory conditioning through the development of walking, jogging techniques.

**KINE 2105 - Physical Fitness: Individualized Fitness****1 Hour (0-3)**

Participation in an individually designed program. Enrollment only with departmental approval.

**KINE 2106 - Physical Fitness: Pilates****1 Hour (0-3)**

Participation in a series of exercises designed to incorporate a mind/body relationship to strengthen the body's core along with the entire body.

**KINE 2107 - Physical Fitness: Swimming****1 Hour (0-3)**

Participation in cardio-respiratory development, and muscular toning and strengthening, through lap swimming. Basic swimming skills are required for enrollment.

**KINE 2113 - Physical Fitness: Yoga****1 Hour (0-3)**

Participation in a series of poses designed to incorporate a mind/body relationship to strengthen the entire body.

**KINE 2117 - Aikido**

**1 Hour (0-3)**

Non-combative self defense.

**KINE 2118 - Tae Kwon Do**

**1 Hour (0-3)**

Introduction to the basic techniques, applications, and philosophy of Tae Kwon Do.

**KINE 2120 - Self Defense**

**1 Hour (0-3)**

The development of basic, realistic and practical self-defense strategies.

**KINE 2125 - Basketball**

**1 Hour (0-3)**

**KINE 2127 - Golf**

**1 Hour (0-3)**

**KINE 2130 - Tennis**

**1 Hour (0-3)**

**KINE 2131 - Volleyball**

**1 Hour (0-3)**

**KINE 2156 - Taping and Bandaging**

**1 Hour (0-1)**

This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries.

Prerequisites: TSI complete in Reading Corequisites: KINE 2356

**KINE 2171 - Athletic Training Practicum****1 Hour (0-3)**

This course is the practical application of the skills for athletic trainers. Prerequisites: is admission to the Athletic Trainers Program or consent of the instructor. Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2172 - Men's Varsity Basketball****1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2173 - Women's Varsity Basketball****1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2174 - Varsity Softball****1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2175 - Varsity Baseball****1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2176 - Varsity Golf**

**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2177 - Varsity Volleyball**

**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2356 - The Prevention and Care of Athletic Injuries**

**3 Hours (3-0)**

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training. Prerequisites: KINE 1306 and TSI complete in Reading Corequisites: KINE 2156

**Long Term Care Administration**

**LTCA 1312 - Resident Care in the Long Term Care Facility**

**3 Hours (3-0-0)**

This course is a study of the delivery of quality services to residents of long term care facilities. An overview of the methods for assessing and implementing strategies to promote quality resident care and a presentation of philosophical and ethical considerations are also covered.

**LTCA 1313 - Organization and Management of Long Term Care Facilities**

**3 Hours (3-0-0)**

An overview of the functional organizational structures common to long term health care facilities. An examination of the departments in long term care facilities, chain of command, personnel, regulatory requirements, quality indicators, and the role of the long term care administrator.

**LTCA 2310 - Environment of the Long Term Care Facility**

**3 Hours (3-0-0)**

This course is an examination of the long term care facility as a home-like environment with particular attention to building, grounds, and equipment. The course will also address rules, regulations, policies, and procedures affecting environmental safety.

**LTCA 2314 - Long Term Care Law****3 Hours (3-0-0)**

This course is an examination of the types and sources of law relating to the long term care industry by studying federal, state and local statues and regulations affecting the long term care industry.

**LTCA 2315 - Financial Management of Long Term Care Facilities****3 Hours (3-0-0)**

This course is a study of the techniques used in the financial management of the long term care facility. It includes special accounting requirements of Medicare, Medicaid, and other third-party payor sources. The course also covers strategies to promote financial viability such as risk management.

**LTCA 2686 - Internship A****6 Hours (0-0-32)**

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

**LTCA 2689 - Internship B****6 Hours (0-0-32)**

This course is a work-based learning experience that enables the student to apply specialized occupational theory, sills and concepts. A learning plan is developed by the college and the employer.

**Mathematics****MATH 0170 - Mathematical Calculations**

**1 Hour (0-1)**

This course is designed to support MATH 0371 and MATH 0372. Tutorial help, computer-assisted instruction and video tapes/DVD's are available to support this class. Corequisites: Math 0170 is a co-requisite of Math 0370 and MATH 0372, MATH 0171-0179 and must be passed with its corequisite to progress through the development sequence. This course is repeatable as required.

**MATH 0171-0173 - FLEX Basic Mathematics**

These are self-paced classes that must be completed in sequence. Students are allowed to compress or expand the amount of material completed in a semester. We suggest that students work at least four hours a week in the lab for at least four weeks to complete one of the modules. When the sequence is completed, the student will have four hours of credit comparable to those acquired in MATH 0370 and co-requisite lab. Includes computer assisted instruction, tutorial help and TSI lectures. Corequisites: Co-requisite lab, MATH 0170.

**MATH 0174, 0175, 0176 - FLEX Introductory Algebra****1 Hour (0-1)**

These four modules are equivalent to MATH 0371 and co-requisite lab, MATH 0170. These are self-paced classes that must be completed in sequence. Students are allowed to compress or expand the amount of material completed in a semester. We suggest that students work at least four hours a week in the lab for at least four weeks to complete one of the modules. When the sequence is completed, the student will have four hours of credit comparable to those acquired in MATH 0371 and co-requisite lab. Includes computer assisted instruction, tutorial help and TSI lectures.

This Introductory Algebra sequence will permit students to become more proficient in areas of basic arithmetic operations, fundamental algebraic operations, simple factoring, exponents, radicals, the solving of linear and quadratic equations, and word problems. Requires successful score on math placement test or "B" or greater in MATH 0370 or 336-342 TSI. Course fee.

**MATH 0177, 0178, 0179 - FLEX Intermediate Algebra****1 Hour (0-1)**

These four modules are equivalent to MATH 0170 and co-requisite lab, MATH 0190. These are self-paced classes that must be completed in sequence. Students are allowed to compress or expand the amount of material completed in a semester. We suggest students work at least four hours a week in the lab for at least four weeks to complete one of the modules. When the sequence is completed, the student will have four hours of MATH 0372 credit comparable to those acquired in MATH 0372 and co-requisite lab. Computer assisted instruction, tutorial help, TSI lectures and video tapes/DVD's are available to support this class. This Intermediate Algebra sequence is "intermediate" in difficulty between introductory and college algebra courses. This sequence includes a study of relations, functions, inequalities, factoring, polynomials, rational expressions, and quadratics. This sequence will permit students to become familiar with complex numbers, and to solve systems of linear and nonlinear equations and inequalities, and to continue a study of word problems. Prerequisites: Requires a "C" or greater in MATH 0371, or "P" in MATH 0174, 0175, 0176 - FLEX Introductory Algebra or a satisfactory score on an algebra placement test or 343-349 on TSI. Course fee.

## **MATH 0370 - Basic Mathematics**

### **3 Hours (3-0)**

Students score between 310 and 335 are encouraged to take an alternate evaluation to improve their placement. This course is designed to develop and review the arithmetic and pre-algebra skills of students. It may be taken either as a terminal course or as a preparatory course for MATH 0371. The topics to be covered are addition, subtraction, multiplication, and division of numbers and fractions, decimals, ratio and proportion, percent, exponents, square roots, measures, and introductory algebra concepts. Course fee.

## **MATH 0371 - Introductory Algebra**

### **3 Hours (3-0)**

This course is designed to enable students requiring leveling work in algebra to develop and review their algebraic skills in preparation for Math 0371. This introductory algebra course will permit students to become more proficient in the areas of basic arithmetic operations, fundamental algebraic operations, simple factoring, exponents, radicals, the solving of linear and quadratic equations, and word problems. Requires successful score on math placement test or "B" or greater in MATH 0370 or 336-342 on TSI. Corequisites: MATH 0170. Course fee.

## **MATH 0372 - Intermediate Algebra**

### **3 Hours (3-0)**

This course is intermediate in difficulty between the introductory and college algebra courses and is designed to bridge the gap between the courses. This course will enable students to become proficient in factoring, solving quadratic equations and systems of equations, working with conic sections, and functions. Prerequisites: Requires a "C" or greater in MATH 0371 and a "P" in MATH 0170 or "P" in MATH 0174, 0175, 0176 (FLEX Introductory Algebra sequence) or a satisfactory score on an algebra placement test or 343 on TSI. Corequisites: MATH 0170. Course fee.

## **MATH 1314 - College Algebra**

### **3 Hours (3-0)**

This course is designed to enable students to become proficient in the following algebraic topics: polynomials, rational expressions exponents, radicals, linear equations and inequalities, quadratic equations exponential and logarithmic equations, applications, systems of equations, and binomial expansion. Prerequisites: TSI complete in Mathematics. Course fee.

## **MATH 1316 - Trigonometry**

### **3 Hours (3-0)**

This course is designed to enable students to become proficient in trigonometric and inverse trigonometric functions, the solution

of triangles, identities, trigonometric equations, applications complex numbers, and logarithms. Prerequisites: MATH 1314 or a satisfactory score on an algebra placement test. Course fee.

## **MATH 1324 - Mathematics for Business & Social Sciences I**

### **3 Hours (3-0)**

This course is designed to enable students to solve elementary business problems involving the following topics: sets, linear relations and functions, elementary matrix theory, systems of linear equations and inequalities, linear programming by the simplex method, simple and compound interest, annuities, amortization, and bonds. Prerequisites: TSI complete in Mathematics. Course fee.

## **MATH 1325 - Mathematics for Business & Social Sciences II**

### **3 Hours (3-0)**

This course is designed to enable students to learn quantitative methods for analyzing business problems. The topics to be studied are: Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics and business. Prerequisites: MATH 1324 or MATH 1314 Course fee.

## **MATH 1342 - Statistics**

### **3 Hours (3-0)**

This course is designed to enable students to learn the introductory techniques of collection, presentation, analysis and interpretation of data. Correlation methods, analysis of variance, dispersion, sampling, quality control, reliability, mathematical models and regression analysis are also studied. Students will become proficient in use of computer technology such as Excel. Prerequisites: MATH 0372 and MATH 0170 or TSI complete in Mathematics or a satisfactory score on an Algebra placement test Course fee.

## **MATH 1350 - Fundamentals of Mathematics I**

### **3 Hours (3-0)**

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. Prerequisites: MATH 1314 Course fee.

## **MATH 1351 - Fundamentals of Mathematics II**

### **3 Hours (3-0)**

Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. Prerequisites: MATH 1350 Course fee.

## **MATH 1414 - College Algebra**

### **4 Hours (4-0)**

This course is designed to enable students to become proficient in the following algebraic topics: polynomials, rational expressions, exponents, radicals, linear equations and inequalities, quadratic equations, exponential and logarithmic equations, systems of equations, and binomial expansion. This course is designed for students needing more time to successfully complete College Algebra. Prerequisites: TSI complete in Mathematics. Course fee.

## **MATH 1442 - Statistics**

### **4 Hours (4-0)**

This course is designed to enable students to learn the introductory techniques of collection, presentation, analysis and interpretation of data. Correlation methods, analysis of various dispersion, sampling, quality control, reliability, mathematical models and regression analysis are also studied. Students will become proficient in use of computer technology such as Excel. Prerequisites: MATH 0471 and EDUC 1100 or PSYC 1200

## **MATH 2412 - Pre-Calculus**

### **4 Hours (4-0)**

This course is designed to enable students to become proficient in applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Some topics from analytical geometry are discussed. Prerequisites: MATH 1314 or a satisfactory score on Trigonometry placement test. Course fee.

## **MATH 2413 - Calculus I**

### **4 Hours (4-0)**

This course is designed to enable students to become proficient in introductory analytic geometry, the theory of limits, differential calculus of algebraic and trigonometric functions, applications of differentiation, antiderivatives, and the definite integral. Prerequisites: MATH 1316 or MATH 2412 or a satisfactory score on a precalculus placement test. Course fee.

## **MATH 2414 - Calculus II**

**4 Hours (4-0)**

This course is designed to enable students to become proficient in the differentiation and integration of transcendental functions, techniques of integration, and applications of the definite integral, indeterminate forms, sequences and series and proper integrals  
Prerequisites: MATH 2413 Course fee.

**MATH 2415 - Calculus III****4 Hours (4-0)**

This course will enable students to become proficient in Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's theorem, the Divergence Theorem, and Stokes' Theorem. Prerequisites: MATH 2414. Course fee.

**MATH 2420 - Differential Equations****4 Hours (4-0)**

This course is designed to produce student proficiency in first order equations, linear differential equations, differential operators, Laplace transforms, and the applications of differential equations It also introduces power series methods, linear systems, and numerical methods. Prerequisites: MATH 2415 Course fee.

**Modern & Classical Languages: American Sign Language****SGNL 1401 - Beginning American Sign Language I****4 Hours (4-0)**

Introduction to American Sign Language, covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to communicate with the hearing impaired/deaf.

**SGNL 1402 - Beginning American Sign Language II****4 Hours (4-0)**

A continuation of Beginning American Sign Language I. Prerequisites: SGNL 1401.

**SGNL 2301 - Intermediate American Sign Language I**

**3 Hours (3-0)**

Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Prerequisites: SGNL 1402.

**SGNL 2302 - Intermediate American Sign Language II****3 Hours (3-2)**

A continuation of Intermediate American Sign Language I. Prerequisites: SGNL 2301.

**Modern & Classical Languages: French****FREN 1411 - Beginning French I****4 Hours (3-2)**

This course is for students who have no previous instruction in French. It is designed to acquaint the student with the four basic language skills: listening, speaking, reading, and writing with emphasis on speaking and comprehension. Grammar and vocabulary are presented through intensive drills in class and the Language Laboratory.

**FREN 1412 - Beginning French II****4 Hours (3-2)**

This is a conversation course conducted primarily in French for the students who have completed FREN 1411 or its equivalent. Intensive oral-aural drill and classroom interaction will enable the student to master the lexical and grammatical structures necessary in carrying on conversations in French. Prerequisites: FREN 1411.

**FREN 2303 - Introduction to French Literature****3 Hours (3-0)**

This course is designed for those students who wish to acquire a basic background in French literature and culture. The course includes the reading of cultural essays, short stories, and poetry that are the basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Prerequisites: FREN 2312.

**FREN 2311 - Intermediate French I**

**3 Hours (3-1)**

This course is conducted in French, and it includes a comprehensive review of French grammar and structure. Through classroom drill, discussion, and composition, the course emphasizes vocabulary expansion and the acquisition of a basic knowledge of French culture and literature. Prerequisites: FREN 1412.

**FREN 2312 - Intermediate French II****3 Hours (3-1)**

Continuation of FREN 2311. Prerequisites: FREN 2311

**Modern & Classical Languages: German****GERM 1411 - Beginning German I****4 Hours (3-2)**

This course is for students who have no previous instruction in German. It is designed to acquaint the student with the four basic language skills: listening, speaking, reading, and writing with emphasis on speaking and comprehension. Grammar and vocabulary are presented through intensive drills in class and in the Language Laboratory.

**GERM 1412 - Beginning German II****4 Hours (3-2)**

This is a conversation course conducted primarily in German for the student who has completed GERM 1411 or its equivalent. Intensive oral-aural drill and classroom interaction will enable students to master the lexical and grammatical structures necessary in carrying on conversations in German. Prerequisites: GERM 1411.

**GERM 2311 - Intermediate German I****3 Hours (3-1)**

This course is conducted in German, and it includes a comprehensive review of German grammar and structure. Through classroom drill, discussion, and composition, the course emphasizes vocabulary expansion and the acquisition of a basic knowledge of German culture and literature. Prerequisites: GERM 1412.

## **GERM 2312 - Intermediate German II**

### **3 Hours (3-1)**

A course designed to provide fluency in spoken and written German through intensive grammar presentation and review, through conversational practice, and through composition and reading. The course is conducted in German. Prerequisites: GERM 2311.

## **Modern & Classical Languages: Latin**

### **LATI 1411 - Beginning Latin**

#### **4 Hours (4-0)**

This non-laboratory course is designed for students who have no previous instruction in Latin. Through classroom presentation, explanation, and drills, students will be introduced to basic Latin vocabulary, word formation, syntax, Roman culture, and the historical backgrounds of the language.

### **LATI 1412 - Beginning Latin II**

#### **4 Hours (4-0)**

This course is for students who have a fundamental knowledge of Latin vocabulary and syntax. Through grammar presentation, the reading of simple texts, and the repetition of lexical items, the course emphasizes improvement in the student's overall comprehension in Classical Latin. Prerequisites: LATI 1311.

### **LATI 2311 - Intermediate Latin I (3rd semester Latin)**

#### **3 Hours (3-0)**

Review of grammar and readings in Roman literary works. Prerequisites: LATI 1412.

### **LATI 2312 - Intermediate Latin II (4th semester Latin)**

#### **3 Hours (3-0)**

Review of grammar and readings in Roman literary works. Prerequisites: LATI 2311.

## **Modern & Classical Languages: Spanish**

## **SPAN 1300 - Conversational Spanish**

### **3 Hours (3-0)**

This introductory course emphasizes the acquisition of comprehension, pronunciation, and reading skills. Mastery of vocabulary and standard idiomatic expressions is stressed through intensive conversational drill and practice in the classroom and laboratory. Material is presented in a Hispanic culture context.

## **SPAN 1411 - Beginning Spanish I**

### **4 Hours (3-2)**

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

## **SPAN 1412 - Beginning Spanish II**

### **4 Hours (3-2)**

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Prerequisites: SPAN 1411.

## **SPAN 2311 - Intermediate Spanish I**

### **3 Hours (3-1)**

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisites: SPAN 1412

## **SPAN 2312 - Intermediate Spanish II**

### **3 Hours (3-1)**

Continuation of Intermediate Spanish I. Continued consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisites: SPAN 2311

## **Music**

### **MUAP 1166 - Woodwind Instruments I**

1 Hour (2-1)

### **MUAP 1167 - Woodwind Instruments II**

1 Hour (2-1)

### **MUAP 1168 - Brass Instruments**

1 Hour (2-1)

### **MUAP 1169 - Brass Instruction I**

1 Hour (0-2)

### **MUAP 1170 - Brass Instruction II**

1 Hour (0-2)

### **MUAP 1171 - String Instruction I**

1 Hour (0-2)

## **MUAP 1172 - String Instruction II**

**1 Hour (0-2)**

## **MUAP 1173 - Percussion Instruction I**

**1 Hour (0-2)**

## **MUAP 1174 - Percussion Instruction II**

**1 Hour (0-2)**

## **MUAP 1175 - Woodwind Instruction I**

**1 Hour (0-2)**

## **MUAP 1176 - Woodwind Instruction II**

**1 Hour (0-2)**

## **MUAP 1177 - Keyboard Instruction I**

**1 Hour (0-2)**

Intermediate piano. A series of courses designed to provide students with the skills necessary to perform artistically at the piano in a variety of performance settings. One 30-minute private lesson per week. Prerequisites: Instructor's permission.

## **MUAP 1178 - Keyboard Instruction II**

**1 Hour (0-2)**

Intermediate piano. A series of courses designed to provide students with the skills necessary to perform artistically at the piano in a variety of performance settings. One 30-minute private lesson per week. Prerequisites: Instructor's permission.

**MUAP 1179 - Voice Instruction I**

**1 Hour (0-2)**

**MUAP 1180 - Voice Instruction II**

**1 Hour (0-2)**

**MUAP 1188 - Percussion Instruments**

**1 Hour (2-1)**

**MUAP 1190 - String Instruments I**

**1 Hour (2-1)**

**MUAP 1269 - Brass Instruction I**

**2 Hours (0-2)**

**MUAP 1270 - Brass Instruction II**

**2 Hours (0-2)**

**MUAP 1271 - String Instruction I**

**2 Hours (0-2)**

**MUAP 1272 - String Instruction II**

2 Hours (0-2)

**MUAP 1273 - Percussion Instruction I**

2 Hours (0-2)

**MUAP 1274 - Percussion Instruction II**

2 Hours (0-2)

**MUAP 1275 - Woodwind Instruction I**

2 Hours (0-2)

**MUAP 1276 - Woodwind Instruction II**

2 Hours (0-2)

**MUAP 1277 - Keyboard Instruction I**

2 Hours (0-2)

Advanced Piano. Prerequisites: MUAP 2178 or instructor's permission.

**MUAP 1278 - Keyboard Instruction II**

2 Hours (0-2)

Advanced Piano. Prerequisites: MUAP 2178 or instructor's permission.

## **MUAP 1279 - Voice Instruction I**

**2 Hours (0-2)**

A series of courses designed to provide students with the skills necessary to sing artistically in a variety of performance settings. One 60-minute private lesson per week. Prerequisites: Instructor's permission.

## **MUAP 1280 - Voice Instruction II**

**2 Hours (0-2)**

A series of courses designed to provide students with the skills necessary to sing artistically in a variety of performance settings. One 60-minute private lesson per week. Prerequisites: Instructor's permission.

## **MUAP 2169 - Brass Instruction III**

**1 Hour (0-2)**

## **MUAP 2170 - Brass Instruction IV**

**1 Hour (0-2)**

## **MUAP 2171 - String Instruction III**

**1 Hour (0-2)**

## **MUAP 2172 - String Instruction IV**

**1 Hour (0-2)**

## **MUAP 2173 - Percussion Instruction III**

**1 Hour (0-2)**

## **MUAP 2174 - Percussion Instruction IV**

**1 Hour (0-2)**

## **MUAP 2175 - Woodwind Instruction III**

**1 Hour (0-2)**

## **MUAP 2176 - Woodwind Instruction IV**

**1 Hour (0-2)**

## **MUAP 2177 - Keyboard Instruction III**

**1 Hour (0-2)**

Intermediate piano. A series of courses designed to provide students with the skills necessary to perform artistically at the piano in a variety of performance settings. One 30-minute private lesson per week. Prerequisites: Instructor's permission.

## **MUAP 2178 - Keyboard Instruction IV**

**1 Hour (0-2)**

Intermediate piano. A series of courses designed to provide students with the skills necessary to perform artistically at the piano in a variety of performance settings. One 30-minute private lesson per week. Prerequisites: Instructor's permission.

## **MUAP 2179 - Voice Instruction III**

**1 Hour (0-2)**

## **MUAP 2180 - Voice Instruction IV**

1 Hour (0-2)

**MUAP 2190 - String Instruments II**

1 Hour (2-1)

**MUAP 2240 - Instrumental Techniques**

2 Hours (2-2)

**MUAP 2269 - Brass Instruction III**

2 Hours (0-2)

**MUAP 2270 - Brass Instruction IV**

2 Hours (0-2)

**MUAP 2271 - String Instruction III**

2 Hours (0-2)

**MUAP 2272 - String Instruction IV**

2 Hours (0-2)

**MUAP 2273 - Percussion Instruction III**

2 Hours (0-2)

## **MUAP 2274 - Percussion Instruction IV**

**2 Hours (0-2)**

## **MUAP 2275 - Woodwind Instruction III**

**2 Hours (0-2)**

## **MUAP 2276 - Woodwind Instruction IV**

**2 Hours (0-2)**

## **MUAP 2277 - Keyboard Instruction III**

**2 Hours (0-2)**

Advanced Piano. Prerequisites: MUAP 2178 or instructor's permission.

## **MUAP 2278 - Keyboard Instruction IV**

**2 Hours (0-2)**

Advanced Piano. Prerequisites: MUAP 2178 or instructor's permission.

## **MUAP 2279 - Voice Instruction III**

**2 Hours (0-2)**

A series of courses in vocal technique and literature. Students begin to develop professional-level vocal skills and apply them to various types of vocal literature. One 60-minute private lesson per week. Prerequisites: Instructor's permission.

## **MUAP 2280 - Voice Instruction IV**

**2 Hours (0-2)**

A series of courses in vocal technique and literature. Students begin to develop professional-level vocal skills and apply them to various types of vocal literature. One 60-minute private lesson per week. Prerequisites: Instructor's permission.

**MUEN 1121 - Wind Ensemble I**

**1 Hour (0-5)**

**MUEN 1122 - Wind Ensemble II**

**1 Hour (0-5)**

**MUEN 1123 - Concert Band I**

**1 Hour (0-5)**

**MUEN 1124 - Concert Band II**

**1 Hour (0-5)**

**MUEN 1125 - Orchestra I**

**1 Hour (0-5)**

**MUEN 1126 - Orchestra II**

**1 Hour (0-5)**

**MUEN 1131 - Jazz Band I**

1 Hour (0-4)

**MUEN 1132 - Jazz Band II**

1 Hour (0-4)

**MUEN 1133 - Brass Ensemble I**

1 Hour (0-4)

**MUEN 1134 - Brass Ensemble II**

1 Hour (0-4)

**MUEN 1135 - String Ensemble I**

1 Hour (0-4)

**MUEN 1136 - String Ensemble II**

1 Hour (0-4)

**MUEN 1137 - Woodwind Ensemble I**

1 Hour (0-4)

**MUEN 1138 - Woodwind Ensemble II**

1 Hour (0-4)

**MUEN 1139 - Percussion Ensemble I**

**1 Hour (0-4)**

**MUEN 1140 - Percussion Ensemble II**

**1 Hour (0-4)**

**MUEN 1141 - Chamber Singers I**

**1 Hour (0-5)**

**MUEN 1142 - Chamber Singers II**

**1 Hour (0-5)**

**MUEN 1143 - Choir I**

**1 Hour (0-5)**

**MUEN 1144 - Choir II**

**1 Hour (0-5)**

**MUEN 1145 - Women's Choir I**

**1 Hour (0-5)**

**MUEN 1146 - Women's Choir II**

1 Hour (0-5)

**MUEN 1147 - Men's Choir I**

1 Hour (0-5)

**MUEN 1148 - Men's Choir II**

1 Hour (0-5)

**MUEN 1151 - Jazz Singers I**

1 Hour (0-4)

**MUEN 1152 - Jazz Singers II**

1 Hour (0-4)

**MUEN 2121 - Wind Ensemble III**

1 Hour (0-5)

**MUEN 2122 - Wind Ensemble IV**

1 Hour (0-5)

**MUEN 2123 - Concert Band III**

1 Hour (0-5)

**MUEN 2124 - Concert Band IV**

1 Hour (0-5)

**MUEN 2125 - Orchestra III**

1 Hour (0-5)

**MUEN 2126 - Orchestra IV**

1 Hour (0-5)

**MUEN 2131 - Jazz Band III**

1 Hour (0-4)

**MUEN 2132 - Jazz Band IV**

1 Hour (0-4)

**MUEN 2133 - Brass Ensemble III**

1 Hour (0-4)

**MUEN 2134 - Brass Ensemble IV**

1 Hour (0-4)

**MUEN 2135 - String Ensemble III**

**1 Hour (0-4)**

**MUEN 2136 - String Ensemble IV**

**1 Hour (0-4)**

**MUEN 2137 - Woodwind Ensemble III**

**1 Hour (0-4)**

**MUEN 2138 - Woodwind Ensemble IV**

**1 Hour (0-4)**

**MUEN 2139 - Percussion Ensemble III**

**1 Hour (0-4)**

**MUEN 2140 - Percussion Ensemble IV**

**1 Hour (0-4)**

**MUEN 2141 - Chamber Singers III**

**1 Hour (0-5)**

**MUEN 2142 - Chamber Singers IV**

1 Hour (0-5)

**MUEN 2143 - Choir III**

1 Hour (0-5)

**MUEN 2144 - Choir IV**

1 Hour (0-5)

**MUEN 2145 - Women's Choir III**

1 Hour (0-5)

**MUEN 2146 - Women's Choir IV**

1 Hour (0-5)

**MUEN 2147 - Men's Choir III**

1 Hour (0-5)

**MUEN 2148 - Men's Choir IV**

1 Hour (0-5)

**MUEN 2151 - Jazz Singers III**

**1 Hour (0-4)**

**MUEN 2152 - Jazz Singers IV**

**1 Hour (0-4)**

**MUSI 1159 - Musical Theatre I**

**1 Hour (1-2)**

Study and performance of works from the musical theatre repertoire.

**MUSI 1162 - Diction I**

**1 Hour (1-1)**

**MUSI 1163 - Jazz Improvisation I**

**1 Hour (0-3)**

**MUSI 1164 - Jazz Improvisation II**

**1 Hour (0-3)**

**MUSI 1165 - Diction II**

**1 Hour (1-1)**

**MUSI 1181 - Piano Class I**

**1 Hour (2-1)**

This course is designed to introduce students to the joys of learning to play the piano. Taught in a state-of-the-art music lab using digital pianos and computers, students will learn how to read, practice and perform beginning-level piano music with comfort and confidence. The course is best suited for students with little or no previous piano-playing experience.

**MUSI 1182 - Piano Class II****1 Hour (2-1)**

This course is a continuation of Class Piano I. Taught in a state-of-the-art music lab using digital pianos and computers, students will learn how to read, practice and perform early intermediate-level piano music with comfort and confidence. Prerequisites: MUSI 1181 or instructor approval.

**MUSI 1183 - Class Voice I****1 Hour (2-1)**

Class instruction in the fundamentals of correct breathing, tone production, and diction. Laboratory course designed for students with little or no previous voice training. Aids in developing a pleasing tone quality that is produced with ease and proper enunciation.

**MUSI 1184 - Class Voice II****1 Hour (2-1)**

Class instruction in the fundamentals of correct breathing, tone production, and diction. Laboratory course designed for students with little or no previous voice training. Aids in developing a pleasing tone quality that is produced with ease and proper enunciation.

**MUSI 1301 - Fundamentals of Music****3 Hours (3-0)**

This course is designed to introduce students to the basic concepts of music theory. Students will learn about scales, intervals, keys, triads, meter and rhythm. This course is best suited for students with little or no previous experience in music.

**MUSI 1304 - Public School Music Methods and Materials****3 Hours (3-0)**

A course which examines techniques and materials for music instruction in kindergarten and grades one through six. Participation includes experience in part singing, playing, listening, voice testing, rhythmic, and creative activities.

### **MUSI 1306 - Music Appreciation**

#### **3 Hours (3-0)**

A course designed to provide an overview of music from antiquity to the present. Course is designed to enable student to investigate music in the context of social and cultural history.

### **MUSI 1308 - Survey of Music Literature**

#### **3 Hours (3-0)**

A course designed to enable student to examine music critically, including its development and its function in culture from antiquity to 1750. Course utilizes primary sources and listening selections.

### **MUSI 1309 - Survey of Music Literature II**

#### **3 Hours (3-0)**

A course designed to enable student to examine music critically, including its development and its function in culture from 1750 to present. Course utilizes primary sources and listening selections.

### **MUSI 1310 - American Music: History of Country Music**

#### **3 Hours (3-0)**

A course designed to enable student to trace the development of country music and its function in American culture from Appalachia in the 1920s to present. Credit will be given only once for MUSI 1310.

### **MUSI 1310 - American Music: Jazz**

#### **3 Hours (3-0)**

A course designed to enable student to examine genesis and history of Jazz in America and to probe its influence on American music, culture, and society. Credit will be given only once for MUSI 1310.

### **MUSI 1310 - American Music: Rock 'n' Roll Music**

**3 Hours (3-0)**

A course designed to enable student to examine the effect of historical events on American popular music culture. Course includes listening and reporting on music in context of recent American History. Credit will be given only once for MUSI 1310.

**MUSI 1311 - Music Theory I****3 Hours (3-3)**

This course is designed to present students with a detailed study of tonal music. Intended for music majors and other qualified students, this course involves music analysis, written theory exercises and keyboard projects. Topics explored include chords, chord progressions, harmonization, melodic and rhythmic organization, modulation, musical form and voice leading.

Prerequisites: MUSI 1301 or a passing score on the Music Department's theory placement test.

**MUSI 1312 - Music Theory II****3 Hours (3-3)**

This course is a continuation of Music Theory I. Intended for music majors and other qualified students, this course involves music analysis, written theory exercises and keyboard projects. Topics explored include chords, chord progressions, harmonization, melodic and rhythmic organization, modulation, musical form and voice leading. Prerequisites: MUSI 1311

**MUSI 1386 - Musical Composition—MIDI I****3 Hours (3-0)**

These courses employ Musical Instrument Digital Interface (MIDI). Students compose music on the computer; write music from a piano being played; record real time from microphones; sequence, store, and edit sounds; and overdub and mix blocks of sound.

**MUSI 2159 - Musical Theatre II****1 Hour (1-2)**

Study and performance of works from the musical theatre repertoire.

**MUSI 2181 - Piano Class III****1 Hour (2-1)**

This course is a continuation of Class Piano II. Taught in a state-of-the-art music lab using digital pianos and computers, students will learn how to read, practice and perform intermediate-level piano music with comfort and confidence. Prerequisites: MUSI 1182 or instructor approval.

## **MUSI 2182 - Piano Class IV**

### **1 Hour (2-1)**

This course is a continuation of Class Piano III. Taught in a state-of-the-art music lab using digital pianos and computers, students will learn how to read, practice and perform late intermediate-level piano music with comfort and confidence.

Prerequisites: MUSI 2181 or instructor approval.

## **MUSI 2183 - Class Voice III**

### **1 Hour (2-1)**

Class instruction in the fundamentals of correct breathing, tone production, and diction. Laboratory course designed for students with little or no previous voice training. Aids in developing a pleasing tone quality that is produced with ease and proper enunciation.

## **MUSI 2184 - Class Voice IV**

### **1 Hour (2-1)**

Class instruction in the fundamentals of correct breathing, tone production, and diction. Laboratory course designed for students with little or no previous voice training. Aids in developing a pleasing tone quality that is produced with ease and proper enunciation.

## **MUSI 2311 - Music Theory III**

### **3 Hours (3-3)**

This course is a continuation of Music Theory II. Intended for music majors and other qualified students, this course involves music analysis, written theory exercises and keyboard projects. Topics explored include chords, chord progressions, harmonization, melodic and rhythmic organization, modulation, musical form and voice leading. Prerequisites: MUSI 1312

## **MUSI 2312 - Music Theory IV**

### **3 Hours (3-3)**

First principles of chord progression and phrase harmonization. A study of more advanced chord structures and their placement within the phrase. The student receives a broad summary of classical harmony and then explores the techniques of the twentieth century. Written exercises, analysis, and correlated keyboard projects are required. Prerequisites: MUSI 1301 or a passing score on placement test.

## **MUSI 2386 - Musical Composition—MIDI II**

### **3 Hours (3-0)**

These courses employ Musical Instrument Digital Interface (MIDI). Students compose music on the computer; write music from a piano being played; record real time from microphones; sequence, store, and edit sounds; and overdub and mix blocks of sound.

## **Nursing - Associate Degree**

### **RNSG 1105 - Nursing Skills I**

#### **1 Hour (0-3-0)**

This course is a study of the concepts and principles necessary to perform basic nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Admission into the program.

### **RNSG 1108 - Dosage Calculations for Nursing**

#### **1 Hour (1-0-0)**

This course covers dosage calculations, including reading, interpreting and solving calculation problems encountered in the preparation of medications. This course lends itself to either a blocked or integrated approach. Prerequisites: Admission into the program.

### **RNSG 1140 - Professional Nursing Skills for Articulating Students**

#### **1 Hour (0-3-0)**

This course is a demonstration of professional nursing skills and procedures; and utilizes critical thinking skills in a systematic problem-solving process. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Prerequisites: Admission into the program.

### **RNSG 1160 - Clinical - Transition Option I**

#### **1 Hour (0-0-4)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Admission into the program.

## **RNSG 1162 - Clinical - Foundations**

### **1 Hour (0-0-4)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: Admission into the program.

## **RNSG 1163 - Clinical - Mental Health**

### **1 Hour (0-0-3)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: Completion of Semester I courses or approval of the program chair.

## **RNSG 1171 - Nursing Care of the Older Adult**

### **1 Hour (1-0-0)**

This course is a study of the unique health care needs of older adults. Content includes the developmental, physiological, and psychosocial changes of the older adult in regard to health promotion, maintenance, and restoration. The course will emphasize the application of knowledge, skills, and attitudes within a legal/ethical framework.

## **RNSG 1201 - Pharmacology**

### **2 Hours (2-0-0)**

This course is an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics will include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Prerequisites: BIOL 2401. Corequisites: BIOL 2402.

## **RNSG 1215 - Health Assessment**

### **2 Hours (1-3-0)**

This course covers the development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. Prerequisites: Admission to the program.

## **RNSG 1341 - Common Concepts of Adult Health**

### **3 Hours (2-4-0)**

This course is a basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team and member of the profession. A study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems emphasizing knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Completion of first semester courses or second semester transition courses or approval of program chair.

## **RNSG 1360 - Clinical - Medical Surgical Nursing I**

### **3 Hours (0-0-9)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Completion of first semester courses or approval of program chair.

## **RNSG 1412 - Nursing Care of the Childbearing and Childrearing Family**

### **4 Hours (3-4-0)**

This course is a study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, perinatal, antpartum, neonatal and postpartum periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Prerequisites: Completion of Semester II courses or permission of the program chair.

## **RNSG 1413 - Foundations for Nursing Practice**

### **4 Hours (3-3-0)**

This course is an introduction to the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team and member of the profession. Content includes fundamental concept of nursing practice, history of professional nursing, a systematic framework for decision-making and critical thinking. The mechanisms of disease and the needs and problems that can arise are discussed and how the nursing process helps manage the patient through these issues. Emphasis will be on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Admission into the program.

## **RNSG 1443 - Complex Concepts of Adult Health**

### **4 Hours (3-3-0)**

This course is an integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis will be on complex knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Completion of second semester courses or first semester transition courses or approval of program chair.

## **RNSG 1517 - Concepts of Professional Nursing Practice I for Articulating Students**

### **5 Hours (4-3-0)**

This course provides the articulating student the opportunity to examine the role of the professional nurse, application of a systematic problem-solving process and critical thinking skills, which includes a focus on pediatric and adult populations; and competency in knowledge, judgment, skill and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Prerequisites: Admission into the program.

## **RNSG 2130 - Professional Nursing Review and Licensure Preparation**

### **1 Hour (1-1-0)**

This course is a review of concepts required for licensure examination and entry into the practice of professional nursing. The course includes application of the National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, assessment of knowledge deficits, and remediation. This course lends itself to either a blocked or integrated approach. Prerequisites: Completion of third semester courses or approval of the program chair.

## **RNSG 2163 - Clinical - Leadership and Management**

### **1 Hour (0-0-3)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Completion of third semester courses or approval of program chair.

## **RNSG 2213 - Mental Health Nursing**

### **2 Hours (2-1-0)**

This course covers principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. Prerequisites: Completion of Semester I courses or approval of the program chair.

## **RNSG 2221 - Professional Nursing: Leadership and Management**

**2 Hours (2-0-0)**

This course is an exploration of leadership and management principles applicable to the roles of the professional nurse. It includes application of knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Completion of third semester generic courses or second semester transition courses or approval of program chair.

**RNSG 2260 - Clinical - Medical Surgical Nursing II****2 Hours (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Completion of second semester courses or approval of program chair.

**RNSG 2262 - Clinical - Maternal/Child Nursing****2 Hours (0-0-9)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Completion of second semester courses or approval of program chair.

**RNSG 2331 - Advanced Concepts of Adult Health****3 Hours (2-2-0)**

This course is an application of advanced concepts and skills for the development of the professional nurse's roles with adult patients and families involving multiple body systems. Emphasis will be on advanced knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Completion of third semester courses or second semester transition courses or approval of program chair.

**RNSG 2360 - Clinical - Transition Option II****3 Hours (0-0-12)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Completion of first semester transition courses or approval of program chair.

**RNSG 2362 - Clinical - Medical-Surgical Nursing III**

**3 Hours (0-0-12)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Completion of third semester courses or approval of program chair.

**RNSG 2363 - Clinical - Transition Option III****3 Hours (0-0-12)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Completion of first semester transition courses or approval of program chair.

**Nursing - Vocational****VNSG 1126 - Gerontology****1 Hour (1-0-0)**

This course is an overview of the normal physical, psychosocial, and cultural aspects of the aging process including the disease processes of aging and exploration of perceptions toward care of the older adult.

**VNSG 1201 - Mental Health and Mental Illness****2 Hours (2-0-0)**

This course covers personality development, human needs, common mental mechanisms and factors influencing mental health and mental illness. Also included are common mental disorders and related therapy.

**VNSG 1219 - Leadership and Professional Development****2 Hours (2-0-0)**

This course is a study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

**VNSG 1230 - Maternal-Neonatal Nursing**

**2 Hours (2-1-0)**

This course is a study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. The utilization of the nursing process in the assessment and management of the childbearing family is also covered. Topics will include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

**VNSG 1234 - Pediatrics****2 Hours (2-1-0)**

This course is a study of the care of the pediatric patient and family during health and disease. An emphasis on growth and developmental needs utilizing the nursing process will be covered.

**VNSG 1260 - Clinical I****2 Hours (0-0-8)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

**VNSG 1304 - Foundations of Nursing****3 Hours (3-0-0)**

This course is an introduction to the nursing profession including history, standards of practice, legal and ethical issues, and the role of the vocational nurse. Topics will include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.

**VNSG 1320 - Anatomy and Physiology for Allied Health****3 Hours (3-1-0)**

This course is a study of the structure (anatomy) and function (physiology) of the human body, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory and circulatory systems.

**VNSG 1323 - Basic Nursing Skills****3 Hours (2-4-0)**

This course is a mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

## **VNSG 1400 - Nursing in Health and Illness I**

### **4 Hours (4-0-0)**

This course is an introduction to general principles of growth and development, primary health care needs of the patient across the life span and therapeutic nursing interventions.

## **VNSG 1409 - Nursing in Health and Illness II**

### **4 Hours (4-0-0)**

This course is an introduction to health problems requiring medical and surgical interventions.

## **VNSG 1410 - Nursing in Health and Illness III**

### **4 Hours (4-1-0)**

This course is a continuation of Nursing in Health and Illness II and covers the further study of medical-surgical health problems of the patient, including concepts of mental illness. The course incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

## **VNSG 2431 - Advanced Nursing Skills**

### **4 Hours (2-5-0)**

This course is a mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

## **VNSG 2561 - Clinical II**

### **5 Hours (0-0-16)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

## **VNSG 2562 - Clinical III**

### **5 Hours (0-0-16)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## **Organizational Management (Upper Division courses)**

### **TMGT 3302 - Business and Economic Statistics**

#### **3 Hours (3-0)**

An introduction to descriptive statistics and statistical inference for technical managers. Topics include sampling techniques, estimation, hypothesis testing, and simple regression.

### **TMGT 3303 - Managerial Communications**

#### **3 Hours (3-0)**

A study of the skills necessary to communicate effectively in the workplace. Topics include selection of the proper channel and medium for information delivery, team building, business etiquette, and professionalism. Students will analyze and prepare correspondence, proposals, and reports. Students are required to deliver industry-related oral presentations of each student's choosing.

### **TMGT 3304 - Finance for Managers**

#### **3 Hours (3-0)**

This course is an introduction to the financial fundamentals needed by functional experts and upwardly mobile managers in human resources, marketing, production, and general management. Focus is on preparing to assume higher-level positions or undertaking organizational activities that require a basic knowledge of finance. The world of finance and its operations are presented in a simple, step-by-step manner. Topics include financial statement analysis, forecasting, budgeting, project evaluation and working capital management. Emphasis is on practical applications more than theory. Students will analyze and discuss the financial decisions of national and multinational corporations, based on case studies and reading.

### **TMGT 3305 - Organizational Theory and Practice**

#### **3 Hours (3-0)**

A comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employee work life. Topics include motivation, goal setting and rewards, job design, group dynamics, work stress, power and politics, international aspects of organizations, organizational structure, communication and organizational change and development.

## **TMGT 3307 - Operations Management**

### **3 Hours (3-0)**

This course is an introduction to the concepts, principles, problems, and practices of operations management. Emphasis is on managerial processes for effective operations in both goods-producing and service-rendering organizations. Topics include operations strategy, process design, capacity planning, facilities location and design, forecasting, production scheduling, inventory control, quality assurance, and project management. The topics are integrated using a systems model of operations of an organization.

## **TMGT 3309 - Marketing for Managers**

### **3 Hours (3-0)**

This course addresses the overview of marketing mix, functions, processes, and impact predictions and assessments. The course includes identification of consumer and organizational needs and the relationship of environmental issues. Students will identify the marketing mix components in relation to market segmentation; explain the environmental factors that influence consumer and organizational decision-making processes; complete a marketing plan; and use assessment methodology to predict impact on organizational performance.

## **TMGT 3310 - Decision Making**

### **3 Hours (3-0)**

Analytic and systematic approach to the study of decision making through management science processes and techniques. Topics include quantitative analysis and decision-making relationships, simulation and risk analysis, and decision analysis using various criteria.

## **TMGT 3311 - Human Resources Management**

### **3 Hours (3-0)**

This course examines the major trends in human resources management, including problems and issues faced by organizations and individuals in times of change. Responsibilities of the human resources department and the roles that every manager plays, both as a supervisor and as a client of the human resources department, are studied. Topics include human resources forecasting and planning, job design, employee selection, equal employment opportunity laws and judicial rulings, performance appraisal, compensation and benefits, career development, and labor relations.

## **TMGT 3336 - Legal Issues for Managers**

### **3 Hours (3-0)**

This course explores the State and federal laws that affect management behavior and organizational practices including contracts, business organizations, employment law, products liability, safety issues, and environmental regulation. Prerequisites: BUSI 2301 or Instructor Permission

### **TMGT 3337 - Economics for Managers**

#### **3 Hours (3-0)**

A study of economics and its role in managerial decision making. The course is focused on modern economic thinking and its relevance to business and management. Topics include market structure, production and cost, and public policy towards business. Prerequisites: ECON 2301, ECON 2302 or instructor permission.

### **TMGT 3338 - Accounting for Managers**

#### **3 Hours (3-0)**

The use of accounting information by non-financial managers. Emphasis is placed on the interpretation, rather than the construction, of accounting information. The course will examine the technical managerial skills required to sustain and enhance the organizations performance through the accounting and finance processes of reporting, compliance, research, analysis, interpretation and application. Topics such as activity-based costing, cost accounting, break-even and decision analysis, and budgeting and control are covered. Prerequisites: ACCT 2301, ACNT 1403 or instructor permission.

### **TMGT 3347 - Ethics and Corporate Social Responsibility**

#### **3 Hours (3-0)**

This course will examine the role of ethics and social responsibility in the management of public and private sector organizations. An emphasis will be on contemporary trends in corporate responsibilities with respect to ethical, legal, economic and regulatory conditions in the global marketplace.

### **TMGT 3352 - Entrepreneurship**

#### **3 Hours (3-0)**

This course presents a comprehensive study of the various factors of production in meeting the needs of consumers in creative and profitable ways. Topics include market segment research, starting a new enterprise, forming an entrepreneurial team, venture capital sources, and formulation of a business plan.

### **TMGT 3353 - International Business**

#### **3 Hours (3-0)**

This course provides an overview of the international business environment and conditions affecting firms conducting business overseas. Special emphasis will be placed on managerial functions and elements of the management process in a firm operating under foreign economic, technological and political, social, and cultural environments.

### **TMGT 3354 - Leadership**

#### **3 Hours (3-0)**

This course examines the nature and scope of leadership as it relates to applied technology and workforce training environments; the techniques for leadership, empowerment and team building are emphasized.

### **TMGT 3355 - Mediation and Negotiation**

#### **3 Hours (3-0)**

This course examines the nature of conflict and the methods to resolve conflict with an emphasis on collaborative problem solving and mediation. The theory and practice of negotiations are also studied, and students are given the opportunity to practice negotiation and mediation techniques through case study. Ethical decision making throughout these processes is addressed.

### **TMGT 3356 - Oil and Gas Industry**

#### **3 Hours (3-0)**

This course introduces the student to the development of multiple-use resource management strategies and the role of public policy in energy resource management. Topics include legal, regulatory, and operational requirements of energy production, refining, and transportation enterprises.

### **TMGT 3357 - Introduction to Public Administration**

#### **3 Hours (3-0)**

This course examines the origin and development of public administration as a discipline and profession. The purpose of this course is to provide students with a broad introduction to the field of Public Administration by providing introductory knowledge of the public sector, its practices, and its tools. Students will learn some of the concepts, issues, and challenges facing public administrators in federal, state, and local governments.

### **TMGT 3358 - Network Security Management**

#### **3 Hours (3-0)**

This course provides a strategic overview of network security management, including a review of the types of network security

problems, best practices, cost analysis of different types of network security and network security policies. Prerequisites: ITNW 1454 or instructor permission.

## **TMGT 3391 - Information Technology in Enterprise Management**

### **3 Hours (3-0)**

The use of information technology in commercial and industrial enterprises. Topics include the use of computers and software in communication, accounting, inventory management, production, automation, sales, and financial forecasting.

## **TMGT 4303 - Electronic Commerce**

### **3 Hours (3-0)**

This course addresses issues including the digital economy, electronic commerce (EC) marketing, EC models and applications, and building and implementing EC systems. The course will cover the underlying technologies used in the implementation of electronic commerce systems. It identifies the practical skills needed and tools to design and develop effective systems and interfaces. Architectures and interdependence of systems and software that support EC and the state of the art in successful EC systems will also be discussed.

## **TMGT 4320 - Organizational Design and Management Seminar**

### **3 Hours (3-0)**

Students work in teams on instructor-approved industry-specific projects; teams will formulate an implementation plan using technology management skills to identify problems and formulate solutions. Each team will make a formal presentation for peer review. Prerequisites: Senior classification or approval of program director.

## **TMGT 4385 - Organizational Management Internship**

### **3 Hours (0-0-18)**

This internship course is designed to provide organizational management students a broad exposure to the operations of a company or public service agency and knowledge of the structure, goals, and work procedures of the organization by participating in planned and supervised activities. Students will have the opportunity to combine academic learning with practical experience while pursuing their organizational management degree. Prerequisites: Senior classification or approval of program director.

## **TMGT 4386 - Organizational Management Internship**

### **3 Hours (0-0-18)**

This internship is a repeat of TMGT 4385 but with approved job-specific learning objectives. Prerequisites: TMGT 4385 and instructor permission.

## **TMGT 4396 - Project Management**

### **3 Hours (3-0)**

A study of risk assessment and management techniques, methods, and models used in industry to minimize and control risks in a high technology industrial environment. Instructional topics include project management risks, program schedule, and cost risks. Prerequisites: Senior classification or approval of program director.

## **Paralegal Studies**

### **LGLA 1301 - Legal Research and Writing**

#### **3 Hours (3-0)**

Presents the fundamentals of legal research and writing emphasizing the paralegal's role including resources and processes used in legal research and writing.

### **LGLA 1311 - Introduction to Law**

#### **3 Hours (3-0)**

Presents legal terminology relating to substantive areas of law and the federal and state judicial systems. Emphasizes the paralegal's role in the legal system.

### **LGLA 1313 - Introduction to Paralegal Studies**

#### **3 Hours (3-0)**

An overview of the paralegal profession including professional regulation, trends and issues, ethical obligations, and the paralegal's role in the delivery of legal services.

### **LGLA 1317 - Law Office Technology**

**3 Hours (3-0)**

Computer technology and software applications within the law office.

**LGLA 1345 - Civil Litigation**

**3 Hours (3-0)**

Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation.

**LGLA 1349 - Constitutional Law**

**3 Hours (3-0)**

An overview of the United States Constitution and its articles, amendments, and judicial interpretations. Includes separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government.

**LGLA 1353 - Wills, Trusts and Probate Administration**

**3 Hours (3-0)**

Fundamental concepts of the law of wills, trusts and probate administration emphasizing the paralegal's role.

**LGLA 1355 - Family Law**

**3 Hours (3-0)**

Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and parent-child relationship with emphasis on the paralegal's role in family law.

**LGLA 1391 - Special Topics in Paralegal / Legal Assistant**

**3 Hours (3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behavior pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

## **LGLA 2239 - Certified Legal Assistant Review**

### **2 Hours (2-0)**

A review of the mandatory and optional topics covered in the Certified Legal Assistant Examination administered by the National Association of Legal Assistants

## **LGLA 2303 - Torts and Personal Injury Law**

### **3 Hours (3-0)**

Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal's role.

## **LGLA 2305 - Interviewing and Investigating**

### **3 Hours (3-0)**

A study of techniques used to locate, gather, document, and manage information with emphasis on developing interview and investigative skills, and the paralegal's role in interviewing and investigating legal matters.

## **LGLA 2315 - Oil and Gas Law**

### **3 Hours (3-0)**

Presents fundamental concepts of oil and gas law, including relationships between landowners and oil and gas operators, government regulation, and documents used in the industry stressing the paralegal's role in oil and gas law.

## **LGLA 2331 - Advanced Legal Research and Writing**

### **3 Hours (2-4)**

Builds on previous legal research and writing courses and covers standard and electronic research techniques and preparation for complex legal documents with emphasis on the paralegal's role.

## **LGLA 2335 - Advanced Civil Litigation**

### **3 Hours (2-4)**

Implementation of advanced civil litigation techniques with emphasis on the paralegal's role. Builds upon skills acquired in prior civil litigation courses.

## **LGLA 2380 OR 2381 - Cooperative Education Paralegal/Assistant**

**3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

## **Philosophy**

### **PHIL 1301 - Introduction to Philosophy**

**3 Hours (3-0)**

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

### **PHIL 1304 - Introduction to World Religions**

**3 Hours (3-0)**

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity and Islam. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

### **PHIL 1316 - History of Religions I**

**3 Hours (3-0)**

A comparative survey of the history of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam, emphasizing the development of specific religions from their origins to the present and their roles in world history. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

### **PHIL 2303 - Introduction to Formal Logic**

**3 Hours (3-0)**

This course introduces the student to deductive and inductive reasoning, argumentation and fallacies, and symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

**PHIL 2306 - Ethics****3 Hours (3-0)**

This course provides a systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. It covers the major classic philosophies of life with consideration of value in the moral, religious, aesthetic, and scientific points of view. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

**PHIL 2321 - Philosophy of Religion****3 Hours (3-0)**

A study of the major issues in the philosophy of religion such as the existence and nature of God, the relationships between faith and reason, the nature of religious language, religious experience, and the problem of evil. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

**Physics****PHYS 1401 - College Physics I****4 Hours (3-4)**

This course will enable students to become familiar with classical mechanics, thermodynamics, and wave motion. This course is designed for students planning to study medicine, dentistry, veterinary medicine, optometry, biology, architecture, and the technical disciplines. A knowledge of algebra and elementary trigonometry is needed. Prerequisites: MATH 1316 or MATH 2412

**PHYS 1402 - College Physics II****4 Hours (3-4)**

This course will enable students to become proficient in optics, electricity, magnetism, and selected topics from modern physics. Prerequisites: PHYS 1401.

## **PHYS 1403 - Stars and Galaxies**

### **4 Hours (3-3)**

Study of stars, galaxies, and the universe outside our solar system. Non-majors. Prerequisites: TSI Complete in Reading and Math.

## **PHYS 1404 - Solar System**

### **4 Hours (3-3)**

Study of the sun and its solar system, including its origin. Non-majors. Prerequisites: TSI Complete in Reading and Math.

## **PHYS 1415 - Physical Science I**

### **4 Hours (3-3)**

This is a survey course in the physical sciences and scientific methods and is intended for non-science majors. The course introduces topics in physics, chemistry, geology, meteorology, and astronomy with an emphasis on physics topics. A lab is included, and basic mathematics is required. Prerequisites: TSI complete in Reading and Math.

## **PHYS 1417 - Physical Science II**

### **4 Hours (3-3)**

This is a continuation of PHYS 1415 with an emphasis on topics in chemistry, geology, meteorology, and astronomy. A lab is included, and basic mathematics is required. Prerequisites: TSI complete in Reading and Math.

## **PHYS 2425 - University Physics I**

### **4 Hours (3-3)**

This course will enable students of the physical sciences, engineering and mathematics to become proficient in classical mechanics and thermodynamics. Prerequisites: MATH 2413

## **PHYS 2426 - University Physics II**

### **4 Hours (3-3)**

This course will enable students to become proficient in classical electricity and magnetism, wave motion, and optics.  
Prerequisites: PHYS 2425 and MATH 2414

## **Psychology**

**Students may receive credit for only two of PSYC 2308, PSYC 2311 and PSYC 2314.**

### **PSYC 2301 - Introduction to Psychology**

#### **3 Hours (3-0)**

The survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. The focus is on a wide variety of topics including human development, perception, thought and memory, emotion, and the social interactions of people in their everyday lives. Psychological disorders and therapy are briefly introduced. The student should gain insight into how behaviors, cognitive processes, and emotions help solve adaptive problems in their own lives.

Prerequisites: Students must have satisfied the TSI readiness requirement in Reading.

### **PSYC 2306 - Human Sexuality**

#### **3 Hours (3-0)**

The study of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. Also SOCI 2306. Prerequisites: Students must have satisfied the TSI readiness requirement in Reading

### **PSYC 2308 - Child Psychology**

#### **3 Hours (3-0)**

The study of psychological development from conception through middle childhood and early adolescence with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development. Prerequisites: PSYC 2301

### **PSYC 2314 - Life-Span Growth and Development**

#### **3 Hours (3-0)**

The study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. Emphasis is on scientific research, fundamental issues, and major psychological theories used to explain development.

Prerequisites: PSYC 2301 or permission of instructor

## **PSYC 2319 - Social Psychology**

### **3 Hours (3-0)**

The study of individual behavior within the social environment. Topics include socio-psychological process, attitude formation and change, interpersonal relations and group processes. Also SOCI 2326. Prerequisites: Students must have satisfied the TSI readiness requirement in Reading.

## **Respiratory Care**

### **RSPT 1141 - Respiratory Home Care/Rehabilitation**

#### **1 Hour (1-0-0)**

This course is designed to develop an understanding of respiratory home care/rehabilitation equipment, procedures, and patient care, with emphasis on the use of special technology and equipment in the treatment of patients in home care and alternate settings.

### **RSPT 1160 - Clinical III**

#### **1 Hour (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: RSPT 1360.

### **RSPT 1161 - Clinical IV**

#### **1 Hour (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: RSPT 1160.

### **RSPT 1213 - Basic Respiratory Care Pharmacology**

#### **2 Hours (2-0-0)**

In this course the student will study basic pharmacological principles/practices of respiratory care drugs. Emphasis will be on classification, routes of administration, dosages/ calculations, and physiological interaction.

## **RSPT 1260 - Clinical I**

### **2 Hours (0-0-8)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: Admission to the program.

## **RSPT 1307 - Cardiopulmonary Anatomy and Physiology**

### **3 Hours (3-0-0)**

In this course the student will gain an increased understanding of the anatomy and physiology of the cardiovascular, renal, and pulmonary systems. This will include the terminology used in respiratory physiology.

## **RSPT 1360 - Clinical II**

### **3 Hours (0-0-16)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: RSPT 1260.

## **RSPT 1410 - Respiratory Care Procedures I**

### **4 Hours (2-6-0)**

This course provides students with the essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary diseases and their clinical application. The following areas are discussed in-depth; medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, chest physiotherapy, pulse oximetry, arterial puncture, and interpretation. Patient assessment skills will also be addressed.

## **RSPT 1411 - Respiratory Care Procedures II**

### **4 Hours (3-3-0)**

This course provides students with essential knowledge of airway care and mechanical ventilation. Airway care includes indications, techniques, equipment, and hazards and complications. Mechanical ventilation includes indications, initiation, modes, clinical application, management, complications, and weaning. Prerequisites: RSPT 1410.

## **RSPT 1425 - Respiratory Care Sciences**

### **4 Hours (4-1-0)**

This course will provide a study of physics, math, chemistry and statistics as related to Respiratory Care.

## **RSPT 2130 - Respiratory Care Examination Preparation**

### **1 Hour (0-2-0)**

This course is a comprehensive review for selected respiratory care credentialing examinations. Test matrices and exam content areas for selected exams will be presented.

## **RSPT 2135 - Pediatric Advanced Life Support**

### **1 Hour (0-2-0)**

This is a comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the infant and child. Strategies for preventing cardiopulmonary arrest and identification of high risk infants and children will be presented.

## **RSPT 2139 - Advanced Cardiac Life Support**

### **1 Hour (1-0-0)**

This is a comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Strategies for managing and stabilizing the cardiopulmonary arrested patient will be included.

## **RSPT 2247 - Specialties in Respiratory Care**

### **2 Hours (2-0-0)**

This course provides an introduction to emerging and specialty practice in which the Respiratory Therapist may find application and/or employment. The depth of instruction will provide the indications, expected outcomes, hazards and methods for hyperbaric oxygen (HBO), extracorporeal membrane oxygenation (ECMO), nitric oxide (NO), sleep studies, nutritional assessment, metabolic monitoring, exercise/stress testing, and electroencephalograms.

## **RSPT 2255 - Critical Care Monitoring**

### **2 Hours (1-3-0)**

In this course the students will be introduced to advanced monitoring techniques used clinically to assess a patient in the critical care setting.

## **RSPT 2305 - Pulmonary Diagnostics**

### **3 Hours (2-2-0)**

In this course the student will study the theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography.

## **RSPT 2310 - Cardiopulmonary Disease**

### **3 Hours (3-0-0)**

This course will provide a discussion of etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.

## **RSPT 2353 - Neonatal/Pediatric Cardiopulmonary Care**

### **3 Hours (3-0-0)**

In this course the student will study advanced concepts of acute care, monitoring, and management as applied to the neonatal and pediatric patient.

## **RSPT 2360 - Clinical V**

### **3 Hours (0-0-16)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: RSPT 1161.

## **RSPT 2361 - Clinical VI**

### **3 Hours (0-0-16)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: RSPT 2360.

## **Sociology**

## **SOCI 1301 - Introduction to Sociology**

### **3 Hours (3-0)**

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

## **SOCI 1306 - Social Problems**

### **3 Hours (3-0)**

The application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance or family problems.

## **SOCI 2301 - Marriage and the Family**

### **3 Hours (3-0)**

The sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

## **SOCI 2306 - Human Sexuality**

### **3 Hours (3-0)**

The study of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. Also PSYC 2306. Prerequisites: Students must have satisfied the TSI readiness requirement in Reading.

## **SOCI 2319 - American Minorities**

### **3 Hours (3-0)**

The study of minority-majority group relations, addressing their historical, cultural, social, economic and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination,

prejudice and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.

## **SOCI 2320 - Minority Issues**

### **3 Hours (3-0)**

“Minority Issues” examines current minority group issues and problems associated with the policies and programs of public and private agencies that impact the family, education, religion, politics and the economy.

## **SOCI 2326 - Social Psychology**

### **3 Hours (3-0)**

The study of individual behavior within the social environment. Topics include socio-psychological process, attitude formation and change, interpersonal relations and group processes. Also PSYC 2319. Prerequisites: Students must have satisfied the TSI readiness requirement in Reading.

## **SOCI 2340 - Drugs and Society**

### **3 Hours (3-0)**

The study of the use and abuse of drugs in today's society. Emphasis is on the physiological, psychological and sociological factors contributing to substance use and abuse, as well as on the social and cultural factors, including the institutions of our society, which impact the addiction process.

## **Speech**

## **SPCH 1311 - Introduction to Speech Communication**

### **3 Hours (3-0)**

This course introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group and public speaking.

## **SPCH 1315 - Public Speaking**

**3 Hours (3-0)**

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

**SPCH 1318 - Interpersonal Communication****3 Hours (3-0)**

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

**SPCH 1321 - Business and Professional Communication****3 Hours (3-0)**

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

**SPCH 1342 - Voice and Diction****3 Hours (3-0)**

Physiology and mechanics of effective voice production with practice in articulation, pronunciation and enunciation.

**SPCH 2289 - Academic Cooperative****2 Hours (2-2)**

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of speech.

**SPCH 2333 - Discussion and Small Group Communication****3 Hours (3-0)**

Discussion and small group theories and techniques as they relate to group process and interaction.

**SPCH 2335 - Argumentation and Debate**

**3 Hours (3-0)**

Theories and practice in argumentation and debate including analysis, reasoning, organization, evidence and refutation.

**SPCH 2341 - Oral Interpretation****3 Hours (3-0)**

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms.

**SPCH 2389 - Academic Cooperative****3 Hours (3-3)**

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of speech.

**Student Success MPower****EDUC 1100 - Effective Learning****1 Hour (1-1)**

The psychology of learning, motivation and the factors that impact learning are studied. Students will identify their own strengths and learning styles and improve learning potential in other courses. Theoretical models of strategic learning, cognition and motivation serve as the conception basis for the introduction of college-level student academic strategies. Students will use various assessments to help identify their own strengths and weaknesses as strategic learners. Students will also be expected to integrate and apply learning skills discussed in the course. Critical thinking will serve as the foundation for various thematic approaches using a variety of academic disciplines.

**PREP 0170 - Basic College Study Skills****1 Hour (1-1)**

Designed to assist college students with the necessary skills needed for academic success and for success in life. This course will allow students to explore who they are, where they come from and present options for where they are headed. This course will concentrate on areas of success such as motivation, self-esteem, time management, critical thinking, active learning, study skills, decision making, relationship building and personal care. This course is designed to assist students in completing the developmental sequence. Students who are deficient in two or more areas of TSI (reading, writing and math) are required to take this course.

# **Welding Technology**

## **MCHN 1320 - Precision Tools and Measurement**

### **3 Hours (3-0)**

An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.

## **WLDG 1391 - Special Topics in Welding Technology**

### **3 Hours (3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

## **WLDG 1421 - Introduction to Welding Fundamentals**

### **4 Hours (2-5)**

An introduction to the fundamentals of equipment used in oxy-acetylene welding (OFW-A) and shielded metal arc welding (SMAW), including welding and cutting safety, basic oxy-acetylene welding and cutting, basic arc welding processes and basic metallurgy. The student will demonstrate safety procedures associated with equipment; and identify ferrous and nonferrous metals.

## **WLDG 1425 - Introduction to Oxy-Fuel Welding and Cutting**

### **4 Hours (2-5)**

An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding and cutting equipment and supplies. Prerequisites: WLDG 1421 and WLDG 1457

## **WLDG 1430 - Introduction to Gas Metal Arc Welding (GMAW)**

### **4 Hours (2-5)**

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. and safe use of tools/equipment. Instruction in various joint designs. Corequisites: WLDG 1421.

### **WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW)**

#### **4 Hours (2-5)**

Principles of gas tungsten arc welding (GTAW), including set-up and GTAW equipment. Instruction in various positions and joint designs. Prerequisites: WLDG 1421.

### **WLDG 1437 - Introduction to Metallurgy**

#### **4 Hours (3-2)**

A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Safe use of Metallurgy and Chemical equipment.

### **WLDG 1453 - Intermediate Layout and Fabrication**

#### **4 Hours (2-5)**

An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications.

### **WLDG 1457 - Intermediate Shielded Metal Arc Welding (SMAW)**

#### **4 Hours (2-5)**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. Corequisites: WLDG 1421.

### **WLDG 2331 - Advanced Blueprint Interpretation and Cost Analysis**

#### **3 Hours (3-0)**

An advanced course on interpretation, and blueprint reading with emphasis placed on inspection, cost analysis, and estimating, including instruction in basic drafting skills.

### **WLDG 2380 - Cooperative Work Experience**

**3 Hours (1-0-20)**

The student will be exposed to the application of career-related activities encountered in the Welding area of specialization. The student is required to work a minimum of 20 hours per week in a paid job in a welding trades cooperative position under the supervision of the college and training sponsor.

**WLDG 2381 - Cooperative Work Experience****3 Hours (1-0-20)**

The student will be exposed to the application of career-related activities encountered in the Welding area of specialization. The student is required to work a minimum of 20 hours per week in a paid job in a welding trades cooperative position under the supervision of the college and training sponsor.

**WLDG 2406 - Intermediate Pipe Welding****4 Hours (2-5)**

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Welding will be done using various positions. Capstone course. Prerequisites: WLDG 2443

**WLDG 2435 - Advanced Layout and Fabrication****4 Hours (2-5)**

An advanced course in layout and fabrication. Includes production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills. Prerequisites: WLDG 1453 and WLDG 1457.

**WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW)****4 Hours (2-5)**

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded arc welding processes with open V-groove joints in all positions. Prerequisites: WLDG 1457.

**WLDG 2447 - Advanced Gas Metal Arc Welding (GMAW)****4 Hours (2-5)**

Advanced topics in gas metal arc welding, including welding in various positions and directions. Prerequisites: WLDG 1430.

## **WLDG 2451 - Advanced Gas Tungsten Arc Welding (GTAW)**

### **4 Hours (2-5)**

Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisites: WLDG 1434.

## **WLDG 2453 - Advanced Pipe Welding**

### **4 Hours (2-5)**

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Capstone course. Prerequisites: WLDG 2443

## **Other Courses**

### **EMSP 1149 - Trauma Life Support**

#### **1 Hour (1-0-0)**

This course covers the theory and skills necessary for the management of trauma emergencies. This course was designed to be repeated multiple times to improve student proficiency.

### **FIRS 1333 - Firefighter Certification VII**

#### **3 Hours (2-4)**

One in a series of courses in basic preparation for a new firefighter. The course should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. This course may be offered only by institutions certified training facility by the Texas Commission on Fire Protection (TCFP). Lab required. Prerequisites: FIRS 1329

## **Glossary**

**The following is an alphabetized list of terms, either specific to Midland College, or used generally at colleges and universities.**

**Academic advisor**-a Midland College staff member who is trained to assist students with course planning, degree selection, transfer information and career opportunities.

**Academic calendar**- the calendar of class days, holidays, and early dismissals during all sessions of an academic year which runs from fall through summer.

**Academic probation**-the situation that occurs if a student's grade point average (GPA) falls below a 2.0 or if a student fails to complete at least ½ of the courses attempted during the semester; a student on academic probation can enroll only through an academic advisor.

**Academic restriction**-the situation that occurs when a student fails to raise GPA after being on academic probation for a semester; a student on academic restriction may enroll only through an academic advisor and for two classes per semester.

**Adjunct faculty**-instructors who are employed part-time.

**ATC**-Advanced Technology Center, a Midland College facility at 3200 W. Cuthbert in Midland, which provides numerous technology classes, primarily for the concurrent student and workforce development programs.

**CTB**-Cogdell Technical Building, a Midland College facility located at 111 E. Florida in Midland, which provides diesel technology courses for both High School and College students.

**Campus Connect**-the Midland College online registration program. In addition to adding and dropping classes, Campus Connect is the place where a student can access final semester grades, unofficial transcript, unofficial degree plan, semester schedule, and account status.

**Canvas**-the program used at Midland College when taking online (web) courses. Some Midland College instructors also use this program for courses taught in the classroom.

**Capstone course**-a course designed to help students synthesize and consolidate the knowledge gained in a course of study; usually the last course in a degree.

**Catalog**-the annual publication which lists Midland College information such as faculty, administrators, degree plans, courses, financial aid, types of credit by exam, entrance requirements, due process, expectations for student behavior, and so forth.

**Census date**-the official enrollment reporting date as defined by the state of Texas. In a fall or spring semester it is the 12th class day; in a summer semester it is the 4th class day; in a mini-semester it is the 2nd class day.

**Certificate**-a College document issued to a student who has completed a concentrated course of study in one area; certificates are awarded in vocational-technical programs such as Welding Technology.

**College readiness**-the status attained by a student in reading, writing, and mathematics either by passing one of the state-approved exams or by success in meeting Midland College's standards through developmental coursework and testing.

**Commencement**-a public ceremony for the purpose of conferring degrees, awarding honors, and recognizing student achievements.

**Cooperative education course**-a course in which students receive lecture instruction and practical experience at a worksite; may be referred to as an internship.

**Core requirements (core curriculum, "the basics")**-courses in the liberal arts, humanities, sciences, and political, social, and cultural history, that students must complete as part of coursework for a degree. Associate degrees require 15 semester credit hours of core curriculum; baccalaureate degrees require 42 semester credit hours of core curriculum. Some core requirements are specified; others are electives that may be selected from a list of available courses.

**Co-requisite**-a course that must be taken before or at the same time as another course, for example, a spreadsheet course that accompanies a computerized accounting course.

**Course Number**-a combination of a prefix that designates the subject area and a number that designates a particular course. The course number has four digits. The first number represents level: 1=freshman, 2=sophomore, 3=junior, 4=senior, 0=developmental. The second number is the number of semester credit hours awarded for completion of the course. The last two numbers are used to identify specific courses. Example: ENGL 1301 = English course, freshman level, three semester credit hours, first course in the English sequence.

**Credit by exam**-college course credit earned by taking a test rather than attending class. The CLEP test is a common method of granting credit by exam.

**Cross-listed courses**-courses which are offered by more than one department; though the department differs, cross-listed courses typically have the same course number.

**Degrees**-Associate of Arts (A.A.) and Associate of Science (A.S.) degrees are the first two years of a baccalaureate degree. Coursework includes the core curriculum and a field of study. Associate of Applied Science (A.A.S.) degrees are credentials leading to a career after two years of college. Coursework includes some core curriculum courses and vocational-technical courses. General Studies (A.A.G.S. and A.S.G.S.) degrees are awarded to students who have completed 62 hours of coursework, including some core curriculum, but who have not selected a major. Baccalaureate degrees include a Bachelor of Applied Technology (B.A.T.), Bachelor of Science (B.S.), Bachelor of Arts (B.A.), Bachelor of Applied Arts and Sciences (B.A.A.S.). The B.A.T. and B.A.A.S. degrees combine technical-vocational coursework with core curriculum. Midland College awards a B.A.T. degree.

**Degree audit**-a report of the student's progress on his chosen degree plan.

**Degree plan**-the courses required to complete a particular degree. These are listed in the catalog under each program of study. A student must have an official degree plan on file with the appropriate dean's office and the Registrar's Office in order to be eligible to graduate.

**Departmental exam (challenge exam)**-a form of credit by exam test given by a department at Midland College which might earn a student credit for a course. A departmental exam is used when a national standardized exam is not available.

**Developmental courses**-non-credit, non-transferable courses designed to help students attain college readiness in reading, writing, and mathematics or to help students improve language use, study or general college skills.

**Distance Learning**-classes in which a significant part of the instruction occurs with student and instructor separated in space and/or time.

**Division Dean**-the administrator of an academic division (a group of academic departments); at Midland College, there are six deans, one for each of the following divisions: Adult & Developmental Education, Applied Technology, Fine Arts & Communications, Health Sciences, Mathematics & Science and Social/Behavioral Sciences & Business.

**Drop**-the deletion of a class(es) from a student's course load prior to census date. There is no record of a dropped class on a student's transcript.

**Dual Credit**-courses taken for both high school and college credit.

**Elective**-a course chosen by the student to finish a degree; sometimes the elective must be chosen from an approved list of courses.

**Emergency notification**--email and/or phone text notification of campus and/or weather-related emergencies.

**Faculty advisor**-a member of the full-time faculty who acts as a student's academic advisor; often, the faculty member is an instructor in the student's field of study.

**Field of study**-a group of freshman and sophomore classes that are the basis of a major in a baccalaureate degree.

**Full-time student**-a student who is taking 12 or more semester credit hours in any fall or spring semester.

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**GPA**-grade point average, which is calculated by multiplying the number of semester credit hours in a course by points awarded for the grade in the course. (4 points for an A, 3 for a B, 2 for a C, and 1 for a D.) The points for all courses are added together

and divided by the total number of semester credit hours. A GPA is computed by semester; cumulative GPA encompasses the student's entire body of work at one institution.

**Hold**-a flag placed on the student's college records due to an obligation not met. A hold will prevent the student from registering. For example, holds may be placed for parking fines, borrowed equipment, or failure to provide transcripts.

**Intent to graduate**-A form that must be on file in the Registrar's Office in order to graduate. This form is available in the Registrar's Office or online at [www.midland.edu](http://www.midland.edu) at "Fast Links".

**LRC**-Fasken Learning Resource Center houses library services, various student labs, interactive classrooms, and staff offices.

**MCNet course**-a class taught by videoconferencing (distance learning) which connects local Midland College students and students located on other campuses.

**Non-Course Based Remediation (NCBR)**--a developmental program to provide alternative instructional methods for students. NCBR may include computer-aided instruction, individualized tutoring or additional background development for a specific discipline area. Midland College offers NCBR as THEA Prep and Boot Camp.

**Prerequisite**-a course which must be completed successfully (with a passing grade) before a student can take the next course in the sequence (ex: ENGL 1301 is the prerequisite for ENGL 1302).

**Reinstatement**-the procedure by which a student is reenrolled into his/her original class schedule after being dropped. In order to be reinstated, the student must obtain written faculty approval and must pay all tuition & fees including a \$65 reinstatement/late fee. Reinstatement can only be done within 7 days of the census date.

**Schedule**-the publication which lists courses and sections available, times and locations and instructors, and the semester calendar. A schedule is published for each long semester and the interim/summer semesters.

**Section**-identifies a class at a particular date and time. In Midland College's course numbering system, the section number follows the course number. A course number may have many sections being taught at different times.

**Semester hour**-unit that measures the amount of credit awarded for a class and is a combination of time spent in lecture and time spent in a lab; for example, 3 semester hour normally means 3 hours of lecture in class per week, for the duration of the semester.

**Syllabus**-a written course guide which contains information about grading policies, texts needed, contact information, and course due dates.

**Technical-vocational courses**-courses having an emphasis on industry-related skills and careers. Vocational-technical courses have limited transferability to a baccalaureate degree.

**Transcript**-the record of courses attempted, grades earned, transfer credit awarded, TSI (THEA) status and GPA. A transcript is official only if dated, signed by the Registrar and embossed with the Midland College seal.

**Transcript evaluation**-the determination of transferability credit earned from another college/university or military training can be applied to a Midland College program of study. Transfer credit for courses taken elsewhere is awarded after a transcript evaluation.

**Transfer courses (academic courses)**-courses that emphasize general education or a field of study; these courses can usually be transferred to another educational institution but may not be accepted within a particular degree plan. The receiving institution determines whether a course will transfer.

**Withdrawal**-a reduction in a student's course load after census date. A withdrawal appears on the transcript as a grade of "W" but is not computed into the GPA. Students may not withdraw after 75% of the class has been completed.

**Work Study**-federally funded financial aid program in which qualifying students work a maximum of 15 hours per week on campus.

# Catalog & Student Handbook Home

## Midland College

General Catalog & Handbook  
2014-2015  
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### Accreditation

Midland College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the status of Midland College.

Midland College meets all guidelines and standards as set forth by the Texas Higher Education Coordinating Board.

**Midland College has programs that are accredited by the following organizations:**

Commission on Accreditation of Health Informatics & Information Management Education (CAHIIM)  
Commission on Accreditation of Allied Health Educational Programs  
Commission on Accreditation for Respiratory Care  
National Automotive Technicians Education Foundation

### Equal Opportunity Statement

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Midland College on any basis prohibited by applicable law including, but not limited to, race, color, age, marital status, national origin, religion, gender, disability, or status as a qualified disabled veteran or Vietnam era veteran.

### Documentation may be viewed in the President's Office at:

Midland College	(432) 685-4500
3600 North Garfield	(432) 570-8805
Midland, Texas 79705	

[www.midland.edu](http://www.midland.edu)

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