Spring 2019 Catalog

We Mean Business

Electrical Program | Real Estate Program | Certified Personal Trainer

Human Resources | Computer Training | Safety Training | Customized Training
New Online Registration Platform!

Please visit our new website at 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*

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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)
   YYYY = 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://rmcce.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.

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For assistance with online registration

call (432) 681-6335 or
e-mail ceworkforce@midland.edu

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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://wdcrobclop01.ed.gov/CFAPPS/OCR/contactus.cfm or call 1 (800) 421-3481.
The Workforce Continuing Education Team

Lyndolyn Pervier - Director (432) 681-6329

Leticia Ramos - Secretary, RMI/WFCE (432) 681-6335
Debra Campbell - Contract Training Coordinator
(432) 681-6326

Margaret Saunders –Part-Time Data Specialist (432) 681-6336

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 Debra Campbell at (432) 681-6326 to discuss instructor opportunities. WFCE offers competitive pay and flexible schedules to accommodate the needs of working professionals interested in teaching.

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!

Print Disclaimer

This marketing schedule contains policies, regulations, and procedures which were in effect as we went to press. The CE department reserves the right to modify or amend any statement, policy, or price in accordance with unforeseen conditions. All Community Programs CE courses are charged student service fees.
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Electrician

*In-Demand Career*

There is 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

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.

Jan 28 – Feb 13 Mon/Wed 6:30 p.m. - 8:30 p.m.
Advanced Technology Center room 105
(ELPT1002.WF01182Q) 12 hours, 1.2 CEU’s
$188.00 **Out of state participants add $5.00 to course fee.

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.

Feb 14, 15, 19, 21, 26, 28, Mar 5, 7
Thurs/Fri, then Tues/Thurs 6:30 p.m. - 8:30 p.m.
Advanced Technology Center room 105
(ELTN1005.WF03182Q) 16 hours, 1.6 CEU’s
$215.00**Out of state participants add $5.00 to course fee.

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 that is essential to the electrical profession such as basic code calculations fractions, decimals, percentages, rations, proportions and commonly missed calculations.

Mar 26 – Apr 25
Tues/Thurs 6:30 p.m.- 8:30 p.m.
Advanced Technology Center room 105
(ELPT1001.WF04183Q) 20 hours, 2.0 CEU’s
$266.00 **Out of state participants add $5.00 to course fee.

TDLR approved provider #1014

TDLR Texas Electrical Update
(ELPT2000) 4 hours, 0.4 CEU’s $89.00

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
WF02182Q Jan 26 8:30 a.m. - 12:30 p.m.
WF05182Q Feb 16 8:30 a.m. - 12:30 p.m.
WF06183Q Mar 23 8:30 a.m. - 12:30 p.m.
WF07183Q Apr 13 8:30 a.m. – 12:30 pm
WF08183Q May 11 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.

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.
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 Feb 9 – Mar 9-- 9:00 a.m. - 4:00 p.m. (Saturdays only) No class Mar 16 (FITT1037.WF02182Q) 30 hours/3.0 CEU’s
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!

**SHRM Essentials of HR Management - Online**  
(HRPO1000) $849.00  
HRPO1000.WF05183Q  Mar 4 – Apr 12

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**

Covers HR Competencies, Employment Law, Benefits, Compensation, and Recruiting  
$1299.00 (includes materials)

HRPO2030.WF06183Q  Exam Prep  Mar 4 – Apr 30

Define yourself as an HR leader with SHRM certification. Earn and prove your knowledge, competency and value to colleagues and to employers looking for a competitive edge in today’s global economy.

Designed for examination preparation for the SHRM certification exams, a professional distinction of SHRM Certified Professional (SHRM-CP®) or SHRM-Senior Certified Professional (SHRM-SCP®) is global recognition of HR expertise and leadership.

This course is best suited for mid-level to senior level experienced HR practitioners seeking the highest level of knowledge and skills in HR through certification by the national organization.
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.

**Keyboarding (Typing)**
(POFT1010.WF09182Q) 8 Hours, .8 CEU’s $119.00
Jan 7 – Jan 10 Mon - Thurs 6:00 p.m. - 8:00 p.m.

**Word Basic (Evening Class)**
(POFI1024.WF11182Q) 10 Hours, 1.0 CEU’s $189.00 (Includes text book)
Feb 4 – Feb 7 Mon --Thurs 6:00 p.m. - 8:30 p.m.
Instructor: Yolanda Hernandez

**Word Intermediate (Evening Class)**
(POFI1042.WF13182Q) 10 Hours, 1.0 CEU’s $189.00 (Includes text book)
Feb 12 – Feb 21 Tues/Thurs 6:00 p.m. - 8:30 p.m.
Instructor: Yolanda Hernandez

**Excel 2013 Basic (Evening Class)**
(ITSC1004.WF15183Q) 10 Hours, 1.0 CEU’s $189.00 (Includes text book)
Mar 18 – Mar 21 Mon - Thurs 6:00 p.m. - 8:30 p.m.

**Excel 2013 Intermediate (Morning Class)**
(ITSW1058.WF12182Q) 8 Hours, 0.8 CEU’s $159.00 (Includes text book)
Feb 5 & Feb 7 Tues &Thurs 8:30 a.m. - 12:30 p.m.

**Excel 2013 Intermediate (Evening Class)**
(ITSW1058.WF16183Q) 10 Hours, 1.0 CEU’s $189.00 (Includes text book)
Apr 8 – Apr 11 Mon - Thurs 6:00 p.m. - 8:30 p.m.

**QuickBooks**
(ACNT1043.W01183Q) 24 Hours, 2.4 CEU’s $309.00 (Includes text book)
May 7 – May 28 Tues Wed Thurs 6:00 p.m. - 8:30 p.m.
(Last Class day will be from 6:00 p.m. – 7:30 pm

**Basic Business Accounting**
(ACNT1001.WF02183Q) 18 Hours, 1.8 CEU’s $238.00 (Includes text book)
Mar 19 – Apr 4 Tues - Thurs 6:00 p.m. - 8:00 p.m.
ArcGIS

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.

**Mastering Web Maps**
Adding ArcGIS Online & Portal to Your GIS skillset.

**February 21 – 22**  
8 a.m. - 5 p.m. Thurs/Fri  
16 Hours, 1.6 CEU’s  
$1,440.00  
Advanced Technology Center Room 139

**Intermediate Concepts for ArcGIS (ArcMap)**

June 19 – 21  
8 a.m. – 5 p.m.  
Wed - Fri  
24 Hours, 2.4 CEU’s  
$1,440.00  
Advanced Technology Center Room 139

**Sharing GIS Maps as Apps**

Mar 25 – 26  
8 a.m. – 5 p.m.  
Mon/Tues  
16 Hours, 1.6 CEU’s  
$960.00  
Advanced Technology Center Room 139

**Fundamentals of ArcGIS –(ArcMap)**

May 9 – 10  
8 a.m. – 5 p.m.  
Thurs/Fri  
16 Hours, 1.6 CEU’s  
$960.00  
Advanced Technology Center Room 139

**ArcGIS Pro Quick-start**

June 20 – 21  
8 a.m. – 5 p.m.  
Thurs/Fri  
16 Hours, 1.6 CEU’s  
$960.00  
Advanced Technology Center Room 139

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**Who Should Use GIS?**

- Oil & Gas Exploration, Landmen, 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
- Facilities Management
- Financial Organizations
- Insurance Companies
Sharpen your skills, or learn new ones with our instructor-led online courses.

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. After enrolling with Ed2Go, you will be contacted by Midland College and given instructions on how to pay for your class.

**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 industry certification
- Start a new career
- In-depth study with all materials provided
- Personal instructor assistance

**Course topics Include**
- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Language and Arts
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing
- Many, many more

**Ed2Go classes cost start at $115.00 Visit**

www.ed2go.com/midlandcollege
Real Estate

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.

Principles I #121
(RELE1002.WF07182Q) 30 Hours, 3.0 CEU’s $229.00 Tuition. Book available at MC Bookstore.
Jan 28 – Feb 7  Mon - Thurs 6:00 p.m. - 10:00 p.m.
Advanced Technology Center room 135
Required text: Modern Real Estate Practice in Texas

Principles II #122
(RELE1039.WF08182Q) 30 Hours, 3.0 CEU’s $229.00 Tuition. Same book as Principles I (con’t)
Feb 11 – Feb 21  Mon - Thurs 6:00 p.m. - 10:00 p.m.
Advanced Technology Center room 135
Required text: Modern Real Estate Practice in Texas

Law of Agency #1151
(RELE2002.WF09182Q) 30 Hours, 3.0 CEU’s $229.00 Tuition. Book available at MC Bookstore
Feb 25 – Mar 7  Mon - Thurs 6:00 p.m. - 10:00 p.m.
Advanced Technology Center room 135
Required text: Texas Real Estate Agency

Law of Contracts #1251
(RELE1012.WF10183Q) 30 Hours, 3.0 CEU’s $229.00 Tuition. Book available at MC Bookstore
Mar 18 – Mar 28  Mon - Thurs 6:00 p.m. - 10:00 p.m.
Advanced Technology Center room 135
Required text: Texas Real Estate Contracts

Promulgated Contracts #351
(RELE1000.WF11183Q) 32 Hours, 3.2 CEU’s $229.00 Tuition. Book available at MC Bookstore.
Apr 1 – April 11  Mon - Thurs 6:00 p.m. - 10:15 p.m.
Advanced Technology Center room 135
Required text: Texas Promulgated Forms

Real Estate Finance #451
(RELE1020.WF12183Q) 30 Hours, 3.0 CEU’s $229.00 Tuition. Book available at MC Bookstore.
Apr 15 – Apr 25  Mon - Thurs 6:00 p.m. - 10:00 p.m.
Advanced Technology Center room 135
Required text: Texas Essentials of Real Estate Finance

Optional
Texas Real Estate Exam Prep $115.00
(RELE 1058) 15 Hours, 1.5 CEU’s
$115.00 Tuition. Book available at MC Bookstore
Date: TBA
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.

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.
Advanced Safety Training

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.

OSHA 511
Occupational Safety and Health Standards for General Industry $595.00
Jan 22, 2019 - Jan 25, 2019 (Tuesday - Friday) 8:00 a.m. - 5:00 p.m. ATC Room 161
This course covers the OSHA standards for general industry found in the Code of Federal Regulations (CFR) 1910 along with other relevant policies, procedures, and safety and health principles for general industry. Special emphasis is placed on those areas that are the most hazardous and most frequently cited by OSHA. Learn to select the appropriate OSHA standards that apply to a hazard, identify elements of a successful safety and health program, identify the more frequently cited OSHA standards, and implement an effective recordkeeping procedure.

OSHA 510
Occupational Safety and Health Standards for the Construction Industry $595.00
Mar 5, 2019 - Mar 8, 2019 (Tuesday - Friday) 8:00 a.m. - 5:00 p.m. ATC Room 161
This course covers the OSHA standards for the construction industry found in the Code of Federal Regulations (CFR) 1926 along with other relevant policies, procedures, and safety and health principles for the construction industry. Special emphasis is placed on those areas that are the most hazardous and most frequently cited by OSHA.

OG 202 Hydrogen Sulfide
May 28, 2019 - May 29, 2019. 8:00 a.m. - 5:00 p.m.
May 30, 2019 (Last day) 8:00 a.m. - 12:00 p.m.

OG 201 Update for H2S (Hydrogen Sulfide) Trainer Course.
May 30, 2019 Thursday from 1:00 p.m. - 5:00 p.m. ATC Room 161

OSHA # 3115 Fall protection
June 18, 2019 - June 20, 2019 Tuesday - Thursday 8:00 a.m. - 5:00 p.m.

To register for UTA courses, visit: https://web-ded.uta.edu/wconnect/ace/ or Call (866) 906-9190
Business and Career Training

Sharpen your skills to meet the demands of today’s ever-changing Industry.

Workplace Communications
(BMGT 1022) WF01182Q 7 Hours, 0.7 CEU’s
Develop entry-level skills required by business and industry. Participants will discuss topics such as body language and business communication etiquette. This course covers best practices of verbal and non-verbal communications.
$89.00
TBA February (2 days) 1:00 p.m. – 4:30 p.m.
Instructor: Katherine Allen

EQ – Emotional Intelligence
(COMG1045) WF02183Q 4 Hours, 0.4 CEU’s
Learn why Emotional Intelligence (EQ) is more important than IQ as a leader. Participants will learn to identify the attributes of a great leader and apply those attributes to their leadership style.
$89.00
TBA March 1:00 p.m. – 5:00 p.m.
Instructor: Katherine Allen

Customer Service
(BUSG 1005) WF03183Q 4 Hours, 0.4 CEU’s
All managers have experienced the challenge of teaching quality customer service to their employees. This class covers ways in which to motivate employees to help them grasp the importance of excellent customer service. Participants learn tips for ensuring the highest level of customer service is practiced in all circumstances.
$119.00
TBA April 1:00 p.m. – 5:00 p.m.
Instructor: Katherine Allen

Conflict Resolution
(BMGT 1028) WF04183Q 7 Hours, 0.7 CEU’s
Participants study effective communication skills for recognizing and responding to conflict. This course covers strategies to help employees navigate difficult situations with effective and ethical communication.
$89.00
TBA May (2 days) 1:00 p.m. – 4:30 p.m.
Instructor: Katherine Allen

Call 681-6335 for more information.
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 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.

**CJLE1094.WF02182Q**
**Feb 25-28**  Mon - Thurs
- Mon-Wed 8:00 a.m. - 5:00 p.m
- Thurs 8:00 – 12:00
- 28 Hours, 2.8 CEU’s
- $250.00

**CJLE1094.WF03183Q**
**May 6-9**  Mon-Thurs
- Mon-Wed 8:00 a.m.-5:00 p.m.
- Thurs 8:00 a.m.-12 noon
- 28 Hours, 2.8 CEU’s
- $250.00

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

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.

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

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.

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.
CPR First Aid and Blood borne Pathogens

All courses from 8:00 a.m. to 4:00 p.m.

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
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<tbody>
<tr>
<td>CPR First Aid and BBP</td>
<td>January 23, February 16, April 13 (Sat.), April 24</td>
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<tr>
<td>CPR Pediatric Plus</td>
<td>January 19 (Sat.), March 23 (Sat.), May 22</td>
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<tr>
<td>Course</td>
<td>Time</td>
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<tr>
<td><strong>Accident Investigation</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<td><strong>Basic Pipeline</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>Confined Space</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>DOT Compliance for Recordkeeping</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>Drug and Alcohol Awareness</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>Excavation Competent Person</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>Forklift</strong></td>
<td>8:30 a.m. – 12:30 p.m.</td>
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<tr>
<td><strong>H2S Clear</strong></td>
<td>8:30 a.m. – 12:30 p.m.</td>
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<td><strong>Hazard Material Transport</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>Hazwoper 40 Hour</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>Hazwoper Refresher</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>Hazcom/GHS</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>Introduction to Safety Management</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>Midland Construction Safety</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>OSHA 10 Hour</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>OSHA 30 General Industry</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>OSHA Guide General Industrial Hygiene</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>Safeland and Basic</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>Safety Management</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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<tr>
<td><strong>Supervisor Development</strong></td>
<td>8:00 a.m. – 5:00 p.m.</td>
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</table>
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.

Customized Curriculum Solutions
Curriculum tailored to the specific needs, goals and culture of your organization

- Safety Training
- CPR/AED
- Computer Applications
- Customer Service
- Leadership/Management Training
- Business Communications
- Surviving Active Shooter

Contact
Debra Campbell, Contract Training Coordinator
(432) 681-6326
dcampbell@midland.edu
Classes held at the Advanced Technology Center
3200 W. Cuthbert Avenue in Midland
Safeland Basic Orientation

Class location: Midland College Advanced Technology Center 3200 West Cuthbert Ave.
Midland, Texas 79701

Call (432) 681-6326 for **Fees and Registration** Information

**Class Dates:**

| January 8 | February 5 | March 5 |
| January 9 | February 6 | March 6 |
| January 10 | February 7 | March 7 |
| January 12 | February 9 | March 9 |
| January 15 | February 12 | March 19 |
| January 16 | February 13 | March 20 |
| January 17 | February 14 | March 21 |
| January 22 | February 19 | March 26 |
| January 23 | February 20 | March 27 |
| January 24 | February 21 | March 28 |
| January 29 | February 23 | March 30 |
| January 30 | February 26 | |
| January 31 | February 27 | |
| | February 28 | |
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.

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
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.
COMPUTER GRAPHICS (CON’T)
AUTOGRAPHIC 2007.
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. Prerequisite: ARTV 2340 Software: 3D Studio, MAX, AUTODESK, and 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 ferrous and nonferrous metals.
Spring 2019 Calendar

January 2 ___________________________ CE Spring Registration Begins
January 21 ___________________________ MLK Day Holiday
March 11 – 15 ________________________ Spring Break
April 19 – 22 _________________________ Easter Break
May 27 ______________________________ Memorial Day

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.
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, 18 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 432-685-4531 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 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. - 7:00p.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 is proud to partner with Texas Mutual Insurance Company. Together we’re helping to create a safer workplace for Midland and the surrounding area.