Course Catalog - Workforce Skills Certification

- Computer Classes
- Customized Classes
- Electrical Classes
- GIS
- Human Resources
- Intoxilyzer
- Personal Trainer
- Real Estate
- Real Estate Continuing Education
- RMI Safety Classes

Midland College MEANS BUSINESS.
www.midland.edu/wfce

Advanced Technology Center | 3200 W Cuthbert | Midland TX | 432.681.6335
New Online Registration Platform!

Please visit our new website at www.midland.edu/wfce to register for classes and manage your student account. Pay for classes, see your schedule, view grades and past order history.

*See login instructions below*

For students who have previously taken courses with Midland College Continuing Education:

1. Click on the “Reset Your password” under Reset or Forgotten Password
2. Enter in your Login Name.
   Login Name: LastnameFirstNameYYYY (example: SmithJohn2000)
   YYYYY = Birth Year
3. Enter the answer to the secret question.
   The secret question is: What is your last name?
   The secret question answer is: Lastname (example: Smith)
4. An email will be sent to you with a link that redirects you back to the Midland College Continuing Education website to create your password.
5. Once you have created your new password, you can access your Account and Register through the Midland College Continuing Education website.

For students who are new students

1. Go to: https://mcce.midland.edu/modules/customer/index.html
   (This works best in Chrome or FireFox).
2. Click on “Create a new account” under Create a new Customer Account.
3. Follow the steps to create your account.
4. If you are an existing student, an account has been created for you with your previous information.

For assistance with online registration

   call (432) 681-6335
or

   Email: ceworkforce@midland.edu

Advanced Technology Center
3200 W. Cuthbert
Midland, TX 79701

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 242, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu; Natasha Morgan, Director Human Resources/Payroll, 3600 N. Garfield, PAD 104, Midland, TX 79705, (432) 685-4534, nmorgan@midland.edu. For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm or call 1 (800) 421-3481.
Schedule Disclaimer

This schedule has been carefully proofed to insure the most accurate information. However, throughout the semester updates are regularly made as course times and dates are added and changed. Necessary changes may result in discrepancies that deviate from printed and online scheduling information.
Are you an industry professional interested in helping develop our local workforce to foster the economic growth of our region?

Do you enjoy sharing your knowledge and experience to help others realize their fullest potential?

If the answer is yes, we want to talk to you!

**WE ARE ALWAYS LOOKING FOR INSTRUCTORS**

If you possess excellent verbal and written communication skills, have a high school diploma or equivalent, have current certificates or relevant experience in workforce-related fields, contact Mabel Gutierrez at (432) 681-6301 to discuss instructor opportunities. WFCE offers competitive pay and flexible schedules to accommodate the needs of working professionals interested in teaching.

Advanced Technology Center
3200 W. Cuthbert
Midland, TX 79701

**Don’t see your area of interest?**

If you have a training need or are interested in teaching a course not offered in this catalog, please call our office with your recommendation. You might see your idea in our upcoming schedules!
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A geographic information system (GIS) lets us visualize, question, analyze and interpret data to understand relationships, patterns and trends.

GIS benefits organizations of all sizes and in almost every industry.

Register online: www.midland.edu/wfce

**FUNDAMENTALS OF ARCGIS (ARCMAP)**
ENGG1011.WF01191Q
Cost: $960 (out-of-state participants add $5 to course fee)
Thursday - Friday, October 24 - 25, 2019 8 am - 5pm, 16 Hours, 1.6 CEU’s

**INTERMEDIATE CONCEPTS FOR ARCGIS (ARCMAP)**
ENGG2001.WF02191Q
Cost: $1,440 (out-of-state participants add $5 to course fee)
Wednesday - Friday, November 5 - 7, 2019 8 am - 5 pm, 24 Hours, 2.4 CEU’s

*Minimum of 4 students required for class.*

Course Location:
Advanced Technology Center
3200 W. Cuthbert Midland, TX 79701

Analyze and interpret data to understand relationships, patterns and trends.

**Who uses ArcGIS?**

Oil & Gas exploration and Landmen divisions
Environmental and Safety divisions
Police, Fire and Emergency Response
City Planning
Utilities
Department of Transportation
Appraisal Districts
Agriculture
Environmental Companies
Large Development Companies
Schools and Universities
Computer Courses

Get ahead and stay ahead with our instructor-led, hands-on computer courses.

Learn how to increase your productivity with Touch Typing, optimize your time with Excel and maximize your profit with QuickBooks.

Register online: [www.midland.edu/wfce](http://www.midland.edu/wfce)

**Keyboarding/Touch Typing**

(POFT1010.WF01191Q) 8 Hours, .8 CEU’s

$119.00 Aug 26 - Aug 29 Mon - Thurs
6:00 p.m. - 8:00 p.m.

**Keyboarding/Touch Typing (Morning Class)**

(POFT1010.WF01191Q) 8 Hours, .8 CEU’s

$119.00 Sept 9 – Sept 10 Mon - Tue
8:00 a.m. - 12:00 p.m.

**Word Basic/Outlook 2013 (Morning Class)**

(POFT1024.WF01191Q) 12 Hours, 1.2CEU’s

$189.00 (Includes text book)

Sept 30 - Oct 2 Mon - Wed
8:00 a.m. - 12:00 p.m.

**Word Basic/Outlook 2013**

(POFT1024.WF01191Q) 12 Hours, 1.2CEU’s

$189.00 (Includes text book)

Oct 7 - Oct 8 Mon - Tue
6:00 p.m. - 8:00 p.m.

**Word 2013 Intermediate**

(POFI1042.WF05191Q) 12 Hours, 1.2 CEU’s

$189.00 (Includes text book)

Oct 15 - Oct 17 Tues - Thurs
Oct 21 - Oct 23 Mon—Wed
6:00 p.m. - 8:00 p.m.

**Word 2013 Intermediate (Morning Class)**

(POFI1042.WF06191Q) 12 Hours, 1.2 CEU’s

$189.00 (Includes text book)

Oct 28 - Oct 30 Mon - Wed
8:00 a.m. - 12:00 p.m.

**Word 2013 Advanced (Morning Class)**

(POFI2037.WF07191Q) 12 Hours, 1.2 CEU’s

$189.00 (Includes text book)

Nov 4 - Nov 6 Mon - Wed
8:00 a.m. - 12:00 p.m.

**Excel 2013 Basic**

(ITSC1004.WF08191Q) 12 Hours, 1.2 CEU’s

$189.00 (Includes text book)

Oct 28 - Oct 31 Mon-Thurs
Nov 4 - Nov 5 Mon - Tue
6:00 p.m. - 8:00 p.m.

**Excel 2013 Intermediate**

(ITSW1058.WF10192Q) 12 Hours, 1.2 CEU’s

$189.00 (Includes text book)

Dec 2 - Dec 5 Mon - Thurs
Dec 9 - Dec 10 Mon - Tue
6:00 p.m. - 8:00 p.m.

**Excel 2013 Intermediate (Morning Class)**

(ITSW1058.WF11192Q) 12 Hours, 1.2 CEU’s

$189.00 (Includes text book)

Dec 2 - Dec 4 Mon - Wed
8:00 a.m. - 12:00 p.m.

**Basic Business Accounting**

(ACNT1001.WF01191Q) 18 Hours, 1.8 CEU’s

$238.00 (Includes text book)

Sept 10 - Sept 26 Tues & Thur
6:00 p.m. - 9:00 p.m.

**QuickBooks 2018 (Level I)**

(ACNT1043.WF01191Q) 24 Hours, 2.4 CEU’s

$309.00 (Includes text book)

Oct 8 - Oct 23 Tue, Wed & Thur
6:00 p.m. - 9:00 p.m.

**QuickBooks 2018 (Level I)**

(ACNT1043.WF02191Q) 24 Hours, 2.4 CEU’s

$309.00 (Includes text book)

Nov 5 - Nov 20 Tue, Wed, & Thur
6:00 p.m. - 9:00 p.m.

Mabel Gutierrez 432-681-6301
mgutierrez@midland.edu
3200 W. Cuthbert Midland, TX
CONCURRENT COURSES

Concurrent courses are credit courses that may be taken as non-credit or continuing education. Most credit courses, subject to approval and space availability, fit into this category. Please refer to the Midland College Credit Course Schedule for course offerings and call the Department of Continuing Education at 432-681-6329 for further information. CEU's will be awarded for successful completion of classes. Concurrent courses are not applicable for CREDIT CERTIFICATION. Some examples of courses offered for concurrent enrollment are listed, but many more courses are available.

Course Location: Advanced Technology Center 3200 W. Cuthbert Midland, TX 79701

ACCOUNTING

Introduction to Accounting
(ACNT 1403)
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 reconciliation, and payroll.

AIR CONDITIONING & HEATING

Basic Electricity
(HART 1401)
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. The class will begin with basic electricity and progress through the study of transformers, power distribution, electric motors, motor controls and circuitry. The student will be introduced to the proper operation of various electrical meters and test instruments. This course, and HART 1407, must be taken first as the prerequisite to all HART classes.

Refrigeration Principles
(HART 1407)
An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety refrigeration containment metering devices, and refrigeration components. The student will learn proper soldering and brazing techniques using oxy-acetylene and air-acetylene. The student will also be introduced to the proper use of hand tools and test instruments required in both service and installation.

AUTOMOTIVE TECHNOLOGY  COMPUTER GRAPHICS

Automotive Brake Systems
(AUMT 1310)
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. Prerequisite: AUMT 1305 or instructor approval.

Automotive Electrical Systems
(AUMT 1307)
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. Prerequisite: AUMT 1305 or instructor approval.

COMPUTER GRAPHICS

Basic Computer-Aided Drafting
(DFTG 1309)
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. Co-requisite: DFTG 1305. Software: AUTOCAD 2007.
COMPUTER GRAPHICS

Introduction To Tech Animation & Rendering
(ARTV 1302)
This course introduces the basic terminology and concepts associated with the development of computer modules used in technical computer animation. Topics include basic animation principles, model creation, light sources, camera positioning, rendering as well as importing and modification of external files. Course projects reflect current practices in the architectural, engineering, or construction disciplines. Pre-requisite: ARTV 2340 Software: 3D Studio, MAX, AUTODESK, VIZ.

Technical Drafting
(DFTG 1305)
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes.

ENERGY TECHNOLOGY

Introduction to Petroleum Industry
(PTRT 1301)
This course is an introduction to the various aspects of the petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Students will identify the concepts of exploration, production, refining, marketing, and transportation.

Basic Mechanical Skills for Energy
(ENER 1330)
This course covers industrial tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings, and basic shop calculations (English and Metric).

INFORMATION TECHNOLOGY

Business Computer Applications
(BCIS 1405)
Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. This course is designed for business majors who plan to transfer to a four year school.

Integrated Software Applications
(ITSC 1409)
Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. The student will use word processing, spreadsheet, database, and/or presentation media software; and demonstrate ability to apply integration techniques and produce combined documents.

WELDING

Introduction To Welding Fundamentals
(WLDG 1421)
An introduction to the fundamentals of equipment used in oxy-acetylene welding 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 errous and nonferrous metals.
Every organization is uniquely different from the next, with its own challenges, its own goals and its own people.

Midland College Workforce Continuing Education understands that not all training needs are created equal.

We will customize our safety courses to fit the needs of your specific industry and organization.

Our experienced trainers are experts in a variety of fields, who know what it takes to keep your most valuable asset safe in the workplace.

Debra Campbell
Contract Training Coordinator
(432) 681-6326
dcampbell@midland.edu
Advanced Technology Center
3200 W. Cuthbert Midland, TX
Sharpen your skills, or learn new ones with our instructor-led online courses. [www.ed2go.com/midlandcollege](http://www.ed2go.com/midlandcollege)

Most ed2go classes are only $115.00

Online CE courses run for six-weeks (with a 10-day extension available at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion area, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

Instructor-led Courses

- Professional Development
- Personal Enrichment
- Sessions that start monthly
- Convenient six-week format
- Interactive learning environment
- Award of completion with passing score

Career Training Programs

- Prepare for a new industry
- Start a new career
- In-depth study with all materials provided
- Personal instructor assistance
Electrician
(TDLR approved provider #1014)
*In-Demand Career*
High demand in the Permian Basin for Electricians!
Salary Range: $36,650/year to $104,000/year
Average in Permian Basin: $50,768/year
Entry level: $17.62 per hour
Register online: www.midland.edu/wfce
Contact: Mabel Gutierrez 432-681-6301/mgutierrez@midland.edu

Introduction to Electricity
This course serves as a general introduction to electrical concepts such as static and current electricity, resistance, potential difference, current, electrical components, conductors and DC circuits.

Sept 9 - Sept 25
Mon/Wed 6:30 p.m. - 8:30 p.m.
Advanced Technology Center room 105
(ELPT1002.WF01191Q) 12 hours, 1.2 CEU’s
$188.00

Introduction to Residential Wiring
Building upon the skills studied in Intro to Electricity, this course covers the fundamentals of residential wiring methods such as load, calculations, safety, installation, load protection, ground fault, equipment and conduit bending.

Sept 30- Oct 23
Mon/Wed 6:30 p.m. - 8:30 p.m.
Advanced Technology Center room 105
(ELTN1005.WF02191Q) 16 hours, 1.6 CEU’s
$215.00

Code Fundamentals
Preparing for your licensing exam or need extra help with your code calculations? Then this course is for you! Code Fundamentals reviews math essential to the electrical profession such as basic code calculations: fractions, decimals, percentages, rations, proportions and commonly missed calculations.

Oct 28– Nov 21
6:30 p.m. - 8:30 p.m.
Advanced Technology Center room 105
Mon/Wed 10/28, 10/30, 11/4 and 11/6
Mon/Wed/Thur 11/11-11/14 and 11/18 - 11/21
(ELPT1001.WF03192Q) 20 hours, 2.0 CEU’s
$266.00

TDLR requires electrical licensing applicants meet the following criteria:

Residential Wiring - Must complete 4,000 hours on-the-job training supervised by master electrician or residential wireman and pass the TDLR residential wireman exam.

Journeyman Electrician - Must complete 8,000 hours on-the-job training supervised by licensed master electrician and pass TDLR journeyman electrician exam.

Master Electrician - Must complete minimum of 12,000 hours on-the-job training supervised by master electrician, held journeyman license for at least two years and pass the TDLR master electrician exam.

TDLR Texas Electrical Update
(ELPT2000) 4 hours, 0.4 CEU’s $89.00
TDLR approved provider #1014
Instructor: Bill Routh
Approved by the Texas Department of Licensing and Regulation (TDLR), this course provides
- 2.5 hours of instruction
- 1 hour of instruction in safety
- 30 minutes of instruction in the rules and laws regulating the electrical industry in Texas

Saturdays Only
WF04191Q  Sept 7  8:30 a.m. - 12:30 p.m.
WF05191Q  Oct 5  8:30 a.m. - 12:30 p.m.
WF06191Q  Nov 2  8:30 a.m. - 12:30 p.m.
WF07192Q  Dec 7  8:30 a.m. - 12:30 p.m.

Special Instructions
Pre-registration and pre-payment are required. Payments will not be accepted the day of class.

Participants must bring a photo ID and electrical license to class. Participants without these articles will not be allowed into classroom.

Class begins promptly at 8:30 a.m. Classroom doors are locked once class begins.

**Out of state participants add $5.00 to course fee.**

ArcFlash
8 hours/.08 CEU’s
$249
NFPA 70e Training. Course provides an understanding of the requirements under the NFPA 70e standard and the OSHA 29 CFR 1910 and 29 CFR 1926 rules.

Saturday’s 8 a.m. to 5 p.m.
August 17  August 31
September 14  September 28
October 12  October 2
November 16
Whether you are ready to pursue certification or looking to advance your foundational HR knowledge, we have the programs to meet your needs.

These fully online courses are designed to accommodate busy professionals seeking to educate themselves about HR on their own schedules, at times convenient for them. Courses consist of expert instruction from an HR Attorney and SHRM-SCP® certified instructor utilizing videos, webinars and SHRM Learning System® materials.

All you need for these courses is a computer, internet access and the desire to learn! Sign up today and include this important credential on your resume!

Classes for the Fall schedule begins on Tuesday, September 10th. Registration will be available through September 9, 2019.

Contact Mabel Gutierrez at (432) 681-6301 for registration information.

Essentials of Human Resources Course – ONLINE!

Are you looking to take your career to the next level? Do you want to excel and be recognized as a leader in your organization? Do you want to feel more confident and be a part of the team? Then, a knowledge of human resources is critical to your success. That’s because human resource issues impact every company in some way. Successful and aspiring leaders know and understand this fact. By understanding the fundamental issues surrounding HR today, including employment law, performance management, benefits & compensation and recruiting, leaders can take their business to the next level and achieve overall business success.

For example, did you know the average discrimination lawsuit costs companies $270,000 and that employment claims, settlements and lawsuits (including the cost to defend those lawsuits) are the most costly and time-consuming losses facing corporations today?

Imagine if you could save your company from these costs alone, what would your value be to the organization? Answer: Priceless

Midland College is now offering The Essentials of Human Resources – ONLINE. This course is backed by the Society for Human Resource Management’s (SHRM) track record of providing quality HR training. The Essentials of Human Resources course covers the topics you need to meet key HR challenges that are relevant to you and your company.

The course is a fully online, six-week course estimated to comprise approximately 16 hours of class lectures, reading assignments, exams and class projects. A passing grade of 70 or above is required to earn your SHRM Essentials of Human Resources Certificate from Midland College.
Classes for the Fall schedule begins on Tuesday, September 10th. Registration will be available through September 9, 2019. [www.midland.edu/wfce](http://www.midland.edu/wfce)

**SHRM Essentials of HR Management - Online**
HRPO1000.WF01191Q $854.00
September 10 to October 23

Whether you are new to HR, or it’s one of the many roles you fulfill at your company, this course covers key aspects central to HR. Gain foundational knowledge and tools you can immediately put to use in your organization.

Designed as a thorough introduction to HR basics, the SHRM Essentials of Human Resources course provides a solid foundation in human resource management and is effective training across multiple job responsibilities and career paths.

The course is best suited for:
- New and Junior HR practitioners who need to increase their knowledge base
- Small Business owners or office managers who perform HR functions for their organizations
- Business managers who want to learn basic HR best practices to avoid costly litigation
- New or experienced managers interested in learning more about employee management skills
- Job seekers who are interested in HR as a new career option or want to enhance their resume

**SHRM CP/SCP Exam Prep Modules - Online**
Available on Spring 2020
(Price $1349, includes material)
Dates available on website January 2020.

Mabel Gutierrez
432-681-6301
mgutierrez@midland.edu

Course Location:
Advanced Technology Center
3200 W. Cuthbert
Intoxilyzer Operator Certification
This State Approved Breath Test Operator School is open to law enforcement employees across the state of Texas. In addition to receiving state certification as a breath test operator, students who successfully complete this Intoxilyzer course of instruction may be eligible to apply for TCOLE credit.

This 28 hour course instructs in the correct procedures for operation of an Intoxilyzer instrument, and includes a study of associated DWI laws.

Professional Ethics course:
Skills development in helping professionals learn how to make good decisions when faced with ethical dilemmas.

Lunch is INCLUDED with this course, and is provided by the instructor. The student will remain in the classroom and will not leave for lunch.

**This course is open only to members of Law Enforcement. Participants must include agency of employment when registering for class.**

Intoxilyzer Operator Certification
- **CJLE1094.WF01191Q**
  - Sept 23 - Sept 26
  - Mon - Wed
  - 8:00 a.m. - 5:00 p.m.
  - Thur 8 a.m—12 p.m.
  - 28 Hours, 2.8 CEU's
  - $250.00

Intoxilyzer Operator Certification
- **CJLE1094.WF02191Q**
  - Nov 12—Nov 15
  - Tue-Thur
  - 8:00 a.m. - 5:00 p.m.
  - Fri 8 a.m—12 p.m.
  - 28 Hours, 2.8 CEU's
  - $250.00

Professional Ethics
- **CJSA1092.WF03191Q**
  - Oct 21, 2019
  - Mon
  - 8:00 a.m. - 5:00 p.m.
  - 8 Hours, .8 CEU’S
  - $150.00
Personal Trainer Certification

Demand in the Permian Basin for Fitness Trainers and Aerobic Instructors is increasing!

Salary Range: $35,027/year to $42,786/year
Average in Permian Basin: $38,665/year
Entry level: $16.84 per hour

Brought to you by World Instructor Training School (W.I.T.S)

Invest in your health and fitness! Get all the important information needed to start an exciting successful career as a Certified Personal Trainer. Our personal trainer course is a great way to prepare for the on campus national exam and live your dream of starting a successful personal trainer career.

This challenging course is for candidates wanting live instruction with in-depth, hands-on practical labs to master the career skills and knowledge needed to become a personal trainer.

Our experienced teachers share all the do’s and don’ts of working with clients. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage and health assessments.

The best part of the course is the 15 hours of hands-on practical training labs. You will role play with assessing clients, programming, performing proper exercises, presentation skills and more. Register today and get started in one of the hottest growing professions in North America.

You can work right after passing the CPT exams! You must be at least 18 years of age and have proof of CPR/AED to obtain your Level 1 Certified Personal Trainer. Midland College offers FREE CPR/AED certification courses. As a special bonus, you can take advantage of our 30 hour employer internship to get our advanced Level 2 Certified Personal Trainer credential at no additional cost!!

Required Textbook:

*Save money with the e book version.

Saturdays October 5—November 2
9:00 a.m. - 4:00 p.m.
(FITT1037.WF0191Q) 30 hours/3.0 CEU’s
$689.00

Course Location:
Advanced Technology Center
3200 W. Cuthbert
Midland, TX 79701

NCCA ACCREDITED PROGRAM

Demand in the Permian Basin for Fitness Trainers and Aerobic Instructors is increasing!

Salary Range: $35,027/year to $42,786/year
Average in Permian Basin: $38,665/year
Entry level: $16.84 per hour

Invest in your health and fitness! Get all the important information needed to start an exciting successful career as a Certified Personal Trainer. Our personal trainer course is a great way to prepare for the on campus national exam and live your dream of starting a successful personal trainer career.

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Required Textbook:

*Save money with the e book version.

Saturdays October 5—November 2
9:00 a.m. - 4:00 p.m.
(FITT1037.WF0191Q) 30 hours/3.0 CEU’s
$689.00

Course Location:
Advanced Technology Center
3200 W. Cuthbert
Midland, TX 79701

NCCA ACCREDITED PROGRAM
Want to break in to the lucrative field of real estate?

Our real estate training program, approved by the Texas Real Estate Commission (TREC), prepares you for the Texas state licensing exam and gives you a firm foundation with which to begin your exciting career in real estate.

For more information about TREC, visit www.trec.state.tx.us or call (512) 936-3000.

Register online: www.midlandedu/wfce

Book can be bought at Midland Campus Bookstore 3400 N. Garfield (432) 685-4545.

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**Principles I #121**
(RELE1002.WF14184Q) 30 Hours, 3.0 CEU’s $249.00
Aug 19 - Aug 29 Mon - Thurs 6:00 p.m. - 10:00 p.m.
Advanced Technology Center room 135
Required text: Modern Real Estate Practice in Texas

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**Principles II #122**
(RELE1039.WF01191Q) 30 Hours, 3.0 CEU’s $249.00
Sept 9 - Sept 19 Mon - Thurs 6:00 p.m. - 10:00 p.m.
Advanced Technology Center room 135
Required text: Modern Real Estate Practice in Texas

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**Law of Agency #1151**
(RELE2002.WF02191Q) 30 Hours, 3.0 CEU’s $249.00
Sept 23 - Oct 3 Mon - Thurs 6:00 p.m. - 10:00 p.m.
Advanced Technology Center room 135
Required text: Texas Real Estate Agency

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**Law of Contracts #1251**
(RELE1012.WF03191Q) 30 Hours, 3.0 CEU’s $249.00
Oct 7 - Oct 17 Mon - Thurs 6:00 p.m. - 10:00 p.m.
Advanced Technology Center room 135
Required text: Texas Real Estate Contracts

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**Promulgated Contracts #351**
(RELE1000.WF04191Q) 30 Hours, 3.0 CEU’s $249.00
Oct 21 - Oct 31 Mon - Thurs 6:00 p.m. - 10:00 p.m.
Advanced Technology Center room 135
Required text: Texas Promulgated Forms

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**Real Estate Finance #451**
(RELE1020.WF05191Q) 30 Hours, 3.0 CEU’s $249.00
Nov 4 - Nov 14 Mon - Thurs 6:00 p.m. - 10:00 p.m.
Advanced Technology Center room 135
Required text: Texas Essentials of Real Estate Finance

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**Texas Real Estate Exam Prep**
$149.00
Date: Nov 29, 30 and Dec 1
Fri 6:00 p.m. - 9:00 p.m., Sat 8:00 a.m. - 5:00 p.m., Sun 1:00 p.m. - 5:00 p.m.
Material will be provided. Minimum of 10 students is required for class.
Advanced Technology Center room 135

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Out-of-state participants add $5.00 to course fee. Certificates will be issued at the end of each course for participants who successfully complete course curriculum. Please no children/infants in classroom for lecture.
The Risk Management Institute (RMI) at Midland College was created to offer courses on workers’ health and safety for employers, employees, and the general public.

As a result of Texas Mutual’s generosity, all RMI courses are FREE to the public.

*Reservation fee of $25 starting September 1, 2019.*

Every year since 2005, Texas Mutual Insurance Company has presented Midland College with a $100,000 grant with which to cover all expenses associated with these workplace safety courses, including supply cost and instructor salaries.

These courses include a wide variety of risk management/safety topics. Courses range from general safety topics such as back safety, ergonomics, fall protection and OSHA standards, to specific topics such as Introduction to Safety Management, Confined Spaces, HAZCOM, Drug and Alcohol Awareness for Supervisors, H2S Certification and CPR/First Aid & Blood-Borne Pathogens.

In 2017, Midland College RMI added a new workplace safety training course: Emergency Preparedness/Surviving an Active Shooter Event.

Although the odds of being caught in an active shooter event remain low, RMI and Texas Mutual Insurance are dedicated to identifying and addressing the risks factors facing today’s workforce. RMI’s focus is on education and preparedness no matter how minimal the risk, at absolutely no cost to participants.

We are proud to partner with Texas Mutual Insurance Company. Together we are helping to create a safer workplace for Midland and the surrounding area.
Risk Management courses are offered free to the public through a generous donation from Texas Mutual Insurance Company. Minimum of five students needed to conduct class. Pre-registration is required.

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 242, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu; Natasha Morgan, Director Human Resources/Payroll, 3600 N. Garfield, PAD 104, Midland, TX 79705, (432) 685-4534, nmorgan@midland.edu. For further information on notice of non-discrimination, visit http://wdcrbcolp01.ed.gov/CFAPPS/OCR/contactus.cfm or call 1 (800) 421-3481.

CPR First Aid and Bloodborne Pathogens

Reserve your seat by contacting

Leticia Ramos
432-681-6335/lramos@midland.edu

www.midland.edu/rmi

Tuition cost: Free
Reservation fee: $25

Course Location:
Advanced Technology Center
3200 W. Cuthbert
Midland, TX 79701

CPR FIRST AID & BBP

THURSDAY’S
8:30 a.m. to 12:30 p.m.

September 5 RMIN1000.WF01191Q
October 10 RMIN1000.WF20191Q
October 31 RMIN1000.WF31191Q

CPR PEDIATRIC PLUS

THURSDAY’S
8 a.m. to 4 p.m.

September 19 RMIN1000.WF10191Q
November 14 RMIN1000.WF39191Q
ACCIDENT INVESTIGATION
FRIDAY 8:30 AM TO 12:30 PM
SEPT 13 RMIN1000.WF08191Q
NOV 8 RMIN1000.WF3719Q

CONFINED SPACE
FRIDAY 8:00 AM TO 5 PM
OCT 11 OSHT1000.WF22191Q

DOT COMPLIANCE FOR RECORDKEEPING
FRIDAY’S 8:00 AM TO 5:00 PM
SEPT 6 OSHT2011.WF04191Q
OCT 18 OSHT2011.WF27191Q
NOV 1 OSHT2011.WF34191Q
DEC 13 OSHT2011.WF51191Q

DRUG & ALCOHOL AWARENESS
FRIDAY’S 8:30 AM TO 12:30 PM
SEPT 27 RMIN1000.WF15191Q
NOV 22 RMIN1000.WF43191Q

EXCAVATION COMPETENT PERSON
FRIDAY’S 8:00 AM TO 5:00 PM
SEPT 27 OSHT1003.WF16191Q
OCT 25 OSHT1003.WF30191Q
NOV 22 OSHT1003.WF44191Q

FALL PROTECTION /LADDER SAFETY
FRIDAY’S 8:00 AM TO 5:00 PM
OCT 11 OSHT2011.WF21191Q
DEC 13 OSHT2011.WF50192Q

FORKLIFT
FRIDAY’S 8:30 AM TO 12:30 PM
SEPT 13 RMIN1000.WF07191Q
OCT 18 RMIN1000.WF25191Q

H2S CERTIFICATION
FRIDAY’S 8:30 AM TO 12:30 PM
OCT 4 RMIN1000.WF19191Q
DEC 6 RMIN1000.WF47192Q

HAZWOPER 40 HOUR
MONDAY—FRIDAY 8:00 AM TO 5:00 PM
SEPT 16—20 OSHT2011.WF09191Q
NOV 11—15 OSHT2011.WF38191Q

HAZWOPER REFRESHER
FRIDAY’S 8:00 AM TO 5:00 PM
SEPT 6 OSHT2011.WF09191Q
NOV 11 OSHT2011.WF38191Q

INTRO. SAFETY MANAGEMENT
THURSDAY 8:00 AM TO 5:00 PM
OCT 17 OSHT2011.WF24191Q

MIDLAND CONSTRUCTION
FRIDAY 8:00 AM TO 5:00 PM
OCT 11 OSHT1003.WF23191Q
DEC 13 OSHT1003.WF52192Q

OSHA 10 HOUR
THURSDAY—FRIDAY 8:00 AM TO 5:00 PM
SEPT 26—27 OSHT1003.WF14191Q
OCT 24-25 OSHT1003.WF28191Q
NOV 21—22 OSHT1003.WF45191Q

OSHA 30 HOUR
MONDAY—THURSDAY 8:00 AM TO 5:00 PM
SEPT 9—12 OSHT2011.WF06191Q
NOV 4 – 7 OSHT2011.WF36191Q

PEC BASIC PIPELINE
FRIDAY’S 8:00 AM TO 5:00 PM
SEPT 20 OSHT1015.WF11191Q
NOV 15 OSHT1015.WF40191Q

PEC CORE COMPLIANCE
TBA on website

PEC H2S CLEAR
FRIDAY’S 8:30 AM TILL 12:30 PM
SEPT 6 RMIN1000.WF03191Q
NOV 1 RMIN1000.WF33191Q

PEC SAFELAND & BASIC ORIENTATION
SATURDAY’S 8:00 AM TO 5:00 PM
SEPT 7 OSHT2011.WF05191Q
FRIDAY OCT 4 OSHT2011.WF18191Q
FRIDAY OCT 18 OSHT2011.WF26191Q
SATURDAY NOV 2 SHT2011.WF35191Q
FRIDAY DEC 6 OSHT2011.WF48192Q

PEC SAFELAND & BASIC ORIENTATION (SPANISH)
FRIDAY’S 8:00 AM TO 5:00 PM
SEPT 20 OSHT2011.WF12191Q
NOV 15 OSHT2011.WF41191Q

PEC SAFETY SUPERVISOR
FRIDAY 8:00 AM TO 5:00 PM
OCT 25 OSHT2011.WF29191Q

SUPERVISOR DEVELOPMENT
THURSDAY—FRIDAY 8:00 AM TO 5:00 PM
OCT 3—4 OSHT1003.WF17191Q
DEC 5—6 OSHT1003.WF46192Q

Risk Management courses are offered free to the public through a generous donation from Texas Mutual Insurance Company.
Minimum of five students needed to conduct class. Pre-registration is required.
Rev. 09/25/19
Midland College is pleased to be a host campus for UT-Arlington’s Advanced Safety Training.

Courses are offered for instructors and workers wanting advanced certification and professional development.

To register for UTA courses, visit
https://web-ded.uta.edu/wconnect/ace/
Or call (866) 906-9190

OSHA #2264 Permit-Required Confined Space Entry

$595/ 22.5 Hours
September 10-12, 2019
Tuesday, Wednesday, Thursday 8 a.m. to 5 p.m.

Midland College 3600 N. Garfield Midland, TX 79705 Room #161

This course covers the safety and health hazards associated with permit-required confined space entry. Course topics include recognition of confined space hazards, identification of permit and non-permit required confined spaces, use of instrumentation to evaluate atmospheric hazards, ventilation techniques, developing and implementation of a confined space program, proper signage, and training requirements. This course features workshops on permit entry classification, instrumentation and program development.

Note:
- Participants must present a government-issued photo ID in order to attend this training.
Fall 2019 Calendar

July 1 —--------------------------------- Continue Education (CE) Registration Begins
Sept 2 —--------------------------------- Labor Day Holiday
Nov 28 - Dec 1 —--------------------------------- Thanksgiving Holiday
Dec 17 - Jan 1 —--------------------------------- Winter Break

REFUND/CANCELLATION POLICY
Courses that lack sufficient enrollment will be cancelled by 12:00 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 CE 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 be issued a refund check 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. 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. Please allow 30 days for refund processing.

Bad Weather Procedures
In case of weather conditions that may cause Midland College to delay or cancel classes, please listen to local radio and television stations for announcements. Call the Midland College switchboard at (432)685-4500, or check the Midland College website, www.midland.edu.

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 veteran of the Vietnam era.

MC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools 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.
POLICIES AND REGISTRATION INFORMATION

TUITION AND FEES
Tuition and fees must be paid in full by 12:00 PM (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 CE schedule. Tuition and fees are based on the number of course hours, instruction costs, equipment and building use.

ADDITIONAL FEES
Out-of-state fees may apply and will be noted in course information. An out-of-state resident is defined as any US citizens, 17 years of age or older, who have not been a resident of Texas 12 months prior to registration.

PAYMENT OPTIONS
Please note: if you have a prior balance, a hold, which prevents registration, will be placed on your account. You must contact the cashier’s office at 432-681-6328 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 in person or online at the following locations:

midland.edu/wfce
Advanced Technology Center
3200 W. Cuthbert
(432) 681-6335

SOCIAL SECURITY NUMBERS
A social security number is required to identify students’ permanent records. The Midland College registration system automatically encrypts a student’s SS# into a student identification 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 ID # and to use it when communicating with MC offices. Students are requested to provide their SS# to the College for maintenance of their student records; it also allows the College to meet federal and state reporting requirements.

CEUS
CE classes qualify eligible participants to receive CE Units (CEUs). The CEU is a nationally recognized standard of measurement earned for participation in qualified programs. One unit is awarded for every 10 hours of instruction. Upon successful completion of a qualified course, the participant will receive a Midland College certificate with awarded hours and CEUs. After eligible courses are graded, official transcripts will be available. All transcript requests must be submitted in writing or in person to the Continuing Education Department. In most cases, a certificate of completion will be provided for graded CE courses. With the exception of certain seminars, short courses, and customized contract courses, the cost of certificates is included in the course fee. There is a $15 fee for each additional or replacement certificate requested.

TEXTBOOK/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. MC bookstore hours are Monday through Thursday from 8:00 a.m. - 7:00 p.m., and Fridays from 8:00 a.m. - 4:30 p.m. For more information call (432) 685-4545.

PARKING PERMITS
Students enrolled in CE courses on the MC main campus, will receive their parking permit on the first day of class from the instructor or they may be picked up in the CE office, Scharbauer Student Center, Room 214.

Students taking CE courses at the ATC or PPDC do not need a parking permit.

MISSION STATEMENT
The Mission Statement of the Department of Continuing Education is to provide to the diverse populations of Midland College’s community, quality and life-long educational opportunities for professional development and personal enrichment.
Workforce Continuing Education Risk Management Institute (RMI) is proud to partner with Texas Mutual Insurance Company. Together we’re helping to create a safer workplace for Midland and the surrounding area. Currently providing FREE safety classes at Midland College Advanced Technology Center.

Tuition cost: Free
Reservation fee: $25