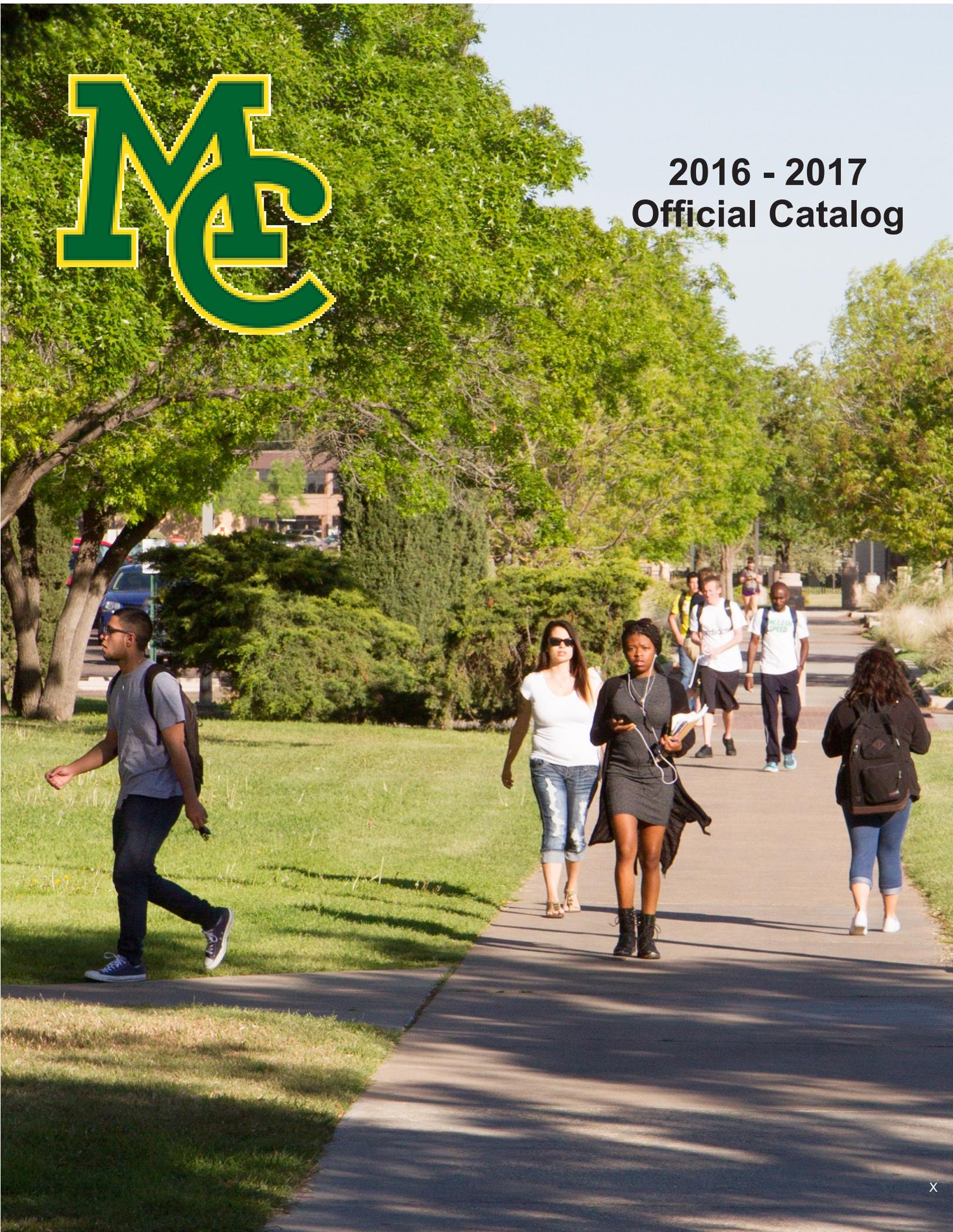




# 2016 - 2017 Official Catalog



# Catalog Home

## Midland College Catalog

2016-2017  
Volume XLIV

### Disclaimer Notice

This catalog is effective for the 2016-2017 academic school year. It is for information only and does not constitute a contract. The College reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind. Further, the College can add or delete without notice any course, program or policy information contained in this catalog in order to keep curriculum content and college policy current. Students can normally plan on using the curriculum in force at the time they enter for a period of four years.

## Welcome to Midland College!

Welcome to Midland College!

Midland College (MC) is your college, and our focus is on YOU. Programs at Midland College have been designed to prepare individuals to thrive in a dynamic, global environment, to appreciate the creativity of humans and to acquire the skills to contribute to ongoing creative processes.

We provide a distinctive mix of faculty excellence and individualized attention to create a superb learning environment in which you can excel. At MC, you will learn to critically analyze issues, appropriately apply technology and effectively communicate your ideas. 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, MC also offers baccalaureate degrees in organizational management and health services 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. At MC, your intellectual and personal growth will take place not only in the classroom, but also in social, athletic and extracurricular activities.

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*

## Mission & Accreditation

Statement of Purpose

State Guidelines

Accreditation

Equal Opportunity Statement

Midland College Locations

## 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.

## 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 404-679-4500 for questions about the accreditation of Midland College.

The Midland College Automotive Technology program is accredited at the Master Automotive Service Technology Level by the National Automotive Technician Education Foundation (NATEF).

The Midland College Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
(727) 210-2350  
www.caahep.org

The Midland College Health Information Management associate degree program is accredited by the Commission on Accreditation of Health Informatics & Information Management Education (CAHIIM).

To contact CAHIM:

Commission on Accreditation of Health Informatics & Information Management  
233 N. Michigan Avenue  
21st Floor  
Chicago, IL 60601-5800  
www.cahiim.org

The Midland College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350  
www.caahep.org

To contact CoAEMSP:

8301 Lakeview Parkway, Suite 111-312  
Rowlett TX 75088  
(214) 703-8445  
FAX (214) 703-8992  
www.coaemsp.org

The Midland College Respiratory Care associate degree program in Midland, Texas is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, Texas 76021-4244  
(817) 283-2835

## **State Guidelines**

Midland College meets all guidelines and standards as set forth by the Texas Higher Education Coordinating Board.

## **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  
3600 North Garfield  
Midland, Texas 79705  
[www.midland.edu](http://www.midland.edu)  
(432) 685-4500  
(432) 570-8805

## Midland College Locations

The Midland College main campus is located at 3600 North Garfield, Midland, Texas

The College's single branch campus, the Midland College Williams Regional Technical Training Center, is located at 1309 W Interstate 10, Ft. Stockton, Texas, 79735. Offerings at this site include general education courses; career and technical education courses leading to certificates - including the Licensed Vocational Nursing certificate - and Associate in Applied Science degrees; developmental studies; and continuing education courses and programs.

Other Midland College sites include:

Advanced Technology Center  
3200 West Cuthbert  
Midland, Texas

Welding, Automotive Technology, Computer Graphics and Energy Technology programs and continuing education classes and programs

Cogdell Learning Center  
201 West Florida  
Midland, Texas 79701

Diesel Technology program, general education courses, developmental studies and continuing education classes and programs

Ft. Stockton High School  
1200 West 17th Street  
Ft Stockton, Texas 79735

General education courses and career and technical courses in selected curricular areas

Hangar E  
Midland International Airport  
2405 Windecker  
Midland, Texas 79711

Aviation Maintenance Airframe and Aviation Maintenance Powerplant programs

Midland High School  
906 West Illinois Avenue

Midland, TX 79701

General education courses and career and technical courses in selected curricular areas

Lee High School

3500 Neely Avenue

Midland, TX 79707

General education courses and career and technical courses in selected curricular areas

Greenwood High School

2700 FM 1379

Midland, TX 79706

General education courses and career and technical courses in selected curricular areas

Ozona High School

605 Avenue E

Ozona, TX 76943

General education courses and career and technical courses in selected curricular areas

Midland Christian School

2001 Culver

Midland, TX 79705

General education courses

Reagan County High School

1111 12th Street

Big Lake, TX 76932

General education courses

Trinity High School

3500 W. Wadley

Midland, TX 79707

General education courses

## **Programs of Study**

### **Associate of Arts in General Studies**

#### **Associate of Arts in General Studies**

The Associate of Arts (AA) in General Studies Degree is offered for students who wish to transfer to four-year institutions and pursue baccalaureate degrees. To support the success of students who wish to transfer, faculty have identified pathways that students should follow at Midland College in preparation for their transfer majors. University bound students may choose from pathways that have been developed in the following disciplines:

Anthropology

Arts

Business Administration

Communications

Drama

Economics

English

Geography

Global Studies

Government

History

Modern & Classical Languages

Music

Psychology

Sociology

Speech

To learn more, see Areas of Interest.

Please refer to the Associate of Arts in General Studies section under General Requirements for Degrees for information.

## **Associate of Science in General Studies**

### **Associate of Science in General Studies**

The Associate of Science (AS) in General Studies Degree is offered for students who wish to transfer to four-year institutions and pursue baccalaureate degrees. To support the success of students who wish to transfer, faculty have identified pathways that students should follow at Midland College in preparation for their transfer majors. Pathways have been developed for the following transfer majors:

Biology

Chemistry

Engineering

Geology

Kinesiology

Mathematics

Physics

To learn more, see Areas of Interest.

Please refer to the Associate of Science in General Studies section under General Requirements for Degrees for information.

## **Air Conditioning, Heating and Refrigeration Technology**

Midland College offers an Associate of Applied Science degree and a certificate in Air Conditioning, Heating and Refrigeration Technology.

In order to receive the Associate of Applied Science degree and/or a certificate, students required to take the Industry Competency Exam (ICE).

Learn more about Air Conditioning, Heating & Refrigeration Technology

Or, contact:

Derek Gasch, Department Chair  
Manufacturing Services  
dgasch@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Air Conditioning, Heating and Refrigeration Service Technician

## **A.A.S., Air Conditioning, Heating and Refrigeration**

### 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**

Required Semester 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**

Required Semester 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**

Required Semester Credit Hours: 14

### Semester IV

- HART 2345 - Air Conditioning Systems Design **3 Hours**
- HART 1345 - Gas and Electric Heating **3 Hours**
- Elective - HART or Technical Specialty Elective 3-4 Hours
- Elective - HART or Technical Specialty Elective 3-4 Hours
- Speech course selected from the General Education Course List 3 Hours

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 60

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

## Semester I

- HART 1401 - Basic Electricity for HVAC **4 Hours**
- HART 1407 - Refrigeration Principles **4 Hours**
- HART 1441 - Residential Air Conditioning **4 Hours**
- HART 1345 - Gas and Electric Heating **3 Hours**

Required Semester Credit Hours: 15

## Semester II

- HART 2434 - Advanced Air Conditioning Controls **4 Hours**
- HART 2442 - Commercial Refrigeration **4 Hours**
- HART 2345 - Air Conditioning Systems Design **3 Hours**
- HART 2449 - Heat Pumps **4 Hours**

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 30

## Alcohol and Drug Abuse Counseling

Midland College offers an Associate of Applied Science degree and a certificate in Alcohol and Drug Abuse Counseling (ADAC).

The certificate track in ADAC qualifies the completed student for registration as Licensed Chemical Dependency Counselor Intern for up to 5 years in the State of Texas. This track may be considered for the student eager to start work who does not seek full licensure status, for the student who wishes to work in a treatment facility, or for those seeking work in a non-profit agency if licensure is not required.

The Associate of Applied Science degree qualifies the student for full Licensure as a Chemical Dependency Counselor in the State of Texas upon meeting all necessary criteria: 4,000 hours paid internship, passing score on the state board exam, and the AAS in ADAC.

Refer to the Department of Health website for licensure requirements [www.dshs.state.tx.us](http://www.dshs.state.tx.us).

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.

Learn more about Alcohol and Drug Abuse Counseling

Or, contact:

Chesly Herd

Program Chair, Alcohol and Drug Abuse Counseling

cherd@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Counselor Intern

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

### 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**

Required Semester 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**
- Course from Core Curriculum Course List **3 Hours**

Required Semester Credit Hours: 15

## Semester III

- PSYT 2331 - Abnormal Psychology **3 Hours**
- DAAC 2354 - Dynamics of Group Counseling **3 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**

Required Semester Credit Hours: 15

## Semester IV

- PSYT 2345 - Principles of Behavior Modification and Its Management **3 Hours**
- DAAC 2341 - Counseling Alcohol and Other Drug Addictions **3 Hours**
- DAAC 1291 - Special Topics: Ethics **2 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 Hours**

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 60

## **Certificate, Chemical Dependency Counselor Intern**

### 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**
- PSYT 2331 - Abnormal Psychology **3 Hours**
- DAAC 2354 - Dynamics of Group Counseling **3 Hours**

Required Semester Credit Hours: 15

## Semester II

- DAAC 2330 - Multicultural Counseling **3 Hours**
- DAAC 2307 - Addicted Family Intervention **3 Hours**
- PSYT 2345 - Principles of Behavior Modification and Its Management **3 Hours**
- DAAC 2341 - Counseling Alcohol and Other Drug Addictions **3 Hours**
- DAAC 1291 - Special Topics: Ethics **2 Hours**

Required Semester Credit Hours: 14

## Semester III

- DAAC 2166 - Practicum I **1 Hour**
- DAAC 2167 - Practicum II **1 Hour**
- DAAC 2271 - Core Functions **2 Hours**

Required Semester Credit Hours: 4

Total Required Semester Credit Hours: 33

## Automotive Technology

Midland College offers an Associate of Applied Science degree and certificates in Automotive Technology. Secondary dual credit students who have been enrolled for two consecutive academic years and who successfully complete the required courses will receive a Marketable Skills Achievement certificate.

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.

Learn more about Automotive Technology

Or, contact:

Pete Avalos, Department Chair  
Automotive and Diesel Technology  
pavalos@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Automotive Technician - Entry Level

Gainful Employment Information for Automotive Technician - Advanced

Gainful Employment Information for Automotive Collision Repair Technician

## **A.A.S., Automotive Technology**

### 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**
- OSHT 1301 - Introduction to Safety and Health Technology **3 Hours**

Required Semester 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**

Required Semester 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**

Required Semester Credit Hours: 15

## 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**

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 60

## **Certificate, Automotive Technician - Entry Level**

### 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**

Required Semester 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**

Required Semester Credit Hours: 9

Total Required Semester Credit Hours: 21

## **Certificate, Automotive Technician - Advanced**

### 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**

Required Semester 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**

Required Semester Credit Hours: 9

Total Required Semester Credit Hours: 18

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

### Semester I

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

Required Semester Credit Hours: 6

## Semester II

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

Required Semester Credit Hours: 6

Total Required Semester Credit Hours: 12

## **Certificate, Automotive Collision Repair Technician**

### 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**

Required Semester 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**

Required Semester Credit Hours: 10

Total Required Semester Credit Hours: 24

## **Aviation Maintenance Technology**

Midland College offers certificates in Aviation Maintenance Technology.

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.

Learn more about Aviation Maintenance Technology

Or, contact:

Tommy Branon, Program Chair  
Aviation Maintenance Technology  
tbranon@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Aviation Maintenance Technician - Airframe

Gainful Employment Information for Aviation Maintenance Technician - Powerplant

## **Certificate, Aviation Maintenance Technician - Airframe**

### **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**

Required Semester 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**

Required Semester 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**

Required Semester Credit Hours: 14

Total Required Semester Credit Hours: 40

## **Certificate, Aviation Maintenance Technician - Powerplant**

### 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**

Required Semester 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**

Required Semester 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**

Required Semester Credit Hours: 12

Total Required Semester Credit Hours: 40

## **Business Systems**

Midland College offers an Associate of Applied Science degree and certificates in Business Systems.

Learn more about Business Systems

Or, contact:

Sylvia Brown, Program Chair  
Business Systems  
sbrown@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Administrative Assistant

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

### Associate of Applied Science

#### 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 Math Using Technology **3 Hours**

Required Semester 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 - Introduction to Presentation Graphics Software **4 Hours**
- Natural Science/Mathematics course selected from the General Education Course List **3-4 Hours**

Required Semester Credit Hours: 14

#### Semester III

- ACNT 1403 - Introduction to Accounting I **4 Hours**
- POFT 2312 - Business Correspondence and Communications **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**

Required Semester Credit Hours: 17

## Semester IV

- POFT 2431 - Administrative Project Solutions **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**

Required Semester Credit Hours: 16

Total Required Semester Credit Hours: 60

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*

## Certificate, Administrative Assistant

### 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**

Required Semester Credit Hours: 11

### Semester II

- POFT 1325 - Business Math Using Technology **3 Hours**

- ITSW 1404 - Introduction to Spreadsheets **4 Hours**
- ITSW 1407 - Introduction to Database **4 Hours**
- ITSC 1409 - Integrated Software Applications I **4 Hours**

Required Semester Credit Hours: 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 **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)

Required Semester Credit Hours: 6-8

Total Required Semester Credit Hours: 32-34

**Certificate, Administrative Clerk**

## 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 Math Using Technology **3 Hours**

Total Required Semester Credit Hours: 16

## Child Care and Development

Midland College offers an Associate of Applied Science degree and certificates in Child Care and Development. 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 that are required for all child development courses.

Learn more about Child Care and Development

Or, contact:

Denise McKown, Department Chair  
Associate of Arts in Teaching and Child Care and Development  
dmckown@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Child Care Administrator

Gainful Employment Information for Child Care Provider

Gainful Employment Information for Paraprofessional - School Age

## A.A.S., Child Care and Development

Associate of Applied Science

Semester I

- ENGL 1301 - Composition I **3 Hours**
- CDEC 1319 - Child Guidance **3 Hours**
- CDEC 1313 - Curriculum Resources for Early Childhood Programs **3 Hours**
- TECA 1318 - Wellness of the Young Child **3 Hours**

Required Semester Credit Hours: 12

## Semester II

- Natural Science/Mathematics course selected from the General Education Course List. 3 Hours
- Humanities/Fine Arts course selected from the General Education Course List. 3 Hours
- CDEC 1323 - Observation and Assessment **3 Hours**
- TECA 1303 - Families, School and Community **3 Hours**
  
- SPCH 1315 - Public Speaking **3 Hours or**
- SPCH 1321 - Business and Professional Communication **3 Hours**

Required Semester Credit Hours: 15

## Semester III

- GOVT 2305 - Federal Government **3 Hours**
- CDEC 1321 - The Infant and Toddler **3 Hours**
- CDEC 2340 - Instructional Techniques for Children with Special Needs **3 Hours**
- TECA 1354 - Child Growth and Development **3 Hours**

Required Semester Credit Hours: 12

## Semester IV

- CDEC 1356 - Emergent Literacy for Early Childhood **3 Hours**
- CDEC 2307 - Math and Science for Early Childhood **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**
- TECA 1311 - Educating Young Children **3 Hours**

Required Semester Credit Hours: 18

## Summer

- CDEC 2366 - Practicum in Child Development and Early Childhood **3 Hours**

Required Semester Credit Hours: 3

Total Required Semester Credit Hours: 60

## Certificate, Child Care Administrator

*This certificate meets the Texas Department of Family and Protective Services, director qualifications for licensed child care operations.*

### Semester I (fall)

- CDEC 1313 - Curriculum Resources for Early Childhood Programs **3 Hours**
- CDEC 1319 - Child Guidance **3 Hours**
- TECA 1318 - Wellness of the Young Child **3 Hours**
- TECA 1354 - Child Growth and Development **3 Hours**
- CDEC 1321 - The Infant and Toddler **3 Hours**
- CDEC 2340 - Instructional Techniques for Children with Special Needs **3 Hours**

Required Semester Credit Hours: 18

### Semester II (spring)

- 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**
- TECA 1311 - Educating Young Children **3 Hours**
- CDEC 1323 - Observation and Assessment **3 Hours**

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 33

## **Certificate, Child Care Provider**

### Semester I (fall)

- CDEC 1319 - Child Guidance **3 Hours**
- CDEC 1321 - The Infant and Toddler **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**

Required Semester Credit Hours: 15

### Semester II (spring)

- CDEC 1323 - Observation and Assessment **3 Hours**

Required Semester Credit Hours: 3

Total Required Semester Credit Hours: 18

## **Certificate, Paraprofessional - School Age**

### Semester I (fall)

- TECA 1318 - Wellness of the Young Child **3 Hours**
- TECA 1354 - Child Growth and Development **3 Hours**
- CDEC 2340 - Instructional Techniques for Children with Special Needs **3 Hours**

Required Semester Credit Hours: 9

## Semester II (spring)

- TECA 1303 - Families, School and Community **3 Hours**
- TECA 1311 - Educating Young Children **3 Hours**
- CDEC 1323 - Observation and Assessment **3 Hours**
- CDEC 1356 - Emergent Literacy for Early Childhood **3 Hours** (spring or summer)
- CDEC 2307 - Math and Science for Early Childhood **3 Hours** (spring or summer)

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 24

## Computer Graphics Technology (Drafting)

Midland College offers an Associate of Applied Science degree and a certificate in Computer Graphics Technology (Drafting).

Learn more about Computer Graphics Technology

Or, contact:

Derek Gasch, Department Chair  
Manufacturing Services  
dgasch@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Computer-Aided Drafting Technician

## A.A.S., Computer Graphics Technology

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**
- OSHN 1301 - Introduction to Safety and Health Technology **3 Hours**
- Speech course selected from the General Education Course List. **3 Hours**

Required Semester 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**

Required Semester Credit Hours: 15

## 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**

Required Semester 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**

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 60

## **Certificate, Computer Aided Drafting Technician**

### **Semester I**

- DFTG 1305 - Technical Drafting **3 Hours**
- DFTG 1309 - Basic Computer-Aided Drafting **3 Hours**
- MCHN 1320 - Precision Tools and Measurement **3 Hours**

Required Semester 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**

Required Semester Credit Hours: 12

Total Required Semester Credit Hours: 21

## **Computer Science**

Midland College offers an Associate of Applied Science degree and certificates in Computer Science.

Learn more about Computer Science

Or, contact:

Vickie Pickett, Program Chair

Computer Science

vpickett@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Data Management

Gainful Employment Information for Programming

## **A.A.S., Computer Science**

### Associate of Applied Science

#### Semester I

- COSC 1336 - Programming Fundamentals I **3 Hours**
- BCIS 1305 - Business Computer Applications **3 Hours**
- ITSE 2309 - Database Programming **3 Hours**
- Communication course selected from the General Education Course List. 3 Hours
- Natural Science/Mathematics course selected from the General Education Course List. 3 Hours

Required Semester Credit Hours: 15

#### Semester II

- COSC 1330 - Computer Programming **3 Hours**
- COSC 1337 - Programming Fundamentals II **3 Hours**
- ITSE 2313 - Web Authoring **3 Hours**
- ITNW 2352 - Administering SQL Server **3 Hours**
- Communication course selected from the General Education Course List. 3 Hours

Required Semester Credit Hours 15

#### Semester III

- COSC 2336 - Programming Fundamentals III **3 Hours**
- COSC 2330 - Advanced Structured Languages **3 Hours**
- ITSC 1315 - Project Management Software **3 Hours**

- ITSC 2370 - Android Programming **3 Hours**
- ITSE 1345 - Introduction to Oracle SQL **3 Hours**

Required Semester Credit Hours: 15

## Semester IV

- ITSC 1305 - Introduction to PC Operating Systems **3 Hours**
- ITSE 2354 - Advanced Oracle PL/SQL **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
- INEW 2330 - Comprehensive Software Project: Planning and Design **3 Hours**

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 60

## **Certificate, Data Management**

### Semester I

- COSC 1336 - Programming Fundamentals I **3 Hours**
- BCIS 1305 - Business Computer Applications **3 Hours**
- ITSE 2309 - Database Programming **3 Hours** \*

Required Semester Credit Hours: 9

### Semester II

- ITNW 2352 - Administering SQL Server **3 Hours** \*
- ITSE 2313 - Web Authoring **3 Hours**
- ITSC 1305 - Introduction to PC Operating Systems **3 Hours**

Required Semester Credit Hours: 9

Total Required Semester Credit Hours: 18

\*Students are required to have two semesters of one Database language.

**Required Database Languages Course Sequences 6 Hours**

Sequence One

- ITSE 2309
- ITNW 2352

Sequence Two

- ITSE 1345
- ITSE 2354

## **Certificate, Programming**

### Semester I

- First course of Sequence 1 listed below. **3 Hours or**
- First course of Sequence 2 listed below. **3 Hours**
  
- BCIS 1305 - Business Computer Applications **3 Hours**
- Communication course selected from the General Education Course List. **3 Hours**

Required Semester Credit Hours: 9

### Semester II

- Second course of Sequence 1 listed below. **3 Hours or**
- Second course of Sequence 2 listed below. **3 Hours**
- Approved Programming Elective. 3 Hours
- Approved Programming Elective. **3 Hours or**
- Communication/Mathematics course selected from the General Education Course List. **3 Hours**

Required Semester Credit Hours: 9

## Total Required Semester Credit Hours: 18

\*Students are required to have two semesters of one programming language and at least one additional programming class.

### Required Programming Languages Course Sequences 6 Hours

#### Sequence One

- COSC 1336
- COSC 1337

#### Sequence Two

- COSC 1330
- COSC 2330

### Approved Programming Electives:

- COSC 1330
- COSC 1336
- COSC 1337
- COSC 2330
- COSC 2336
- ITSE 2309
- ITSE 2313
- ITSC 2370

## Cosmetology

Midland College is certified by the Texas Department of Licensing and Regulations as a cosmetology training provider. The curriculum is designed to prepare students for successful completion of the Texas Cosmetology Operator licensure examination.

Learn more about Cosmetology

To speak with an advisor, contact:

Michael Fields, Program Chair

161 TC

Mfields@midland.edu

432-685-6723

Get Started at MC

Gainful Employment Information for Cosmetology - Operator

## Certificate, Cosmetology - Operator

## 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**

Required Semester 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**

Required Semester 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**

Required Semester Credit Hours: 13

Total Required Semester Credit Hours: 42

## **Criminal Justice and Law Enforcement**

Midland College offers two associate degrees and a certificate in Criminal Justice/Law Enforcement. 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.

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.

Learn more about Criminal Justice and Law Enforcement

Or, contact:

Doug Johnson, Department Chair  
Accounting, Business Administration, Criminal Justice, Economics,  
Organizational Management, and Paralegal  
dougj@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Law Enforcement

## A.S., Criminal Justice

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 - Federal Government **3 Hours**
- KINE 1164 - Introduction to Physical Fitness and Wellness **1 Hour**

Required Semester 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 Government **3 Hours**

Required Semester 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 I **3 Hours**
- PSYC 2301 - Introduction to Psychology **3 Hours** or
- SOCI 1301 - Introduction to Sociology **3 Hours**

Required Semester Credit Hours: 16

### Semester IV

- CRIJ 2328 - Police Systems and Practices **3 Hours**
- HIST 1302 - United States History II **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**

Required Semester Credit Hours: 13

Total Required Semester Credit Hours: 60

## **A.A.S., Law Enforcement**

Associate of Applied Science

## 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**

Required Semester 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 - Federal Government **3 Hours**

Required Semester 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 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**

Required Semester Credit Hours: 15

## 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**

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 60

## **Certificate, Law Enforcement**

### **Semester I**

- CRIJ 1301 - Introduction to Criminal Justice **3 Hours**
- CRIJ 2313 - Correctional Systems and Practices **3 Hours**
- GOVT 2305 - Federal Government **3 Hours**

Required Semester 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**

Required Semester Credit Hours: 12

Total Required Semester Credit Hours: 21

## **Diesel Technology**

Midland College offers an Associate of Applied Science degree and certificates in Diesel Technology. Secondary dual credit students who have been enrolled for two consecutive academic years and who successfully complete the required courses will receive a Marketable Skills Achievement certificate.

Learn more about Diesel Technology

Or, contact:

Pete Avalos, Department Chair  
Automotive and Diesel Technology  
pavalos@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Diesel Technician

## **A.A.S., Diesel Technology**

### Associate of Applied Science

#### 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**
- OSH 1301 - Introduction to Safety and Health Technology **3 Hours**

Required Semester 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**

Required Semester 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**

Required Semester Credit Hours: 15

## Semester IV

- DEMR 1380 - Cooperative Education - Diesel Technology **3 Hours**
- DEMR 2334 - Advanced Diesel Tune-Up and Troubleshooting **3 Hours**
- DEMR Elective (AUMT, ABDR, ELMT, ENER, HART, WLDG course or Department Chair Approval) **3 Hours**
- Social/Behavioral Sciences course selected from the General Education Course List. **3 Hours**
- General Education Elective **3 Hours**

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 60

## **Certificate, Diesel Technician**

### 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**

Required Semester 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 (AUMT, ABDR, ELMT, ENER, HART, WLDG course or Department Chair Approval) **3 Hours**
- DEMR 2334 - Advanced Diesel Tune-Up and Troubleshooting **3 Hours**

Required Semester Credit Hours: 12

Total Required Semester Credit Hours: 24

## **Certificate, Diesel Technology Marketable Skills Achievement**

### Semester I

- DEMR 1310 - Diesel Engine Testing and Repair I **3 Hours**
- DEMR 1329 - Preventive Maintenance **3 Hours**

Required Semester Credit Hours: 6

### Semester II

- DEMR 1317 - Basic Brake Systems **3 Hours**
- DEMR 1330 - Steering and Suspension I **3 Hours**

Required Semester Credit Hours: 6

Total Required Semester Credit Hours: 12

# Education - Associate of Arts in Teaching

Midland College offers an Associate of Arts in Teaching (AAT) degree. Students may choose one of two AAT options depending on the teacher certification level desired. The AAT 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. Each of the two Education courses (EDUC 1301 and EDUC 2301) includes a 16-hour field experience.

Learn more about Education

Or, contact:

Denise McKown, Department Chair  
Associate of Arts in Teaching and Child Care and Development  
dmckown@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

## A.A.T., Teacher Education, Multiple Levels

### Initial Texas Teacher Certification 8-12, EC-12 Other than Special Education

#### Semester 1

- 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 - Introduction to Physical Fitness and Wellness **1 Hour**

Required Semester 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**

Required Semester Credit Hours: 16

### Semester III

- GOVT 2305 - Federal 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.)

Required Semester Credit Hours: 15

### Semester IV

- GOVT 2306 - Texas 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.)

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 60

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 - Introduction to Physical Fitness and Wellness **1 Hour**

Required Semester 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**

Required Semester Credit Hours: 16

## Semester III

- GOVT 2305 - Federal Government **3 Hours**
- EDUC 2301 - Introduction to Special Populations **3 Hours**
- MATH 1350 - Mathematics for Teachers 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 1303 recommended) **3 Hours**

Required Semester Credit Hours: 15

## Semester IV

- GOVT 2306 - Texas Government **3 Hours**
- MATH 1351 - Mathematics for Teachers 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**

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 60

## Emergency Medical Services

Midland College offers an Associate of Applied Science degree in Emergency Medical Services and a certificate in Paramedic. Midland College also offers individual courses (EMSP 1501 and EMSP 1160) preparing students to write the National Registry exam for Emergency Medical Technician (EMT).

The Midland College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Program  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions  
8301 Lakeview Parkway, Suite 111-312  
Rowlett, TX 75088  
214-703-8445  
FAX - 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

The Emergency Medical Services program has a limited enrollment based on specific admission criteria. The admission criteria are as follows:

1. Completed Health Sciences Division Application for admission (available from Division Office, Kay Floyd, 432-685-4600, [kfloyd@midland.edu](mailto:kfloyd@midland.edu), and Department Chair, Mark Kuhn, 432-685-6757, [mkuhn@midland.edu](mailto:mkuhn@midland.edu)).
2. Paramedic Certificate program requires Texas Success Initiative (TSI) completion. Applicants must be currently certified as an Emergency Medical Technician (EMT).
3. Immunizations including three doses of the hepatitis B vaccine, two doses of mumps- measles- rubella (MMR) vaccine, current tetanus- diphtheria- pertussis (Tdap) vaccine, and varicella (chicken pox) disease verification or vaccine. Clinical agencies require screening for tuberculosis and the current influenza vaccine each year. All immunizations must be complete prior to the first day of class.
4. Criminal background check.
5. Urine drug screen.
6. Interview with and enrollment permission from Department Chair

Learn more about Emergency Medical Services

Or contact:

Kay Floyd  
Health Sciences Division Secretary  
[kfloyd@midland.edu](mailto:kfloyd@midland.edu)  
432-685-4600

Mark Kuhn  
Department Chair, Fire Science Technology and Emergency Medical Services  
mkuhn@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Paramedic

## **A.A.S., Emergency Medical Services**

### Associate of Applied Science

#### Semester I

- HPRS 1106 - Essentials of Medical Terminology **1 Hour**
- Speech course selected from the General Education Course List. **3 Hours**
- EMSP 1160 - EMT Clinical **1 Hour** \*
- EMSP 1501 - Emergency Medical Technician - Basic **5 Hours** \*
- BIOL 2404 - Human Anatomy and Physiology (one semester) **4 Hours**

Required Semester Credit Hours: 14

#### Semester II

- 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**
- KINE 1164 - Introduction to Physical Fitness and Wellness **1 Hour**
- MATH 1342 - Statistics **3 Hours**

Required Semester Credit Hours: 13

#### 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 1149 - Trauma Life Support **1 Hour**
- EMSP 2164 - Paramedic Practicum I **1 Hour**

Required Semester Credit Hours: 12

## Semester IV

- BCIS 1305 - Business Computer Applications **3 Hours**
- EMSP 1147 - Pediatric Advanced Life Support **1 Hour**
- EMSP 2165 - Paramedic Practicum II **1 Hour**
- EMSP 2305 - EMS Operations **3 Hours**
- EMSP 2444 - Cardiology **4 Hours**

Required Semester Credit Hours: 12

## Semester V

- EMSP 2166 - Paramedic Practicum III **1 Hour**
- EMSP 2206 - Emergency Pharmacology **2 Hours**
- EMSP 2243 - Assessment Based Management **2 Hours**
- EMSP 2434 - Medical Emergencies **4 Hours**

Required Semester Credit Hours: 9

Total Required Semester Credit Hours: 60

\*Successful completion of EMSP 1501 and EMSP 1160 allows the student to write the National Registry of EMTs exam for Emergency Medical Technician (EMT)

## **Certificate, Paramedic**

### Semester I

- 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 2164 - Paramedic Practicum I **1 Hour**
- BIOL 2404 - Human Anatomy and Physiology (one semester) **4 Hours**

Required Semester Credit Hours: 17

## Semester II

- EMSP 1147 - Pediatric Advanced Life Support **1 Hour**
- EMSP 2165 - Paramedic Practicum II **1 Hour**
- EMSP 2305 - EMS Operations **3 Hours**
- EMSP 2444 - Cardiology **4 Hours**

Required Semester Credit Hours: 9

## Semester III

- EMSP 2166 - Paramedic Practicum III **1 Hour**
- EMSP 2243 - Assessment Based Management **2 Hours**
- EMSP 2206 - Emergency Pharmacology **2 Hours**
- EMSP 2434 - Medical Emergencies **4 Hours**

Required Semester Credit Hours: 9

Total Required Semester Credit Hours: 35

## Energy Technology

Midland College offers an Associate of Applied Science degree and certificates in Energy Technology.

Learn more about Energy Technology

Or, contact:

Tracy Gandy, Program Chair

Energy Technology

tgandy@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Energy Technician

Gainful Employment Information for Petroleum Energy Technician

## **A.A.S., Energy Technology**

### Associate of Applied Science

#### Semester I

- PTRT 1301 - Introduction to Petroleum Industry **3 Hours**
- ELMT 1305 - Basic Fluid Power **3 Hours**
- ENER 1330 - Basic Mechanical Skills for Energy **3 Hours**
- INMT 1317 - Industrial Automation **3 Hours**
- TECM 1301 - Industrial Mathematics **3 Hours**

Required Semester Credit Hours: 15

#### Semester II

- CETT 1302 - Electricity Principles **3 Hours**
- INTC 2336 - Distributed Control and Programmable Logic **3 Hours**
- ITNW 1325 - Fundamentals of Networking Technologies **3 Hours**
- INMT 2303 - Pumps, Compressors and Mechanical Drives **3 Hours**
- ELMT 2337 - Electronic Troubleshooting, Service and Repair **3 Hours**

Required Semester Credit Hours: 15

## 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 Hours
- ITNW 1308 - Implementing and Supporting Client Operating Systems **3 Hours**
- PTRT 1309 - Corrosion Basics **3 Hours**

Required Semester Credit Hours: 15

## 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**

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 60

ELMT 2380, 2381, Cooperative Education, may be substituted for courses with appropriate learning objectives. Requires approval of Program Chair.

## **Certificate, Energy Technician**

### Semester I

- PTRT 1301 - Introduction to Petroleum Industry **3 Hours**
- ELMT 1305 - Basic Fluid Power **3 Hours**

- ENER 1330 - Basic Mechanical Skills for Energy **3 Hours**
- INMT 1317 - Industrial Automation **3 Hours**
- INTC 2336 - Distributed Control and Programmable Logic **3 Hours**
- INMT 2303 - Pumps, Compressors and Mechanical Drives **3 Hours**

Total Required Semester Credit Hours: 18

## **Certificate, Petroleum Energy Technician**

### **Semester I**

- PTRT 1301 - Introduction to Petroleum Industry **3 Hours**
- ELMT 1305 - Basic Fluid Power **3 Hours**
- ENER 1330 - Basic Mechanical Skills for Energy **3 Hours**
- INMT 1317 - Industrial Automation **3 Hours**
- INTC 2336 - Distributed Control and Programmable Logic **3 Hours**
- INMT 2303 - Pumps, Compressors and Mechanical Drives **3 Hours**

Required Semester Credit Hours: 18

### **Semester II**

- CETT 1302 - Electricity Principles **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**
- TECM 1301 - Industrial Mathematics **3 Hours**

Required Semester Credit Hours: 18

Total Required Semester Credit Hours: 36

# Fire Science Technology

Midland College offers an Associate of Applied Science degree in Fire Science Technology and a certificate in Firefighter (Fire Academy). Midland College is certified by the Texas Commission on Fire Protection (TCFP) as a fire suppression training facility.

Students meeting all Midland College and TCFP eligibility requirements will be qualified to take the State of Texas certification examination for Basic Firefighter at the end of the academy.

Admission requirements for the Fire Academy are as follows:

1. Complete a Health Sciences Division Application for Admission (available from Division Office, Kay Floyd, 432-685-4600, kfloyd@midland.edu, and Department Chair, Mark Kuhn, 432-685-6757, mkuhn@midland.edu).
2. Firefighter Certification program requires Texas Success Initiative (TSI) completion in Reading or a minimum score of 12 on the Nelson-Denny Reading Assessment test.
3. Criminal background check.
4. Urine drug screen.
5. Interview with and permission to enroll from Department Chair.

Learn more about Fire Science Technology

Or, contact:

Kay Floyd

Health Sciences Division Secretary

kfloyd@midland.edu

432-685-4600

Mark Kuhn

Department Chair, Fire Science Technology and Emergency Medical Services

mkuhn@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Firefighter

## A.A.S., Fire Science Technology

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**

Required Semester 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 1433 - Firefighter Certification VII **4 Hours**

Required Semester Credit Hours: 15

## Semester III

- FIRT 1307 - Fire Prevention Codes and Inspections **3 Hours**
- FIRT 1309 - Fire Administration I **3 Hours**
- BCIS 1305 - Business Computer Applications **3 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**

Required Semester Credit Hours: 15

## 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**

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 60

## **Certificate, Firefighter**

### Semester I

- FIRS 1401 - Firefighter Certification I **4 Hours**
- FIRS 1407 - Firefighter Certification II **4 Hours**
- FIRS 1413 - Fire Certification III **4 Hours**

Required Semester 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 1433 - Firefighter Certification VII **4 Hours**

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 27

## **Health Information Management**

Midland College offers an Associate of Applied Science (AAS) degree and certificates in Health Information Management. The associate degree is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Students completing the AAS are eligible to sit for the Registered Health Information Technology (RHIT) national certification. All specialty courses (HITT) are offered fully online.

Certificates include:

- Medical Coding Specialist - prepares students to take the Certified Coding Associate (CCA) certification exam through American Health Information Management Association (AHIMA). This is a Level II certificate. Texas Success Initiative (TSI) requirements apply.
- Health Data Specialist - Physician Practice - prepares students to manage the business side of healthcare in clinics and practices. This is a Level I certificate. Texas Success Initiative (TSI) completion is not required.
- Health Data Coordinator - prepares students for entry level positions managing insurance, reauthorizations, scheduling, and office positions in hospitals and clinics. This is a Level I certificate. Texas Success Initiative (TSI) completion is not required.

**Admission Requirements - AAS and Medical Coding Specialist Certificate**

In order to be fully admitted into the AAS or Medical Coding Specialist certificate, students must:

- Submit a Health Information Management application packet.
- Complete TSI requirements.
- Complete the following prerequisite courses with a "C" or better:
  - HITT 1205, Medical Terminology I
  - BCIS 1305, Business Computer Applications
  - BIOL 2404, Human Anatomy and Physiology

Learn more about Health Information Management.

To speak with an advisor, contact:

Raquel Valenzuela, RHIT

Student Support Specialist, Health Information Management Program

rvalenzuela@midland.edu

432-685-6893

Melinda Teel, MSCPM, RHIA, CCS

Program Chair, Health Information Management

mteel@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Medical Coding Specialist

Gainful Employment Information for Health Data Coordinator

Gainful Employment Information for Health Data Specialist - Physician Practice

## **A.A.S., Health Information Management**

Associate of Applied Science

Prerequisite Courses

- HITT 1205 - Medical Terminology I **2 Hours**
- BCIS 1305 - Business Computer Applications **3 Hours**
- BIOL 2404 - Human Anatomy and Physiology (one semester) **4 Hours**

Required Semester Credit Hours: 9

## 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**

Required Semester 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**

Required Semester 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**
- Social & Behavior Science course selected from the General Education Course List **3 Hours**

Required Semester Credit Hours: 12

## Semester IV

- HITT 2335 - Coding and Reimbursement Methodologies **3 Hours**
- HITT 2340 - Advanced Medical Billing and Reimbursement **3 Hours**
- HITT 2343 - Quality Assessment and Performance Improvement **3 Hours**
- Speech course selected from the General Education Course List. **3 Hours**
- HITT 2261 - Clinical - Health Information Management **2 Hours**
- HITT 2149 - RHIT Competency Review **1 Hour**

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 60

## Certificate, Medical Coding Specialist

### Prerequisite Courses

- BCIS 1305 - Business Computer Applications **3 Hours**
- HITT 1205 - Medical Terminology I **2 Hours**
- BIOL 2404 - Human Anatomy and Physiology (one semester) **4 Hours**

Required Semester Credit Hours: 9

## 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**

Required Semester 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**

Required Semester Credit Hours: 13

Total Required Semester Credit Hours: 34

## Certificate, Health Data Coordinator

### Required Courses

- 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**
  
- POFT 1301 - Business English **3 Hours**  
or
- ENGL 1301 - Composition I **3 Hours**
  
- BCIS 1305 - Business Computer Applications **3 Hours**

Total Required Semester Credit Hours: 17

POFT 1227 Introduction to Keyboarding is suggested for students with less than 40 words per minute typing speed.

## Certificate, Health Data Specialist - Physician Practice

### 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**
- POFT 1301 - Business English **3 Hours**  
or
- ENGL 1301 - Composition I **3 Hours**
- BCIS 1305 - Business Computer Applications **3 Hours**

Required Semester Credit Hours: 14

## 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**  
or
- BUSI 1301 - Business Principles **3 Hours**

Required Semester Credit Hours: 14

Total Required Semester Credit Hours: 28

POFT 1227 Introduction to Keyboarding is suggested for students with less than 40 words per minute typing speed.

## **Health Services Management (Bachelor of Applied Science)**

Midland College offers a Bachelor of Applied Science degree in Health Services Management (HSM). The program consists of a comprehensive curriculum based on workforce competencies for the management of health services in hospitals, long-term care, mental health, physician practices, insurance companies, public health, and other facilities delivering health services. All junior- and senior-level courses (MHSM) are offered fully online.

Because HSM continues to expand, courses were developed to address interdisciplinary needs for patient care reporting and facility management, with specialization in areas of health information management, interoperability and data mining, and financial decision-making. The program also includes current healthcare policy, federal and accreditation regulations, financial and revenue management, personnel management, and information governance. Specialty tracks include:

- Healthcare Administration - Prepares graduates to analyze healthcare business problems and develop effective solutions while drawing upon an interdisciplinary perspective. The Healthcare Administration curriculum provides financial and strategic business courses for management of health services for clinics, group practices, hospitals, and other health service organizations.
- Health Information Management - Prepares graduates for work responsibilities involving decision-making for health data management/governance. The student will develop competence within the framework of a well-rounded management curriculum. The Health Information Management curriculum prepares students for the Registered Health Information Administrator (RHIA) credential through American Health Information Management Association (AHIMA).
- Health Informatics - Prepares graduates for a liaison role in improving quality through secure technology usage, coupled with workflow efficiency and understanding of regulatory and biomedical standards and skills in data mining. The Health Informatics curriculum prepares students for the Certified Health Data Analyst (CHDA) credential through (AHIMA).

The HSM degree requires 120 credit hours including 33 hours from an approved Associate of Applied Science (AAS) degree. These include:

- 45 credit hours of upper level courses
- 42 credit hours of Core Curriculum. Some Core Curriculum courses may have been taken within the AAS degree.
- 33 credit hours granted for completion of an approved AAS. Approved AAS degrees include those in health sciences, allied health, nursing, information technology or business.

See General Requirements for Degrees

Admission requirements:

In order to be admitted, students must provide evidence of the following:

- Completion of an approved associate in applied science degree.
- Completion of at least two of the following prerequisite courses with a grade of "C" or better. (Applicants may be enrolled at the time of application):
  - HITT 1353 Legal and Ethical Aspects of Health Information Management
  - HITT 2335 HITT 2335 - Coding and Reimbursement Methodologies
  - HITT 2343 Quality Assessment and Performance Improvement (for Health Information or Informatics tracks)
  - ACCT 2301 Principles of Financial Accounting I (for Healthcare Administration track)
- Completed application with resume. The application is available at [www.midland.edu/bas](http://www.midland.edu/bas).
- Two letters of reference. Letters must be sent directly by the referring individuals to: Midland College, Health Services Management Program, 3600 North Garfield, Midland, TX 79705.

Priority in the admission process is granted for:

- Cumulative grade point average (GPA) including prerequisite courses
- Core Curriculum courses completed prior to submission of the application
- Health services management work experience
- Veteran's status

Applications will be accepted beginning February 1 for the fall semester. Incomplete applications will not be considered for admission.

Learn more about Health Services Management

Or, contact:

Melinda Teel  
Program Chair, Health Information Management  
mteel@midland.edu

Raquel Valenzuela, RHIT  
Student Support Specialist, Health Information Management Program  
218 DFHS  
rvalenzuela@midland.edu  
432-685-6893

Get Started at MC provides information for new and returning students about how to apply and enroll.

## **B.A.S., Health Services Management**

### Healthcare Administration Emphasis

#### Required Prerequisite Lower-Level Foundation Courses

- ACCT 2301 - Principles of Financial Accounting I **3 Hours**
- HITT 1353 - Legal and Ethical Aspects of Health Information Management **3 Hours**
- HITT 2335 - Coding and Reimbursement Methodologies **3 Hours**

#### Semester I

- MHSM 3302 - U.S. Health Care Delivery **3 Hours**
- MHSM 3310 - Legal Issues in Health Care **3 Hours**
- MHSM 3358 - Healthcare Revenue Integrity Practices **3 Hours**
- MHSM 3421 - Health Information Technologies and Standards **4 Hours**

Required Semester Credit Hours: 13

#### Semester II

- MHSM 3303 - Statistics for Health Care Managers **3 Hours**
- MHSM 3335 - Financial Management for Health Professionals **3 Hours**
- MHSM 3362 - Current Trends in Healthcare **3 Hours**

Required Semester Credit Hours: 9

## Semester III

- MHSM 4351 - Public and Community Health Management **3 Hours**
- MHSM 4352 - Healthcare Finance **3 Hours**
- MHSM 4354 - Strategic Planning & Leadership in Healthcare **3 Hours**

Required Semester Credit Hours: 9

## Semester IV

- MHSM 4304 - Risk Management for Health Professionals **3 Hours**
- MHSM 4310 - Human Resources in Health Care Management **3 Hours**
- MHSM 4353 - Healthcare Operations Management **3 Hours**
- MHSM 4551 - Health Care Management Residency **5 hOURS**

Required Semester Credit Hours: 14

Total Required Semester Credit Hours: 45

## Health Informatics Emphasis

### Required Prerequisite Lower-Level Foundation Courses

- HITT 2335 - Coding and Reimbursement Methodologies **3 Hours**
- HITT 2343 - Quality Assessment and Performance Improvement **3 Hours**
- HITT 1353 - Legal and Ethical Aspects of Health Information Management **3 Hours**

## Semester I

- MHSM 3302 - U.S. Health Care Delivery **3 Hours**
- MHSM 3310 - Legal Issues in Health Care **3 Hours**
- MHSM 3358 - Healthcare Revenue Integrity Practices **3 Hours**
- MHSM 3421 - Health Information Technologies and Standards **4 Hours**

Required Semester Credit Hours: 13

## Semester II

- MHSM 3303 - Statistics for Health Care Managers **3 Hours**
- MHSM 3335 - Financial Management for Health Professionals **3 Hours**
- MHSM 3362 - Current Trends in Healthcare **3 Hours**

Required Semester Credit Hours: 9

## Semester III

- MHSM 4351 - Public and Community Health Management **3 Hours**
- MHSM 4355 - Health Information Systems Management **3 Hours**
- MHSM 4356 - Healthcare Analytics and Database Design **3 Hours**

Required Semester Credit Hours: 9

## Semester IV

- MHSM 4304 - Risk Management for Health Professionals **3 Hours**
- MHSM 4310 - Human Resources in Health Care Management **3 Hours**
- MHSM 4357 - Clinical Informatics & Decision Support Systems **3 Hours**
- MHSM 4551 - Health Care Management Residency **5 hOURS**

Required Semester Credit Hours: 14

Total Required Semester Credit Hours: 45

## Health Information Management Emphasis

### Required Prerequisite Lower-Level Foundation Courses

- HITT 2335 - Coding and Reimbursement Methodologies **3 Hours**
- HITT 2343 - Quality Assessment and Performance Improvement **3 Hours**
- HITT 1353 - Legal and Ethical Aspects of Health Information Management **3 Hours**

## Semester I

- MHSM 3302 - U.S. Health Care Delivery **3 Hours**
- MHSM 3310 - Legal Issues in Health Care **3 Hours**
- MHSM 3358 - Healthcare Revenue Integrity Practices **3 Hours**
- MHSM 3421 - Health Information Technologies and Standards **4 Hours**

Required Semester Credit Hours: 13

## Semester II

- MHSM 3303 - Statistics for Health Care Managers **3 Hours**
- MHSM 3335 - Financial Management for Health Professionals **3 Hours**
- MHSM 3362 - Current Trends in Healthcare **3 Hours**

Required Semester Credit Hours: 9

## Semester III

- MHSM 4304 - Risk Management for Health Professionals **3 Hours**
- MHSM 4310 - Human Resources in Health Care Management **3 Hours**
- MHSM 4351 - Public and Community Health Management **3 Hours**
- MHSM 4357 - Clinical Informatics & Decision Support Systems **3 Hours**

Required Semester Credit Hours: 12

## Semester IV

- MHSM 4354 - Strategic Planning & Leadership in Healthcare **3 Hours**
- MHSM 4360 - Data Governance and Information Management in Healthcare **3 Hours**
- MHSM 4561 - Health Information Management Capstone and Clinical **5 Hours**

Required Semester Credit Hours: 11

Total Required Semester Credit Hours: 45

# Information Technology

Midland College offers an Associate of Applied Science and certificates in Information Technology.

The CCNA certificate, which consists of four modules, prepares students to take the CCNA exam leading to CCNA certification. The four modules are sequential, and each must be completed successfully in order to progress to the next module.

Learn more about Information Technology

Or, contact:

Marta Villarreal, Program Chair

Information Technology

[mvillarreal@midland.edu](mailto:mvillarreal@midland.edu)

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for A+/Networking+ Technician

Gainful Employment Information for Desktop Support

Gainful Employment Information for Cisco Networking Technician

## A.A.S., Information Technology - Network Systems Administration

### Associate of Applied Science

#### Semester I

- ENGL 1301 - Composition I **3 Hours**
- ITNW 1308 - Implementing and Supporting Client Operating Systems **3 Hours**
- ITCC 1401 - Cisco Exploration 1-Network Fundamentals **4 Hours**
- CPMT 1351 - IT Essentials: PC Hardware and Software **3 Hours**

Required Semester 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**

Required Semester Credit Hours: 17

### 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**

Required Semester 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**

Required Semester Credit Hours: 13

Total Required Semester Credit Hours: 60

## **Certificate, A+/Network+ Technician**

### Semester I

- CPMT 1351 - IT Essentials: PC Hardware and Software **3 Hours**
- ITCC 1401 - Cisco Exploration 1-Network Fundamentals **4 Hours**

Required Semester Credit Hours: 7

## Semester II

- ITNW 1458 - Network+ **4 Hours**
- ITNW 1313 - Computer Virtualization **3 Hours**
- ITNW 1454 - Implementing and Supporting Servers **4 Hours**

Required Semester Credit Hours: 11

Total Required Semester Credit Hours: 18

## **Certificate, Information Technology Desktop Support**

### Semester I

- CPMT 1351 - IT Essentials: PC Hardware and Software **3 Hours**
- ITCC 1401 - Cisco Exploration 1-Network Fundamentals **4 Hours**
- ITNW 1308 - Implementing and Supporting Client Operating Systems **3 Hours**
- ITSY 1300 - Fundamentals of Information Security **3 Hours**

Required Semester Credit Hours: 13

### Semester II

- ITNW 1313 - Computer Virtualization **3 Hours**
- ITNW 1454 - Implementing and Supporting Servers **4 Hours**
- ITNW 1458 - Network+ **4 Hours**
- ITSE 1303 - Introduction to MySQL **3 Hours**

Required Semester Credit Hours: 14

Total Required Semester Credit Hours: 27

## **Certificate, Cisco Networking Technician**

### **Semester I**

- ITCC 1401 - Cisco Exploration 1-Network Fundamentals **4 Hours**
- ITCC 1404 - Cisco Exploration 2-Routing Protocols and Concepts **4 Hours**

Required Semester 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**

Required Semester Credit Hours: 8

Total Required Semester Credit Hours: 16

## **Nursing-Associate**

Midland College offers traditional and transition options to earn the associate degree in applied science (AAS) for nursing. 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 Texas Board of Nursing, and successful completion of the licensing exam, NCLEX-RN, the graduate is licensed as a registered nurse (R.N.).

The Midland College Associate Degree Nursing (A.D.N.) program is approved by the Texas Board of Nursing, located at 333 Guadalupe, Suite 3-460, Austin, Texas 78701; phone 512-305-7400.

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. 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 five semesters to complete, including prerequisite requirements.

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 Fort Stockton's Williams Regional Technical Training Center (WRTTC). Students in the Fort Stockton area can take nursing courses and selected general education courses at the WRTTC. Clinical instruction is an important component of the nursing program. 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.

Initial academic advisement should begin with a college advisor to ensure all college requirements are met. Prospective nursing students are encouraged to confer with the nursing department for program-specific advisement.

Admission to the program is competitive. The A.D.N. program uses selective admission criteria. Admission to the college does not guarantee admission into the nursing program. Ranking 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. Application deadlines for the traditional option are May 15 for admission for the fall semester and September 25 for the spring semester. 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. Complete a Health Sciences Division Application for Admission (available from Division Office and Program Chair).
2. Hold a high school diploma or GED.
3. Applicants must provide transcripts of all college work to the nursing department.
4. Obtain a 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.
5. Complete requirements for the college's Texas Success Initiative (TSI) unless an exemption has been granted.
6. Obtain a satisfactory score on the nursing entrance examination, Test of Essential Academic Skills (TEAS), most current version. The minimum acceptable score is in the academic preparedness category of Proficient. The exam can be taken once per admission cycle.
7. Prerequisite courses must be completed according to the degree plan.
8. All course work for the degree must be passed with a grade of "C" or better.
9. BIOL 2401 Anatomy and Physiology I and BIOL 2402 Anatomy and Physiology II must be current within five years of program admission. See the nursing department to discuss options if either or both courses are older than the five-year limit.
10. Show evidence of a minimum cumulative grade point average (GPA) of 2.5 on all college coursework.
11. A criminal background check will be conducted and students are required to pay the fees associated with fingerprint analysis and the criminal background check through the Texas 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 Texas BON prior to seeking program admission. Clearance on the criminal background check must be obtained in order to be admitted to the nursing program. Eligibility questions can be discussed with the nursing program chair.
12. Transition option applicants must hold a current unencumbered license to practice nursing as an L.V.N. in the State of Texas.
13. Provide a record of required immunizations. Immunizations include three doses of the hepatitis B vaccine, two doses of measles-mumps-rubella vaccine, a current tetanus-diphtheria-pertussis (Tdap) vaccine, and varicella vaccine or proof of chicken pox illness. Clinical agencies require students to have the current influenza vaccine and tuberculosis screening each year.
14. CPR training as a Professional Rescuer must be current at the time of the application deadline and maintained throughout the nursing program. Online training is not accepted.

Students must comply with all school and nursing program policies. Urine drug screening is conducted throughout the program at the student's expense. The results must be negative to continue in the program. Professional liability insurance is required and is paid for as part of college fees. Health and accident insurance is required throughout the program.

In addition to completing all course requirements in the degree plan, the candidate for graduation must:

- score satisfactorily on the exit exam or prescribed alternative;

- complete the NCLEX-RN review course the same semester as graduation; and,
- score satisfactorily on the Texas Board of Nursing's jurisprudence exam or satisfactorily complete the alternate assignment.

All general education core 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. Nursing (RNSG) courses must be taken according to the sequence shown.

Learn more about Nursing

Or, contact:

Kathy Sanchez, Nursing Clerk  
ksanchez@midland.edu  
432/685-6462

Carmen Edwards  
Program Chair, Associate Degree Nursing  
cedwards@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

## **A.A.S., Nursing (Registered)**

### 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**

Required Semester 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 1215 - Health Assessment **2 Hours**
- BIOL 2402 - Anatomy and Physiology II **4 Hours**

Required Semester 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**

Required Semester 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**

Required Semester 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**

Required Semester Credit Hours: 13

Total Required Semester Credit Hours: 60

+ Prerequisites may include admission to the program, completion of the previous level's sequence or permission of program director.

## **A.A.S., Licensed Vocational Nurse to Nursing (Registered)**

### Prerequisite Courses

- BIOL 2401 - Anatomy and Physiology I **4 Hours**
- BIOL 2402 - Anatomy and Physiology II **4 Hours**
- ENGL 1301 - Composition I **3 Hours**
- Humanities/Fine Arts Elective from the General Education course list. **3 Hours**
- PSYC 2301 - Introduction to Psychology **3 Hours**
- PSYC 2314 - Life-Span Growth and Development **3 Hours**

Required Credit Hours: 20

### 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**

Required Semester Credit Hours: 9

### Awarded Credit

After completion of RNSG 1140, RNSG 1160, RNSG 1201 and RNSG 1517, credit will be awarded for the courses listed below.

- RNSG 1215 - Health Assessment **2 Hours**
- RNSG 1412 - Nursing Care of the Childbearing and Childrearing Family **4 Hours**
- RNSG 1413 - Foundations for Nursing Practice **4 Hours**
- RNSG 2213 - Mental Health Nursing **2 Hours**

Awarded Semester Credit Hours: 12

## 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**

Required Semester 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**

Required Semester Credit Hours: 9

Total Required Semester Credit Hours: 60

## Nursing-Vocational

Midland College offers a certificate in Vocational Nursing on the main campus in Midland and in Fort Stockton at the Williams Regional Technical Training Center (WRTTC). The Midland College Vocational Nursing program is approved by the Texas Board of Nursing, located at 333 Guadalupe, Suite 3-460, Austin, Texas 78701; phone 512-305-7400.

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 successful completion of all courses with a minimum grade of "C" (75), passing the end of program exit exam, and satisfying all college financial requirements. The passing standard for a grade of "C" in nursing (VNSG) courses is 75. Requirements to write the licensure examination (NCLEX-PN) include written application to and approval by the Texas Board of Nursing, payment of fees, certification by the program chair, and graduation from the program

Special Admission Requirements: The Vocational Nursing program has limited enrollments based on specific admission criteria. The admission criteria are as follows:

1. High school diploma or GED.

2. The applicant must satisfy all areas of the Texas Success Initiative (TSI) either by testing or exemption.
3. The applicant must complete the background check process with the Texas Board of Nursing before being accepted into the vocational nursing program.
4. Applicants who were born and educated through high school outside the United States must pass the ESL COMPASS with a 75% or greater on all sections.
5. Admission points will be awarded if the applicant has completed the following courses with a grade of "C" or above:
  - VNSG 1320 Anatomy and Physiology for Allied Health - this course must have been completed within the last five (5) years. The program chair can approve course substitutions for this course.
  - HPRS 1106 Essentials of Medical Terminology - this course must have been completed within the last two (2) years.
6. Additional admission points will be awarded for the following:
  - EDUC 1100 Effective Learning
  - Current certification as a Certified Nurse Aide
  - Emergency Medical Technician or medical-related training service in a branch of the United States armed services
  - PREP 0370 Basic College Study Skills
7. Immunizations including three doses of the hepatitis B vaccine, two doses of mumps-measles-rubella (MMR), current tetanus-diphtheria-pertussis (Tdap), and varicella (chicken pox) disease verification or vaccine. Clinical agencies require students to have the current influenza vaccine and tuberculosis screening each year. All immunizations must be complete in order for the application to be considered for admission.

For additional information regarding the admission criteria, contact either the Health Sciences Division Office in Midland (432/685-4600) or the WRTTC in Ft. Stockton (432/336-7882).

Learn more about Vocational Nursing

Or, contact:

Ester Mitcham  
Health Sciences Division Clerk  
emitcham@midland.edu  
432-685-4601

Lea Keesee  
Interim Program Chair, Vocational Nursing  
lkeesee@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Nurse - Vocational

## Certificate, Nurse - Vocational

### Semester I

- HPRS 1106 - Essentials of Medical Terminology **1 Hour**
- HPRS 2300 - Pharmacology for Health Professions **3 Hours**
- 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**

Required Semester 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**

Required Semester Credit Hours: 17

## Semester III

- VNSG 1126 - Gerontology **1 Hour**
- VNSG 1219 - Leadership and Professional Development **2 Hours**
- VNSG 1234 - Pediatrics **2 Hours**
- VNSG 2410 - Nursing in Health and Illness III **4 Hours**
- VNSG 2562 - Clinical III **5 Hours**

Required Semester Credit Hours: 14

Total Required Semester Credit Hours: 50

# Organizational Management (Bachelor of Applied Technology)

Midland College offers a Bachelor of Applied Technology degree in Organizational Management (BAT-OM). The program is designed for students who have completed their Associate of Applied Science (AAS) in areas related to business, health care, information technology, public service, and many technical areas.

The BAT-OM degree represents successful completion of a minimum of 120 semester credit hours (s.c.h.), consisting of 30 s.c.h. of technical specialty credit awarded for completion of an approved AAS degree or equivalent, 42 s.c.h. of Core Curriculum and 48 s.c.h. of upper division courses, including 39 s.c.h. of required courses covering common aspects of applied management and 9 s.c.h. 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 s.c.h. of completing their AAS degrees may enroll in upper-division courses upon satisfactory completion of:

1. ENGL 1301 and ENGL 1302
2. Speech course selected from the Core Curriculum Course List and
3. MATH 0372 or an equivalent score on a math placement examination.

Students may not enroll in more than six (6) s.c.h. of upper-division courses before completing an AAS degree or equivalent. Successful completion of upper-division courses requires a grade of "C" or better.

TMGT 4320, TMGT 4385 and TMGT 4396 must be taken as senior classes.

Learn more about Organizational Management

Or, contact:

Doug Johnson, Department Chair  
Accounting, Business Administration, Criminal Justice, Economics,  
Organizational Management, and Paralegal  
dougj@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

## **B.A.T., Organizational Management**

### **Semester I**

- TMGT 3303 - Managerial Communications **3 Hours**
- TMGT 3305 - Organizational Theory and Practice **3 Hours**
- TMGT 3311 - Human Resources Management **3 Hours**
- TMGT 3338 - Accounting for Managers **3 Hours**

**Required Semester 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

Required Semester 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**

Required Semester Credit Hours: 12

### Semester IV

- TMGT 3310 - Decision Making **3 Hours**
- TMGT 3337 - Economics for Managers **3 Hours**
- TMGT 4320 - Organizational Design and Management Seminar **3 Hours**
- Organizational Management Elective **3 Hours**

Required Semester Credit Hours: 12

Total Required Semester Credit Hours: 48

### Organizational Management Electives

- TMGT 3302 - Business and Economic Statistics **3 Hours**
- TMGT 3336 - Legal Issues for Managers **3 Hours**
- TMGT 3347 - Ethics and Corporate Social Responsibility **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 3391 - Information Technology in Enterprise Management **3 Hours**
- TMGT 4303 - Electronic Commerce **3 Hours**
- TMGT 4385 - Organizational Management Internship **3 Hours**
- TMGT 4386 - Organizational Management Internship **3 Hours**

## Paralegal

Midland College offers an Associate of Applied Science degree and one certificate in Paralegal.

In the semester prior to graduation, students become eligible to take the National Association of Legal Assistants (NALA) Certified Legal Assistant Examination (CLA). Full-time students and those taking all legal assistant courses may qualify for student membership in national organizations and other professional paralegal associations.

Learn more about Paralegal

Or, contact:

Doug Johnson, Department Chair  
Accounting, Business Administration, Criminal Justice, Economics,  
Organizational Management, and Paralegal  
dougj@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Beginning Legal Technician

## A.A.S., Paralegal

### Associate of Applied Science

#### Semester I

- GOVT 2305 - Federal Government **3 Hours**
- ENGL 1301 - Composition I **3 Hours**
- ITSW 1301 - Introduction to Word Processing **3 Hours**
- LGLA 1311 - Introduction to Law **3 Hours** (offered in Fall only)
- LGLA 1301 - Legal Research and Writing **3 Hours** (offered in Fall only)

Required Semester Credit Hours: 15

## Semester II

- GOVT 2306 - Texas Government **3 Hours**
- LGLA 1313 - Introduction to Paralegal Studies **3 Hours** (offered in Spring only)
- LGLA 1317 - Law Office Technology **3 Hours**
- Paralegal Studies Elective **3 Hours**
- LGLA 2331 - Advanced Legal Research and Writing **3 Hours** (offered in Spring only)

Required Semester Credit Hours: 15

## Semester III

- Natural Science/Mathematics course selected from the General Education Course List. **3-4 Hours**
- LGLA 1345 - Civil Litigation **3 Hours**
- LGLA 2305 - Interviewing and Investigating **3 Hours**
- BUSI 2301 - Business Law **3 Hours**
- Paralegal Studies Elective **3 Hours**

Required Semester Credit Hours: 15

## Semester IV

- Accounting Elective **3-4 Hours**
- LGLA 2335 - Advanced Civil Litigation **3 Hours** (offered in Spring only)
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**
- Paralegal Studies Elective **or** Approved Substitute **3 Hours**
  
- LGLA 2380 OR 2381 - Cooperative Education Paralegal/Assistant **3 Hours or**
- Paralegal Studies Elective **3 Hours**

Required Semester Credit Hours: 15

Total Required Semester Credit Hours: 60

## **Certificate, Beginning Legal Technician**

### **Semester I**

- ENGL 1301 - Composition I **3 Hours**
- ITSW 1301 - Introduction to Word Processing **3 Hours**
- LGLA 1311 - Introduction to Law **3 Hours** (offered in Fall only)
- LGLA 1345 - Civil Litigation **3 Hours** (offered in Fall only)

Required Semester Credit Hours: 12

### **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**

Required Semester Credit Hours: 6

Total Required Semester Credit Hours: 18

## **Respiratory Care**

Midland College offers an Associate in Applied Science degree in Respiratory Care. The graduate will be eligible to sit the Therapist Multiple Choice exam. After successfully completing the exam, graduates will sit for the Clinical Sim exam. Upon successful completing both exams, the Registered Respiratory Therapist (RRT) credential is awarded. Graduates may apply for state licensure after passing the Therapist Multiple Choice exam at the Certified Respiratory Therapist (CRT) or RRT level.

New classes begin each fall and Respiratory Care (RSPT) courses must be taken sequentially for progression through the program. Applicants are strongly encouraged to complete as many non-respiratory courses as possible prior to entering the program. Clinicals will be scheduled with Midland, Odessa and Big Spring health care facilities. Specialty rotations are also held

in Lubbock and Dallas. To be eligible for graduation, a student must achieve a grade of "C" in all Respiratory courses, a "B" in all Biology courses, have a minimum grade point average (GPA) of 2.0 and pass a written and/or clinical simulation final exit exam.

The Midland College Respiratory Care, program number 200303, associate degree program in Midland, Texas is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).

Commission on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, Texas 76021-4244  
(817) 283-2835

The Midland College Respiratory Care Program has a limited enrollment based on a specific admission criteria. The admission criteria are:

- Complete a Health Sciences Division Application for Admission (available from the Division Office and Program Chair)
- Submit two official transcripts showing high school graduation (or proof of GED) and two official college transcripts. One copy should be sent to the Midland College Respiratory Care program and one to the Midland College Registrar's Office.
- Provide evidence of a cumulative GPA of at least 2.5.
- Take the latest version of the Test of Essential Academic Skills (TEAS) exam.
- Complete BIOL 2401, Anatomy and Physiology I, and BIOL 2402, Anatomy and Physiology II, with a grade of "B" or better in each course.
- Complete the following immunizations: three doses of the hepatitis B vaccine, two doses of mumps-measles-rubella (MMR) vaccine, current tetanus-diphtheria-pertussis (Tdap) vaccine, and varicella (chicken pox) disease verification or vaccine. Clinical agencies require students to have the current influenza vaccine and tuberculosis screening each year. All immunizations must be complete prior to the first day of class.
- Provide evidence of shadowing a respiratory therapist in a hospital setting.
- Provide a criminal background check. Program personnel will conduct a background check on all applicants.
- Complete a urine drug screen.

For additional information regarding the program or the admission criteria, see the program brochure or contact the Health Sciences Division Office (432-685-4601) or the program chair (432-685-5549). Each prospective student will be advised by the program chair or the clinical director as scheduled through the Health Sciences Division Office.

Learn more about Respiratory Care

To speak with an advisor, contact:

Esther Mitcham  
Health Sciences Clerk  
[emitcham@midland.edu](mailto:emitcham@midland.edu)  
432-685-4601

Robert Weidmann  
Program Chair, Respiratory Care  
[rweidmann@midland.edu](mailto:rweidmann@midland.edu)

Get Started at MC provides information for new and returning students about how to apply and enroll.

## **A.A.S., Respiratory Care**

## Associate of Applied Science

### Prerequisite Courses

- BIOL 2401 - Anatomy and Physiology I **4 Hours**
- BIOL 2402 - Anatomy and Physiology II **4 Hours**

Required Semester Credit Hours: 8

### Semester I

- RSPT 1260 - Clinical I **2 Hours**
- RSPT 1307 - Cardiopulmonary Anatomy and Physiology **3 Hours**
- RSPT 1325 - Respiratory Care Sciences **3 Hours**
- RSPT 1410 - Respiratory Care Procedures I **4 Hours**

Required Semester Credit Hours: 12

### Semester II

- 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**

Required Semester Credit Hours: 12

### Semester III

- RSPT 1160 - Clinical III **1 Hour**
- RSPT 2305 - Pulmonary Diagnostics **3 Hours**

Required Semester Credit Hours: 4

## Semester IV

- RSPT 1161 - Clinical IV **1 Hour**
- RSPT 2135 - Pediatric Advanced Life Support **1 Hour**
- RSPT 2353 - Neonatal/Pediatric Cardiopulmonary Care **3 Hours**

Required Semester Credit Hours: 5

## Semester V

- ENGL 1301 - Composition I **3 Hours**
- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**
- RSPT 1141 - Respiratory Home Care/Rehabilitation **1 Hour**
- RSPT 2139 - Advanced Cardiac Life Support **1 Hour**
- RSPT 2255 - Critical Care Monitoring **2 Hours**
- RSPT 2360 - Clinical V **3 Hours**

Required Semester Credit Hours: 13

## Semester VI

- General Education Course List elective **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**

Required Semester Credit Hours: 12

Total Required Semester Credit Hours: 66

# Small Business Management

Midland College offers an Associate of Applied Science degree and certificates in Small Business Management.

Learn more about Small Business Management.

To speak with an advisor, contact:

Doug Johnson, Department Chair  
Accounting, Business Administration, Criminal Justice, Economics,  
Organizational Management, and Paralegal  
dougj@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Small Business Management

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

### Associate of Applied Science

#### Semester I

- BCIS 1305 - Business Computer Applications **3 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 II **3 Hours**

Required Semester Credit Hours: 15

#### 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**

Required Semester 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 - Federal Government **3 Hours**

Required Semester 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 Government **3 Hours**
- ITSW 1404 - Introduction to Spreadsheets **4 Hours**
- Fitness and Wellness elective from the Core Curriculum Course List **1 Hour**

Required Semester Credit Hours: 14

Total Required Semester Credit Hours: 60

## **Certificate, Small Business Management**

## Semester I

- BCIS 1305 - Business Computer Applications **3 Hours**
- BMGT 1327 - Principles of Management **3 Hours**
- BUSI 1301 - Business Principles **3 Hours**
- POFT 1301 - Business English **3 Hours**

Required Semester Credit Hours: 12

## 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 Math Using Technology **3 Hours**

Required Semester 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**

Required Semester Credit Hours: 13

Total Required Semester Credit Hours: 38

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.

## Certificate, Small Business Start-up

### Semester I

- BCIS 1305 - Business Computer Applications **3 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 Required Semester Credit Hours: 15

## Sonography

Midland College offers an Associate of Applied Science degree in Sonography. This program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

The Midland College Sonography program has a limited enrollment based on specific admission criteria. The admission criteria are as follows:

- Complete a Health Sciences Division Application for Admission (available from the Division Office and Program Chair).
- Successfully complete all areas of the Texas Success Initiative (TSI) by testing or exemption.
- Take the Test of Essential Academic Skills for Nursing Exam, version V (TEAS V) and score at a minimum preparedness level of Proficient.
- Provide documentation of patient care training.
- Complete a clinical site visit.
- Complete the following courses with a minimum grade of "C" or above:
  - PHYS 1415, Physical Science I, or PHYS 1401, College Physics I

- BIOL 2401, Anatomy and Physiology I
- MATH 1314, College Algebra
- HPRS 1106, Essentials of Medical Terminology
- Complete immunizations including three doses of hepatitis B, two doses of mumps-measles-rubella (MMR), current tetanus-diphtheria-pertussis (Tdap), and varicella (chicken pox) disease verification or vaccine must be complete in order for the application to be considered for admission. Clinical agencies require students to have the current influenza vaccine each year.
- Earn additional admission points by completing the following courses with a grade of "C" or above:
  - BIOL 2402, Anatomy and Physiology II
  - PSYC 2301, Introduction to Psychology
  - ENGL 1301, Composition I
  - Humanities/Fine Arts Elective
  - PREP 0370, Basic College Study Skills or EDUC 1100, Effective Learning

For information regarding the admission criteria, contact the Health Sciences Division Office (432/685-4601), Program Chair (432/685-5572) or Division Advisor, Health Sciences. Each prospective student will be advised by sonography program faculty as scheduled through the Health Sciences office. Health insurance is required. Students must be certified in cardiopulmonary resuscitation (CPR). Accepted students must take all sonography courses in sequential order and must pass all required courses with a minimum grade of "C".

Learn more about Sonography

Or, contact:

Esther Mitcham  
 Health Sciences Clerk  
 emitcham@midland.edu  
 432-685-4601

Elizabeth Brown  
 Program Chair Sonography  
 ebrown@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

## A.A.S., Sonography

### Associate of Applied Science

#### Prerequisite Courses

- PHYS 1415 - Physical Science I **4 Hours**  
 PHYS 1401 may be substituted for this course.
- BIOL 2401 - Anatomy and Physiology I **4 Hours**
- MATH 1314 - College Algebra **3 Hours**
- HPRS 1106 - Essentials of Medical Terminology **1 Hour**

Required Semester Credit Hours: 12

### Semester I (Spring Semester)

- BIOL 2402 - Anatomy and Physiology II **4 Hours**
- DMSO 1266 - Practicum I **2 Hours**
- DMSO 1302 - Basic Ultrasound Physics **3 Hours**
- DMSO 1441 - Abdominopelvic Sonography **4 Hours**

Required Semester Credit Hours: 13

### Semester II (Summer Semester)

- Humanities/Fine Arts course selected from the General Education Course List. **3 Hours**
- PSYC 2301 - Introduction to Psychology **3 Hours**
- DMSO 1267 - Practicum II **2 Hours**
- DMSO 2353 - Sonography of Superficial Structures **3 Hours**

Required Semester Credit Hours: 11

### Semester III (Fall Semester)

- ENGL 1301 - Composition I **3 Hours**
- DMSO 1342 - Intermediate Ultrasound Physics **3 Hours**
- DMSO 2366 - Practicum III **3 Hours**
- DMSO 2405 - Sonography of Obstetrics/Gynecology **4 Hours**

Required Semester Credit Hours: 13

### Semester IV (Spring Semester)

- DMSO 2230 - Advanced Ultrasound and Review **2 Hours**
- DMSO 2351 - Doppler Physics **3 Hours**
- DMSO 2354 - Neurosonology **3 Hours**
- DMSO 2367 - Practicum IV **3 Hours**

Required Semester Credit Hours: 11

Total Required Semester Credit Hours: 60

## **Welding Technology**

Midland College offers an Associate of Applied Science degree and certificates in Welding Technology.

To receive a Welding Technology certificate, students must maintain a 2.5 grade point average on courses in the certificate program.

Learn more about Welding Technology

Or, contact:

Derek Gasch, Department Chair  
Manufacturing Services  
dgasch@midland.edu

Get Started at MC provides information for new and returning students about how to apply and enroll.

Gainful Employment Information for Welder - Entry Level

Gainful Employment Information for Welder - Intermediate

Gainful Employment Information for Welder - Advanced

## **A.A.S., Welding Technology**

### **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**

Required Semester Credit Hours: 18

## Semester II

- WLDG 1417 - Introduction to 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**

Required Semester 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**

Required Semester Credit Hours: 14

## 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**

Required Semester Credit Hours: 14

Total Required Semester Credit Hours: 60

**Certificate, Welder - Entry Level**

## Semester I

- WLDG 1421 - Introduction to Welding Fundamentals **4 Hours**
- WLDG 1457 - Intermediate Shielded Metal Arc Welding (SMAW) **4 Hours**
- OSHT 1301 - Introduction to Safety and Health Technology **3 Hours**

Required Semester Credit Hours: 11

## Semester II

- WLDG 1430 - Introduction to Gas Metal Arc Welding (GMAW) **4 Hours**
- WLDG 1425 - Introduction to Oxy-Fuel Welding and Cutting **4 Hours**
- MCHN 1320 - Precision Tools and Measurement **3 Hours**

Required Semester Credit Hours: 11

Total Required Semester Credit Hours: 22

## **Certificate, Welder - Intermediate**

### Semester I

- WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW) **4 Hours**
- WLDG 1435 - Introduction to Pipe Welding **4 Hours**

Required semester Credit Hours: 8

### Semester II

- WLDG 1417 - Introduction to Layout and Fabrication **4 Hours**
- WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW) **4 Hours**

Required Semester Credit Hours: 8

Total Required Semester Credit Hours: 16

## **Certificate, Welder - Advanced**

### **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**

Required Semester Credit Hours: 8

### **Semester II**

- WLDG 1453 - Intermediate Layout and Fabrication **4 Hours**
- WLDG 2453 - Advanced Pipe Welding **4 Hours**

Required Semester Credit Hours: 8

Total Required Semester Credit Hours: 16

## **Admissions**

Admissions

Student Success

Basis of Admissions

Immunizations Requirements

## Application for Admissions

The link below will take you to instructions on how to get started at Midland College  
[www.midland.edu/enroll](http://www.midland.edu/enroll)

## Admissions

Midland College has an admissions policy that 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). Admission to the college does not guarantee admittance to a particular course or program of study. Some selective admission programs have additional requirements. Certain courses of study require that a background check, including criminal record history, be conducted on the applicant. If a background check is required, the applicant will be required to sign a consent form. If the applicant refuses to sign the consent form, or, if the results of the background check indicate the applicant is not eligible for admission, admission will not be offered to the applicant. An applicant who is denied admission may appeal the decision in accordance with the College's applicable grievance procedure. Note, an applicant may be denied participation in College courses or programs in accordance with College Policy 03:08:01. Applicants should consult with the division dean or a counselor/advisor for details concerning admission to these programs.

## Basis of Admissions

Applicants are admitted based on the conditions listed below.

### High School Graduation

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

### General Educational Development (GED®) 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.

### Individual Approval

Individuals who are 18 years of age or older and who 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. 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.

### Transfer

Transfer students are required to provide official copies of all transcripts from every college or university previously attended. As transcripts are received for degree-seeking students, they are evaluated in the Registrar's 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. Transcripts should be sent electronically, institution to institution, via SPEEDE if that service is available.

### **Transient Enrollment**

Transient students are non-degree seeking students who are enrolled in another college or university and who 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.

### **Early Admissions**

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 and Early College High School**

Midland College has entered into agreements with certain school districts that allow high school students to earn both high school and college credit for selected courses.

Admission and registration requirements include submission of an application for admission, Parent/Student Agreement form and meeting the appropriate Texas Success Initiative testing requirements. Testing instruments include: STAAR EOC, TSI, SAT, PSAT/NMSQT, PLAN or ACT-Aspire. Students who enroll in workforce education Level 1 certificate programs of study are TSI exempt.

For more information, students should contact their high school counselor. The Midland College website has complete information on the Dual Credit registration process.

### **Home School**

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

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

### **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.

### **International Students**

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

1. an application for admission;
2. a high school 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 Below are some acceptable tests and cut off scores that a student from a non-English speaking country can use:
  - TOEFL 61 on the internet based test
  - IELTS 6
  - TSI Assessment with the following scores: Reading 346 and Writing-essay score of 5 or essay score of 4 and multiple choice score of 363
  - SAT 480 on the critical reading test
  - ACT 19 on the English test
  - CLEP 50 with essay on the English test

- International Baccalaureate Program 4 on the English A1 Higher Level (HL) exam  
When receiving borderline scores, the Director of Counseling may select a panel of Midland College employees to further evaluate English proficiency based on interview conversations, transcripts showing English instruction, other English proficiency tests or writing samples.
- 5. proof of financial responsibility.
- 6. proof of insurance policy covering repatriation and medical evacuation.

It is strongly 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.

For further admission information go online [www.midland.edu/international](http://www.midland.edu/international).

### **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.

## **Texas Success Initiative (TSI) Requirements**

For further information on TSI and free tutoring for the test please visit the website.

Prior to enrollment, Texas public institutions of higher education are required to assess all non-exempt first-time degree seeking college students under the Texas Success Initiative (TSI) using the TSI Assessment.

A student not exempt from TSI (see below for exemptions) or developmental education must enroll in developmental classes for each area of TSI deficiency and continue until the sequence is completed. A student must continue in developmental education until all TSI requirements are met. Enrollment in developmental coursework 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, please visit the website, Midland College TSI Assessment website at any time to attempt to satisfy TSI requirements. Midland College requires that students who fail two or more areas of the TSI assessment be enrolled in a Student Success PREP Course during their first semester and pass with a "C" or better.

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

### **Exemptions/Exceptions to Texas Success Initiative Requirements**

The Testing Center website also contains information about TSI exemptions and exceptions.

Students who meet one of the following conditions are exempt from TSI requirements and are allowed to enroll in any entry-level freshman course:

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 with critical reading (formerly "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.
  - TAKS: For a period of five (5) 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 for the corresponding sections.
  - STAAR end-of-course (EOC) Testing with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of

Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

2. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
3. 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) or has completed higher level course work for which these areas of proficiency are required pre-requisites for that course may be deemed college-ready after review by the Registrar's Office. Students not meeting college-readiness in writing, reading or mathematics will be required to take the TSI Assessment for that area.
4. A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards in mathematics as defined by the Texas Higher Education Coordinating Board regulations, institutions may choose to require additional preparatory coursework/interventions for Algebra intensive courses, including MATH 1314, MATH 1324, MATH 1414 (or their local equivalent).
5. A student who is enrolled in a certificate program of one year or less.
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 student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twelve (12) months from the date of high school graduation with respect to the content area of the course. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.
9. 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.
10. A student who has demonstrated limited English proficiency may be granted a temporary waiver in order to provide appropriate ESOL/ESL coursework and interventions. This waiver is only valid until the student has attempted 15 credit hours of developmental ESOL coursework or prior to enrolling in entry-level freshman coursework, whichever comes first.

## Student Success

Midland College wants all students to be successful in their academic course work.

- All entering freshmen with less than 12 college credit hours will be required to take EDUC 1100. . (Dual credit hours do not count towards the 12 hours.) The course is designed to help freshmen adjust to college and to become effective learners. EDUC 1100 is for students who do not have a TSI hold in reading or who do not place into the lowest level of developmental education. For more information, please visit the Midland College Student Success website.
- Entering freshmen who place into an intensive reading and writing class, or in the lowest level of developmental math are required to take PREP 0370. The course is designed to introduce specific strategies that will assist a college student to prepare for college classes, determine educational goals, and identify personal strengths in learning and career interests. Please refer to the Midland College TSI website for more information.

# Immunizations Requirements

## Bacterial Meningitis

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. Bacterial meningitis vaccinations and boosters must be administered by a health practitioner authorized by law to administer an immunization. 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 who desire an exception must use the conscientious exemption form from the Texas Department of State Health Services. Several weeks should be allowed following submission to have the 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 vaccination. The bacterial meningitis vaccination is available at pharmacies, and the local public health department will provide vaccinations for uninsured and underinsured individuals.

Students who fail to submit certified proof of vaccination or a valid booster within the required time-frame will be unable to register.

Please see the Midland College meningitis web page for more information.

## Other Immunization Requirements

Midland College students enrolled in certain health science programs 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 Health Sciences dean or the Student Life Director (432) 685-4781 for additional information.

# Tuition & Fees

Residence Requirements

Schedule of Tuition and Fees

Discounts/Limitations

Refund Policy

Installment Payment Plan (Fall, Spring and Summer Semesters)

Pro Rata Refund Policy

# 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.

**In-District.** An In-District student is 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.

## Discounts/Limitations

**Concurrent Enrollment.** 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.

**Senior Citizen Discount.** 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.

**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.

## 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 within their Campus Connect account. There are different payment plan options depending on the time of registration. 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.

## Schedule of Tuition and Fees

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.

Recent rates are published in the course schedule.

<b>Lower Division (Freshman &amp; Sophomore)</b>			
<b>Hours</b>	<b>In-District</b>	<b>Out-of-District</b>	<b>Out-of-State</b>
1	158.00	208.00	400.00
2	220.00	320.00	400.00
3	282.00	432.00	552.00
4	344.00	544.00	704.00
5	430.00	680.00	880.00
6	516.00	816.00	1056.00
7	602.00	952.00	1232.00
8	688.00	1088.00	1408.00
9	774.00	1224.00	1584.00
10	860.00	1360.00	1760.00
11	946.00	1496.00	1936.00
12	1032.00	1632.00	2112.00
13	1118.00	1768.00	2288.00
14	1204.00	1904.00	2464.00
15	1290.00	2040.00	2640.00
16	1376.00	2176.00	2816.00
17	1462.00	2312.00	2992.00

<b>Upper Division (Junior &amp; Senior)</b>			
<b>Hours</b>	<b>In-District</b>	<b>Out-of-District</b>	<b>Out-of-State</b>
1	206.00	256.00	496.00
2	316.00	416.00	496.00
3	426.00	576.00	696.00
4	536.00	736.00	896.00
5	670.00	920.00	1120.00
6	804.00	1104.00	1344.00
7	938.00	1288.00	1568.00
8	1072.00	1472.00	1792.00
9	1206.00	1656.00	2016.00
10	1340.00	1840.00	2240.00
11	1474.00	2024.00	2464.00
12	1608.00	2208.00	2688.00
13	1742.00	2392.00	2912.00
14	1876.00	2576.00	3136.00
15	2010.00	2760.00	3360.00
16	2144.00	2944.00	3584.00
17	2278.00	3128.00	3808.00

18	1548.00	2448.00	3168.00
19	1634.00	2584.00	3344.00
20	1720.00	2720.00	3520.00
21	1806.00	2856.00	3696.00
22	1892.00	2992.00	3872.00
23	1978.00	3128.00	4048.00
24	2064.00	3264.00	4224.00
25	2150.00	3400.00	4400.00
26	2236.00	3536.00	4576.00
27	2322.00	3672.00	4752.00
Note: Add'l fees: lab, course, insurance and private instruction			

18	2412.00	3312.00	4032.00
19	2546.00	3496.00	4256.00
20	2680.00	3680.00	4480.00
21	2814.00	3864.00	4704.00
22	2948.00	4048.00	4928.00
23	3082.00	4232.00	5152.00
24	3216.00	4416.00	5376.00
25	3350.00	4600.00	5600.00
26	3484.00	4784.00	5824.00
27	3618.00	4968.00	6048.00
Note: Add'l fees: lab, course, insurance and private instruction			

### Laboratory Fees

Accounting	ACCT 2301, ACCT 2302, ACNT 1403, ACNT 1411	24.00
Air Conditioning, Heating and Refrigeration	HART 2345	24.00
Air Conditioning, Heating and Refrigeration	HART 1391-HART 1445, HART 2434-HART 2442 and HART 2449	48.00
Anthropology	ANTH 2101	20.00
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	ARTS 2341, ARTS 2342, ARTS 2346, ARTS 2347, ARTS 2348, ARTS 2349, ARTS 2356, ARTS 2357	48.00
Automotive Technology	all AUMT courses, except AUMT 2321	30.00
Automotive Technology	ABDR 1431, ABDR 1458	48.00
Automotive Technology	AUMT 2321	35.00
Automotive Technology	ABDR 2449	72.00

Aviation Maintenance	All AERM lab classes per credit hour	24.00
Biology	All course except BIOL1322 and BIOL2106	35.00
Business Administration	BCIS 1405	40.00
Business Systems	BCIS 1405, IMED, ITSW 1301-ITSW 1410, ITSW 2434, POFI 2401-POFI 2440, POFT 2333, POFT 2401 and POFT 2431	40.00
Chemistry	All courses except CHEM2289	35.00
Child Care and Development	All courses except CDEC 2366	24.00
Communication	COMM 1129, COMM 1130, COMM 2129, COMM 2130, COMM 2289, COMM 2389	5.00
Communication	COMM 2305, COMM 2311	12.00
Communication	COMM 1318, COMM 1319	48.00
Computer Graphics Technology	All lab courses except DFTG 2319, DFTG 2340, DFTG 2380, DFTG 2381	24.00
Computer Graphics Technology	DFTG 2319 and DFTG 2340	48.00
Cosmetology		24.00
Diagnostic Medical Sonography	DMSO 1342, DMSO 1441, DMSO 2405	24.00
Diesel Technology	All courses except DEMR 1403	24.00
Drama	DRAM 1120, DRAM 1121, DRAM 2120, DRAM 2121, DRAM 2336, DRAM2366	12.00
Emergency Medical Services	EMSP 1355, EMSP 1356, EMSP 1438, EMSP 1501, EMSP 2243, EMSP 2434, EMSP 2444	24.00
Energy Technology	ELMT, ENER, INMT, INTC, PTRT	24.00
Environmental Science		35.00
Fire Science Technology	FIRS 1413, FIRS 1419, FIRS 1423, FIRS1433	48.00
Fire Science Technology	FIRS 1329, FIRS 1401, FIRS 1407	24.00
French	FREN 1411, FREN 1412, FREN 2311, FREN 2312	4.00
Geology	All course except GEOL 2289	35.00
German		4.00

Health Information Management	HITT 2327, HITT 2340	48.00
Information Technology	BCIS 1405, CETT 1302, CPMT (all courses except CPMT 2380), ITCC (all courses), ITNW1313, ITNW 1351, ITNW 1454, ITNW1458, ITNW 2413, ITSC 1305, ITSC 1315, ITSC 1358, ITSC 1407-ITSC 2437, ITSE 1302, ITSE 1331, ITSE 1445, ITSE 2313, ITSE 2349, ITSE 2356, ITSE 2409, ITSE 2447, ITSE 2454, ITSY (all courses), POFT 1325	40.00
Information Technology	COSC (all courses), ITNW 1425, ITSE 1350	24.00
Integrated Reading Writing Development	IRWD0381-IRWD 0382	25.00
Integrated Reading Writing Development	IRWD 0480	10.00
Kinesiology/Physical Education	KINE 1103, KINE 1104, KINE 1105, KINE 1106, KINE 1113, KINE 1117, KINE 1118, KINE 1120, KINE 1125, KINE 1130, KINE 1131, KINE 1164, KINE 1171, KINE 1172, KINE 1173, KINE 1174, KINE 1175, KINE 1176, KINE 1177, KINE 2103, KINE 2104, KINE 2105, KINE 2106, KINE 2113, KINE 2118, KINE 2120, KINE 2125, KINE 2130, KINE 2131, KINE 2171, KINE 2172, KINE 2173, KINE 2174, KINE 2175, KINE 2176, KINE2177	5.00
Kinesiology/Physical Education	KINE 1107, KINE 1127, KINE 2107, KIN3 2127	40.00
Kinesiology/Physical Education	KINE 2156	24.00
Mathematics	MATH 0180	25.00
Music	MUSI 1159-MUSI 1184, MUSI 1311-MUSI 1312, MUSI 2159-MUSI 2312, MUEN (all courses)	24.00
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 1215, RNSG 1413	30.00
Nursing, Vocational	HPRS 2300	24.00
Nursing, Vocational	VNSG 1230, VNSG 1234, VNSG 1320, VNSG 2410	48.00
Nursing Vocational	VNSG 1323, VNSG 2431	60.00
Physics		35.00
Respiratory Care	RSPT 1325, RSPT 1410, RSPT 1411, RSPT 2130, RSPT 2135, RSPT 2255, RSPT 2305, RSPT 2353	24.00
Sign Language	SGNL 2302	4.00

Spanish	SPAN 1411-SPAN 2312	4.00
Speech	SPCH 2289, SPCH 2389	5.00
Welding Technology	WLDG 1417-WLDG 1453, WLDG 2406-WLDG 2451	96.00

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 Technology Exit Exam	Industry Competency Exam (ICE) required for A.A.S. degree and Air Conditioning, Heating and Refrigeration certificate	30.00
Communication	COMM 2316, COMM 2330 course fee	8.00
Communication	COMM 1335, COMM 2315, COMM 2327, COMM 2332, COMM 2339 course fee	12.00
Criminal Justice	CJSA 2323 course fee	24.00
Credit by Departmental Examination		50.00
CLEP Examination		105.00
Correspondence Test Fee		20.00
Diesel Truck Driving lab fee	DEMR 1403	4,100.00
Distance Learning Fee	Charged for Internet and interactive course	54.00
	Charged for hybrid course	28.00
Emergency Medical Services	Clinical scheduling fee for EMSP 1160	30.00
Emergency Medical Services	Clinical scheduling fee for EMSP 2164	138.00
English	ENGL 1301-ENGL 2343 course fee	4.00
English as a Second Language	All ESL courses	8.00
Excessive Repeat fee per hour	Charged for repeating certain courses three or more times	50.00
Excessive Remediation fee per hour	Charged for certain courses after 27 previous hours	50.00
Health Information Management (AHIMA) fee	HITT 1301, HITT 1342	45.00
Health Sciences Admission Test	Required for admission into Associate Degree Nursing, Diagnostic Medical Sonography and Respiratory Care	50.00
Identification card replacement fee		25.00

Information Technology	POFI 1204 course fee	40.00
Installment payment plan online		25.00
*Liability insurance		17.00
Late registration fee	1st class day through census date	50.00
Late registration fee	After census date (per hour)	50.00
Latin	LATI 1411-LATI 2312 course fee	4.00
Mathematics	MATH 1314-MATH 2420 course fee	10.00
Music	Private instruction fee (MUAP)	150.00
Nursing, Associate Degree testing fee	RNSG 1160	368.00
Nursing, Associate Degree testing fee	RNSG 1413	302.00
Nursing, Associate Degree testing fee	RNSG 1360	272.00
Nursing, Associate Degree testing fee	RNSG 2260	259.00
Nursing, Associate Degree testing fee	RNSG 2360	334.00
Nursing, Associate Degree testing fee	RNSG 2362	425.00
Nursing, Associate Degree testing fee	RNSG 2363	478.00
Nursing, Vocational testing fee	VNSG 1400	397.00
Nursing, Vocational testing fee	VNSG 1409, VNSG 2410	367.00
Paralegal	LGLA 2331 course fee	84.00
Parking replacement sticker or additional vehicle		1.00
Parking fines		10.00-50.00
Respiratory Care testing fee	RSPT 2130	40.00
Returned check		10.00/25.00
Sign Language	SGNL 1401-SGNL 2301 course fee	4.00
Speech Course Fee	All courses except SPCH 2289 and SPCH 2389	4.00
TSI fee	IRWD 0480, MATH 0480	29.00

\*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

practicum courses; Emergency Medical Services clinical and practicum courses; Fire Science 1401, Health Information Management clinical courses; Kinesiology 2156; 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.

## 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

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 5th class days	100% - 1st 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 - After 20th class day	NONE 25% - 6th and 7th class days NONE - After 7th class day	25% - 4th 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:

1. Federal Direct Loan Program
2. Federal Direct Parent (PLUS) Loans
3. Pell Grant
4. Supplemental Educational Opportunity Grant
5. 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.

## Scholarships & Financial Aid

Federal Aid Payments and Disbursements Policy

Scholarships

Steps for Applying for Financial Aid

Exemptions

Award Procedure

Grants

Loans

Federal College Work Study Program

Satisfactory Academic Progress for Financial Assistance

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

See the Financial Aid website for additional information including scholarship lists and application forms.

In general, students are eligible for federal, state and institutional aid if they:

- Are enrolled for at least six (6) semester credit hours as a regular student in an eligible program. (student who are enrolled for fewer hours may receive a Pell Grant if they are eligible);
- Are 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 from an accredited high school, a General Education Development (GED) Certificate and homeschool transcripts, accompanied by a Verification of Home School Completion form;
- Are not in default on any student loans or do not owe an overpayment to a federal aid program;
- Make Satisfactory Academic Progress (SAP) in a declared course of study;
- Have not been convicted of a felony or crime involving a controlled substance;
- Are registered with Selective Service if male and at least 18 years old; and
- Are 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. Students who have questions concerning the above information or financial aid, should 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 transcripts from all institutions previously attended. If the National Student Loan Data System (NSLDS) shows that a student is still enrolled at another institution, the financial aid office may require a letter from that college verifying that the student has withdrawn. 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. Students should cancel any pending aid disbursements at their previous schools 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.

## **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 will not 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 and state 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. Students will also be placed on automatic financial aid suspension and must go through the appeal process to determine if eligibility for federal aid will be reinstated.

To remain in compliance, Midland College has made adjustments to its disbursement policy for the 2016-2017 award year in the following manner:

- Students are allowed to charge tuition, fees, books, room and board against any grant or scholarship received (as applicable) before any residual is paid.
- The official enrollment date is the census date (12th class day) for each 16 week semester.
- All financial aid awards are determined on the census date, and aid amounts are based on that enrollment status.
- No book vouchers of any kind will be issued after certain dates.
- Residual (remaining) balances from Title IV and state aid (Pell, SEOG, Direct Loans, TPEG) 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.
- A disbursement policy/schedule which states all the book voucher and dates for the academic year will be mailed with the student's 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. Register for an FSA ID (<https://fsaid.gov>)
3. Complete FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))
4. Apply for Midland College Scholarships ([www.midland.edu/scholarships](http://www.midland.edu/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 for the start of the semester.

Federal Aid Preference	Priority Deadline Dates
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 students are required to provide additional documentation that may include, but not be limited to:

- Student and/or parent tax return transcript
- Verification worksheet
- Other verification documents

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 (Subsidized/Unsubsidized) and PLUS (Parent) Loan Programs.

In order to receive a federal loan, students must have a completed file in the Financial Aid Office. In addition:

- Students must apply for a federal loan online.
- 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 of 6 semester hours and have a minimum cumulative GPA of 2.00
- Complete Entrance Counseling and sign a Master Promissory Note online at the [StudentLoans.gov](http://StudentLoans.gov) website

- Students must attend a group or individual session with the Loan Coordinator
- Yearly subsidized loan limits: Freshman \$3,500, Sophomore \$4,500, Junior and Senior \$5,500.

There are several organizations that offer alternative educational loans. These loans are not federally funded and the lending institution determines their criteria and are based on a student's credit score.

## 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:

- Attract and retain students with outstanding intellectual, creative, and leadership abilities;
- Develop a student body with socio-cultural, economic, geographic, and ideological diversity; and
- 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.

Students can apply for Midland College scholarships at [www.midland.edu/scholarships](http://www.midland.edu/scholarships).

## Exemptions

### Hazlewood Act

Veterans who were Texas residents or entered in the state of Texas 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.

In order to receive the Hazlewood Exemption, veterans or eligible dependents must:

- Apply and be accepted to a Texas public college or university of his/her choice. Go to the Apply Texas website to complete profile and application;
- Go to [www.tvc.state.tx.us](http://www.tvc.state.tx.us) or [www.collegeforalltexas.com](http://www.collegeforalltexas.com) to complete the Hazlewood Application (contact the VA Coordinator for assistance at 432-685-4511 or [kschipper@midland.edu](mailto:kschipper@midland.edu))
- Be prepared to provide the following documentation to the VA Coordinator, located in the Veterans Affairs Office:
  - (DD-214) from the Department of Defense regarding military service and the nature of discharge
  - 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
  - Prior Hazlewood hours located in the "Hazlewood Online Database"
- Register for Midland College credit classes to receive Hazlewood benefits;
- Students receive approval from the VA Coordinator either by email or letter.
- Students who have previously used Hazlewood benefits at Midland College should go to the Hazlewood Exemption form located on the Midland College website to complete the Hazlewood Application for Previous Exempt Recipients.

For more information on Hazlewood, please see [www.midland.edu/veterans](http://www.midland.edu/veterans).

### **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 100% disabled for purposes of employability as a result of service-related injury or illness may qualify for the exemption. Please follow the steps above listed under the Hazlewood Exemption.

### **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. Students should provide a copy of their final high school transcript and certification letter from the Texas Education Agency.

### **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) and student must provide a letter of verification from DARS.

### **Foster Care Students Exemption**

Students who have been in foster care or other residential care under the conservatorship of the Texas Department of Protective and Regulatory Services (DPRS) must provide a letter of verification from 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;
- the date the student graduated from high school or received the equivalency degree, or
- the student's 21st birthday.

### **Senior Citizens Exemption**

#### **55 or Older, Tuition Reduction Program**

- Student must meet institutional Satisfactory Academic Progress (2.0 GPA, complete 67% of classes attempted)
- Student must be degree-seeking and have a degree plan on file
- Transcripts must be on file at Midland College from all colleges previously attended

#### **Eligibility Requirements**

- TX Resident, nonresidents or foreign students
- Enrolled in classes that are not already filled with students who are paying full price for the courses (If the class is too small to accommodate both regular students and senior citizens, regular students must be given priority)
- Enrolled in credit classes (not Continuing Education classes)

#### **65 or Older, Free Tuition for Auditing Classes**

- Student must meet institutional Satisfactory Academic Progress (2.0 GPA, complete 67% of classes attempted)
- Student must be degree-seeking and have a degree plan on file
- Transcripts must be on file at Midland College from all colleges previously attended
- Student will only be awarded up to six hours of tuition exemption

#### **Eligibility Requirements**

- TX Resident, nonresidents or foreign students
- Enrolled in classes that are not already filled with students who are paying full price for the courses ( If the class is too small to accommodate both regular students and senior citizens, regular students must be given priority)
- Enrolled in credit classes (not continuing education courses)

## **65 or Older, Tuition Reduction Program for Non-Auditing Courses**

- Student will receive a general usage reduction
- Student can be non-degree seeking

### **Eligibility Requirements**

- TX Resident, nonresidents or foreign students
- Enrolled in classes that are not already filled with students who are paying full price for the courses (If the class is too small to accommodate both regular students and senior citizens, regular students must be given priority)

### **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 a signed form from the Department Chair of the Fire Tech & EMS program to the Midland College Financial Aid Office.

### **Peace Officer Exemption**

Students must provide proof that they are employed as a peace officer, as well as verification of eligibility, from the Law Enforcement Program Coordinator to the Financial Aid Office.

### **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). Applications are available in the Midland College Financial Aid office.

# **Grants**

### **Federal Pell Grant**

Eligibility is determined by completion of the Free Application for Federal Student Aid (FAFSA). The award amount (approximately \$5,815 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.

### **Texas Public Education Grant (TPEG)**

Eligibility is determined by completion of the Free Application for Federal Student Aid (FAFSA) or TAFSA (if applicable) on a first-come, first-serve basis. The award amount is determined by need.

### **TEXAS Educational Opportunity Grant (TEOG)**

In order to be eligible, a student:

- must complete of the Free Application for Federal Student Aid (FAFSA) or TASFA
- must be a Texas resident
- must have financial need
- must be enrolled at least half time (6 hours) in the first 30 hours of an Associate Degree or Certificate Program (excluding credits for dual credit or by examination)
- must 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.
- must be registered with Selective Service or be exempt

### **Competitive Scholarship Waiver**

According to Texas Education Code, Section 54.064, "A non-resident student (including a Citizen, Permanent Resident of the

U.S., a person who is eligible to be a Permanent Resident of the U.S., and an eligible nonimmigrant) who receives a competitive scholarship of at least \$1,000 (or a combination of competitive scholarships totaling at least \$1,000) for the academic year or summer for which the student is enrolled may be allowed to pay resident tuition without regard to the length of time the student has resided in Texas. The student must compete with other students, including Texas residents; for the scholarship and the scholarship must be awarded by a scholarship committee officially recognized by the administration and be approved by The Texas Higher Education Coordinating Board under criteria developed by the board. However, the total number of persons receiving a waiver of nonresident tuition in any given semester under this provision shall not exceed 5 percent of the students enrolled in that same semester in the prior year at that institution." The waiver can be found in the Midland College Financial Aid Office.

## **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 FAFSA. Students employed under this program are paid at least 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.

## **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 Grade Point Average (qualitative) and time frame.

### **Successful completion of courses (quantitative)**

Students must successfully complete at least 67% 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 cumulative 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, course credit from another institution that is accepted and officially transcribed as transfer credit by MC will count toward the 150% maximum calculated hours as well as the completion rate. Grades from other schools are not considered in MC's financial aid SAP policy. 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 67 percent of their total attempted hours at census, or is below the minimum 2.0 GPA for cumulative 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 cumulative GPA or has not passed at least 67 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 Financial Aid 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**

Students placed on financial aid suspension for the pace component only, may be placed on probation if they sign an academic plan and complete the required number of hours while achieving 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:

1. the circumstances which caused the suspension,
2. plans to correct the circumstances,
3. future enrollment plans,
4. a current academic transcript,
5. 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:

- class attendance, completion of assignments, and substantiated academic progress in required courses;
- unusual circumstances, such as extended medical confinement or a death in the family;
- utilization of campus supportive services; or

- response to Financial Aid Office contacts.

Written procedures are available in the Financial Aid Office or on the Financial Aid section of the Midland College website.

## Registration

Students may register:

- In person by appointment at the Scharbauer Student Center, or other Midland College sites such as the Advanced Technology Center, Bill Pace Cogdell Learning Center, and the Williams Regional Technical Training Center
- Online via Campus Connect at [www.midland.edu](http://www.midland.edu)

NOTE: Students are strongly encouraged to consult with their assigned advisor to plan their academic pathway and select their course schedule.

## 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:

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

Please refer to the academic calendar 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. Students may pay tuition using financial aid earned or take advantage of one of several payment methods.

For more information, please refer to the Tuition & Fees section of this catalog and visit [www.midland.edu/pay](http://www.midland.edu/pay)

## 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 0100-0499 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 0181 - Writing Lab for IRWD**

### **1 Hour (0-1)**

This course is designed to support IRWD 0480, IRWD 0381, IRWD 0382. 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 0480, IRWD 0381 and IRWD 0382.

## **IRWD 0381 - Integrated Reading & Writing II**

### **3 Hours (3-0)**

READ TSI 346-350 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. Corequisites: IRWD 0181 and PREP 0370. Course fee.

## **IRWD 0382 - Integrated Reading & Writing III**

### **3 Hours (3-0)**

TSI complete in Reading (351+). Writing TSI 0-350, Essay 1-4 . 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 no TSI hold for reading. Corequisites: IRWD 0181 and PREP 0370. Course fee.

## **IRWD 0480 - Integrated Reading & Writing I**

### **4 Hours (4-0)**

READ ABE 3-TSI 345. 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. Corequisites: IRWD 0181 and PREP 0370. Course fee.

## **NCBM 0101 - Developmental Mathematics**

### **1 Hour (1-0)**

NCBM classes are designed to remediate students in 16 clock-timed hours. Topics include arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. This Intervention is designed specifically for students assessed at BASE levels 1-2. It must be part of a student's co-enrollment enrollment for flex MATH 0480, or as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental math course, or as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course.

## **NCBM 0111 - Non Course-Based Math**

### **1 Hour (1-0)**

This 16 hour math review prepares students to enroll in a flex-entry section of MATH 0481. After the successful completion of this review and the successful completion of flex MATH 0481, students will be deemed TSI complete and may enroll in MATH 1332 or MATH 1342. NCBM 0111 is designed for students who score below the minimum level for the Math Pathways class, MATH 0481.

## **NCBW 0101 - Non course-based writing**

### **1 Hour (1-0)**

The four week classes are designed to remediate students in 16 hours to transition to the next level of developmental English/reading. Classes are offered at all levels of developmental reading/writing placement. The intense, shorter classes remediate developmental reading and writing students so they will move through the sequence faster and with greater success.

## **Air Conditioning, Heating and Refrigeration Technology**

### **HART 1345 - Gas and Electric Heating**

#### **3 Hours (2-4)**

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 1380 - Cooperative Education**

**3 Hours (1-0-20)**

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. 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 2345 - Air Conditioning Systems Design****3 Hours (3-1)**

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 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 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 1291 - Special Topics: Ethics**

#### **2 Hours (2-0)**

Theory and application of ethical decision making for the professional development of the student are addressed, including ethical behaviors and attitudes of the licensed chemical dependency counselor and identify counseling situations where the ethical decision-making models require application. Students will use critical thinking skills.

### **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 2341 - Counseling Alcohol and Other Drug Addictions**

### **3 Hours (3-0)**

Advanced examination of skills, confidentiality and ethical guidelines applied in the counseling, treatment and recovery of substance use disorders. Prerequisites/Corequisites: DAAC 1319.

## **DAAC 2354 - Dynamics of Group Counseling**

**3 Hours (3-0)**

Exploration of group counseling skills, techniques, and stages of group development, and confidentiality and ethics.

Prerequisites/Corequisites: DAAC 2341. 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.

Prerequisites: PSYC 2301

**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 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 archeological 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 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 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 or instructor approval.

## **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 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 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 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 with dissection 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 re 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

**ENVR 1402 - Environmental Science****4 Hours (3-3)**

This is a general interest course requiring a minimum of previous science background and relating scientific knowledge to problems involving energy and the environment. Prerequisites: TSI complete in Reading and Math.

**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)**

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.

## **BMGT 2341 - Strategic Management**

### **3 Hours (3-0)**

Strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. Concepts, terminology, principles, theories, and issues in the field of strategic management.

## **BUSA 1313 - Investments**

### **3 Hours (3-0)**

Theory and mechanics of business investment decisions and management of business financial assets. 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 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)**

Operating 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)**

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. 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/Commerce, General**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization are offered through an individualized agreement among the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. 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 an individualized agreement among the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. 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 (3-1)**

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 - Introduction to Presentation Graphics 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. The student will learn to differentiate among systems, applications, and utility software; format, edit, and enhance a document; and manage files and folders. 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**

#### **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.

## **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 Math Using Technology**

### **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 Keyboarding**

### **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 - Intermediate Keyboarding**

**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 Project Solutions****4 Hours (3-3)**

Advanced concepts of project management and office procedures integrating software applications. Prerequisites: ITSW 1301, ITSW 1404, ITSW 1407, ITSW 1410 and instructor permission

**Chemistry****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

**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 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 are explored to develop awareness and sensitivity to diversity related to individual needs of children. 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: .

## **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, including music, movement, visual arts and dramatic play.

## **CDEC 1394 - Special Topics in Childcare Provider/Assistant**

### **3 Hours (2-2-0)**

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. Permission by Director required to enroll.

## **CDEC 1395 - Special Topics in Childcare Provider/Assistant**

### **3 Hours (2-2-0)**

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. Permission by Director required to enroll.

## **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 through discovery and play.

## **CDEC 2326 - Administration of Programs for Children I**

### **3 Hours (2-2-0)**

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 (2-2-0)**

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 (2-2-0)**

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 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, including development and implementation of curriculum of children with special needs.

## **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. To be taken in the final semester. 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 1309 (Spring semester only) (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: DFTG 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.

## **Computer Science**

## **BCIS 1305 - Business Computer Applications**

### **3 Hours (3-1)**

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

## **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)**

This course introduces the fundamental concepts of structured programming, and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.)

## **COSC 1337 - Programming Fundamentals II**

### **3 Hours (3-1)**

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.) Prerequisites: COSC 1336

## **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.

## **INEW 2330 - Comprehensive Software Project: Planning and Design**

### **3 Hours (3-1)**

A comprehensive application of skills learned in previous courses in a simulated workplace. Covers the development, testing, and documenting of a complete software and/or hardware solution. This course may be used as a capstone course for a certificate or degree. Design a computer solution for a business problem; apply individual programming skills while working as part of a team; and document and present the project. Capstone Course

## **ITNW 2352 - Administering SQL Server**

### **3 Hours (3-1)**

This is a skills development course in the installation, configuration, administration, and troubleshooting of SQL Servers client/server database management system version. Students will describe SQL Server architecture; plan for a SQL Server installation; install SQL Server and configure SQL Server; manage files and databases; choose a login security method; and configure login security. Plan and implement database permissions; back up databases and restore databases; automate administrative tasks using SQL Server Agent; create custom administrative tools; transfer and migrate data into databases; monitor SQL Server performance; and replicate data from one SQL Server to another. Prerequisites: ITSE 2309

## **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 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 2370 - Android Programming**

### **3 Hours (3-1)**

An overview of creating and modifying mobile device applications utilizing current programming methodologies. The course will include projects in mobile device applications applying best practices from industry standards. Design interfaces for android applications. Produce concept documentation. Execute deployment procedures for various android devices. Prerequisites: COSC 1330, ITSE 2313 or instructor permission

## **ITSE 1345 - Introduction to Oracle SQL**

### **3 Hours (3-1)**

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 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. This course may be repeated if topics and learning outcomes vary. Prerequisites: 12 semester credit hours or instructor permission. This course may be repeated if topics and learning outcomes vary.

## **ITSE 2309 - Database Programming**

### **3 Hours (3-1)**

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 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 2354 - Advanced Oracle PL/SQL**

### **3 Hours (3-1)**

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 1345 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. This course may be repeated if topics and learning outcomes vary. Prerequisites: 12 semester credit hours or instructor permission. This course may be repeated if topics and learning outcomes vary.

## **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 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 1266 - Practicum I**

#### **2 Hours (0-0-16)**

This course consists of practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: Admission into the program.

### **DMSO 1267 - Practicum II**

#### **2 Hours (0-0-18)**

This course consists of practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: DMSO 1266

### **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 1342 - Intermediate Ultrasound Physics**

#### **3 Hours (2-4-0)**

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 1441 - Abdominopelvic Sonography**

#### **4 Hours (3-3-0)**

Normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection and scanning protocols.

### **DMSO 2230 - Advanced Ultrasound and Review**

#### **2 Hours (2-0-0)**

This capstone course covers the knowledge, skills, and professional values within a legal and ethical framework addressing emerging technologies and professional development.

### **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 2366 - Practicum III**

#### **3 Hours (0-0-24)**

This course consists of practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: DMSO 1267

### **DMSO 2367 - Practicum IV**

#### **3 Hours (0-0-21)**

This course consists of practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: DMSO 2366

### **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 .

## **Diesel Technology**

### **DEMR 1305 - Basic Electrical Systems**

#### **3 Hours (2-4)**

Basic principles 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.or instructor approval.

### **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 or instructor approval.

### **DEMR 1317 - Basic Brake Systems**

#### **3 Hours (2-4)**

Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs and troubleshooting. Prerequisites: DEMR 1329 or instructor approval.

### **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 or instructor approval.

### **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 or instructor approval.

### **DEMR 1329 - Preventive Maintenance**

**3 Hours (2-4)**

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 or instructor approval.

### **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 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 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. Prerequisites: Admission to the program.

### **EMSP 1160 - EMT Clinical**

#### **1 Hour (0-0-4)**

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 class..

### **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 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 class.

**EMSP 2164 - Paramedic Practicum I**

**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. Prerequisites: Admission to the program.

**EMSP 2165 - Paramedic Practicum II**

**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.

**EMSP 2166 - Paramedic Practicum III**

**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.

**EMSP 2206 - Emergency Pharmacology****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.

**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.

**EMSP 2305 - EMS Operations****3 Hours (3-0-0)**

This course is a detailed study of the knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.

**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.

**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.

# **Energy Technology**

## **CETT 1302 - Electricity Principles**

### **3 Hours (2-2)**

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 2337 - Electronic Troubleshooting, Service and Repair**

### **3 Hours (2-2)**

In-depth coverage of electronic systems, maintenance, troubleshooting and repair. Topics include symptom identification, proper repair procedures, repair checkout and preventative maintenance. Emphasis on safety and use of test equipment.

## **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.

## **INMT 2303 - Pumps, Compressors and Mechanical Drives**

### **3 Hours (2-2)**

A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts and chain drives.

## **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: INMT 1317 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.

## **PTRT 1301 - Introduction to Petroleum Industry**

### **3 Hours (3-0)**

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 (3-0)**

Petroleum recovery and production methods.

## **PTRT 1309 - Corrosion Basics**

### **3 Hours (3-0)**

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. Prerequisites: PHYS 2425 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 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 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 - Oral Communication**

#### **1 Hour (1-1)**

ESL COMPASS Placement 110-209 This course is designed to develop basic English conversational skills in American culture, employment, academic, and day-to-day situations for the ESL student. Pronunciation, vocabulary and simple sentence patterns will be emphasized. Vocabulary development, the basic writing process, and oral presentations will be demonstrated. Emphasis will be placed on oral and nonverbal communication. Lab assignments will be individualized. This course may be taken as a developmental credit class or through continuing education. Students may repeat course as needed.

### **ESL 0171 - 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 - Speaking and Listening**

#### **3 Hours (3-1)**

ESL COMPASS placement 110-209. This course is designed to develop basic English conversational skills in American culture, employment, academic, and day-to-day situations for the ESL student. Pronunciation, vocabulary and simple sentence patterns will be emphasized. Vocabulary development, the basic writing process, and oral presentations will be demonstrated. Emphasis will be placed on oral and nonverbal communication. Lab assignments will be individualized. This course may be taken as a developmental credit class or through continuing education.

### **ESL 0371 - Reading and Vocabulary**

#### **3 Hours (3-1)**

ESL COMPASS Placement 210-259. This course is designed to develop basic reading comprehension, vocabulary, and study skills for non-native speakers of English in order to prepare students to be more effective learners in the English language. The class will be introduced to literature through fiction and non-fiction, drama, and short stories. Lab assignments will be individualized. Pronunciation, vocabulary development, and reading text will be strongly emphasized. Lab assignments will be individualized. At the end of the semester, students may challenge the Midland College developmental reading/writing exam or take the TSI. If the student does not pass, he will be placed in the next higher level of ESL or an introductory IRWD class.

## **ESL 0372 - Grammar and Writing**

### **3 Hours (3-1)**

ESL COMPASS placement 260+. A course designed to offer assistance to second language learners requiring more proficiency in grammar, mechanics, expository writing, vocabulary, and critical reading. ESL 0371 may be taken as a developmental credit class or through continuing education. At the end of the semester, students may challenge the Midland College developmental reading/writing exam or the TSI. If the student does not pass, he will be placed an appropriate IRWD class. This course may be taken as a developmental credit class or through continuing education.

## **ESL 0373 - Composition**

### **3 Hours (3-1)**

ESL COMPASS placement 260+. This course is designed to offer academic writing in multiple modalities for second language learners. Emphasis will be on grammar, syntax, content and organizational style. Students must be proficient in English to read classic essays and literature. At the end of the semester, students may challenge the Midland College developmental reading/writing exam or the TSI. If the student does not pass, he will be placed an appropriate IRWD class. This course may be taken as a developmental credit class or through continuing education.

## **Fire Science Technology**

### **FIRS 1329 - Firefighter Certification VI**

#### **3 Hours (2-2-0)**

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 (1-8-0)**

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 (3-3-0)**

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 (2-4-0)**

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 (2-4-0)**

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 (2-4-0)**

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 (2-4-0)**

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 1433 - Firefighter Certification VII**

### **4 Hours (2-4-0)**

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

## **FIRS 2344 - Driver/Operator - Pumper**

### **3 Hours (2-2-0)**

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; and perform proper pump operations.

## **FIRT 1307 - Fire Prevention Codes and Inspections**

### **3 Hours (3-0-0)**

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 (3-0-0)**

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 (3-0-0)**

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 (3-0-0)**

Topics addressed include 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 (3-0-0)**

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 (1-0-20)**

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. 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 introduces students to the processes that drive Earth's physical systems. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes and landform development, and human interactions with the physical environment.

### **GEOG 1303 - World Regional Geography**

#### **3 Hours (3-0)**

This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the role of regions in the globalization process.

## **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 through the study of rocks and fossils. 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. This course is designed for non-science 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)**

Study of 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)**

Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function. Prerequisites: GOVT 2305 and GOVT 2306

**GOVT 2305 - Federal Government****3 Hours (3-0)**

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative,

executive and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **GOVT 2306 - Texas Government**

### **3 Hours (3-0)**

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **GOVT 2311 - Mexican-American Politics**

### **3 Hours (3-0)**

The study of Mexican-American/Chicano/a politics within the American political experience. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **GOVT 2389 - Academic Cooperative**

### **3 Hours (3-4)**

An instructional program 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 human social behavior and/or social institutions. 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 1391, HITT 1341 and HITT 1342 Corequisites: HITT 2335.

### **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 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. Prerequisites: HITT 1353 and HITT 1301 or HITT 1391. Corequisites: HITT 2335

**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 chair.

**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: BCIS 1305.

**HITT 1341 - Coding and Classification Systems****3 Hours (2-4-0)**

Application of basic coding rules, principles, guidelines and conventions 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: HITT 1205 and 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 2149 - RHIT Competency Review**

### **1 Hour (1-1-0)**

This course is a review of Health Information Technology (HIT) competencies, skills, and knowledge. Prerequisites: Approval of program chair. Corequisites: HITT 2261

## **HITT 2261 - Clinical - Health Information Management**

### **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. Prerequisites: Approval of program chair. Corequisites: HITT 2149

## **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.

Prerequisites: HITT 1311

**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. Introduction to diagnosis codes and procedures 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 Assessment and Performance Improvement****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. Statistical calculations and data reporting are also included. Prerequisites: Approval of program chair.

**MHSM 3302 - U.S. Health Care Delivery****3 Hours (3-0-0)**

This course introduces U.S. health care systems, the business of health care, the history of its development and the roles of various business entities and health care professionals in the delivery of care to the patient. Content will include issues of cost, quality and access.

### **MHSM 3303 - Statistics for Health Care Managers**

#### **3 Hours (3-0-0)**

This course expands on basic statistics knowledge by discussing unique statistics routinely used in healthcare, assessment and utilization of published health care research statistics and application of internal organizational health care statistics in managerial decisions, and the role and functions of an institutional review board. Prerequisites: Math core complete, recommendation of MATH 1332 or MATH 1342.

### **MHSM 3310 - Legal Issues in Health Care**

#### **3 Hours (3-0-0)**

This course examines the various federal, state, and local laws and regulations affecting health care delivery in the United States. It also covers public and private regulatory agencies, issues associated with professional malpractice, and business liability for health care products and services.

### **MHSM 3335 - Financial Management for Health Professionals**

#### **3 Hours (3-0-0)**

This course covers various health care revenue sources, commonly used healthcare accounting software, department budget design, resource allocation, and methods of cost control.

### **MHSM 3358 - Healthcare Revenue Integrity Practices**

#### **3 Hours (3-0-0)**

This course examines the fundamental structure of compliance processes to ensure quality reporting of services for reimbursement. Students will analyze and apply policies and procedures to reimbursement functions, such as chargemaster maintenance, physician billing practices, clinical documentation improvement practices, and auditing measures necessary to validate accurate submission of claims.

### **MHSM 3362 - Current Trends in Healthcare**

#### **3 Hours (3-0-0)**

This course is a seminar course that explores current topics and initiatives. Because the healthcare field is changing rapidly, the

content will vary each semester. Topic examples include funding, reimbursement, quality improvement trends, compliance audits, strategic mergers affecting health delivery and access. The course may also examine current economic and governmental factors that impact healthcare costs, changing business models, and technology trends in healthcare delivery.

## **MHSM 3421 - Health Information Technologies and Standards**

### **4 Hours (3-2-0)**

This course is an overview of current and emerging health information systems and technologies and the related issues for healthcare organizations. The course will examine the need for interoperability among the organization and among external partners to bridge the information gap for quality patient care. The course examines the use of data in these systems, software applications, standard data sets, automation interfaces, security systems standards, privacy laws, and record archival, and public health reporting requirements.

## **MHSM 4304 - Risk Management for Health Professionals**

### **3 Hours (3-0-0)**

This course explores quality assurance measures including Total Quality Management, Continuous Quality Improvement, and Joint Commission standards. Methods and applications for outcomes measures, benchmarking, and utilization management in the health care setting are explored.

## **MHSM 4310 - Human Resources in Health Care Management**

### **3 Hours (3-0-0)**

This course provides an overview of the special considerations of human resources in the health care industry, including job requirements, professional licensure, staffing ratios, job descriptions, traditional and nontraditional labor sources, legal issues and wages, and benefits managements.

## **MHSM 4351 - Public and Community Health Management**

### **3 Hours (3-0-0)**

This course introduces the basic principles of public health, including epidemiology, wellness promotion, vaccination programs, community health education programs, and funding resources.

## **MHSM 4352 - Healthcare Finance**

### **3 Hours (3-0-0)**

This course examines the fundamentals of healthcare financial management and operations, analysis of financial data, reporting of financial data, budgeting, tools for oversight of financial management, and strategic planning regarding finances.

### **MHSM 4353 - Healthcare Operations Management**

**3 Hours (3-0-0)**

This course examines different areas of healthcare operations management, to include specific aspects of operations included in hospitals and other healthcare entities, and how to manage them. Students will also examine different methods of quality management, operational metrics, operational planning, forecasting, and foundations of best practices.

### **MHSM 4354 - Strategic Planning & Leadership in Healthcare**

**3 Hours (3-0-0)**

This course prepares students to assume a leadership role within a healthcare institution. The course includes self-assessments to determine individual management style and provides tools and theories for leadership and strategic planning in healthcare institutions. Prerequisites: Senior standing or by permission of the program chair.

### **MHSM 4355 - Health Information Systems Management**

**3 Hours (3-0-0)**

Analysis of elements of system requirements including technical specifications, patents, copyright, licensing, contracting, confidentiality, user training and support, risk analysis and mitigation, system implementation plans, disaster recovery and downtime, measuring quality outcomes, and plan evaluation. Key concepts of health information systems include elements of administrative, financial, and management information systems, system selection, contract management, architecture, infrastructure, knowledge management, and project management are discussed.

### **MHSM 4356 - Healthcare Analytics and Database Design**

**3 Hours (2-2-0)**

This course examines networks, architectures and database design structure. Topics discussed include human factors related to models, theories, and practices of human-computer interactions, evaluations, usability testing, interface design standards and design principles.

### **MHSM 4357 - Clinical Informatics & Decision Support Systems**

**3 Hours (2-2-0)**

Key informatics concepts, models, and theories are discussed. The nature of clinical decision support including test

characteristics, application and evaluation of clinical support tools, including report generation, and the knowledge gained from the system tools. Implications of quality and safety issues in systems are also reviewed. Review of clinical workflow analysis models and process redesign are used to improve access or reporting of information

### **MHSM 4360 - Data Governance and Information Management in Healthcare**

#### **3 Hours (3-0-0)**

Course examines the management of enterprise level data and information in multi-disciplinary settings with the goal of optimizing patient care and privacy while utilizing metadata to improve outcomes of care in a global marketplace.

### **MHSM 4551 - Health Care Management Residency**

#### **5 hOURS (3-4-0)**

This course is a capstone learning experience that will provide onsite exposure to health care administration. Students will discuss experiences with course members and complete a project. Prerequisites: Senior standing or by permission of the Program Chair.

### **MHSM 4561 - Health Information Management Capstone and Clinical**

#### **5 Hours (3-4-0)**

This course is a capstone learning experience that will provide both projects and onsite clinical exposure for health information management practices. Students will discuss experiences with course members and complete projects. Students will also prepare for the RHIA examination. Prerequisites: Senior standing or by permission of the program chair.

## **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 2300 - Pharmacology for Health Professions**

**3 Hours (2-2-0)**

This course is a study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

**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 include etiology, symptoms, pharmacology and the physical and psychological reactions to diseases and injuries. Prerequisites: BIOL 2401 or BIOL 2404

**History**

Students may receive credit for only two of HIST 2321 , HIST 2322 , HIST 2323

**HIST 1301 - United States History I****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 II****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 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 2327 - Mexican- American History****3 Hours (3-0)**

This course will assess the political, economic, cultural, and social history of the Mexican and Mexican American people in the United States. The coverage of the course will date back to the 15th century and extend up until 1876. It will encourage 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. will also be studied. History 2327 may be substituted for one semester of U.S. History. Prerequisites: Students must have satisfied the TSI readiness requirement in Reading.

**HIST 2328 - Mexican American History II****3 Hours (3-0)**

This course will assess the political, economic, cultural, and social history of the Mexican and Mexican American people in the United States. Although there will be coverage on the background that predates this period, the focus of the course will be placed on people and events since the latter quarter of the 19th century. The influence of multiculturalism on the U.S. will also be

studied. History 2328 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**

### **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.

**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.

**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 1325 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 1325 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 implement 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 1308 - Implementing and Supporting Client Operating Systems**

### **3 Hours (3-1)**

The fundamentals of managing and configuring network clients. The student will install and configure network clients; setup users, groups, policies, and profiles; configure hardware components and applications; setup and maintain logon security and security for files and printers; configure and optimize clients in multiple environments.

## **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 1325, ITCC 1401 or instructor permission

## **ITNW 1325 - Fundamentals of Networking Technologies**

### **3 Hours (3-1)**

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 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 1325.

## **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 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 1325 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 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 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 1303 - Introduction to MySQL****3 Hours (3-1)**

Introduction to fundamentals of SQL and relational databases. Identify database terminology and concepts; plan, define and design a database; design and generate tables; devise and process queries; install and start the MySQL server; and troubleshoot syntax.

**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 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 2309 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 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 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 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)**

This course is designed to teach the fundamental skills for basketball.

### **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)**

This course is designed to teach the basic tennis strokes and skills to play tennis and keep score.

### **KINE 1131 - Volleyball**

#### **1 Hour (0-3)**

This course is designed to teach the fundamental skills for volleyball.

### **KINE 1164 - Introduction to Physical Fitness and Wellness**

#### **1 Hour (0-3)**

This course will provide an overview of the lifestyle necessary for fitness and health. Students will participate in physical

activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility and strength training.

### **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 - Foundations of Kinesiology**

### **3 Hours (3-0)**

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities. Prerequisites: TSI complete in Reading

## **KINE 1306 - First Aid**

### **3 Hours (3-0)**

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency. Prerequisites: TSI complete in Reading.

## **KINE 1331 - Physical Education for Elementary Education Majors**

### **3 Hours (3-0)**

An overview of the program of activities in elementary school physical education. This course includes the study and practice of activities and principles that promote physical fitness with an emphasis on historical development, philosophical implications, physical fitness, and kinesiology. 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 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 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 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 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: TSI complete in Reading

## **Mathematics**

### **MATH 0180 - Mathematical Calculations**

#### **1 Hour (0-1)**

This course is designed to support MATH 0481 and MATH 0482. Tutorial help, computer-assisted Instruction and video tapes/DVDs are available to support this class. This course is repeatable as required and must be passed with its co-requisite to progress to an entry level math course. Corequisites: MATH 0481 and MATH 0482. This course is repeatable as required.

### **MATH 0480 - Basic Mathematics**

#### **4 Hours (4-0)**

TSI Math placement 0-336.

This course is designed to develop and review the arithmetic skills of students. It may be taken as a preparatory course for MATH 0481. The topics to be covered include: properties of numbers, including addition, subtraction, multiplication and division of whole, signed and fractional numbers; decimals, ratios and proportions, percent, exponents and square roots; basic geometry, formulas, and measurement; and solving and graphing equations. Corequisites: PREP 0370. Course fee.

### **MATH 0481 - Math for Statistics and Contemporary Math/Quantitative Reasoning**

#### **4 Hours (4-0)**

**MATH 0481:** TSI Placement 337-349. This course will provide an alternative pathway for non-STEM, Non-Business and non-K-8 Education majors. All students who place above 337 on the TSI or earn a grade of "B" or better in MATH 0480 and who are planning on a non-STEM, non-K-8 Education or non-Business degree are encouraged to choose this option. After completing this course with a grade of "C" or greater, the student will be TSI complete for Statistics (MATH 1342 or MATH 1442) and Contemporary Mathematics/Quantitative Reasoning (MATH 1332).

**MATH 0481 FLEX:** TSI Placement 310 - 336. This course coupled with NCBM 0111, will provide an alternative pathway for non-STEM, Non-Business and non-K-8 Education majors. All students who place between 310 and 336 on TSI are encouraged to choose this option. After completing this course with a grade of "C" or greater, the student will be TSI complete for Statistics (MATH 1342 or MATH 1442) and Contemporary Mathematics/Quantitative Reasoning (MATH 1332). Corequisites: MATH 0481; MATH 0180.

MATH 0481 FLEX: MATH 0180 and NCBM 0111. Course fee.

## **MATH 0482 - Math for Science, Business and Education (K-8) Majors**

### **4 Hours (4-0)**

TSI Placement 337-349. This course will provide an accelerated pathway for Business and STEM majors. All students who place above 337 on the TSI or earn a grade of "B" or better in MATH 0480 and who are planning on a STEM, Education (K-8) major or Business degree are encouraged to choose this option. After completing this course with a grade of "C" or greater, the student will be TSI complete for all entry level math pathways. Corequisites: MATH 0180. Course fee.

## **MATH 1314 - College Algebra**

### **3 Hours (3-0)**

An in-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability and conics may be included. Prerequisites: TSI complete in STEM Mathematics. Course fee.

## **MATH 1316 - Trigonometry**

### **3 Hours (3-0)**

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. 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)**

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisites: TSI complete in STEM Mathematics. Course fee.

## **MATH 1325 - Calculus for Business & Social Sciences**

### **3 Hours (3-0)**

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413. Prerequisites: MATH 1324 or MATH 1314 Course fee.

## **MATH 1332 - Quantitative Reasoning**

### **3 Hours (3-0)**

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. Course fee. Prerequisites: TSI complete in STEM or non-STEM Mathematics or a satisfactory score on an Algebra placement test. 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: TSI complete in STEM or non-STEM Mathematics or a satisfactory score on an Algebra placement test Course fee.

## **MATH 1350 - Mathematics for Teachers 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 - Mathematics for Teachers 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 STEM 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. Course fee. Prerequisites: TSI complete in STEM or non-STEM Mathematics or a satisfactory score on an Algebra placement test.

## **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 2414 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 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 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 1164 - Guitar Instruction I****1 Hour (0-2)**

This course offers students individual guitar instruction at the beginning or intermediate level, and is available to all college students regardless of academic major. Students receive one 30-minute private music lesson per week. Daily practice is required.

**MUAP 1165 - Guitar Instruction II****1 Hour (0-2)**

This course is a continuation of Guitar Instruction I. This course offers students individual guitar instruction at the beginning or intermediate level, and is available to all college students regardless of academic major. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 1164 or instructor approval.

**MUAP 1169 - Brass Instruction I****1 Hour (0-2)**

This course offers students individual instruction on a brass instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: trumpet, French horn,

trombone, baritone, euphonium or tuba. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: None

## **MUAP 1170 - Brass Instruction II**

### **1 Hour (0-2)**

This course is a continuation of Brass Instruction I. This course offers students individual instruction on a brass instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: trumpet, French horn, trombone, baritone, euphonium or tuba. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 1169

## **MUAP 1171 - String Instruction I**

### **1 Hour (0-2)**

This course offers students individual instruction on a string instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: violin, viola, cello, or bass. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: None

## **MUAP 1172 - String Instruction II**

### **1 Hour (0-2)**

This course is a continuation of String Instruction I. This course offers students individual instruction on a string instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: violin, viola, cello, or bass. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 1171

## **MUAP 1173 - Percussion Instruction I**

### **1 Hour (0-2)**

This course offers students individual instruction on a percussion instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: drum kit, marimba, snare drum, timpani, vibraphone, or xylophone. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: None

## **MUAP 1174 - Percussion Instruction II**

### **1 Hour (0-2)**

This course is a continuation of Percussion Instruction I. This course offers students individual instruction on a percussion instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: drum kit, marimba, snare drum, timpani, vibraphone, or xylophone. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 1173

## **MUAP 1175 - Woodwind Instruction I**

### **1 Hour (0-2)**

This course offers students individual instruction on a woodwind instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: bassoon, clarinet, flute, oboe, or saxophone. Students receive one 30-minute private music lesson per week. Daily practice is required.

## **MUAP 1176 - Woodwind Instruction II**

### **1 Hour (0-2)**

The course is a continuation of Woodwind Instruction I. This course offers students individual instruction on a woodwind instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: bassoon, clarinet, flute, oboe, or saxophone. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 1175

## **MUAP 1177 - Keyboard Instruction I**

### **1 Hour (0-2)**

This course offers students individual piano instruction at the intermediate level, and is available to all college students regardless of academic major. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: Instructor's permission Prerequisites: Instructor's permission.

## **MUAP 1178 - Keyboard Instruction II**

### **1 Hour (0-2)**

This course is a continuation of Keyboard Instruction I. This course offers students individual piano instruction at the intermediate level, and is available to all college students regardless of academic major. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 1177

## **MUAP 1179 - Voice Instruction I**

### **1 Hour (0-2)**

This course offers students individual voice instruction at the beginning or intermediate level, and is available to all college students regardless of academic major. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: None

## **MUAP 1180 - Voice Instruction II**

### **1 Hour (0-2)**

This course is a continuation of Voice Instruction I. This course offers students individual voice instruction at the beginning or intermediate level, and is available to all college students regardless of academic major. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 1179

## **MUAP 2164 - Guitar Instruction III**

### **1 Hour (0-2)**

This course is a continuation of Guitar Instruction II. This course offers students individual guitar instruction at the beginning or intermediate level, and is available to all college students regardless of academic major. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 1165 or instructor approval.

## **MUAP 2165 - Guitar Instruction IV**

### **1 Hour (0-2)**

This course is a continuation of Guitar Instruction III. This course offers students individual guitar instruction at the beginning or intermediate level, and is available to all college students regardless of academic major. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 2164 or instructor approval.

## **MUAP 2169 - Brass Instruction III**

### **1 Hour (0-2)**

This course is a continuation of Brass Instruction II. This course offers students individual instruction on a brass instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: trumpet, French horn, trombone, baritone, euphonium or tuba. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 1170

## **MUAP 2170 - Brass Instruction IV**

### **1 Hour (0-2)**

This course is a continuation of Brass Instruction III. This course offers students individual instruction on a brass instrument at

the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: trumpet, French horn, trombone, baritone, euphonium or tuba. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 2169

### **MUAP 2171 - String Instruction III**

#### **1 Hour (0-2)**

This course is a continuation of String Instruction II. This course offers students individual instruction on a string instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: violin, viola, cello, or bass. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 1172

### **MUAP 2172 - String Instruction IV**

#### **1 Hour (0-2)**

This course is a continuation of String Instruction III. This course offers students individual instruction on a string instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: violin, viola, cello, or bass. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 2171

### **MUAP 2173 - Percussion Instruction III**

#### **1 Hour (0-2)**

This course is a continuation of Percussion Instruction II. This course offers students individual instruction on a percussion instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: drum kit, marimba, snare drum, timpani, vibraphone, or xylophone. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 1174

### **MUAP 2174 - Percussion Instruction IV**

#### **1 Hour (0-2)**

This course is a continuation of Percussion Instruction III. This course offers students individual instruction on a percussion instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: drum kit, marimba, snare drum, timpani, vibraphone, or xylophone. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 2173

### **MUAP 2175 - Woodwind Instruction III**

**1 Hour (0-2)**

The course is a continuation of Woodwind Instruction II. This course offers students individual instruction on a woodwind instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: bassoon, clarinet, flute, oboe, or saxophone. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 1176

**MUAP 2176 - Woodwind Instruction IV****1 Hour (0-2)**

The course is a continuation of Woodwind Instruction III. This course offers students individual instruction on a woodwind instrument at the beginning or intermediate level, and is available to all college students regardless of academic major. Instruction is offered on the following instruments: bassoon, clarinet, flute, oboe, or saxophone. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 2175

**MUAP 2177 - Keyboard Instruction III****1 Hour (0-2)**

This course is a continuation of Keyboard Instruction II. This course offers students individual piano instruction at the intermediate level, and is available to all college students regardless of academic major. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 1178

**MUAP 2178 - Keyboard Instruction IV****1 Hour (0-2)**

This course is a continuation of Keyboard Instruction III. This course offers students individual piano instruction at the intermediate level, and is available to all college students regardless of academic major. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 2177

**MUAP 2179 - Voice Instruction III****1 Hour (0-2)**

This course is a continuation of Voice Instruction II. This course offers students individual voice instruction at the beginning or intermediate level, and is available to all college students regardless of academic major. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 1180

**MUAP 2180 - Voice Instruction IV**

**1 Hour (0-2)**

This course is a continuation of Voice Instruction III. This course offers students individual voice instruction at the beginning or intermediate level, and is available to all college students regardless of academic major. Students receive one 30-minute private music lesson per week. Daily practice is required. Prerequisites: MUAP 2179

**MUAP 2240 - Instrumental Techniques****2 Hours (2-2)**

This course is designed to provide music majors with an overview of the basic skills necessary to teach the four families of musical instruments-brass, percussion, strings, and woodwind.

**MUEN 1121 - Jazz Band I****1 Hour (0-4)**

This course is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. Loaner instruments are available for student use. For audition information, contact the Music Department. Prerequisites: Previous playing experience in a high school music program.

**MUEN 1122 - Jazz Band II****1 Hour (0-4)**

This course is a continuation of Jazz Band I. It is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. Loaner instruments are available for student use. For audition information, contact the Music Department. Prerequisites: MUEN 1121

**MUEN 1123 - Concert Band I****1 Hour (0-4)**

This course is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. Loaner instruments are available for student use. For audition information, contact the Music Department. Prerequisites: Previous playing experience in a high school music program.

**MUEN 1124 - Concert Band II****1 Hour (0-4)**

This course is a continuation of Concert Band I. It is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. Loaner instruments are available for student use. For audition information, contact the Music Department. Prerequisites: MUEN 1123

## **MUEN 1125 - Orchestra I**

### **1 Hour (0-4)**

This course is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. Loaner instruments are available for student use. For audition information, contact the Music Department. Prerequisites: Previous playing experience in a high school music program.

## **MUEN 1126 - Orchestra II**

### **1 Hour (0-4)**

This course is a continuation of Orchestra I. It is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. Loaner instruments are available for student use. For audition information, contact the Music Department. Prerequisites: MUEN 1125

## **MUEN 1131 - Wind Ensemble I**

### **1 Hour (0-3)**

This course is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

## **MUEN 1132 - Wind Ensemble II**

### **1 Hour (0-3)**

This course is a continuation of Wind Ensemble I. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

## **MUEN 1133 - Brass Ensemble I**

### **1 Hour (0-3)**

This course is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

## **MUEN 1134 - Brass Ensemble II**

### **1 Hour (0-3)**

This course is a continuation of Brass Ensemble I. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

## **MUEN 1135 - String Ensemble I**

### **1 Hour (0-3)**

This course is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

## **MUEN 1136 - String Ensemble II**

### **1 Hour (0-3)**

This course is a continuation of String Ensemble I. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

## **MUEN 1137 - Woodwind Ensemble I**

### **1 Hour (0-3)**

This course is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

## **MUEN 1138 - Woodwind Ensemble II**

### **1 Hour (0-3)**

This course is a continuation of Woodwind Ensemble I. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission

## **MUEN 1139 - Percussion Ensemble I**

### **1 Hour (0-3)**

This course is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

## **MUEN 1140 - Percussion Ensemble II**

### **1 Hour (0-3)**

This course is a continuation of Percussion Ensemble I. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

## **MUEN 1141 - Jazz Singers I**

### **1 Hour (0-4)**

This course is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: Previous singing experience in a high school or church choir is desired.

## **MUEN 1142 - Jazz Singers II**

### **1 Hour (0-4)**

This course is a continuation of Jazz Singers I. This course is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 1141

## **MUEN 1143 - Choir I**

### **1 Hour (0-4)**

This course is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: Previous singing experience in a high school or church choir is desired.

## **MUEN 1144 - Choir II**

### **1 Hour (0-4)**

This course is a continuation of Choir I. This course open to all students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 1143

## **MUEN 1145 - Women's Choir I**

**1 Hour (0-4)**

This course is open to all female students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: Previous singing experience in a high school or church choir is desired.

**MUEN 1146 - Women's Choir II****1 Hour (0-4)**

This course is a continuation of Women's Choir I. This course is open to all female students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 1145

**MUEN 1147 - Men's Choir I****1 Hour (0-4)**

This course is open to all male students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: Previous singing experience in a high school or church choir is desired.

**MUEN 1148 - Men's Choir II****1 Hour (0-4)**

This course is a continuation of Men's Choir I. This course is open to all male students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 1147

**MUEN 1151 - Chamber Singers I****1 Hour (0-3)**

This course is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: Previous singing experience in a high school or church choir is desired.

**MUEN 1152 - Chamber Singers II****1 Hour (0-3)**

This course is a continuation of Chamber Singers I. This course is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 1151

### **MUEN 2121 - Jazz Band III**

**1 Hour (0-4)**

This course is a continuation of Jazz Band II. It is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. Loaner instruments are available for student use. For audition information, contact the Music Department. Prerequisites: MUEN 1122

### **MUEN 2122 - Jazz Band IV**

**1 Hour (0-4)**

This course is a continuation of Jazz Band III. It is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. Loaner instruments are available for student use. For audition information, contact the Music Department. Prerequisites: MUEN 2121

### **MUEN 2123 - Concert Band III**

**1 Hour (0-4)**

This course is a continuation of Concert Band II. It is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. Loaner instruments are available for student use. For audition information, contact the Music Department. Prerequisites: MUEN 1124

### **MUEN 2124 - Concert Band IV**

**1 Hour (0-4)**

This course is a continuation of Concert Band III. It is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. Loaner instruments are available for student use. For audition information, contact the Music Department. Prerequisites: MUEN 2123

### **MUEN 2125 - Orchestra III**

**1 Hour (0-4)**

This course is a continuation of Orchestra II. It is open to all students by audition, regardless of academic major, and presents

concerts both on and off campus. Loaner instruments are available for student use. For audition information, contact the Music Department. Prerequisites: MUEN 1126

### **MUEN 2126 - Orchestra IV**

#### **1 Hour (0-4)**

This course is a continuation of Orchestra III. It is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. Loaner instruments are available for student use. For audition information, contact the Music Department. Prerequisites: MUEN 2125

### **MUEN 2131 - Wind Ensemble III**

#### **1 Hour (0-3)**

This course is a continuation of Wind Ensemble II. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

### **MUEN 2132 - Wind Ensemble IV**

#### **1 Hour (0-4)**

This course is a continuation of Wind Ensemble III. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

### **MUEN 2133 - Brass Ensemble III**

#### **1 Hour (0-3)**

This course is a continuation of Brass Ensemble II. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

### **MUEN 2134 - Brass Ensemble IV**

#### **1 Hour (0-3)**

This course is a continuation of Brass Ensemble III. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

### **MUEN 2135 - String Ensemble III**

**1 Hour (0-3)**

This course is a continuation of String Ensemble II. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

**MUEN 2136 - String Ensemble IV**

**1 Hour (0-3)**

This course is a continuation of String Ensemble III. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

**MUEN 2137 - Woodwind Ensemble III**

**1 Hour (0-3)**

This course is a continuation of Woodwind Ensemble II. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

**MUEN 2138 - Woodwind Ensemble IV**

**1 Hour (0-3)**

This course is a continuation of Woodwind Ensemble III. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

**MUEN 2139 - Percussion Ensemble III**

**1 Hour (0-3)**

This course is a continuation of Percussion Ensemble II. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

**MUEN 2140 - Percussion Ensemble IV**

**1 Hour (0-3)**

This course is a continuation of Percussion Ensemble III. It is designed to provide music majors and other qualified students the opportunity to read and perform music literature for small ensembles. Prerequisites: Instructor's permission.

## **MUEN 2141 - Jazz Singers III**

### **1 Hour (0-4)**

This course is a continuation of Jazz Singers II. This course is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 1142 .

## **MUEN 2142 - Jazz Singers IV**

### **1 Hour (0-4)**

This course is a continuation of Jazz Singers III. This course is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 2141

## **MUEN 2143 - Choir III**

### **1 Hour (0-4)**

This course is a continuation of Choir II. This course is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 1144 .

## **MUEN 2144 - Choir IV**

### **1 Hour (0-4)**

This course is a continuation of Choir III. This course is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 2143

## **MUEN 2145 - Women's Choir III**

### **1 Hour (0-4)**

This course is a continuation of Women's Choir II. This course is open to all female students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 1146

## **MUEN 2146 - Women's Choir IV**

### **1 Hour (0-4)**

This course is a continuation of Women's Choir III. This course is open to all female students by audition, regardless of academic

major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 2145

### **MUEN 2147 - Men's Choir III**

**1 Hour (0-4)**

This course is a continuation of Men's Choir II. This course is open to all male students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 1148 .

### **MUEN 2148 - Men's Choir IV**

**1 Hour (0-4)**

This course is a continuation of Men's Choir III. This course is open to all male students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 2147

### **MUEN 2151 - Chamber Singers III**

**1 Hour (0-3)**

This course is a continuation of Chamber Singers II. This course is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 1152

### **MUEN 2152 - Chamber Singers IV**

**1 Hour (0-3)**

This course is a continuation of Chamber Singers ii. This course is open to all students by audition, regardless of academic major, and presents concerts both on and off campus. For audition information, contact the Music Department. Prerequisites: MUEN 2151

### **MUSI 1162 - Diction I**

**1 Hour (1-1)**

## **MUSI 1165 - Diction II**

**1 Hour (1-1)**

## **MUSI 1181 - Piano Class I**

**1 Hour (0-3)**

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 (0-3)**

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 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**

### **3 Hours (3-0)**

This course is designed to provide students with an overview of various popular styles of American music. Topics will include jazz, ragtime, folk, rock and contemporary art music.

## **MUSI 1311 - Music Theory I**

### **3 Hours (3-1)**

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 (3-1)**

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 2181 - Piano Class III****1 Hour (0-3)**

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 (0-3)**

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 2311 - Music Theory III****3 Hours (3-1)**

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 (3-1)**

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 2311

**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 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 nursing health assessment within a legal/ethical framework. This course lends itself to a blocked approach. 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 the perinatal 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 a blocked 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 selected 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 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 (0-0-15)**

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. 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 (0-0-15)**

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. Prerequisites: Completion of second 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 (3-0-0)**

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 2410 - 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 (0-0-15)**

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.

**VNSG 2562 - Clinical III****5 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.

**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 of 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 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.

## **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 (0-0-12)**

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. 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 1325 - Respiratory Care Sciences**

### **3 Hours (3-1-0)**

This course will provide a study of physics, math, chemistry, microbiology and statistics as related to Respiratory Care.

## **RSPT 1360 - Clinical II**

### **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: RSPT 1260.

## **RSPT 1410 - Respiratory Care Procedures I**

### **4 Hours (4-1-0)**

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, interpretation, patient assessment skills and medical terminology.

## **RSPT 1411 - Respiratory Care Procedures II**

### **4 Hours (4-1-0)**

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 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 skills for resuscitation of the infant and child. It includes strategies for preventing cardiopulmonary arrest and identification of high risk infants and children. The course may include certification based on American Heart Association standards.

## **RSPT 2139 - Advanced Cardiac Life Support**

### **1 Hour (1-0-0)**

This is a comprehensive Advanced Cardiac Life Support (ACLS) course with an emphasis on airway management. The course is designed to develop skills for resuscitation of the adult. It will include strategies for managing and stabilizing the cardiopulmonary arrested patient. The course may include certification based on American Heart Association standards.

## **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 (2-2-0)**

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 (0-0-15)**

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: RSPT 1161.

## **RSPT 2361 - Clinical VI**

### **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: 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 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.

### **EDUC 1300 - Effective Learning for High School**

#### **3 Hours (3-0)**

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, including TSI reading and writing preparation. 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. The 3-hour format is for students enrolled in high school.

### **PREP 0370 - Basic College Study Skills**

#### **3 Hours (3-0)**

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, or who place into MATH 0480 or into any IRWD class are required to take this course. (IRWD has two TSI holds)

## **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 1417 - Introduction to Layout and Fabrication**

### **4 Hours (2-5)**

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Identify welding symbols; identify and select measuring instruments and tools for fabricating projects; recognize correct layout and fabrication terminology; and identify structural shapes and materials.

## **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. 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 1435 - Introduction to Pipe Welding**

### **4 Hours (2-5)**

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Prerequisites: WLDG 1457

## **WLDG 1435 - Introduction to Pipe Welding**

### **4 Hours (2-5)**

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Prerequisites: WLDG 1457

## **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

# **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**
- MUSI 1310 - American Music **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 - Federal Government **3 Hours**
- GOVT 2306 - Texas Government **3 Hours**
- HIST 1301 - United States History I **3 Hours**
- HIST 1302 - United States History II **3 Hours**
- HIST 2301 - Texas History **3 Hours**
- HIST 2327 - Mexican- American History **3 Hours**
- HIST 2328 - Mexican American History II **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**
- ENVR 1402 - Environmental Science **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**
- GEOL 1447 - Meteorology **4 Hours**
- MATH 1314 - College Algebra **3 Hours**
- MATH 1316 - Trigonometry **3 Hours**
- MATH 1324 - Mathematics for Business & Social Sciences I **3 Hours**
- MATH 1332 - Quantitative Reasoning **3 Hours**
- MATH 1342 - Statistics **3 Hours**
- MATH 1414 - College Algebra **4 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

## 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. In order to complete the Core Curriculum, students must meet the requirements shown for each area.

### Communications: 9 Semester Credit Hours Required

#### English (010): 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 (090): 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 (020): 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 1332 - Quantitative Reasoning **3 Hours**
- MATH 1342 - Statistics **3 Hours**
- MATH 1414 - College Algebra **4 Hours**
- MATH 1442 - Statistics **4 Hours**
- MATH 2412 - Pre-Calculus **4 Hours**
- MATH 2413 - Calculus I **4 Hours**

## Life and Physical Sciences (030): 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**
- ENVR 1402 - Environmental Science **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**
- GEOL 1447 - Meteorology **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 (040): 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 (050): 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**
- MUSI 1310 - American Music **3 Hours**

## Social and Behavioral Sciences: 15 Semester Credit Hours Required

## U.S. History (060): 6 Semester Credit Hours

**Select two of the following:**

- HIST 1301 - United States History I **3 Hours**
- HIST 1302 - United States History II **3 Hours**
- HIST 2301 - Texas History **3 Hours**
- HIST 2327 - Mexican- American History **3 Hours**
- HIST 2328 - Mexican American History II **3 Hours**

## Government/Political Science (070): 6 Semester Credit Hours

**Complete the following:**

- GOVT 2305 - Federal Government **3 Hours**
- GOVT 2306 - Texas Government **3 Hours**

## Other Social/Behavioral Sciences (080): 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**

## Additional Requirements (090): 1 Semester Credit Hour Required

**Complete the following:**

- KINE 1164 - Introduction to Physical Fitness and Wellness **1 Hour**

**Total : 42 Semester Credit Hours**

# General Requirements for Degrees

Bachelor of Applied Science Degree

Associate of Applied Science Degree

Bachelor of Applied Technology Degree

Associate of Science in Criminal Justice Degree

Associate of Arts in General Studies Degree

Obtaining an Additional Degree

Associate of Science in General Studies Degree

Certificates

Associate of Arts in Teaching Degree

## General Requirement for All Degrees

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.

Note: The requirements listed below are minimal expectations. Some programs have additional requirements.

## Bachelor of Applied Science Degree

To receive a Bachelor of Applied Science (BAS) degree, a student must complete a minimum of 120 semester credit hours and:

1. Satisfy the requirements of the Texas Success Initiative.
2. Complete all course requirements in the degree program including the Core Curriculum.
3. Complete an approved Associate of Applied Science degree or equivalent.
4. Have an overall GPA of at least 2.0 for college-level coursework that applies to the degree and have a grade of "C" or better in each junior and senior level course.
5. Complete at least 25 percent of the credit hours required for the degree through instruction at Midland College.

NOTE: This degree is pending approval by the Southern Association of Colleges and Schools Commission on Colleges.

## Bachelor of Applied Technology Degree

To receive a Bachelor of Applied Technology (BAT) degree, a student must complete a minimum of 120 semester credit hours and:

1. Satisfy the requirements of the Texas Success Initiative.
2. Complete all course requirements in the degree program including the Core Curriculum.
3. Complete an approved Associate of Applied Science degree or equivalent.
4. Have an overall GPA of at least 2.00 for college-level coursework that applies to the degree and have a grade of "C" or better in each junior and senior level course.
5. Complete at least 25 percent of the credit hours required for the degree through instruction at Midland College.

## Associate of Arts in General Studies Degree

To receive the Associate of Arts in General Studies (AA) degree, a student must complete a minimum of 60 semester credit hours and:

1. Complete the Core Curriculum.
2. Complete an additional 9 semester credit hours to consist of at least one course in Social and Behavioral Sciences and at least two courses 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 Associate of Science in General Studies (AS) degree, a student must complete a minimum of 60 semester credit hours and:

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 Degree**

To receive an Associate of Arts in Teaching (AAT) degree, a student must complete a minimum of 60 semester credit hours and:

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.

# Associate of Applied Science Degree

To receive an Associate of Applied Science (AAS) degree, a student must complete a minimum of 60 semester credit hours and:

1. Complete all course requirements in one of the degree programs 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.

Associate of Science in Criminal Justice Degree

To receive an Associate of Science (AS) degree in Criminal Justice, a student must complete a minimum of 60 semester credit hours and:

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.

# Obtaining an Additional Degree

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.

# Adult Education and Literacy

Adult Education

English as a Second Language (ESL)

GED®

ESL History & Government

GED® (High School Equivalency) Testing

Transitions Class

Test Prep Classes

**Lynda Webb** 206A HLGC Annex 685-6884

*Dean*

**Karen Harris** 206 HLGC Annex 685-4799

*Division Secretary*

**Yafei Blevins** MHAB 161 685-6817

*Adult Education and Literacy Secretary*

**Blanca Licon** MHAB 163 685-6818

*Adult Education and Literacy Director*

**Luisa Nail** Cogdell Learning Center 684-4100

*ESL Coordinator*

## Adult Education

Adult Education and Literacy (AEL) 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. AEL classes are held at various locations including the main campus, Cogdell Learning Center and at the WRTTC in Fort Stockton. Midland College AEL 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 AEL 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 AEL Department at (432) 685-6819 for procedures and documentation requirements.

For more information, please visit the Midland College Adult Education website.

## 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 145. 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.

## GED® (High School Equivalency) Testing

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.

## **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 AEL 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.

For more information, please visit the Midland College TSI website at [www.midland.edu/TSI](http://www.midland.edu/TSI)

## **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, 685-6819 or visit the Test Prep Classes website for more information.

## **Developmental Education**

Integrated Reading and Writing

Mathematics Placement

English as a Second Language (ESL)

**Lynda Webb** 206A HLGC Annex 685-6884

*Dean*

**Karen Harris** 206 HLGC Annex 685-4799

*Division Secretary*

**Yafei Blevins** MHAB 161 685-6817

*Adult Education and Literacy Secretary*

**Blanca Licon** MHAB 163 685-6818

*Adult Education and Literacy Director*

**Luisa Nail** Cogdell Learning Center 684-4100

*ESL Coordinator*

**Sara Peterson** TC Annex 182 685-4718

*Language Hub Coordinator/GED Chief Examiner*

### **Faculty**

Darla Coffman 183 TC Annex 685-4667

Dianne Chambers 160 TC 685-4660

Shauna Cobb 181 TC Annex 685-6851

Sonya Laster, Student Success Chair 205 HLGC 685-6869

Veronica Hilliard, Student Success Instructor 117 MHAB 685-6801

Heather Sanders, Basic Math Instructor 109 TC 686-4821

**Andrea Montes** 205 HLGC Annex 685-6682

*Division Clerk*

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. To ensure the success of developmental students, PREP, a student success class is required for students who fail two or more sections of the Texas Success Initiative (TSI) placement. The division offers classes for students to prepare for the GED® exam and the Texas Success Initiative Assessment (TSI).

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. For information on Developmental Math, please call Gena Nicholson at 685-6803.

PREP 0370 --Midland College requires that students who fail two more TSI requirements will be enrolled into PREP 0370 during their first semester. PREP 0370 is designed to assist college students with the necessary skills needed for academic success and

for success in life. PREP 0370 will allow students to explore who they are, where they come from and present options for where they are headed. PREP 0370 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.

## Integrated Reading and Writing

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.

### Midland College Placement by Test Score or Course Progression Standard

- Language Hub Coordinator-Sara Peterson, TC Annex 182, 685-4718
- IRWD Chair--Darla Coffman, 685-4667
- Dean--Lynda Webb, 685-6884

COURSE	TSIA	
IRWD 0480	ABE 3- TSI 345	Students exit with a passing score on the Midland College Reading and Writing Assessment Exam (MCRWAE) plus a "C" or better in the course, or by successful score on TSI. <b>Students must enroll into PREP 0370 .</b>
IRWD 0381	346-351	Students exit with a passing score on the Midland College Reading and Writing Assessment Exam (MCRWAE) plus a "C" or better in the course, or by successful score on TSI. <b>Students must enroll into PREP 0370 .</b>
IRWD 0382	Complete in reading 351 + but not complete in writing	Specified placement score of 351 or greater in reading, but not complete in writing. Students will exit with Midland College Writing Assessment Exam (MCWAE). <b>Students must enroll into PREP 0370 .</b>
Academically Restricted Courses	351	Specified placement score <b>or</b> "C" or greater in IRWD 0381 and a passing score on the Midland College Reading Assessment Exam (MCRWAE)

- Students complete IRWD 0381 with a "C" or better and a passing score of 75% or greater on the Midland College Reading and Writing Assessment Exam (MCRWAE) will be considered TSI complete in reading and writing.
- Students with a "C" or better in IRWD 0382 and a passing score of 75% or better on the Midland College Writing Assessment Exam (MCWAE) will be considered TSI complete in writing.

## Mathematics Placement

**Basic Mathematics Placement (MATH 0480)**

- Program Leader--Healthier Sanders, 686-4821, TC 109

**Mathematics Placement for MATHWAYS (Math 0481 and Math 0482)**

- Program Leader - Alma Brannan, 685-6802, MHAB 118

COURSE	TSIA	PREREQUISITE
NCBM 0111 is designed for students who score below the minimum level for the Math Pathway class, MATH 0481. This 16-hour math review prepares students to enroll in a flex-entry section of MATH 0481. After the successful completion of this review and the successful completion of flex MATH 0481, students will be deemed TSI complete and may enroll in MATH 1332 or MATH 1342.	310-336	
NCBM 0101 This 16-hour intervention is designed to remediate students who score below the minimum level for college readiness and are enrolled into flex MATH 0480.	ABE 3-336	
MATH 0480	ABE 3-336	Students who do not meet the academic readiness for undergraduate mathematical courses are given remedial instruction to the basic concepts needed to successfully transition to the college learning environment. TSI scores ranging from 310-336, and/or ABE 3, 4, 5, 6 will be placed in MATH 0480. Students must enroll into PREP 0370.
MATH 0481	337-349	Specified placement score <b>OR</b> "B" or greater in MATH 0480 or successful completion of NCBM 0111.
MATH 0482	337-349	Specified placement score <b>OR</b> "B" or greater in MATH 0480.
MATH 1332, MATH 1342	350+	"C" or greater in MATH 0481 and "P" in MATH 0180, or "C" or greater in MATH 0482 and "P" in MATH 0180.
MATH 1314, MATH 1414, MATH 1324	350+	"C" or greater in MATH 0482 <b>AND</b> "P" in MATH 0180

MATH 0481 and MATH 0482 have a co-requisite lab MATH 0180. A student must register for the math class and the required lab.

# English as a Second Language (ESL)

- ESL Coordinator from AEL-Luisa Nail, Cogdell Learning Center, 684-4100
- ESL/IRWD Chair--Darla Coffman, 685-4667

Students should meet with a coordinator after taking the ESL COMPASS placement exam.

		<b>ESL COMPASS: The score reflects total of reading, writing and listening scores.</b>	<b>COURSE PROGRESSION STANDARD</b>
<b>ESL 0370</b> Speaking and Listening May be taken for credit or as Continuing Ed	Students must take ESL Compass	<b>110-209</b>	Student must be enrolled in ESL 0370, earn a grade of "C" or greater in the course AND pass the Midland College ESL departmental final to with a 60% or greater to move to an appropriate IRWD class
<b>ESL 0372</b> Grammar and Writing May be taken for credit or as Continuing Ed	Students must take ESL Compass	<b>210-259</b>	Student must be enrolled in ESL 0372, earn a grade of "C" or greater in the course AND pass the Midland College ESL departmental final to with a 60% or greater to move to an appropriate IRWD class
<b>ESL 0371</b> Reading and Vocabulary May be taken for credit or as Continuing Ed	Students must take ESL Compass	<b>260+</b>	Specified placement score <b>or</b> "C" or greater in ESL 0370 or 0372.  Students exit with a passing score on the Midland College Reading and Writing Assessment Exam (MCRWAE) plus a "C" or better in the course
ESL 0373 Composition May be taken for credit or as Continuing Ed	Students must take ESL Compass	260+	Specified placement score <b>or</b> "C" or greater in ESL 0370 or 0372.  Students exit with a passing score on the Midland College Reading and Writing Assessment Exam (MCRWAE) plus a "C" or better in the course
<b>ESL 0170</b> Oral Communication (Small group instruction) May be taken for credit or as Continuing Ed		110-209	ESL 0170 is a class designed to transition Adult Education ESL students into college or workforce instruction.

ESL 0171  Developmental Composition for Non-Native Speakers  May be taken for credit or as Continuing Ed		110-209	ESL 0171 is a class designed to transition Adult Education ESL students into college or workforce instruction.
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\*NOTE: If a student fails to pass the MCRAE or the MCWAE, additional assessment may be necessary for proper sequential placement.

## Student Life

Student Activities

Emergency Text Notification

Student Organizations

Health and Wellness

Honors Program

Child Care

Intramural Sports

Bookstore

Student/CHAP ID Cards

Motor Vehicles on Campus

Housing

Commencement

Parking Information

## Student Activities

An important part of Midland College is its student activities program that includes social events, concerts, lectures, educational programs, intramural competition, and clubs. These activities serve to enrich the 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.

For more information, please visit the Student Life website.

# Student Organizations

Midland College has a number of organizations that exist to enhance the quality of the student experience. Registered student organizations must have a minimum of 10 currently enrolled students, a full-time faculty or staff member serving as advisor, a constitution and bylaws, and participation by the advisor and officers in Risk Management training. Established organizations include:

- Student Government Association
- Students in Philanthropy
- Ambassadors
- Regents
- Phi Theta Kappa

In addition to these established organizations, the college supports registered academic, service, special interest, and religious clubs and groups.

Please visit the Student Organizations website for more information.

# Honors Program

The 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 HUMA 1302. Students in the program who have fewer credits receive "Honors" designation on their transcripts.

Please visit the Honors Program website for more information

# Intramural Sports

Intramural sports offer the opportunity for students to participate in their favorite sports during leisure time or during competitive tournaments. Intramural activities include, flag football, basketball, sand volleyball, indoor soccer, tennis and other activities requested by students. Midland College teams compete with other colleges and university teams in extramural events. Currently enrolled students, faculty, and staff may participate in intramural activities.

The Intramural Sports website contains more information.

# 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. The CHAP ID also provides identification in the Murray Fasken Learning Resource Center to enable the student to check out materials and 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.

The MC website contains more information about the Chap Card.

## **Housing**

Midland College offers modern residence halls and family housing that 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 college 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. Managers are responsible for the daily operation of housing, and they provide assistance to students in dealing with academic and personal issues.

For more information, please visit the Residence Halls website.

## **Emergency Text Notification**

Midland College has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to student Midland College and personal e-mail addresses and cell phones. These messages will only be sent during emergency situations and/or when the school is closed or delayed due to weather-related conditions. The Community Relations Office, (432) 685-4555, may be contacted for assistance logging into the system and/or managing accounts.

## **Health and Wellness**

Midland College provides a campus environment supportive of the development and maintenance of a healthy mind, body and spirit. All currently enrolled students have free access to the college Fitness Center which houses a full range of fitness equipment. The college does not provide health care services on-site but has an arrangement with a local health care facility for students who live on campus. The Student Life Office provides information regarding health care services and insurance plans available to students.

More information about Midland College's Health and Wellness program is available on the MC website.

## **Child Care**

Midland College operates child care centers on its main campus (Helen L. Greathouse Children's Center) and (Midland College Children's Center @ Manor Park) at Manor Park, Inc. at 2208 North Loop 250, Midland, Texas. The HLG center provides high quality child care for children aged four months through five years and child care provider training. The MP center provides high quality child care for children aged 2 ½ through 5 years and child care provider training. Students are given priority access to child care at both sites. Individuals interested in enrolling children in child care should contact the Director of HLG for scheduling and fee information at (432) 685-4574, or for the MP center contact (432) 697-4581.

## **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 books purchased used, may be returned for a full refund, with a receipt, through the 5th day of class of a regular semester, the first three class days of a summer session, or the first two class days of a flex-entry course. Textbooks purchased after the above dates may be returned for a full refund within three days of purchase.

# Motor Vehicles on Campus

Regulations related to the operation of vehicles on campus are established 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 the following:

## General Regulations

- The person who registers a vehicle with the College obtains a non-transferable parking permit and is responsible for all parking violations.
- Pedestrians are given the right of way at all times.
- The maximum speed limit on campus streets is 20 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.

These regulations apply to all college faculty, staff, students and visitors.

## Vehicle Registration and Parking on Campus

- In order to park a vehicle on campus, students, staff, and faculty must obtain vehicle registration permits at the MC Police Department located in the Scharbauer Student Center. Operation of a vehicle on campus without a permit is a violation of parking regulations.
- 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.
- Faculty and staff must register their vehicles on or before the day they begin driving a vehicle on campus.
- Any person giving false information regarding vehicle registration is subject to disciplinary action.
- Parking permits must be affixed to the inside of the windshield on the lower right side.
- State law requires that vehicles have Texas registration and Texas Vehicle Inspection Certificates if the owners of the vehicles reside in Texas.

For additional information, please visit [www.midland.edu/police](http://www.midland.edu/police).

# Commencement

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 who plan to participate in the May ceremony must apply for graduation by March 1.

Please visit [www.midland.edu/graduate](http://www.midland.edu/graduate) for an online graduation application and more information about MC commencement.

# Parking Information

- The College issues staff and student permits.

- 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.
- The Administration parking lot (between Scharbauer Student Center and the Pevehouse Administration Building) is reserved for administration personnel and visitors, except during registration.
- Students working on campus will be assigned student permits and must park in student parking.
- 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.
- 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.
- Replacement permits or additional permits are \$1 each and are available from the Midland College police Department located in the Scharbauer Student Center.
- 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.

For more information, please visit the Parking and Transportation Services website.

## Student Services & Resources

Advising	Virtual College of Texas
Counseling	Murray Fasken Learning Resource Center (LRC)
Veterans Services	Language Hub
Career/Transfer Services	Free Tutoring
Testing	TSI Preparation

Services for Students with Disabilities

TOEFL

Distance Learning

Honor's Classes

## **Advising**

Midland College provides a professional staff to help students with academic and career counseling/advising and enrollment. Students who have TSI deficiencies are advised by an assigned advisor prior to enrollment.

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

Please refer to the Advising website for more information.

## **Counseling**

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, Texas Hazlewood and State VA benefits should contact the Veteran Coordinator in the Veterans Resource Center located in Room 131 of the Scharbauer Student Center.

The Green Zone is a project on campus that identifies a safe zone for our veteran students who may need to vacate their classroom or other campus areas to get to a safe surrounding when they are feeling anxious or in need of assistance. Green Zone stickers are located in the offices of participating faculty and staff.

More information can be obtained on the Midland College website at [www.midland.edu/veterans](http://www.midland.edu/veterans).

## **Career/Transfer Services**

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 on resume writing, interview skills, job search skills, and annual job fair. Computers are available for students to research career, transfer and job inquiries.

More information is available on the Career Center website.

## **Testing**

The Testing Center, located in the Scharbauer Student Center, offers an array of testing services for students. Tests administered include the Texas Success Initiative (TSI) Assessment, the Test of Essential Academic Skills (TEAS), math placement tests, make-up tests, proctored exams for distance learning and Virtual College of Texas (VCT) courses, and a number of professional certification tests.

More information is available on the Midland College website at [www.midland.edu/testingcenter](http://www.midland.edu/testingcenter).

## Services for Students with Disabilities

Services for students with disabilities are provided by the Counselor/Disability Specialist located in the Scharbauer Student Center. Medical documentation must be on file to qualify for services. Services include 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.

Students with disabilities are expected to notify the Counselor/Disability Specialist 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 are asked to contact the Counselor/Disability Specialist as early as possible because these accommodations may require additional time to implement. 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.

Service animals and assistance/emotional support animals are not pets. They are an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Midland College is committed to compliance with state and federal laws regarding individuals with disabilities. All questions regarding service animals and assistance/emotional support animals should be directed to the Student Disability Services (SDS) office in the Scharbauer Student Center Room 245 or via phone 432-685-4505, fax 432-685-4623.

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

Visit the Disability Services website for more information.

## Distance Learning

Distance learning is a course delivery format in which the majority of the instruction occurs when students and instructors are not in the same place.

Midland College offers a variety of distance learning course formats including:

- Online - Instruction occurs over the Internet. Proctoring may be required in some courses.
- Hybrid - Instruction occurs in both the classroom and online environments.
- Interactive video - Live (two-way, video/audio) instruction which occurs with the students and instructor in different locations.

Midland College utilizes a variety of methods to ensure that the student who registers in a distance learning course is the student who is participating, completing the work, and receiving credit, these include: secure login and password, proctored examinations, and other technologies.

Computer access and a reliable internet service are required for students who enroll in online, hybrid, and/or VCT courses.

Additional information is available on the Distance Learning website.

## Virtual College of Texas

Midland College is a member of the Virtual College of Texas (VCT). With approval of the division dean, a Midland College student may enroll in an Internet course that is not offered at Midland College. Students may view the schedule at Virtual College of Texas. VCT enrollments must be made through the Midland College VCT Coordinator.

## **Murray Fasken Learning Resource Center (LRC)**

The LRC is a repository of print and audiovisual materials that support the Midland College curricula. Special subject collections include Health Sciences and Law. 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.

Multidisciplinary electronic resources include databases published by EBSCO, Learning Express, Gale, Bowker, CredoRef, Stat!Ref and others, available to students both on- and off-campus. The LRC participates in TexShare, a statewide program for enhanced access to learning resources. The LRC's web site provides extensive information and support. Including library research tutorials, the library catalog of holdings, library policies and services and links to hundreds of recommended websites for most academic subjects.

More information is available on the Midland College Library website.

## **Language Hub**

The Language Hub is available to all MC students who need help with writing essays or working on research papers. The Language Hub is located in the TC Annex, Room 182. For more information, please visit the Language Hub website.

## **Free Tutoring**

MC offers tutoring services to students who may be struggling with their course work. A tutoring schedule is available on the Midland College website.

## **TSI Preparation**

Students wishing to improve their TSI scores before enrolling in MC can sign up for free TSI Prep classes in the summer. Please refer to the Adult and Developmental Education page on the Midland College website for more information.

## **TOEFL**

International students needing to prepare for the TOEFL exam can sign up for free TOEFL prep courses. Please refer to the ESL page on the Midland College website for more information.

## **Honor's Classes**

The Midland College Honors Program provides an enhanced creative and supportive learning environment and special recognition for talented students. Please refer to the Honors Program website for more information.

# Student Rights & Responsibilities

Expectations of Student Performance

Grade Appeals

Denial of Participation in College Courses, Programs or Activities

Student Records

Title IX

Solicitations and Sales on Campus

Scholastic Dishonesty and Academic Misconduct

Privacy Procedure for Distance Learning

Academic Responsibilities

Computer Usage

## Expectations of Student Performance

- 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.
- 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.
- 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.

- Midland College recognizes and accepts the following rights and freedoms as being essential to the educational process:
  - Freedoms of expression in the classroom consistent with commonly accepted standards of decency and respect for others;
  - Freedom from improper, unfair, or capricious academic evaluation;
  - The right to have one's academic record maintained in accordance with applicable law such as FERPA;
  - Freedom of association;
  - Freedom of inquiry and expression consistent with commonly accepted rules governing libel, slander and good taste;
  - Freedom of exercise in the rights and responsibilities of citizenship;
  - Guarantee of procedural due process in disciplinary proceedings; and
  - The right to distribute or post printed material in compliance with the College's posted policy.
- Midland College expects employees, students, visitors and guests of the College to accept the following responsibilities:
  - Compliance with and support of duly constituted civil authority;
  - 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;
  - Maintenance of ethical and commonly accepted standards of decency and respect for others and stewardship of college resources;
  - To exercise disagreement in a responsible manner and within the framework compatible with the orderly resolution of differences;
  - Knowledge of and active support of college regulations.

- Students with identified disabilities should report their need for accommodation to the Disability Specialist located in Student Services. Students with grievances related to discrimination on the basis of a disability may contact the Disability Specialist, for informal resolution or referral to the Student Due Process procedure.

See Policy 03:04:01 - Student Rights, Responsibilities and Due Process

### **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:

- Disrupting or obstructing or attempting to disrupt or obstruct, any lawful activity of the college.
- 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.
- Illegally possessing, using, selling, or transferring, or being under the influence of any alcoholic beverage or any illegal, illicit, or designer drugs on campus or while engaged in any college instructional activity.
  - The College prohibits possession and consumption of alcoholic beverages on Midland College property. Any exception must have prior approval from the Board of Trustees.
  - 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.
  - 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.
  - Students are required to participate in drug screening protocols established by clinical providers utilized by the College.
- 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.
- Conduct which constitutes sexual harassment, which may be defined as either unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature by anyone employed by the college or any student, and includes, but is not limited to, circumstances 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.

Additional conduct regulations:

- 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.
- Engaging in physical assault, harassment, or obscene, profane, reckless, tumultuous, destructive or unlawful course of conduct.
- Hazing in all forms, as defined and prohibited in the Texas Education Code Sections 37.151 to 37.157 and any addendum thereto.
- Academic cheating or plagiarism; willfully submitting false information with the intent to deceive; forgery, alteration, or misuses of college documents or records.
- Initiating malfeasance in an elective or appointive office of any college endeavor.
- Refusing to present an appropriate appearance in dress and grooming while participating in or attending a college activity. Students who dress so unconventionally or in a bizarre manner that causes disturbances, disrupts campus life, or calls undue attention to such student 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.
- 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.
- Participating in theft, vandalism, defacement or destruction of college or student property.
- Failing to meet financial responsibilities to the institution promptly including, but not limited to, making any payment to the college by check when there are insufficient funds to cover such check.
- 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.
- Violating an established safety and health requirements in laboratory, shop or other educational settings.
- Violating campus housing regulations.
- Failing to maintain the security of student's username and password for Campus Connect, Canvas and Midland College email, or engaging in prohibited or unauthorized activities as related to Midland College computer equipment or facilities.

## **Denial of Participation in College Courses, Programs or Activities**

An individual may be denied participation in College courses, programs or activities in accordance with the following procedures:

In the event an individual timely completes and submits an Institution of Higher Education Sex Offender Notification, (Notice) to the College, as required by applicable law, the Chief of Police (Chief) will review the Notice and determine whether participation is permissible under applicable law, whether the individual poses a threat or a potential threat to the college community, or whether the participation is in the best interest of the College. An individual who fails to timely provide Notice in accordance with applicable law will be subject to disciplinary action up to and including expulsion and/or prosecution.

1. If applicable law does not prohibit the participation of the individual, the Chief will conduct an individualized, case-by-case assessment to determine whether the individual's participation is in the best interest of the College and does not pose a threat or a potential threat to the security and safety of the College community.
2. In conducting the assessment, the Chief may consider factors such as type of offense, age of offender and victim, length of time since conviction, type of education course being sought, and/or recommendation of the offender's parole officer. The Chief may consult with others and may request additional information from the individual.

3. When the assessment is completed, the Chief or a designee will communicate the decision to the individual. If the individual disagrees with the Chief's decision, the individual may appeal the decision in accordance with the College's applicable grievance procedure.
4. Notification of Participation to College Personnel. If a registered sex offender is allowed to participate, the following notifications may be made:
  - For Level I offenders in addition to the Midland College Police Department, relevant administrators, the child care facility, and the Early College High School Principal may be notified of the participation.
  - For Level II offenders in addition to those who receive Level I notices Faculty and staff in whose program and/or course and/or activity the individual is participating may be notified.
  - As Level III offenders pose the greatest risk to the community, such offenders will normally not be allowed to participate, but in the event that they are allowed to do so, all persons receiving Level I and Level II notices may be notified.

See Policy 03:08:01 - Denial of Participation in College Courses, Programs or Activities

## **Title IX**

### **Sexual Harassment 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 Vice President of Student Services for a referral to a Title IX Coordinator. The 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.

### **Definitions**

1. **Sexual Harassment:** Unwelcome, sex or gender based verbal or physical conduct is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the college's educational program. The unwelcome behavior may be based on power differentials (*quid pro quo*), the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcomed sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; and gender-based bullying.
2. **Discrimination:** Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational program or activities.
3. **Discriminatory Harassment:** Detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational program or activities.
4. **Retaliatory Harassment:** Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding.

### **Sexual Harassment of a Student by another Student**

Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational program or activities.

### **Sexual Harassment of a Student by a Faculty /Staff Member**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member toward a student are held to constitute sexual harassment when:

Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or

Such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational program or activities

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty and staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions. Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in the faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution.

### **Student Discipline**

- 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.
- 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.
- Disciplinary action may include:
  - admonition and warning
  - formal written warning
  - fines
  - loss of privileges
  - formal disciplinary probation
  - suspension
  - expulsion

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

### **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; all challenges to a final course grade shall be processed in accordance with the Grade Appeal Policy No 03:04:02
- 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, disability, 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

- Hearing Procedures
  - Students seeking a formal hearing of a disputed decision must submit a Request for Formal Hearing to the Vice President of Student Services within 15 working days of the date of decision being disputed. The request must describe the disputed act, the parties involved and the action requested.
  - The Vice President of Student Services will assure that appropriate College personnel are informed, and a hearing will normally be scheduled within 15 working days of the filing of a grievance. A due process facilitator will be appointed to conduct the hearing and ensure that a "fair" hearing occurs.
  - 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 provide written support documentation to present to the panel members. A campus liaison will be available if the student needs assistance in the hearing procedure. The Midland College employee involved in the dispute may also have a campus liaison and provide written support documentation. 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.
  - The hearing panel may uphold, overturn or revise the disputed decision, and the facilitator conducting the hearing will notify all involved parties of the panel's decision.
  - 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.
  - 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.
- Appeals
  - If a party believes that improper action occurred during the hearing that resulted in a lack of substantial due process fairness ("Procedural Allegation"), such party may present the alleged Procedural Allegation in an appeal. Only Procedural Allegations may be appealed. A party seeking to appeal the decision of the hearing panel based upon a Procedural Allegation must file a written request with the Vice President of Student Services within ten days of receipt of the hearing panel's decision. This request must state the alleged Procedural Allegation and identify that corrective action requested. The request will be forwarded to the appropriate vice president for review.
  - 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.
  - A decision will be given regarding an appeal within 10 working days of filing the request. The appeal decision is final and binding unless action by the President is taken as set forth below.
  - The President has the right to overturn any decision from a hearing or an appeal.

See Policy 03:04:01 - Student Rights, Responsibilities and Due Process

## 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 un-administered 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:

- 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.)
- 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.
- 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.
- 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.
- Takes, buys, or receives a paper written by someone else and presents it as the student's own.
- 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:

- 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.)
- 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 affect 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:

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

## 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.

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:

- A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
- 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;
- 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;

- 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
- 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.

## Grade Appeals

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 Vice President of Instruction.

A student seeking a formal hearing of a disputed action must submit a written notice to the Vice President of Student Services within 20 college working 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 Vice President of Instruction and the Division Dean, 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 20 college working 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 Vice President of Instruction.

See Policy 03:04:02 - Grade Appeal

## 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:

- 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.
- 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 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.
  - 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.
  - 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.
- 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.
  - Officials, faculty, staff of Midland College who have a legitimate educational interest in the student's record.
  - 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.
  - 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.
  - State or local officials to which educational data must be reported.
  - 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.
  - Accrediting agencies.
  - To parents or an eligible student who claim the student as dependent for income tax purposes.
  - To comply with a judicial order or a lawfully issued subpoena.
  - 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.
  - Emergency situations where the information is necessary to protect the health or safety of some person.
  - 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.
- 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:

- name
- date and place of birth
- address
- telephone
- major field of study
- number of hours currently enrolled
- classification
- participation in officially recognized activities and sports
- weight and height of athletic team members
- dates of attendance
- degrees candidacy, degrees, and awards received
- most recent educational agency or institution attended
- photographs that may be used in Midland College publications, videos or internet
- Midland College email address

## **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:
  - No advertising of a commercial nature shall be allowed. Notice of a benefit performance for a worthy group, however, will be accepted.
  - 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.
  - Posters shall not ordinarily exceed 24" x 28" in size. Exceptions may be approved by the Student Activities Coordinator.
  - Posters may be placed in the Scharbauer Student Center and in other locations as designated by the Student Activities Coordinator.
  - Leaflets, activities announcements or other material displayed should be approved by the Vice President of Student Services.

## **Privacy Procedure for Distance Learning**

Midland College complies with the Family Education Rights and Privacy Act (FERPA) and protects the privacy of students' educational records regardless of delivery mode. The Registrar's Office enforces FERPA and is the main point of contact for all FERPA related issues. The Registrar's Office is responsible for ensuring that faculty and staff receive training in their responsibilities of unauthorized release of confidential records or information. Because an online environment creates a record of student activity, it is subject to FERPA privacy rights, unlike verbal exchanges in a physical classroom.

### **Identity Verification in Distance Learning Courses**

The identity verification process for online courses protects student's privacy through the use of a secure portal, a secure login and password. Online courses are hosted on Midland College's secure learning management system, Canvas. Faculty post assignments and exams within the learning management system to ensure the privacy of student information.

### **Faculty Responsibility**

Student's records are kept private by faculty, except in cases where academic staff or administration access the course, with legitimate educational interest under FERPA guidelines.

### **Student Responsibility**

It is the student's responsibility to keep his/her login and password confidential. Password reset is completed through a security question protocol.

Only work submitted to open forums, like discussion boards, can be accessed by other students; other assignments, grades and correspondence are not viewable by other students.

### **Password Security**

Both students and faculty are responsible for maintaining the security of their secure-portal passwords.

### **Exams**

Fully online courses may require students to come to campus for proctored exams or may allow proctoring through online proctoring services in order to verify student identity and maintain academic integrity.

### **Communication**

Midland College students are encouraged to use their assigned e-mail address to communicate with online instructors or contact the instructor through the communication feature of the learning management system. This is to ensure that electronic communications with the instructor are secure.

## **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. Each student is responsible for maintaining the security of his/her username and password by not sharing this information. 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:

- Unauthorized access of third-party computers using MC computer equipment or facilities.
- Destruction, theft, alteration, or any other form of sabotage of MC computer equipment or facilities including, without limitation, software and data files.
- Using hacker programs and trying to access computer systems using hacker techniques.
- Attempting to hack into external computer systems using MC computer equipment or facilities.
- Running "file share" software on computer equipment or facilities.
- Using MC computer equipment or facilities to store or transmit junk mail or other unsolicited commercial e-mail.
- 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.

## **Academic Policies & Information**

Student Classification and Load	Credit by Exam
Grades	CLEP Credit Granted at Midland College
Incomplete Grade	Advanced Placement Examination Credit Granted at Midland College
Scholastic Standard	International Baccalaureate Diploma Credit
Student Progress Standard	Transferability of Coursework
Acceptance of College Credit	Transfer Agreement Programs
Credit for Nontraditional Education	Transfer Appeal Process
	Graduation/Degree Posting

### **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. Maximum load during an interim session is one course (3-4 hours). Appeals for an overload should be directed to the Vice President of Student Services.

Students enrolled during the fall or spring semesters are classified according to the following:

- 1 - 5 hours - part-time
- 6 - 8 hours - half-time
- 9 - 11 hours - three-quarter time
- 12 or more hours - full-time

See Policy 03:01:03, Student Classification System

### **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>
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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
P	Pass for P/F option	Not included in GPA
F	Failing	0 grade points per semester hour
I	Incomplete	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

Midland College procedures for determining the credit hours awarded for courses and programs conform to commonly accepted practices in higher education, Texas Administrative Code and Texas Higher Education Coordinating Board guidelines. The semester credit hour is the standard unit of measurement of college work.

The semester credit hour provides the basis for measuring the amount of engaged learning time expected of a typical student enrolled in the traditional classroom settings and in laboratories, internships, studios, clinicals, practica, and cooperative education experiences and in distance education. The value of a credit hour is determined by contact time, the educational experience, and out-of-class preparation by the student.

A semester credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that approximates not less than one contact hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for fifteen weeks of instruction plus one week for final examination for one semester and an equivalent amount of work for other academic activities including laboratory work, internships, co-operative work experiences, practica, and clinicals.

Semester credit hours for online, hybrid or other nontraditional modes of delivery are based upon the learning outcomes and estimated contact hours required to successfully meet those outcomes. Faculty review courses to ensure that the learning outcomes and quality of instruction are equivalent to traditionally-delivered courses.

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.

## **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") grade. An Incomplete grade is granted 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 or program/department chair. Final approval must be given by the division dean.

See Policy 02:05:01, Scholastic Standards

## **Scholastic Standard**

1. Student retention is essential to the Midland College mission, and every effort is made to promote student success. Each student's scholastic standing is dependent upon his/her scholastic performance.
2. A student's scholastic performance is evaluated relative to a minimum scholastic standard of achieving a minimum of a 2.0 grade point average (GPA) for each regular semester.
3. A student is in good scholastic standing if he/she has no previous academic record at Midland College or has achieved a minimum of a 2.0 GPA during the most recent regular semester.
4. A student who falls below a 2.0 GPA during a regular semester will be placed on scholastic probation and will be allowed to enroll for a maximum of only twelve semester credit hours in the next regular semester.
5. A student who fails to achieve a minimum of a 2.0 GPA for each of two consecutive regular semesters will be placed on enrollment restriction and will not be allowed to enroll for more than six semester credit hours in a regular semester.
6. To remove the enrollment restriction, the student must complete six semester credit hours during a regular semester or two consecutive summer sessions with a minimum of a 2.0 GPA.
7. Upon student request, a counselor or 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 Executive Vice President. Subsequent appeals may be pursued according to student rights and due process procedures.
8. A student will be notified when placed on scholastic probation or enrollment restriction.
9. 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.
10. Only semester credit hours and grade points earned at Midland College are used for calculations of scholastic standing.

## **Student Progress Standard**

1. Course work completion is essential for student success and progress toward obtaining upgraded skills, a certificate, a degree, or transfer hours.
2. The Student Progress Standard is completion of at least half of the semester hours attempted each regular semester.
3. If the standard is not met, the student will be placed on Progress Warning and required to meet with an advisor.
4. A student who fails to meet the progress standard for two consecutive regular semesters will be placed on enrollment restriction and will not be allowed to enroll for more than six semester credit hours in a regular semester. Completion of at least half of these hours will remove the enrollment restriction.
5. Upon student request, a counselor or advisor may grant an exemption to the enrollment limit resulting from student progress enrollment restriction. If the request is denied, the student may appeal the decision in writing to the Executive Vice President. Subsequent appeals may be pursued according to student rights and due process procedures.
6. A student will be notified when they have not met the minimum student progress standard.

## **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 college level coursework is calculated in the GPA.

See Policy 02:05:01, Scholastic Standards

## Acceptance of College Credit

### Transfer Credit

1. 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.
2. Transfer credit is granted only for work (a) completed at a regionally accredited institution, (b) evaluated by a recognized foreign transcript evaluator, or (c) completed at an approved institution.
3. Transfer courses from Texas institutions with a Common Course Number and drawn from the Academic Course Guide Manual or drawn from the Workforce Education Course Manual are accepted.
4. Courses not included in 3 above are evaluated based on content and semester credit hours with consultation with and approval of instructional administration as needed.
5. Transfer courses that have an equal number of semester credit hours and the same course content as Midland College courses are accepted in transfer as equivalent to the Midland College courses.
6. Certain courses may require two or more courses of the same content area to be combined for transfer equivalency.
7. Transfer courses that have different semester credit hours but have the same content as Midland College courses may be granted credit upon approval by an appropriate instructional Dean.
8. If needed, transfer coursework is converted to semester credit hours.
9. Coursework is accepted in transfer with a grade of A, B, C, D, or test credit.
10. Transfer courses are posted to the student's academic record and are available for degree planning.

See Policy 02:17:02, Transfer of Coursework Evaluation

## Credit for Nontraditional Education

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; 3) military training/education; or 4) completion of the requirements of the International Baccalaureate Diploma Program. Credit for non-traditional learning policy provisions are as follows:

1. The amount of credit awarded will be stated clearly on the student's transcript and will be identified as credit which was earned non-traditionally.
2. Credit will be awarded only for courses offered within the current curriculum of the college.
3. Decisions regarding the awarding of credit will be made by qualified faculty members and according to procedures approved by the Curriculum Committee.
4. Credit will be awarded only to enrolled and formerly enrolled students.
5. With the exception of credit awarded under the provisions of the International Baccalaureate Program, credit by examination will not be awarded until a student has earned an equal or greater number of semester credit hours at Midland College.
6. Credit will not be granted for courses which the student has audited or for which the student has received grades.
7. Credit granted for completion of the requirements of the International Baccalaureate Program will be awarded upon presentation of an International Baccalaureate Diploma transcript.
8. In accordance with State law, no more than three semester credit hours will be awarded through examination for American and Texas Government or American or Texas History.

9. No more than 75 percent of the credit applied to a degree or certificate may be earned under the provisions of the credit for non-traditional learning policy.

See Policy 02:17:01, Credit for Nontraditional Education

## Credit by Exam

Midland College administers College Level Examination Program (CLEP) examinations and awards credit as shown below. For more information, visit the Midland College Testing Center website.

### CLEP Credit Granted at Midland College

Subject	Course Credit	Test Used	Passing Score	Hours of Credit
Accounting	ACCT 2301 ACCT 2302	Principles of Accounting	50	6.0
Business	BUSI 2301	Introductory Business Law	50	3.0
Economics	ECON 2301	Principles of Macroeconomics	50	3.0
	ECON 2302	Principles of Microeconomics	50	3.0
English	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
Government	GOVT 2305	American Government*	50	3.0
History	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
Management	BMGT 1327	Principles of Management	50	3.0
Math	MATH 1314	College Algebra	50	3.0
	MATH 2413	Calculus	50	4.0
Modern Languages	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
Psychology	PSYC 2301	Introductory Psychology	50	3.0
	PSYC 2314	Human Growth & Development	50	3.0
Sociology	SOCI 1301	Introductory Sociology	50	3.0

\*In the State of Texas, students may receive credit by exam for either HIST 1301 or HIST 1302 but not for both. Likewise, students may receive credit by exam for only one Government course, GOVT 2305.

## Advanced Placement Examination Credit Granted at Midland College

Advanced Placement scores of 3 or better are accepted for designated subject areas. Students with scores for areas not listed below should contact the Testing Coordinator. For more information, please visit the Midland College Testing Center website.

Subject	Course Credit	Test Used	Passing Score	Hours of Credit
Biology	BIOL 1406 BIOL 1407	Biology	3 (4-5)	4.0 (8.0)
Chemistry	CHEM 1411 CHEM 1412	Chemistry	3 (4-5)	4.0 (8.0)
English	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)
American Government	GOVT 2305	Government	3-5	3.0
History	HIST 1301 <b>or</b>	United States History 1 or II	3 (4-5)	3.0 (6.0)
	HIST 1302			
Math	MATH 2413	Calculus AB	3	4.0
	MATH 2414	Calculus BC	3	8.0
Modern Languages	SPAN 1411 SPAN 1412	Spanish	3	8.0
	SPAN 2311 SPAN 2312	Spanish	4 (5)	11.0 (14.0)

## 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. Credit may be granted 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. 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 Registrar's Office before enrolling in order to receive credit.

IB Subject	SL Score	HL Score	MC/TCCN	Credit Hours
English A1		4	ENGL 1301 <b>or</b> ENGL 1302	3
		5+	ENGL 1301 ENGL 1302	6
Spanish A2 or B	5	4	SPAN 1411 SPAN 1412	8
		5+	SPAN 1411 SPAN 1412 SPAN 2311 SPAN 2312	14
Business & Management	5	4	BUSI 1301	3
Economics	5	4	ECON 2301 ECON 2302	6
Geography	5	4	GEOG 1301	3
History	5	4	HIST 1301 <b>or</b> HIST 1302	3
		5+	HIST 1301 HIST 1302	6
Philosophy	5	4	PHIL 1301	3
Psychology	5	4	PSYC 2301	3
		5+	PSYC 2301 PSYC 2314	6
Anthropology	5	4	ANTH 2301 <b>or</b> ANTH 2351	3
		5+	ANTH 2301 ANTH 2351	6
Biology	4		BIOL 1408	4
		5	BIOL 1406	4
Chemistry	5		CHEM 1405	4
		6	CHEM 1411	4
Physics		6	PHYS 1401 PHYS 1402	8
Mathematics (HL only)		4	MATH 2413	4
Computer Science	5	4	COSC 1330	3

Visual Arts	5	4	ARTS 1301	3
Music	5	4	MUSI 1306	3
Theatre Arts	5	4	DRAM 1310	3

## Transferability of Coursework

Students who intend to transfer to a senior college or university should first select a major field of study at that institution. A Midland College advisor will assist students in selecting Midland College courses corresponding to those at the senior college or university.

Students are responsible for checking with the senior college or university regarding admission requirements and transfer regulations and for requesting the Registrar to send an official Midland College transcript to that institution.

## Transfer Agreement Programs

Midland College partners with area universities to provide unique transfer opportunities. These transfer agreements are designed to provide Midland College students a seamless transfer experience.

Depending on the institution, students can expect a variety of benefits including: special admissions coordination to the universities, early degree planning, access to upper level advising, and access to the institutions' online student website. Transfer programs also provide for the retroactive awarding of an associate degree from Midland College when appropriate. 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 additional admission requirements. Midland College advisors can provide information regarding those requirements.

Several of the current transfer agreement programs are:

- Texas Tech University - Pathways Program
- Angelo State University - Access ASU Program
- Sul Ross State University - SRSU@MC
- University of North Texas - UNT@MC: Primary Care Pathway

For more information, visit the Midland College Advising website.

## Transfer Appeal Process

Procedures for the resolution of disputes involving the transfer of courses from Midland College to other public institutions in Texas are as follows:

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.

### **Graduation/Degree Posting**

Students should file applications for graduation early during the semester in which they will complete their coursework. The application may be filed in the Registrar's Office or online. Students are responsible for filing all transcripts from other colleges with the Registrar's Office.

Each May, Midland College holds commencement to recognize those students who have completed degree and certificate programs during the course of the year. Students who plan to participate in the May ceremony must apply for graduation by March 1. All students who have completed graduation requirements for a bachelor's or associate's degree, or a certificate of at least 24 hours are encouraged to participate in the commencement ceremony. A student who has not completed all graduation requirements may participate in commencement if

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

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

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

Graduation with Honors or High Honors is calculated by the Midland College Registrar's Office. The GPA is determined using all college-level Midland College courses. Honor graduates have a GPA of 3.5 to 3.99; high honor graduates have a GPA of 4.0.

See Policy 02:06:01, Degrees, Degree Requirements and Academic Requirements for Graduation

## **Continuing Education**

Business and Economic Development Center

Petroleum Professional Development Center

Cogdell Learning Center

Transportation Training Continuing Education

Community Programs Continuing Education

Workforce Continuing Education

Health Sciences Continuing Education

Branch Campus: Williams Regional Technical Training Center - Fort Stockton (WRTTC)

Policies and Registration Information

### **Business and Economic Development Center (BEDC)**

The Midland College Business and Economic Development Center (BEDC) has provided services to the community for 32 years. The BEDC is located at the Midland College Cogdell Learning Center at 201 W. Florida. The BEDC provides free credit, homebuyer, and small business counseling. The BEDC also facilitates events to promote good credit, home ownership, and small

business development. The BEDC is a HUD-Approved Housing Counseling Agency. For more information, call 432-684-4309 or visit [www.midland.edu/bedc](http://www.midland.edu/bedc).

The Cogdell Learning Center was established in 1992 to provide quality learning and life enhancing opportunities to Midland residents. The Center is located at 201 W. Florida. The Center serves as a gateway to Midland College and other community resources for individuals who wish to pursue personal, career and academic goals. The Cogdell Learning Center offers outreach and referral services to Midland College, career assessment and research, financial aid application and college planning assistance, advising, registration, and a public computer lab. For more information, call 432-684-4518.

### **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, visit [www.midland.edu/cp](http://www.midland.edu/cp)

### **Health Sciences Continuing Education**

Health Sciences Continuing Education offers courses for entry-level health careers, such as Certified Nurse Aide, Phlebotomy, Pharmacy Technician, Massage Therapy, and Optical Assistant. In addition to course offerings, the Midland College Health Sciences Continuing Education department is approved as a provider of continuing education for health professions such as marriage and family therapists, social workers, long-term care administrators, professional counselors, respiratory therapists, and Certified Nurse Aides.

The **West Texas Area Health Education Center** 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, visit [ce.midland.edu/hs](http://ce.midland.edu/hs)

## **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 regional Permian Basin oil and gas industry. We offer the latest industry education to our professionals. Many of our classes qualify for re-certification credits that Professional Engineers, Professional Geologists, Certified Public Accountants, and Certified Petroleum Landmen use to maintain their professional certification status.

The PPDC is recognized as one of seven mid-career training centers worldwide by the American Association of Petroleum Geologists, (AAPG). Dynamic interaction between the community, the college, and industry enables the PPDC to stay attuned with the training needs of the energy industry. For more information please call (432) 683-2832 or visit [www.midland.edu/ppdc](http://www.midland.edu/ppdc).

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 pre-trip, post-trip and backing. The last 120 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, Double and Triple Trailers, 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 at Christensen Stadium, 4300 N. Lamesa Road, Midland, TX 79705, (432) 681-6317, (800), 474-7164. For additional information, visit [ce.midland.edu/tt](http://ce.midland.edu/tt)

## 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, visit [ce.midland.edu/wf](http://ce.midland.edu/wf)

The **Risk Management Institute at Midland College**, thanks to a generous donation by Texas Mutual Insurance Company, was created to offer seminars on worker's health and safety for employers, employees, and the general public. The seminars include a wide variety of risk management and safety topics. For more information, visit [ce.midland.edu/rmi/](http://ce.midland.edu/rmi/)

The **Breath and Alcohol Intoxilyzer Program** offers a 28 hour certification course for members of law enforcement. For more information, visit [ce.midland.edu/wf/courses/intoxilyzer](http://ce.midland.edu/wf/courses/intoxilyzer)

## Branch Campus: Williams Regional Technical Training Center - Fort Stockton (WRTTC)

The Midland College Williams Regional Technical Training Center (WRTTC), 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 WRTTC was approved by the Southern Association of Colleges and Schools as the first branch campus of Midland College in 1998.

The WRTTC campus serves the community with a variety of special interest courses, community programs, certificate, and degree opportunities. Opportunities include but are not limited to GED, job skills, Kids' College, vocational training, associate degrees, bachelor degrees, and transfer partnerships with four year universities. Course offerings are taught by on-site instructors, interactive videoconferencing (IVC), and other instructional technologies. Many WRTTC courses are IVC with instructors

located at the main Midland College campus. For more information, visit [www.midland.edu/wrttc](http://www.midland.edu/wrttc) For more information about university transfer programs, visit the MC University Connections web page.

## **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: Students with a prior balance (a hold that prevents registration), will have this balance on their account. Students 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 online or in person at the following locations: Note: Payment for courses at the WRTTC must be by check or money order unless made online. The student is responsible for mailing the payment to the main campus. Payment is not finalized (this involves mailing and processing time) until the Cashier Office in Midland posts payment to the student's account.

### **Advanced Technology Center**

**3200 W. Cuthbert  
Midland, TX 79701  
(432) 681-6326 or 681-6330**

### **Midland College Main Campus**

**3600 N. Garfield  
Midland, TX 79705  
(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 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, the Petroleum Professional Development Center or the Williams Regional Technical Training Center do not need a parking permit.

## **Board, Administration, Faculty & Staff**

• Board of Trustees	• Full-time Faculty
• Administrative and Academic Officers	• Full-time Lab Faculty
• Administrative and Professional Staff	

## **Board of Trustees**

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.

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

## Administrative and Academic Officers

<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 and Midland College Foundation</i>
<b>Dale Beikirch</b>	<i>Dean of Continuing Education</i>
<b>Rebecca Bell</b>	<i>Dean of Community Relations and Special Events</i>
<b>Carmen Edwards</b>	<i>Dean of Health Sciences</i>
<b>William Feeler</b>	<i>Dean of Fine Arts/Communications and Dual Credit</i>
<b>Damon Kennedy</b>	<i>Dean of Social/Behavioral Sciences and Business</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>Liz Zenteno</b>	<i>Dean of Enrollment Management</i>
<b>Angela Balch</b>	<i>Registrar</i>
<b>Matt Tarpley</b>	<i>Director of the Williams Regional Technical Training Center</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)

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

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

**Allison, Corey**, *Coordinator, Multimedia Promotions*; A.A., Collin College; B.A., University of North Texas (2015)

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

**Baker, Tana**, *Division Advisor*; 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**, *Coordinator, Testing Center*; B.S., Texas A&M University; M.S., Texas A&M University Commerce (2008)

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

**Beardsley, Joshua**, *Assistant Coach, Men's Basketball*; B.C.E., B.L.A.S., Iowa State University (2015)

**Beikirch, Dale W.**, *Dean, 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.A., M.A., New Mexico State University (1992)

**Bracken, Steven**, *Police Lieutenant*; M.J.A., Norwich University; B.A., Angelo State University (2013)

**Brooks, Joan**, *Coordinator, Petroleum Professional Development Center* (2004)

**Brown, Jené**, *Coordinator, VCT and Dual Credit Liaison*; 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 Director, Helen L. Greathouse Children's Center* (2012)

**Callo, Lauren**, *Director, Accounting*; A.A.G.S., Midland College; B.B.A., University of Texas of the Permian Basin (2015)

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

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

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

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

**Coleman, David**, *Coach, Men's Baseball*; A.S., Vernon Regional Junior College; B.S., Lubbock Christian University; M.Ed., Texas A&M University (2006)

**Collins, Wendy**, *Director, Health Science Continuing Education*; A.A.S., Odessa College, B.S.N., University of Texas-Arlington (2013)

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

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

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

**Davidson, Erin**, *Associate Registrar*; B.A., Austin College (2012)

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

**Deats, John**, *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)

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

**Dominguez, Susanna**, *Coordinator, Area Health Education Center*; A.A.S., Midland College; B.S., Grand Canyon University (2014)

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

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

**Edwards, Carmen**, *Dean, Health Sciences*; A.A.S., Odessa College; B.S., West Texas A&M University; M.S.N., University of Texas at El Paso (2012)

**Evans, Amanda**, *Assistant Coach, Softball*; 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 (2010)

**Fairchild, Courtney**, *Academic Advisor*; B.A., The University of Texas of the Permian Basin (2014)

**Feeler, William**, *Dean, Fine Arts/Communications and Dual Credit*; 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)

**Fierro, Leigh Ann**, *Coordinator, Intramural Sports/Student Success Sponsor*; B.S., University of Texas of the Permian Basin (2015)

**Finley, Dawn**, *Division Advisor*; B.A., William Penn College; M.A., Texas Tech University (2008)

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

**Flores, Rose**, *Manager, Operations Compliance, Continuing Education*; A.A.S., New Mexico State University (1999)

**Francis, Charles**, *PC/Network Assistant Technician* (2015)

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

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

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

**Garcia, Jacqueline**, *Coordinator, Human Resources Benefits* (2015)

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

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

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

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

**Gonzales, Maria**, *Associate Director, Cogdell Learning Center*; B.A., M.A., University of Texas of the Permian Basin (2012)

**Goodwin, Jennifer**, *Manager, Residence Hall*; B.G.S., University of Louisiana at Monroe; M.Ed., Southern Arkansas University (2016)

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

**Gray, Sylvia**, *Director, Distance Learning*; B.M.E., Phillips University; M.S., Johns Hopkins University (2007)

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

**Gunter, Tiffany**, *Associate Director, Financial Aid*; B.A.S., Texas Tech University (2011)

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

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

**Helms, Jr., Curtis**, *Director, Petroleum Professional Development Center*; A.A., Odessa College; B.S., M.S., University of Texas of the Permian Basin (2015)

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

**Holmes, Tanya**, *Coordinator, Health Sciences Continuing Education, WRTTC* (2015)

**Huff, Amy**, *Coordinator, Welcome Center*; B.A., Dallas Baptist University, M.A., Texas Tech University (2015)

**Huffman, Nereida**, *Division Advisor*; A.A., Seward County Community College; B.B.A., Friends University (2015)

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

**Isaacs, Lesley**, *Coordinator, Scholarship and Special Projects*; B.A., Southern Methodist University (2012)

**Jackson, Jeri**, *Coordinator, Education and Workforce*; (2007)

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

**Jimenez, Isabel**, *Division Advisor*; B.A., University of Texas of the Permian Basin (2006)

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

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

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

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

**Keesee, 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 Director, Physical Plant* (1997)

**Kennedy, Damon**, *Dean, Social/Behavioral Sciences and Business*; B.A., M.A., University of Texas of the Permian Basin; Ph.D., Texas Tech University (2006)

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

**Lee, Peggy**, *Manager, Residence Hall* (2013)

**Licon, Blanca**, *Director, Adult Education and Literacy*; A.A.G.S., Midland College; B.A., M.A., University of Texas of the Permian Basin (2010)

**Lopez, Mary**, *Coordinator, Communications and Special Events*; 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)

**Madrid, Andres**, *Student Recruiter/Academic Advisor, WRTTC*; B.A., St. Edward's University (2015)

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

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

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

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

**McDonald, Jeff**, *Web Editor*; 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**, *Database Programmer*; A.S., Howard College; B.S., University of Texas of the Permian Basin (2013)

**Medina, Ariel**, *Instructor, Transportation Training* (2015)

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

**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)

**Nail, Luisa**, *Coordinator, Adult Education ESL*; B.S., University of Sabana (2014)

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

**Peckham, Cheryl**, *Coordinator/Coach, Texas School Ready Project*; B.S., Texas A&M University; M.S., Texas Women's University (2015)

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

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

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

**Primera, Tanya**, *Director, Helen L. Greathouse Children's Center*; A.A.S., B.A.T., Midland College (2001)

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

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

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

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

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

**Rivas, Nancy**, *Database Programmer*; A.A.S., Midland College (2008)

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

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

**Ross, Ta'Sheena**, *Enrollment Recruiter*; B.B.A., University of North Texas (2014)

**Ross-Hurdle, Taneekwa**, *Coordinator, Student Activities*; B.S.M., Tulane University (2015)

**Savage, Deana**, *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)

**Schipper, Kimberly**, *Coordinator, Veteran Affairs*; A.A., Navarro College, B.S., Southwestern Assemblies of God University (2014)

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

**Sever, Dennis**, *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)

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

**Skaggs, Jill**, *Coordinator, Area Health Education Center*; B.S., Tarleton State University (2012)

**Smith, Brenda**, *Manager, Payroll*; A.G.S., Midland College (1986)

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

**Soliz, Anthony**, *Director, Student Life*; B.S., M.S., Angelo State University (2009)

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

**Strawn, Tiffany**, *Academic Advisor*; B.A., University of California (2014)

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

**Suit, Rachel**, *Advisor, Community Outreach*; B.S., Texas Tech University (2013)

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

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

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

**Urquidez, Rebecca**, *Coordinator, Loans*; A.A.S., Texas State Technical College System (2014)

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

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

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

**Velasquez, Crystal**, *Research Associate*; B.S., University of Texas of the Permian Basin (2009)

**Vickery, Julia**, *Director, Pathways Advising*; B.A., Graceland College; M.A., University of Kansas (1997)

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

**Wagoner, Karen**, *Director, Institutional Effectiveness*; B.S., University of Texas of the Permian Basin; M.S., Bowling Green State University; Ph.D., Texas Tech University (2015)

**Wall, Elizabeth**, *Coordinator, Workforce Continuing Education Open Enrollment*; B.A., Coastal Carolina University (2015)

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

**Williford, Elisa**, *Director, Area Health Education Center*; B.S., Texas Women's University (2008)

**Zenteno, Liz**, *Dean, Enrollment Management*; B.A., University of Notre Dame; M.P.S., Loyola University (2011)

**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, Katherine**, *Department Chair, Modern Languages and Speech*; B.A., M.A., Texas Tech University (2001)

**Anderson, John**, *Program Chair, 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, 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)

**Belizaire, Amelia**, *Associate Professor, Biology*; B.S., Niagra University; M.S.N., Texas Tech University Health Sciences Center; R.N. (2010)

**Bewley, Rabon**, *Department Chair, Drama and Music*; B.A., Southeastern Oklahoma State University; M.M., Pittsburgh State University (1999)

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

**Bontke, Joseph**, *Instructor, Information Technology*; A.A.S., Midland College (2015)

**Boyce, Melissa**, *Assistant Professor, English*; B.A., Indiana University; M.A., Auburn University (2015)

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

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

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

**Brown, Allison**, *Instructor, English*; B.A., Rhodes College; M.A., The Graduate Center, The City University of New York (2014)

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

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

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

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

**Chambers, Cathie**, *Associate Professor, Developmental Reading and Writing*; A.A., Weatherford College; B.A., M.A., Hardin-Simmons University (2014)

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

**Coffman, Darla**, *Program Chair, Developmental Reading, Writing and ESL*; B.S., Texas Women's University; M.S., University of the Southwest (2012)

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

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

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

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

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

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

**Egan, Brendan**, *Department Chair, Technical Writing and Philosophy*; B.F.A., New York University; M.A., M.F.A., McNeese State University (2011)

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

**Elias, Daniel**, *Associate Professor, 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)

**Ford, Sonia**, *Department Chair, Mathematics, Engineering and Physics*; B.S., M.A., Eastern New Mexico University; Ph.D., Texas Tech University (2002)

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

**Gasch, Derek**, *Department Chair, Manufacturing Services*; A.A.S., Midland College; B.A.A.S., University of Texas of the Permian Basin (2009)

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

**Giles, Tony**, *Associate 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)

**Glass, Howard**, *Instructor, Fire Technology and Emergency Medical Services*; A.A.S. (M), A.A.S. (F), Midland College; L.P. (2014)

**Groth, Janet**, *Associate 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**, *Associate Professor, 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)

**Hildebrand, Sarah**, *Instructor, Mathematics*; A.S., Midland College; B.S., University of Texas of the Permian Basin; M.S., Texas A&M University (2014)

**Hilliard, Veronica**, *Instructor, Student Success*; B.S., University of Southern Mississippi; M.Ed., William Carey University (2015)

**Hopkins, Jr., David**, *Assistant Professor, History*; B.A., Michigan State University; M.A., Ph.D., Wayne State University (2015)

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

**Howell, Pamela**, *Program Chair, 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)

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

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

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

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

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

**Lambert, Leonora**, *Professor, HI-TECH Workforce and Health Information Technology*; B.S., Texas State University; M.S., Houston Baptist University; R.H.I.A. (2010)

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

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

**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; B.S.N., University of Texas at El Paso; R.N. (2008)

**Lusk, Jeremy**, *Instructor, Physics*; B.S., University of Central Arkansas; M.S., University of Oklahoma (2014)

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

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

**Marshall-Gray, Paula**, *Henry Professor of History*; B.G.S., M.A., Ph.D., Texas Tech University (2007)

**Martin Schmidt, Meredith**, *Instructor, Speech*; B.A., University of Texas of the Permian Basin; M.A., Texas Tech University (2014)

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

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

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

**McKown, Denise**, *Department Chair, Associate of Arts in Teaching and Child Development Early Childhood*; B.S., Eastern New Mexico University, M.A., University of Texas of the Permian Basin (2014)

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

**Meshirer, Shawnda**, *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)

**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)

**Moss, Kent**, *Department Chair, Arts and Humanities*; 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 and Health Information Technology*; B.A., University of Kentucky; M.Ed., University of Louisville; Ed.D., Spalding University, R.H.I.A. (2010)

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

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

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

**Petz, 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**, *Program Chair, Biology*; B.S., Texas Tech University; Ph.D., National University of Ireland, Maynooth (2009)

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

**Rakich, Whitney**, *Instructor, Spanish*; B.A., Northwestern University; M.A., Ph.D., University of New Mexico (2015)

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

**Richards, Sondra**, *Program Chair, 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.F.A., Washington State University (2013)

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

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

**Ross, Denise**, *Associate Professor, Associate Degree Nursing*; A.D.N., Eastern New Mexico University, Roswell; B.S.N., Texas Tech University Health Sciences Center; M.S.N., University of Texas at El Paso (2016)

**Saenz, Jessica**, *Instructor, English*; A.G.S., Midland College; B.S., Texas State University; M.A., University of Texas of the Permian Basin (2015)

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

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

**Sanders, Heather**, *Instructor, Developmental Mathematics and Adult Education*; A.A., Midland College; B.S., University of Texas of the Permian Basin, (2012)

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

**Schneider, Mike**, *Associate 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.G.S., Midland College (1999)

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

**Smith, Lori**, *Associate Professor, Child Development/Early Childhood*; B.S., Angelo State University, M.Ed., Sul Ross State University (2015)

**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; M.S.C.P.M., Texas Tech University Health Science Center; R.H.I.A., C.C.S. (2004)

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

**Thomas, Lori**, *Associate Professor, 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)

**Thompson, Sheena**, *Program Chair, Kinesiology*; B.S., M.S., Oklahoma City University (2015)

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

**Villarreal, Marta**, *Program Chair, Information Technology*; A.A.S., Midland College; C.C.N.A., Certified Cisco Network Associate; C.C.A.I., 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**, *Assistant Director, Associate Degree Nursing*; A.A., 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 and 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.

**Bowen, Fonda**, *Business Systems*; A.A.S., Midland College (2003)

**McMinn, Susan**, *Information Technology*; A.A.S., B.A.T., Midland College (2014)

**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)

## 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**-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 for 12 hours.

**Academic restriction**-occurs when a student fails to raise GPA to a 2.0 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.

**CLC**-Cogdell Learning Center, a Midland College facility located at 201 W. Florida, supporting the Business Economic Development Center and ESL classes and student advising for college preparation.

**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**-provides Midland College information such as faculty, administrators, degree plans, courses, financial aid, types of credit by exam, admission requirements, due process, expectations for student behavior, and additional information.

**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 career-technical programs.

**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 of Applied Science degrees require 15 semester credit hours of core curriculum; Associate of Arts or Science and 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 career-technical courses. General Studies (A.A.G.S. and A.S.G.S.) degrees are awarded to students who have completed 60 hours of coursework, including the 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-career coursework with core curriculum. Midland College awards a B.A.T. degree and a B.A.A.S. 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**-a course delivery format in which the majority of the instruction occurs when students and instructors are not in the same place.

**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.

**GED®**-GED® and GED Testing Service® are registered trademarks of the American Council on Education (ACE). Successful completion of the GED test will provide a Texas Certificate of High School Equivalency that may be used for college admission.

**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 may 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 online at [www.midland.edu/graduate](http://www.midland.edu/graduate)

**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 Options (NCBO)**--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 NCBO as TSI Prep.

**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**--when a student is reenrolled into his/her original class schedule after being dropped. In order to be reinstated, the student must provide written faculty approval and must pay all tuition & fees including a reinstatement/late fee.

**Schedule**--the publication which lists courses and sections available, times and locations and instructors, and the semester calendar. A schedule is available online ([www.midland.edu/schedules](http://www.midland.edu/schedules)) 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 (3 digits) 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-career 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 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, (exceptions may be made for a complete withdrawal).

**Work Study**--federally funded financial aid program in which qualifying students work a maximum of 15 hours per week on campus.