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Midland College Holidays

January 19
Martin Luther King Jr. Day

March 9 - 13
Spring Break

April 3 - 6
Easter Break

Please note that Continuing Education classes are NOT held these days.
## COMMUNITY PROGRAMS

### CONCURRENT - (ESL)
Placement: Prior to enrollment, students are required to take the Compass-ESL Assessment, which is administered at the Midland College Testing Center located in the Scharbauer Student Center. This assessment is free and is used to determine which courses best suit each student’s needs.

**DEVELOPMENTAL COMPOSITION FOR NON-NATIVE SPEAKERS (0170.620)**
This course is designed to develop written skills to apply to TOEFL and college entrance written exams. Lab assignments will be individualized. Class is located at the Cogdell Learning Center, classroom 1.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
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<th>Time</th>
<th>Location</th>
<th>Fees</th>
<th>Instructors</th>
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<tbody>
<tr>
<td>9108 143Q</td>
<td>Mar 17</td>
<td>May 7</td>
<td>11:30 – 12:30 pm</td>
<td></td>
<td>$100</td>
<td>Jennifer Howel</td>
</tr>
</tbody>
</table>

**GRAMMAR & WRITING (0372.610)**
This course is designed to develop basic writing skills, including Standard English usage, and the application of grammar, mechanics and vocabulary, for non-native speakers of English in preparation for both academic and every day writing. Lab assignments will be individualized. Class is located in the Technology Center, room 180.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
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<th>Time</th>
<th>Location</th>
<th>Fees</th>
<th>Instructors</th>
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<tr>
<td>9106 142Q</td>
<td>Jan 12</td>
<td>May 8</td>
<td>11:00 – 11:50 am</td>
<td></td>
<td>$130</td>
<td>Staff</td>
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</table>

**ORAL COMMUNICATION (0170.FE1)**
This course is designed to develop oral communication skills for the workplace and academics. Lab assignments will be individualized. Class is located at the Cogdell Learning Center, classroom 1.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
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<th>Time</th>
<th>Location</th>
<th>Fees</th>
<th>Instructors</th>
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<tbody>
<tr>
<td>9107 142Q</td>
<td>Jan 13</td>
<td>Mar 5</td>
<td>11:30 – 12:30 pm</td>
<td></td>
<td>$100</td>
<td>Jennifer Howel</td>
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**READING & VOCABULARY (0371.620)**
This course is designed to develop basic reading comprehension, vocabulary, and study skills for non-native speakers of English and to prepare them to cope more effectively with reading requirements in other courses. Lab assignments will be individualized. Class is located in the Technology Center in room 180.

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<th>Course Code</th>
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<tr>
<td>9105 142Q</td>
<td>Jan 13</td>
<td>May 7</td>
<td>9:30 – 10:45 am</td>
<td></td>
<td>$130</td>
<td>Staff</td>
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### DANCE

**BALLROOM DANCING WITH THE STARS**
This class covers the basic steps in Waltz, Foxtrot, Tango, Rumba, Cha-Cha and Meringue. It is fun, fast and easy to learn these exciting graceful dances. Singles and couples are both welcome. Come, make new friends, and have a bit of dancing fun! Class is located at Dance Design located at 3211 W. Wadley, Suite 11B (Imperial Shopping Center).

<table>
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<tr>
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<th>Start Date</th>
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<th>Time</th>
<th>Location</th>
<th>Fees</th>
<th>Instructors</th>
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<tr>
<td>9142 142Q</td>
<td>Feb 6</td>
<td>27</td>
<td>6:00 – 7:45 pm</td>
<td></td>
<td>$50</td>
<td>Bernadette Lindsey</td>
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**COUPLES COUNTRY & WESTERN DANCE**
If you have always wanted to dance but felt like you had two left feet, this is the class for you. This is a twelve week class where you will learn the very basics of Couples dancing, including dance structure, dance floor etiquette and basic lead and follow techniques. We will teach the basic patterns to the Two-step, the Country Waltz, the Western Polka, the East Coast Swing and the Jitterbug Swing. In each dance we will also teach different moves like the Ladies Underarm Turn, the Cuddle, the Sweetheart, the Lariat, the Whip, the Tuck and Turn, the Double Inside Turn and many more. It is a great exercise and a great way to meet others who like to dance. This is a couple’s class, so you will need to have your own partner. This class is located in the Allison Fine Arts building in the Wagner and Brown Auditorium.

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<th>Course Code</th>
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<tr>
<td>9144 142Q</td>
<td>Jan 26</td>
<td>Apr 27</td>
<td>6:30 – 8:00 pm</td>
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<td>$55</td>
<td>Gifford/Green</td>
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<tr>
<td>9145 142Q</td>
<td>Jan 28</td>
<td>Apr 22</td>
<td>6:30 – 8:00 pm</td>
<td></td>
<td>$55</td>
<td>Gifford/Green</td>
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**ULTRA BEGINNING LINE DANCE**
This class will cover dances that are done at wedding receptions and/or cruises. Included are the Chicken Dance, Cotton Eyed Joe, Macarena, YMCA and other dances that are set to country music. This class is geared toward those with no dance experience. Class will meet in the COM Doss Room, located at COM Aquatics, Inc., 3003 N. A’ Street.

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<th>Course Code</th>
<th>Start Date</th>
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<th>Time</th>
<th>Location</th>
<th>Fees</th>
<th>Instructors</th>
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<tr>
<td>9140 142Q</td>
<td>Jan 29</td>
<td>Mar 5</td>
<td>8:30 – 9:30 am</td>
<td></td>
<td>$45</td>
<td>Mona Milam</td>
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<tr>
<td>9141 143Q</td>
<td>Mar 19</td>
<td>Apr 23</td>
<td>8:30 – 9:30 am</td>
<td></td>
<td>$45</td>
<td>Mona Milam</td>
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COMMUNITY PROGRAMS

SINGLES MIXER
In this unique class, dance partners are FORBIDDEN! So, if you've been hesitating to come to our dance classes because you didn't have a partner to bring with you, we've created this class just for you. This is a fantastic opportunity to meet other singles in a non-threatening environment. Enjoy meeting and mingling with other singles while receiving dance lessons in Swing, C&W, Ballroom and Salsa. Class is located at Dance Design located at 3211 W. Wadley, Suite 11B (Imperial Shopping Center).

9143 142Q    Feb 6 - 27     7:45 – 9:00 pm
Fri.          $50          Bernadette Lindsey

SHALLOW WATER AEROBICS
Enjoy the benefits of a high calorie-burning workout in the comfortable environment of the water. The buoyancy of the water reduces the impact on your joints and at chest level depth, removes 75% of your body weight! You can utilize the pool floor and add power to your moves, which will increase intensity and caloric expenditure. This class is designed to burn calories, increase your endurance, and improve muscular strength. The instructor, Tammy McAlister, is certified with Aquatic Exercise Association. Class will meet in the Mabee Pool located at COM Aquatics, Inc., 3003 N. 'A' Street.

9317 142Q    Jan 27 – Mar 5     8:30 – 9:30 am
Tue. & Thu.       $45        Tammy McAlister
9318 143Q    Mar 17 – Apr 23    8:30 – 9:30 am
Tue. & Thu.       $45        Tammy McAlister

FITNESS

AI CHI
This class meets in the Aquatic Wellness pool which has a pool temperature of 91-93 degrees. This is a water movement and relaxation program that increases oxygen and caloric consumption by combining deep breathing and slow, broad movements. Ai Chi is successfully used with individuals with pain, arthritis, fibromyalgia, COPD, and with neurological and orthopedic diagnosis. Class will meet at the Wellness Pool located at COM Aquatics, Inc., 3003 N. 'A' Street.

9313 142Q    Jan 27 – Mar 5    12:00 – 1:00 pm
Tue. & Thu.       $45        Rita Simmons
9314 143Q    Mar 17 – Apr 23    12:00 – 1:00 pm
Tue. & Thu.       $45        Rita Simmons

SELF DEFENSE

9522 142Q    Jan 21 – May 6    7:00 – 9:40 pm
Wed.                  $125       Chris Brian

TAE KWON DO/MIXED MARTIAL ARTS/SELF DEFENSE
Students will learn basic Self-Defense strategies from various Martial Arts, with an emphasis on practical application. Kickboxing and grappling techniques, flexibility development, cardio respiratory conditioning and strength training will be included in this course. Requirements: 1. Decent physical condition (physically challenged students will integrate into regular class sessions). Any student who, because of a disability, may require some special arrangements in order to meet course requirements should contact the Instructor as soon as possible to make necessary accommodations. 2. One pair of bag gloves, and/or hand wraps, which may be purchased from The American Tae Kwon Do Academy (ATKDA). 3. A karate uniform which may be purchased from (ATKDA). No watches, jewelry, shoes, socks, hats or other extraneous items may be worn on the workout area. Class is located in PE building, Multi-purpose room.

9523 142Q    Jan 21 – May 4    5:30 – 7:00 pm
Mon. & Wed.            $140       Chris Brian

ARTHITIS FOUNDATION AQUATIC CLASS
This class meets in the Aquatic Wellness pool where the temperature is maintained around 91-93 degrees. The exercises consist of range-of-motion and stretching, strengthening, and balance and coordination activities. A few of the benefits of the aquatic environment include ease of movement, relaxation of muscles, non-weight bearing, and increase in circulation. Participants are able to improve their joint flexibility and reduce their pain and stiffness while supported by the water’s buoyancy and resistance. The classes also provide a friendly, fun atmosphere in which participants can make new friends and try new activities in a safe environment. Class will meet at the Wellness Pool located at COM Aquatics, Inc., 3003 N. ‘A’ Street.

9315 142Q    Jan 27 – Mar 5    10:00 – 11:00 am
Tue. & Thu.       $45        Tammy McAlister
9316 143Q    Mar 17 – Apr 23    10:00 – 11:00 am
Tue. & Thu.       $45        Tammy McAlister
HEALING YOGA
Yoga in a soft restorative, meditative fashion. If you’ve been interested but have not taken Yoga, this is the class for you. You will feel calm and more flexible. If you don’t care for exercise, this could be a great way to get better circulation, work your body, calm your mind and gain better balance. Yoga assists in improving digestion, sleeping better, subsiding anger & anxiety. You become more aware of deep breathing and focus. Come give it a try, you just might fall in love with it and stick with it for life!

9312 142Q Jan 26 – May 7 7:00 – 7:45 pm
Mon. & Thu. $180 Anne Lucero

YOGA
This class is a combination of static and flowing yoga poses to help improve your strength, flexibility, balance and mental focus. Participants can also expect to experience stress relief and relaxation. Exercises/poses may be modified to accommodate most fitness levels. Please bring your own yoga mat if you have one. If you do not have a yoga mat you may borrow one of our exercise mats. Class will meet at the COM Doss Room, located at COM Aquatics, Inc., 3003 N. 'A' Street.

9319 142Q Jan 27 – Mar 5 9:30 – 10:30 am
Tue. & Thu. $45 Julia Barrett

9320 143Q Mar 17 – Apr 23 9:30 – 10:30 am
Tue. & Thu. $45 Julia Barrett

ZUMBA GOLD
Zumba Gold is a fitness program for beginner participants and active older adults interested in learning basic dance steps for an aerobic dance workout. This invigorating Latin-inspired dance fitness program includes Merengue, Salsa, Cumbia, Belly Dance, Flamenco and Tango. Comfortable clothing and athletic shoes are recommended. Class will meet in the Doss room located at COM Aquatics, Inc., 3003 N. 'A' Street.

9321 142Q Jan 26 – Mar 4 8:30 – 9:30 am
Mon. & Wed. $45 Mona Milam

9322 143Q Mar 16 – Apr 22 8:30 – 9:30 am
Mon. & Wed. $45 Mona Milam

OPERA 101
In this course we will study the operas to be presented by the Metropolitan Opera in their Live in HD transmissions to the local movie theaters this spring. The operas are The Tales of Hoffmann composed by Offenbach, Iolanta by Tchaikovsky, Bluebeard’s Castle by Bartok, The Lady of the Lake by Rossini, Cavalleria Rusticana by Mascagni, and Pagliacci by Leoncavallo. The purpose of this course is to enhance the student’s opera experience through education about the composer, history at the time of the composition, the opera libretto (story), drama, and music – vocal and instrument. Opera is a story told through the unique union of singing, action and music – which, together, evoke varying emotions. The class is taught by Sharon Humphreys, Educator and Member of the Midland Opera Theater Board of Directors.

9454 142Q Jan 26 – Apr 20 7:00 – 9:00 pm
Mon. $55 Sharon Humphreys

LEARN TO PLAY THE PIANO OR VOICE LESSONS
Would you like to learn the basics skills of learning and playing the piano? Or would you like to take voice lessons and learn to sing or sing better? Take individualized courses by Janice N. Archer. Music is provided by the instructor or you can bring your own. Enjoy music from different genres such as spiritual, mariachi or rock and roll. All dates and times are to be set by Janice N. Archer. Cost is $20 for half-hour sessions. Short or long term lessons available; any age is accepted and classes are taught in English or Spanish. Call instructor at 631-3966 or the Continuing Education for further information.

SPORTS
GOLF (THE BASICS)
A course designed for any golfer with a desire to learn or review the basics of golf. Each class will include, introduction to golf, rules and etiquette, putting, chipping, pitching and sand play, full swing on the range and on-course instruction. Students must have their own golf clubs. Range balls will be included. This class is located at Nueva Vista Golf Course, 6101 W. Wadley.

9561 143Q Mar 4 - 25 6:00 – 7:00 pm
Wed. $60 Mike Crosser

9562 143Q Apr 8 - 29 6:00 – 7:00 pm
Wed. $60 Mike Crosser
SPECIAL INTEREST

BLOGGING: READY, SET AND GO!
Blogs are the top read format of shared information through social media networks. It is an excellent way to demonstrate your subject-matter expert skills and prove your thought-leadership. Additionally, many businesses have now adapted blogging in their marketing strategy.

This course is designed to assist individuals to setup, start and begin blogging. The course will allow learners “how to” set up a blog, manage the blog features, understand how to draft, schedule, and publish blog posts, and how to use blogging features to increase readership and obtain engagement with readers. Basic computer skills are required. Please note that you will need an email account that you can access during class and, if you already have accounts set up, know your login credentials.

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<th>Course</th>
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<tbody>
<tr>
<td>9697</td>
<td>Feb 27</td>
<td>6:30 – 9:00 pm</td>
<td>Brittney Murray</td>
</tr>
<tr>
<td>9698</td>
<td>Mar 5</td>
<td>6:30 – 9:00 pm</td>
<td>Brittney Murray</td>
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<td>9699</td>
<td>Apr 9</td>
<td>6:30 – 9:00 pm</td>
<td>Brittney Murray</td>
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<tr>
<td>9700</td>
<td>May 14</td>
<td>6:30 – 9:00 pm</td>
<td>Brittney Murray</td>
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BRIDGE
If you can count to 13, you too can play bridge! The game generates excitement through shrewd thinking and creativity. It is also a highly social experience, offering a combination of meeting new friends and competition. You don’t have to have any previous exposure to the game, just a desire to learn it. You will learn how to evaluate hands, bid, keep score and more. After it’s over, you will be able to play and practice with all your new bridge friends. Class will meet at the Allison Bridge Center.

BEGINNING
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<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>9032</td>
<td>Jan 20 – Feb 10</td>
<td>6:00 – 8:00 pm</td>
<td>Belle Harris</td>
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<tr>
<td>9033</td>
<td>Jan 21 – Feb 11</td>
<td>1:00 – 3:00 pm</td>
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INTERMEDIATE
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<th>Course</th>
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<tbody>
<tr>
<td>9034</td>
<td>Feb 17 – Mar 17</td>
<td>6:00 – 8:00 pm</td>
<td>Belle Harris</td>
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<tr>
<td>9035</td>
<td>Feb 18 – Mar 18</td>
<td>1:00 – 3:00 pm</td>
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ADVANCED
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<tbody>
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<td>9036</td>
<td>Mar 24 – Apr 14</td>
<td>6:00 – 8:00 pm</td>
<td>Belle Harris</td>
</tr>
<tr>
<td>9037</td>
<td>Mar 25 – Apr 15</td>
<td>1:00 – 3:00 pm</td>
<td>Belle Harris</td>
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CONCEALED HANDGUN
This class teaches the laws relating to the carrying of a concealed handgun in the state of Texas, basic Handgun Safety and Storage, Use of Force and Non-Violent Dispute Resolution. The Concealed Handgun class includes 10 hours (minimal) of laws and related curriculum relating to the carrying of a Concealed Handgun in the State of Texas; class booklet; student handgun proficiency demonstration; and two copies of a certificate of class completion (CHL-100), one for the state and one for your records. All of the above is included in the cost of this class. For renewing your Concealed Handgun License, call Kaye Mauldin at (432)-889-7774.

Courses are held on Saturday’s from 9:00 am - 3:00 pm, and the cost is $100. Members of the Midland Shooters Association will receive a $10 credit. Class will be conducted at 4108 East County Road 160, Midland, Texas.

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<td>Mar 21</td>
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<td>9256</td>
<td>Apr 18</td>
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<tr>
<td>9257</td>
<td>May 16</td>
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CREATIVE WRITING: DISCOVERING BLISS WITH WORDS
A course designed to provide information about the various genres (fiction, poetry, essay, etc.) for creative writing experiences and/or take what students have written or would like to write, get it on paper, peer reviewed and edited (autobiography, etc.).
9666 142Q Feb 3 – Mar 17 6:00 – 7:00 pm Tue. $55 Dr. Pamela Howell

FUSED GLASS BOWL WORKSHOP
This three week class will explore the technique of cutting circles, with the completion of two styles of glass bowls. All supplies included
9000 142Q Feb 3 - 17 6:00 – 8:00 pm Tue. $175 Leslie Slaughter

DRIVER EDUCATION (ONLINE)
Midland College and Safety-USA are proud to offer three online Texas Education Agency-approved driving courses. The Safety-USA Teen Driver Education course (course fee $129.95) is required for students ages 14-17 seeking their Texas driver license for the first time. The Adult Driver Education course (course fee $65) is required for first-time Texas driver license applicants ages 18-25. The Defensive Driving course (course fee $25) is approved for traffic ticket dismissal by all Texas courts and can also be used for a discount on automotive insurance. Safety-USA has offered comprehensive courses to over 100,000 people and has over 10 years of experience in driver training and driver safety courses. They have designed online course that remain the best in the industry. All courses are available online and are completed at one’s own pace. Texas-based customer service is offered 24 hours a day, 7 days a week.

For more information or to register, please visit www.midland.edu/cpce and click on the “Courses” tab and then on the “Online Driver Education”.

4X4 OFFROAD PRINCIPLES AND TECHNIQUES
Owners of four-wheel, short-wheel base vehicles (90 to 120 inch) that can be driven on trails AND highways should attend this course. This is not limited to just Jeeps. This is not for ATVs or for extreme rock crawlers. Experience level is for novice to moderate experience with 4WD and trails. Clinics: TBA - which include Spotter’s skills and standards and Winching techniques and winch maintenance.
9703 142Q Jan 28 – Mar 4 7:00 – 9:00 pm Wed. $60 David Diffie

LINKEDIN: BUILDING YOUR PROFESSIONAL PROFILE
Linkedin is the worldwide business network that is immensely popular for professionals to demonstrate thought-leadership, connect with other professionals, and opens the door for career opportunities. Linkedin has its own standards of etiquette which are different from all other social media networks that is specifically designed to present your most professional skills foremost.

This course is designed to assist individuals – college grads, new students, self-employed professional and job seekers – to build their basic profile to take advantage of the collaborative features of this social media network. This course introduces learners to the features of the program, how to utilize these features, develop their thought-leadership skills, and build upon the networking features of the network.

Professional dress, hard-copy resume, and an awesome attitude are all must-haves for college grads, new students, self-employed professionals and job seekers. What’s missing? A professional Linkedin profile that demonstrates thought-leadership, professional networking opportunities, and opens the door to career opportunities. Basic computer skills are required. Please note that you will need an email account that you can access during and, if you already have accounts set up, know your login credentials. Bring a copy of your resume.
9693 142Q Feb 19 6:30 - 9:00 pm Thu. $20 Brittney Murray
9694 142Q Feb 26 6:30 - 9:00 pm Thu. $20 Brittney Murray
9695 143Q Apr 30 6:30 - 9:00 pm Thu. $20 Brittney Murray
9696 143Q May 21 6:30 - 9:00 pm Thu. $20 Brittney Murray
COMMUNITY PROGRAMS

MOTORCYCLE TRAINING
Learn to Ride!
Motorcycle Training Center and Midland College presents The Course for Motorcycle Riders. The owners, managers and rider coaches at the Motorcycle Training Center Inc. are dedicated to providing the highest quality motorcycle operator safety courses in the State of Texas. We provide the classes required to obtain your Texas Motorcycle License! To register go to http://www.texasmtc.com.

ONLINE SEWING
Non-sewers, beginners, intermediate and advanced sewers, are welcome to learn how to sew from the Master Tailor-Designer Eric W. Stiles Sr., former top Supervisor and Head Tailor-Fitter for Giorgio Armani, Polo Ralph Lauren and others. Mr. Stiles has more than 35 years of professional experience, and is an industry expert who taught fashion design at 10 well-respected colleges. For more detailed information, please contact Mr. Stiles by e-mail at ewsacademy1802@ewsacademy.org or visit their website: ewsacademy.org.

These courses will consist of 8 sessions 1 per week for 4 weeks and 2 per week for 2 weeks and the NEW FEE is: $75
Classes offered:
- Sewing - Construction
- Pant Pattern Drafting
- Skirt Pattern Drafting
- Shirt Pattern Drafting
- Muslin Pant Construction
- Muslin Skirt Construction
- Muslin Shirt Construction

Also included this semester:

Pattern Drafting for these Garments:
Bodice, Dress, Vest, Over Coat and Suit Coat

Muslin Sample Garment for these Garments:
Bodice, Dress, Vest, Over Coat and Suit Coat

Custom Garment Construction for These Garments:
Pant, Skirt, Shirt Bodice, Dress, Vest, Over Coat and Suit Coat

Please visit www.ewsacademy.org for more information.

RETIREMENT PLANNING TODAY®
In this course you’ll learn how to: manage investment risks, use new tax laws to your advantage, make informed decisions about your company retirement plan, and adjust your estate plan to function properly under the new laws.

However, money is only one aspect of retirement planning. This course blends financial education with life planning to help you build wealth, align your money with your values, and achieve your retirement lifestyle goals.

The instructor is William (Bill) Dendy, JD, MBA, CPA, CFP®, CLU, President of Elite Financial Management, Inc. and has 20 years of professional experience in investments and financial planning.

This course includes a 225-page illustrated textbook. Couples may attend together for a single registration fee. Class sizes are limited so register today. Class is located in the Marie Hall Academic Building, room 101.

SEASONAL WREATH MAKING
This course will teach you how to decorate wreaths for different seasons and occasions. First deco mesh wreath form is provided, so make sure to bring the mesh you want to use. Students will also need to provide glue gun, wire cutters, decorating supplies and other wreaths to decorate.

Please visit ce.midland.edu for more information.
COMMUNITY PROGRAMS

SOCIAL MEDIA 101: OVERVIEW
Going social is challenging to those that are intimidated by technology. Using social media is an immensely popular way to connect with others. Many individuals are unsure on what forum to use and how to use it. Others would like to learn more about blogging. This course is designed to assist those individuals to increase their understanding of the top social media applications of Facebook, Twitter, Pinterest, Google+ and Tumblr.

This course introduces learners to the social media platforms, how they are used, what they are primarily used for, and what forum fits what type of communication best. In this course, you will learn basics of each, how each differs from the other, and how to share your material. Basic computer skills are required. Please note that you will need an email account that you can access during class and, if you already have accounts set up, know your login credentials.

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<th>Instructor</th>
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<td>9689 142Q</td>
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<td>9690 142Q</td>
<td>Feb 5-13</td>
<td>6:30-9:00pm</td>
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<td>9691 143Q</td>
<td>Mar 19-27</td>
<td>6:30-9:00pm</td>
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<tr>
<td>9692 143Q</td>
<td>Apr 16-24</td>
<td>6:30-9:00pm</td>
<td>Brittney Murray</td>
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VOICE-OVERS.....NOW IS YOUR TIME!
In what could be one of the most enlightening 2 hours you’ve ever spent, this LIVE webinar will show you how YOU could actually begin using your speaking voice for commercials, films, and videos! Most people go about it the wrong way. In this webinar, you will learn about a unique, outside-of-the-box way to cash in on one of the most lucrative full- or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun LIVE webinar, compete with Live Q&A with the instructor, could be the game changer you’ve been looking for! All you need is a computer and a phone to attend.

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<th>Course Code</th>
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<th>Instructor</th>
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<tr>
<td>9701 142Q</td>
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<td>7:00–9:00 pm</td>
<td>Such a Voice</td>
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<td>9702 143Q</td>
<td>Mar 5</td>
<td>7:00–9:00 pm</td>
<td>Such a Voice</td>
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WRITE & PUBLISH YOUR BOOK IN 30 DAYS
Drs. Charline and Marvin Sprouse will teach this hands-on workshop where students actually write and publish a printed book of more than 100 pages. The instructors have published 23 books, hold five doctorates between them and have designed and presented workshops for the United States Army, for five colleges and universities and for various industrial and medical organizations.

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<th>Course Code</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>9667 142Q</td>
<td>Feb 7</td>
<td>9:00–4:00 pm</td>
<td>Drs. Charline &amp; Marvin Sprouse</td>
</tr>
</tbody>
</table>

KRUSEMARK, GRINNELL & ASSOCIATES
ALL WORKSHOPS are presented IN PERSON by LEEANNE KRUSEMARK
LeeAnne is an author, speaker, business owner, Chamber of Commerce Past President, and guest instructor at more than 200 colleges from Maine to Hawaii, including Purdue, and an adjunct online professor through Ed2Go at more than 2,000 facilities worldwide, including Harvard. LeeAnne’s inspiration in the classroom has even been compared to Oprah! (For more information, Internet search: LeeAnne Krusemark)

SPECIAL NOTE: Due to the high demand for this instructor nationwide, this workshop can only be offered once a year.

AT HOME STUDY Orientation (in person)
NOTARY PUBLIC
If you wanted to learn this but don’t have the time to attend a semester long in-person class, or don’t like the option of learning online, here’s your chance to learn, at your own pace, in your own home. The PRINTED manuals/ workbooks will guide you through the course whenever you find the time. The orientation is helpful, but if you are unable to attend, the course can be mailed to you following the orientation, provided the instructor has received your materials fee. A facilitator is available via email for any questions during the course and when completed, a certificate of completion will be mailed to you. Mandatory materials fee: $99

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<th>Course Code</th>
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<th>Instructor</th>
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<tr>
<td>9684 143Q</td>
<td>Mar 4</td>
<td>10:00–11:00 am</td>
<td>LeeAnne Krusemark</td>
</tr>
</tbody>
</table>
COMMUNITY PROGRAMS

SEVEN SIMPLE SECRETS TO FINANCIAL FREEDOM
Does your money work for you or do you work for your money? This class is not taught by a financial guru using technical language you can’t possibly understand. You will learn from a single mom, turned home business entrepreneur, turned home owner, turned real estate investor. This is not a get rich quick scheme; this is a plan of action to help others learn the path to financial freedom. In this fast-paced workshop, you will learn how to:

* get OUT of credit card debt and reduce bad credit
* raise your credit limit AND lower your interest rate
* use MORE credit to raise your credit score
* buy a home even if you have bad credit or are self-employed
* pay off your mortgage in half the time with LESS money
* keep your home PROTECTED against lawsuits
* become an ACTIVE INVESTOR FOR FINANCIAL FREEDOM!

Each one of these secrets is worth more than ten times the cost of this class. This workshop is not for those already advanced in financial matters nor does it provide any legal advice. A mandatory $20 materials fee is payable to instructor for printed information to assist you in your journey to financial freedom.

9497 143Q  Mar 4  11:00 – 1:00 pm
Wed.  $27  LeeAnne Krusemark

BEGINNER’S GUIDE TO GETTING PUBLISHED
Did you know Stephen King was rejected 75 times before he sold his first novel? If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a novel to a traditional publisher, this comprehensive workshop will guide you to, then past the editor’s desk. You will discover how to:

* become a “published” writer overnight
* submit manuscripts the correct way
* find the right publisher for your work
* write irresistible query letters
* 100 ways to make money as a freelance writer
* obtain FREE future Q&A opportunities

If you really want to succeed, this step-by-step workshop, taught by a successful, published author, editor, and adjunct online Professor of Publishing for Harvard, is a must! A mandatory $20 materials fee is payable to the instructor for information designed to help you long after the workshop is over.

9664 143Q  Mar 4  2:00 – 4:00 pm
Wed.  $27  LeeAnne Krusemark

SELF-PUBLISHING VS. TRADITIONAL PUBLISHING: WHICH IS BEST FOR YOU?
Self-Publishing is all the rage, but is it the best option for YOU? Once you self-publish, then what? You will learn about the pros and cons of traditional publishing and all of the self-publishing options, including vanity publishing, print on demand publishing, e-book publishing, and the Amazon options of Kindle Publishing and Create Space. You will also learn, from a published author, editor, and adjunct online Professor of Publishing for Harvard, how to find the best traditional publisher or the best self-publishing company for your manuscript. A mandatory $10 materials fee is payable to instructor.

9663 143Q  Mar 4  1:00 – 2:00 pm
Wed.  $14  LeeAnne Krusemark

9665 143Q  Mar 4  4:00 – 5:00 pm
Wed.  $14  LeeAnne Krusemark

MEET THE PUBLISHER - GET YOUR MANUSCRIPT CRITIQUED
Have you ever wanted to talk to a real publisher? Are you tired of having your manuscripts critiqued by non-professionals or paying an editor too much money to change your writing to the way they would write it? Bring your in-progress manuscript for an in-class critique of one page of your poetry, article, short story, novel, non-fiction book, or children’s book by an adjunct online Professor of Publishing for Harvard and owner of a small publishing house. You can then leave a COPY of your manuscript with LeeAnne, now the owner of an author-friendly publishing house, for a professional critique of your entire manuscript (for an optional materials fee of $50 for up to 25 double-spaced pages + $1/page thereafter) and a list of publishers and/or agents who are interested in your type of work. A mandatory $10 materials fee is payable to the instructor for the in-class critique.

9664 143Q  Mar 4  2:00 – 4:00 pm
Wed.  $27  LeeAnne Krusemark
COMMUNITY PROGRAMS

SAVE $MONEY$ WITH EXTREME COUPONING!
Learn how to save $$$ every day with extreme couponing. Coupons are NOT just for groceries. The savings can add up to HUNDREDS or even THOUSANDS of dollars every year. This comprehensive workshop will teach you:

* where to find all different types of coupons
* how to find the best coupon web sites
* how to decipher coupon policies
* the best way to sort and store coupons
* how to find other people to trade coupons with

Feel free to bring your coupons to class for a trading session. This workshop is taught by someone who has used coupons to save thousands and has learned many couponing secrets. **A mandatory $10 materials fee is payable to the instructor.**

**9685 143Q** Mar 4 5:00 – 6:00 pm
Wed. $14 LeeAnne Krusemark

$CASH$ IN WITH A SUCCESSFUL HOME-BASED BUSINESS
Are you tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits at home by learning how to start a home-based business from a Chamber of Commerce past president and successful southern California entrepreneur. During this informative workshop, you will discover:

* mandatory legal documentation
* many ways to market your product/service
* how to take tax deductions (this workshop included!)
* more than 100 home business ideas
* FREE future Q&A opportunities

This is probably the most comprehensive business startup workshop you will ever find, so if you really want to succeed in a home business, this step-by-step session is a must! **A mandatory $20 materials fee is payable to the instructor** for information designed to help you long after the workshop is over.

**9687 143Q** Mar 4 7:00 – 9:00 pm
Wed. $27 LeeAnne Krusemark

MAKE $MONEY$ WITH A TYPING/WORD PROCESSING BUSINESS
If you can type, then you can make money at home using your word processor or computer. Having already learned all about home-based business success (participants must have attended "$Cash$ in with a Successful Home-Based Business"), you will then discover the secrets to profits in the typing/word processing business, including:

* how and where to find clients
* 50 ways to advertise/market your services
* effective home office equipment choices
* 100 ways to make money with a computer
* FREE national networking information

There really is a need for your services, so why not have the freedom to be your own boss, set your own hours, and have the opportunity to make more money than you ever did before by attending this workshop. **A mandatory $10 materials fee is payable to the instructor** for information designed to help you long after the workshop is over.

**9688 143Q** Mar 4 9:00 – 10:00 pm
Wed. $14 LeeAnne Krusemark

HOW TO EARN EXTRA $MONEY$ with a MYSTERY SHOPPING BUSINESS
Have you ever wanted to become a Secret Mystery Shopper? Have you seen ads telling you how to become a shopper, but only if you send them a lot of money? You do not have to pay to begin your new career in this exciting field. You will learn how to start your business endeavor (participants must attend "$Cash$ in with a Successful Home Based Business") and you will also learn how to:

* create a mystery shopping profile
* sign up with many mystery shopping companies WITHOUT FEES!
* avoid the pitfalls and scams
* become a Merchandiser too for extra income

With a few simple steps, you can start Mystery Shopping today! **A mandatory $10 materials fee is payable to the instructor** for a list of companies you can apply to.

**9686 143Q** Mar 4 6:00 – 7:00 pm
Wed. $14 LeeAnne Krusemark
COMMUNITY PROGRAMS

Instructor-Facilitated
Online Courses

Learn More . . .

• Expert Instructor
• 24-Hour Access
• Online Discussion Areas
• 6 Weeks of Instruction

Choose from more than 250 online classes available every month.

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It’s no wonder that many long-lasting friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night. All courses are $99. A new section of every course will begin on every third Wednesday of the month, except for May 13th.

Courses Offered:

Test Prep
• SAT/ACT Prep – Part 1 & 2
• GMAT Preparation
• GRE Preparation – Part 1 & 2
• LSAT Preparation – Part 1 & 2

Speed Spanish
Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

Achieving Success with Difficult People
Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have relationships that are more successful with difficult bosses, co-workers, students, neighbors or family members? Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.

Grammar Refresher
Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing. Whether you’re a student or professional, a published or beginning writer, this course will help you navigate and master the linguistic twists and turns inherent in English grammar. Grammar is fun if you know the rules. A patient instructor will support you throughout the course, and plenty of interactive exercises will give you ample opportunity to put into practice everything you learn.

These and many more classes are available, visit www.ed2go.com/midlandcollege to browse the catalog and enroll!

HOW TO GET STARTED

1. Visit our Online Instruction Center at:
   www.ed2go.com/midlandcollege

2. Click the Courses link, once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll. Here you will choose a username and password that will grant you access to the Classroom. After this, it is necessary to register and pay at www.midland.edu/cp and click on the “Courses” tab then on “Ed2Go Online Courses” for more information.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected.

REQUIREMENTS/COMPATIBILITY

For an ed2go course, you will need Internet access, a non-shared e-mail address, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the latest Adobe Flash and PDF plug-ins. Visit http://www.adobe.com/downloads and click Get Adobe Flash Player and Get Adobe Reader to download the free plug-ins.

Most of our courses are Macintosh compatible. If a course is not Macintosh compatible, this information will be stated on the course’s Requirements tab when you view the course details. Please visit our Online Instruction Center for more information.
COMMUNITY PROGRAMS

REGISTRATION OPTIONS
Register online at, www.midland.edu/cp, by phone at 432-685-4518 or in person by going to the Continuing Education office in the Scharbauer Student Center, room 214.

PAYMENT OPTIONS
Credit/debit card payments are no longer accepted over the phone.

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:

www.midland.edu/cp (and add to cart)
Midland College
3600 N. Garfield

Visit the Cashier’s office in the lobby of the Scharbauer Student Center
Please see page 35 of the Workforce Education procedures page for more information

Personal Enrichment
Concurrent Courses

Concurrent courses are CREDIT courses that may be taken as NON-CREDIT. Most credit courses, subject to approval and space availability, fit into this category. Please refer to Midland College Credit Schedule for course offerings and call the Community Programs Continuing Education office at (432) 685-4518 for further information.

CEUs will be awarded for successful completion of classes. Concurrent courses are not applicable for COLLEGE CREDIT OR CERTIFICATION.

Most courses offered at Midland College can be taken by anyone in the community (with the proper pre-requisites).
INTRODUCTION TO PHARMACY TECHNICIAN (PHRA 1001)
This comprehensive course will prepare students to enter the pharmacy field. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings working under the supervision of a registered pharmacist. Course content include medical terminology specific to the pharmacy, reading/interpreting prescriptions and defining drugs by generic/brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, billing and reimbursement. Basic math comprehension is recommended. Course will prepare student to take the Pharmacy Technician Certification Board’s PTCB exam (not included in course). Textbooks and material are provided. Instructor: Veronica Lujan. Total 52.5 hours/5.2 CEU's.

HD01142Q  Feb. 16 - Apr. 15  Mon. & Wed. 6:00 – 9:30 PM
Location ATC Room 161  $999 ($1,009 out-of-state)

NURSE AIDE FOR HEALTH CARE ORGANIZATIONS I (NURA 1001 & 1060)
This course will prepare the student for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents. Content includes resident’s rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Clinical is practical instruction with close and/or direct supervision provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. State of Texas Exam in skills and written competency will be scheduled by the student once the program is complete. Tuition includes: Liability Insurance, background check and State of Texas testing fees. This is a direct patient contact course. Instructor: Erika Ortiz
Total 114 hours/11.4 CEUs.

Admission Requirements:
• Photo ID or Driver License, and Social Security Card (names must be exactly the same on both)
• Copy of Immunizations
  o Tetanus (Td or Tdap) - within last 10 years
  o MMR (if born after 1957, must have 2 shots)
  o Varicella (chicken pox) 2 doses required
  o Hepatitis B series - must have all three shots
  o Tuberculosis (TB) test (negative result) - within past 12 months
  o Influenza (flu) shot

All immunizations must be complete prior to registration.
• Copy of CPR Certification – within past 2 years
• Pass background check
• Required uniform: set of scrubs (hunter green),watch with second hand, tennis shoes
• Textbook  Hartman’s Nursing Assistant Care Basics 3rd Ed.

HN08142Q / HN09142Q  Jan. 12 - Feb. 6  Mon. – Fri. 9:00 AM-4:00PM
Classroom/Clinicals  $565 ($575 Out of State)

HN10142Q / HN11142Q  Feb. 10 - Mar. 6  Mon. – Fri. 9:00 AM-4:00 PM
Classroom/Clinicals  $565 ($575 Out of State)

HN12143Q / HN13143Q  Apr. 7 - May 1  Mon. – Fri. 9:00 AM-4:00 PM
Classroom/Clinicals  $565 ($575 Out of State)

Location for classes and clinical:
Midland College Advanced Technology Center (ATC)
Room 212
3200 W. Cuthbert Midland (432-681-6338)
Manor Park Nursing Facility
2208 N Loop 250 W, Midland (432-699-3401)
HEALTH SCIENCES

PHLEBOTOMY
(PLAB 1023 & 1060)
This is a skills development course in the performance of a variety of blood collection methods using proper techniques and universal precautions; includes vacuum collection device syringes, capillary skin puncture, butterfly needles, blood culture, and specimen collection on adults, children, and infants. Emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling. Topics include professionalism, ethics, and medical terminology. The Clinical is an experience of practical instruction with close and/or direct supervision provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Successful completion of the course will prepare the student to challenge either the NCA or ASCP national exams. (Exam not offered as part of course). Tuition Includes: Liability Insurance (NOT health insurance) and background check. This is a direct patient contact course. Instructor: Yolanda Romero-Ortiz. 52 hours classroom/120 hours clinicals. Total 172 hours./17.2 CEUs.

Admission Requirements:
• Copy of Immunizations
  o Tetanus (Td or Tdap) - within last 10 years
  o MMR (if born after 1957, must have 2 shots)
  o Varicella (chicken pox) 2 doses required
  o Hepatitis B series - must have all three shots
  o Tuberculosis (TB) test (negative result) - within past 12 months
  o Influenza (flu) shot

All immunizations must be complete prior to registration.
• Copy of high school diploma/GED
• Copy CPR Certification – within past 2 years
• Pass background check
• Required uniform: set of scrubs (red), safety glasses or eyeglasses
• Medical/Health Insurance
• Drug screen required within two weeks of clinicals (student responsibility)
• Textbook: Phlebotomy Essentials 5th ed. Ruth McCall & Cathee M Tankersly

HP02142Q / HP03142Q   Feb. 4 – May 6   5:45-9:45 PM
Classroom/Clinicals
ATC (Room212)   $570 ($580 Out of State)

As a component of the course, 120 clinical hours will be scheduled with local healthcare facilities to provide the student with experience in phlebotomy skill. The clinicals will be 2-3 days/week and will be the hours of 6AM-2PM, 7AM-3PM or 2PM – 10PM.

CERTIFICATION COURSES

CPR – AMERICAN HEART ASSOCIATION
BASIC LIFE SUPPORT
(EMSP 1019)
American Heart Association affiliated Health Care Provider Course: adult, infant, and child/one rescuer; adult, infant, and child/foreign body airway obstruction; adult/two rescuer; mouth to mask ventilation. A completion card is issued to each student who obtains a minimum score of 80% on the written evaluation and successfully return-demonstrates the steps outlined on the skill performance sheets delineated in the instructor’s Manual for Basic Life Support. No prerequisites. Instructor is AHA qualified. 4 contact hours/.04 CEUs

HC04142Q   Jan. 10
            Sat.
            9:00 AM – 1:00 PM
ATC Room 212   $45 ($50 Out of State)

HC05142Q   Feb. 7
            Sat.
            9:00 AM – 1:00 PM
ATC Room 212   $45 ($50 Out of State)
            Mar. 21
            Sat.

HC06143Q   May 9
            Sat.
            9:00 AM – 1:00 PM
ATC Room 212   $45 ($50 Out of State)

Registration and payment must be completed prior to class day.

Registration is available online for CPR
visit our website at:
cemphasis.html/hsce
The HITECH Workforce Training Program was developed to cross-train and enhance skills to better equip healthcare and IT professionals.

Choose from 5 certificate options:
- Practice Workflow and Information Management Redesign Specialist
- Clinician/Practitioner Consultant
- Implementation Manager
- Dual Certificate for Technical and Implementation Support Specialist
- Trainer

Choose your start date: Courses are eight weeks in length and students may take 2 courses per session, (six to eight courses needed for each certificate).

These online courses prepare students for the national HITPRO credentialing exams (www.hitproexams.org).

For more information, contact us at hitech@midland.edu 432.685.6891
PETROLEUM PROFESSIONAL DEVELOPMENT CENTER

Midland College
Petroleum Professional Development Center
Meeting the Continuing Education Needs for Permian Basin Energy Industries

Areas of Concentration:

- Oil and Gas Accounting
- PetroSkills from OGCI
- Operations Engineering
- Economics
- Corrosion Technology
- Technical: Engineering
- Land
- Petroleum Industry Special Topics
- Technical: Geology and Geophysics
- Customized Company Training
- Software Training
- Environmental Issues
- Production/Operations
- Distance Learning Opportunities

Visit our website at:
www.midland.edu/ppdc
for upcoming courses, special events, and distinguished lecturers!

Or call (432) 683-2832
RISK MANAGEMENT AND SAFETY PROGRAM

These *FREE courses are held at the
Advanced Technology Center
3200 W Cuthbert Ave
Midland, TX 79701

Please contact us regarding other safety classes you need but that are not currently being offered.

**Please register at least 24 hours prior to the start date of the class. There must be a minimum of five (5) students registered in order for the class to make.

You can register by contacting Leticia Ramos
(432) 681-6318

*These classes are generally offered FREE of charge by the Risk Management Institute at Midland College. They are designed for safety professionals in any industry and are open to the public. The Risk Management Institute at Midland College is made possible by a generous contribution from Texas Mutual Insurance Company for the purpose of offering topical risk management and safety programs.

<table>
<thead>
<tr>
<th>JANUARY</th>
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<tbody>
<tr>
<td><strong>HAZWOPPER REFRESHER</strong></td>
<td>I027142Q</td>
<td>Wed.</td>
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<tr>
<td></td>
<td>Jan. 7</td>
<td>8:00 AM - 5:00PM</td>
</tr>
<tr>
<td><strong>CPR FIRST AID &amp; BBP</strong></td>
<td>I028142Q</td>
<td>Tue.</td>
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<tr>
<td></td>
<td>Jan. 13</td>
<td>8:00 AM - 12:00 PM</td>
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<tr>
<td><strong>H2S CERTIFICATION</strong></td>
<td>I029142Q</td>
<td>Tue.</td>
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<td>Jan. 13</td>
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<tr>
<th>FEBRUARY</th>
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<tr>
<td><strong>HAZWOPPER 40 HOUR</strong></td>
<td>I038143Q</td>
<td>Mon. - Fri.</td>
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<td>Mar. 2 - 6</td>
<td>8:00 AM – 5:00 PM</td>
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<tr>
<td><strong>OSHA # 10</strong></td>
<td>I039143Q</td>
<td>Wed. - Thu.</td>
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<td></td>
<td>Mar. 18-19</td>
<td>8:00 AM – 5:00 PM</td>
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<tr>
<th>MARCH</th>
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<tr>
<td><strong>HAZWOPER REFRESHER</strong></td>
<td>I027142Q</td>
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<td>Jan. 7</td>
<td>8:00 AM - 5:00PM</td>
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<tr>
<td><strong>CPR FIRST AID &amp; BBP</strong></td>
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<td><strong>H2S CERTIFICATION</strong></td>
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<td>Jan. 13</td>
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| **HAZWOPPER REFRESHER** | I027142Q                         | Wed.                             |
|                         | Jan. 7                           | 8:00 AM - 5:00PM                 |
| **CPR FIRST AID & BBP** | I028142Q                         | Tue.                             |
|                         | Jan. 13                          | 8:00 AM - 12:00 PM               |
| **H2S CERTIFICATION**  | I029142Q                         | Tue.                             |
|                         | Jan. 13                          | 1:00 PM - 5:00 PM                |

| **OSHA 30 HOUR (General Industry)** | I032142Q | Mon. - Fri. | Feb. 2 - 6 | 8:00 AM- 5:00 PM |
| **CPR FIRST AID & BBP** | I036142Q | Tue. | Feb. 24 | 8:00 AM-12:00PM |
| **HAZWOPER REFRESHER** | I027142Q | Wed. | Jan. 22 | 8:00 AM-12:00PM |
| **HAZWOPER 40 HOUR** | I038143Q | Mon. - Fri. | Mar. 2 - 6 | 8:00 AM – 5:00 PM |
| **OSHA # 10** | I039143Q | Wed. - Thu. | Mar. 18-19 | 8:00 AM – 5:00 PM |
| **CPR FIRST AID & BBP** | I041143Q | Tue. | Mar. 31 | 8:00 AM-12:00PM |
| **HAZWOPER REFRESHER** | I027142Q | Wed. | Jan. 7 | 8:00 AM - 5:00PM |
### RISK MANAGEMENT INSTITUTE

#### APRIL

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Dates</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>FORKLIFT</td>
<td>I043143Q</td>
<td>Wed.</td>
<td>Apr. 8th</td>
</tr>
<tr>
<td>OSHA 30</td>
<td>I044143Q</td>
<td>Mon.- Fri.</td>
<td>Apr. 13 – 17</td>
</tr>
<tr>
<td>CONFINED SPACES</td>
<td>I045143Q</td>
<td>Tue.</td>
<td>Apr. 14</td>
</tr>
<tr>
<td>CPR FIRST AID &amp; BBP</td>
<td>I046143Q</td>
<td>Tue.</td>
<td>Apr. 21</td>
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<tr>
<td>H2S CERTIFICATION</td>
<td>I047143Q</td>
<td>Tue.</td>
<td>Apr. 21</td>
</tr>
<tr>
<td>ACCIDENT INVESTIGATION</td>
<td>I048143Q</td>
<td>Thu.</td>
<td>Apr. 23</td>
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#### MAY

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFRESHER HAZWOPER</td>
<td>I049143Q</td>
<td>Tue.</td>
<td>May 5</td>
</tr>
<tr>
<td>SAFELAND &amp; BASIC</td>
<td>I050143Q</td>
<td>Thu.</td>
<td>May 14</td>
</tr>
<tr>
<td>CPR FIRST AID &amp; BBP</td>
<td>I051143Q</td>
<td>Wed.</td>
<td>May 20</td>
</tr>
<tr>
<td>H2S CERTIFICATION</td>
<td>I052143Q</td>
<td>Wed.</td>
<td>May 20</td>
</tr>
</tbody>
</table>
TRANSPORTATION TRAINING

Professional Truck Driving

THE PROGRAM

The Midland College Professional Truck Driving Program provides individuals with the proper training in order to obtain a Commercial Driver's License (CDL) to operate a commercial motor vehicle safely within the rules and regulations set by the Department of Transportation.

Upon completion of the program, the student will receive a Certificate of Achievement and will be eligible to take the Driver's exam through the Texas Department of Public Safety to receive a Class A License.

Midland College's Professional Truck Driving program is an intensive four-week course scheduled from 8:00 a.m. to 5:00 p.m. Monday through Friday.

The program is a total of 160 hours and is comprised of the following sections:

- Orientation
- CDL written test preparation
- Control systems
- Basic control
- Shifting
- Backing
- Turning
- Coupling and Uncoupling
- Communications
- Speed Management
- Space Management
- Night Operation

ENDORSEMENTS

During the program, each student will get instruction for each of the endorsements available in the state of Texas. Teachers, Doubles/Triples, and Hazardous material endorsement instruction is included in this program.

Additional information regarding the endorsement is available in the Transportation Training department or online at www.ce.midland.edu/transportation.

APPLICATION PROCEDURES

Class enrollment is limited. Applications for admission are accepted on a first-come, first served basis according to the date of application. Application is available in the Transportation Training Dept. or online.

COST

$4,100

The cost of the program covers program tuition and related fees.

CUSTOMIZED TRAINING

Programs can be customized to fit the individual need of your company. These programs can range in hours from 100 to 120 hours. Call today, so we can begin working on a program for your company.

Safety Update & Refresher

Safety Updates/Refresher are available to companies that need to refresh the knowledge of their employees.

We are available to do these trainings in our classroom or at your location. We can help you structure the course to suit your needs. Please call 432/681-6318 to set up a meeting.

Spring 2015

Current Schedule
Monday-Friday
8:00am-5:00pm

Spring 2015
Jan. 5th - Feb. 2nd
Feb 2nd - Feb. 27th
Mar 16th - April 14th
Apr 13th - May 8th
May 11th - June 8th

Dates are subject to change. Please check website for current or added dates.

ce.midland.edu
Discover the Benefits of Customized Training!

Midland College Customized Training is designed to meet the educational and professional growth needs of business, industry, and government. Workforce CE Customized Training provides quality, cost-effective, flexible, hands-on instruction in a vast range of subjects. Have a unique training need? The customized training option will ensure your specific training objectives are met through the custom curriculum of a course or program to suit your specific needs and goals. Our commitment is to assist you when it comes to developing your company’s most important asset - your employees.

<table>
<thead>
<tr>
<th>Computer Applications</th>
<th>Professional Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Microsoft Word</td>
<td>✓ Business Ethics</td>
</tr>
<tr>
<td>✓ Microsoft Excel</td>
<td>✓ Time Management</td>
</tr>
<tr>
<td>✓ Microsoft PowerPoint</td>
<td>✓ Team Building</td>
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<tr>
<td>✓ Microsoft Access</td>
<td>✓ Dress Etiquette</td>
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<tr>
<td>✓ Adobe Photoshop</td>
<td>✓ Customer Service</td>
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<tr>
<td>✓ Adobe Illustrator</td>
<td>✓ Conflict Resolution</td>
</tr>
<tr>
<td>✓ Adobe InDesign</td>
<td>✓ Performance Appraisals</td>
</tr>
<tr>
<td>✓ Adobe Flash</td>
<td>✓ Food Handling &amp; Management</td>
</tr>
<tr>
<td>✓ QuickBooks</td>
<td>. . . and more!</td>
</tr>
</tbody>
</table>

CALL TODAY TO DISCUSS TRAINING INTERESTS AND POSSIBILITIES!

Midland College Workforce Continuing Education
Debra Campbell
(432) 681-6326
dcampbell@midland.edu
WORKPLACE EFFECTIVENESS
• Business Attitudes, Etiquette
• Creative Problem Solving
• Dealing with Difficult People
• Essentials for Successful Project Management
• Maintaining a Positive Work Environment
• Managing Non-Productive Emotions in the Workplace
• Stress Management
• Financial Management
• Quality Management
• Project Management
• Managing Anger
• Diversity

COMMUNICATION
• The Art of Assertiveness
• Business Writing for Managers & Professionals
• Cross-Cultural Communication
• Effective Telephone Skills
• Interpersonal Skills for Technical & Professionals
• Making Effective Presentations
• Report Writing for Managers & Professionals
• Successful Workplace Communications
• Writing in the Workplace
• Technical Report Writing
• Workplace Spanish/English

MANAGEMENT & SUPERVISION
• Fundamental of Supervision
• Giving & Receiving Effective Feedback
• Management Decision Making & Problem Solving
• Managerial Leadership
• Change Management
• Motivating for Results
• Negotiating Win-Win Agreements
• Resolving Conflict: A Leadership Approach
• Selection Interviewing

BANKING & FINANCE
• Building Wealth
• Business Accounting
• Business Finance

TECHNICAL
• Welding
• Electrical
• Electronics

OILFIELD & GAS PRODUCTION
• Production Operations Field Training
• Field Specialist 101
• Rod Pumping Optimization and Training

SAFETY
• Bloodborne Pathogens
• Hydrogen Sulfide Certification w/Respiratory Safety
• General Safety
• HAZWOPER
• Fall Protection
• Confined Spaces Operations
• Fire Prevention & Control
• Defensive /Commentary Driver Training Courses
• State Approved Defensive Driving Course
• General Driver Safety Course w/Commentary
• Excavation (Trenching & Shoring)
• Welding Safety
• Electrical Safety
• Hot Work Permitting
• Pinch Points
• Drug & Alcohol Awareness for Supervisors
• Forklift
• Crane/Rigging
• FRAC 101
• Medic First Aid

CALL TODAY TO DISCUSS TRAINING INTERESTS AND POSSIBILITIES!
Midland College Workforce Continuing Education
Debra Campbell
(432) 681-6326
dcampbell@midland.edu
WORKFORCE CONTINUING EDUCATION

WORKFORCE CE COURSES

Workforce training courses are designed for the on-the-go professional seeking accelerated training opportunities.

Each computer course highlights the most commonly used functions of various Office and Adobe software programs and serves as a convenient starting point for individuals who enjoy a fast-paced and “hands-on” learning environment.

ALL courses are held at the Advanced Technology Center, 3200 W. Cuthbert.

Materials and certificate included in course fee
Out-of-State Fees = Regular Course Fee + $5.00

Contact (432) 697-5863 for more details

APPLE

IPAD INTRODUCTION
(ITSC 1006) 9 hours/0.9 CEUs
XM05142Q See Web 6:00 PM – 9:00 PM
Mon. Tue. & Thu. $154 ATC
XM06143Q See Web 6:00 PM – 9:00 PM
Mon. Tue. & Thu. $154 ATC

MICROSOFT

MICROSOFT ACCESS 2010: BASIC
(ITSC 1004) 8 hours/0.8 CEUs
XA02142Q See Web 8:00 AM – 5:00 PM
Sat $149 ATC

MICROSOFT EXCEL 2013: BASIC
(ITSC 1004) 8 hours/0.8 CEUs
XE06142Q Feb. 9 & 11 8:00 AM – 12:00 PM
Mon. & Wed. $149 ATC
XE08143Q Mar. 23 & 25 8:00 AM – 12:00 PM
Mon. & Wed. $149 ATC

MICROSOFT EXCEL 2013: INTERMEDIATE
(ITSW 1058) 8 hours/0.8 CEUs
XE07142Q Feb. 23 & 25 8:00 AM – 12:00 PM
Mon. & Wed. $149 ATC
XE09143Q Apr. 6 & 8 8:00 AM – 12:00 PM
Mon. & Wed. $149 ATC

MICROSOFT EXCEL 2013: ADVANCED
(ITSW 2049) 8 hours/0.8 CEUs
XE10143Q See Web 1:00 PM – 5:00 PM
Tue. & Thu. $149 ATC
XE07142Q Feb. 23 & 25 8:00 AM – 12:00 PM
Mon. & Wed. $149 ATC
XE09143Q Apr. 6 & 8 8:00 AM – 12:00 PM
Mon. & Wed. $149 ATC

MICROSOFT EXCEL 2013: ADVANCED
(ITSW 2049) 8 hours/0.8 CEUs
XE10143Q See Web 1:00 PM – 5:00 PM
Tue. & Thu. $149 ATC
XE07142Q Feb. 23 & 25 8:00 AM – 12:00 PM
Mon. & Wed. $149 ATC
XE09143Q Apr. 6 & 8 8:00 AM – 12:00 PM
Mon. & Wed. $149 ATC

MICROSOFT WORD 2013
(ITSC 1004) 8 hours/0.8 CEUs
XX01143Q See Web 8:00 AM-12:00 PM
Mon. & Wed. $149 ATC

MICROSOFT EXCEL 2013: BASIC
(ITSC 1004) 8 hours/0.8 CEUs
XE06142Q Feb. 9 & 11 8:00 AM – 12:00 PM
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XE08143Q Mar. 23 & 25 8:00 AM – 12:00 PM
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XE09143Q Apr. 6 & 8 8:00 AM – 12:00 PM
Mon. & Wed. $149 ATC

MICROSOFT WORD 2013
(ITSC 1004) 8 hours/0.8 CEUs
XX01143Q See Web 8:00 AM-12:00 PM
Mon. & Wed. $149 ATC
SPOTLIGHT COURSES

INTRODUCTION TO COMPUTERS (WIN 8.1) (ITSC 1022)
Venturing into the world of computers can be an intimidating prospect for new users. This course takes the fear out of computer use by providing you with hands-on, instructor led training that introduces topics such as computer terminology, navigating the computer, using the mouse, and working in the Windows environment. 12 hours/1.2 CEUs
CB01142Q See Web 6:30 – 8:30 PM
Tue. & Thu. $189 ATC

MICROSOFT EXCEL 2013: COMPREHENSIVE (ITSW 1022)
This course offers in-depth coverage of the basic functions and features of Excel 2013. After an introduction to spreadsheet terminology and the Excel environment, you will explore a variety of topics designed to help you produce spreadsheets that organize your data in an efficient yet informative manner. Topics include: entering and editing text, values, formulas, and pictures; moving and copying data; working with ranges, rows, and columns; and creating and modifying charts. 16 hours/1.6 CEUs
CE00143Q See Web 8:00 AM – 12:00 PM
Mon. & Wed. $209 ATC

BUSINESS COURSES

BASIC BUSINESS ACCOUNTING (ACNT 1091)
This course is designed for students with no bookkeeping or accounting experience. The course covers subjects such as fundamentals of accounting, assets and liabilities, accounting for inventory, long-term liabilities, and the time value of Money. The course is also recommended for those students who are enrolling in QuickBooks courses and do not have an accounting background. 9 hours/.9 CEUs
CQ03142Q See Web 8:00 AM – 12:00 PM
Mon. Wed. & Fri. $119 ATC

QUICKBOOKS 101 - PRO 2014 (ACNT 1043)
This course takes you through some of the most important features of the QuickBooks Pro 2014 software, including an introduction to the program; setting up accounts, inventory, and working with financial reports. 18 hours/1.8 CEUs
CQ04143Q See Web 8:00 AM – 12:00 PM
Mon. Tue. & Thu. $154 ATC
Does not include materials.
Minimum Continuing Legal Education (MCLE)

Every active State Bar of Texas member must complete a minimum of 15 hours of accredited CLE during each MCLE compliance year.

Accredited CLE credit is received by attending MCLE approved activities including live group presentations, live and pre-recorded online CLE and webinars and by reviewing approved downloadable CLE programs such as podcasts and programs recorded onto DVD and CD.

CPE

“We have registered with the Texas State Board of Public Accountancy as a CPE sponsor. This registration does not constitute an endorsement by the Board as to the quality of our CPE program.”

Midland College Workforce Continuing Education
Debra Campbell
(432) 681-6326
dcampbell@midland.edu

QUALITY CUSTOMER SERVICE

A dissatisfied consumer will tell between 9 and 15 people about their experience. About 13% of dissatisfied customers tell more than 20 people. - Source: White House Office of Consumer Affairs, Washington, DC.

We all know that just as poor customer service can break your organization, excellent customer service can make you stand out from the crowd! The challenge arises when you attempt to stress the importance of that message to your employees. This workshop discusses ways to motivate employees who may not grasp the importance of excellent customer service and provides tips for ensuring a high level of customer service is practiced in all circumstances. 4 hours/0.4 CEUs

PS10143Q See Web 8:00 AM – 12:00 PM Mon. $85 ATC
WORKFORCE CONTINUING EDUCATION

PERSONAL TRAINING

CERTIFIED PERSONAL TRAINER CERTIFICATE
According to the latest fitness industry salary guide, Personal Trainers are earning on average of $34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold’s Gyms are just a few of the thousands of club employers that seek out our graduates each semester. Whether a career move or for your own personal knowledge get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 5-week period for better retention and hands on skill competency. The national exams are held on the 6th week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands on practical training and a 30-hour internship that walks many graduates right into a job!! The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. You will be prepared to work with clients and stand out in any gym as “the expert” in your field. Textbook is required and not included in course fees. * Call to order and start reading immediately 888-330-9487 www.witseducation.com

60 hours/6.0 CEUs
FN02143Q Mar. 14 - Apr. 25 9:00 AM – 4:00 PM
Sat. $649 ATC
$93.96 Textbook Required

LUNCHTIME LEARNING

PLEASE FEEL FREE TO BRING YOUR LUNCH!
Pre-Registration is required.

COMMUNICATION IN THE WORKPLACE
Communication is something we do reflexively -- like breathing. It might seem easy, but communicating effectively actually takes quite a bit of finesse. Choosing the right words, listening with our minds instead of our ears, and getting our message across are skills that we all need to work on. This course will help to improve communication within your team and throughout your entire company, and help implement a few easy but important changes to your corporate philosophy and practice. 2 hours/.2 CEUs
PS11142Q Feb. 25 11:30 AM – 1:30 PM
Wed. $29 ATC

HANDLING DIFFICULT PEOPLE AND SITUATIONS
Life involves frequent interaction with people in a multitude of situations, ranging from getting along with co-workers to negotiating work projects. Part of your success and happiness at work depends on your ability to effectively handle problems. Join us for this session to discover tips on how to deal with difficult situations with customers, colleagues and management. 2 hours/.2 CEUs
PS12143Q Mar. 25 11:30 am – 1:30 PM
Wed. $29 ATC

MOTIVATION IN TODAY’S WORKPLACE
This session provides an overview of how you can keep yourself motivated even during the most mundane office activities and inspire motivation in those around you. During this course, students examine in detail the fundamentals of the core four known as good health, life-long learning, effective communication, and good organization skills. Finally, students will discuss the motivation process and how they can work towards reaching their peak performance. 2 hours/.2 CEUs
PS13143Q Apr. 22 11:30 am – 1:30 PM
Wed. $29 ATC
WORKFORCE CONTINUING EDUCATION

ELECTRICAL COURSES

What it takes to become an electrician in Texas...
The Texas Department of Licensing and Regulation (TDLR) requires electrical licensing applicants meet the following criteria:

Residential Wireman – must complete 4,000 hours of on-the-job training under the supervision of a master electrician or residential wireman and pass the residential wireman exam administered by the TDLR.

Journeyman Electrician – must complete 8,000 hours of on-the-job training under the supervision of a licensed master electrician and pass the journeyman electrician exam administered by the TDLR.

Master Electrician – must complete at least 12,000 hours of on-the-job training under the supervision of a master electrician, must have held a journeyman license for at least two years, and must pass the master electrician exam administered by the TDLR.

For more information on licensing requirements as well as related application and examination fees, please consult the TDLR web site at www.license.state.tx.us.

TDLR APPROVED PROVIDER #1014

This Texas Department of Licensing and Regulation approved course provides 2.5 hours of instruction, one (1) hour of instruction in safety, and .30 minutes of instruction in the rules and laws regulating the electrical industry in Texas. NOTE: Preregistration is required. Participants MUST bring a photo ID and their electrical license to class NO EXCEPTIONS. Prepayment is required. Payment WILL NOT be accepted on the day of class. Class begins promptly at 8:30 AM. Classroom door is locked after that time. Students are advised but not required to bring the NEC Codebook to class. All classes held at the Midland College Advanced Technology Center, 3200 W. Cuthbert. 4 hours/0.4 CEUs.

ELECTRICAL COURSES

Basic electrical training courses offer quick, short-term instruction in basic electrical concepts; the courses are geared towards those individuals seeking employment under a supervising master electrician but are open to anyone interested in learning more about the electrical profession. Please Note: course dates and times may be subject to change. Visit ce.midland.edu/wf for textbook and supplies cost updates.

Limited scholarships are available! Call (432) 697-5863 for more information!

INTRODUCTION TO ELECTRICITY (ELTN 1091)

This course presents a general introduction to electrical concepts including static and current electricity; current, resistance, and potential difference; electrical components; conductors; and DC circuits. 12 hours/1.2 CEUs.

EL09142Q See Web 6:30 – 8:30PM
Mon. & Wed. $183 ($188 out-of-state) ATC
$35 course manual required

INTRODUCTION TO RESIDENTIAL WIRING (ELTN 1091)

This course builds upon skills studied in our Introduction to Electricity course. The course covers fundamental residential wiring methods including topics such as: load calculations and safety, installation of wiring, load protection, ground fault, and other devices commonly used in electrical installations. The course also covers conduit bending and installation. 16 hours/1.6 CEUs.

EL10143Q See Web 6:30 – 8:30PM
Tue. & Thu. $209 ($214 out-of-state) ATC
$35 course manual required

ELECTRICAL CODE CALCULATIONS (ELTN 1091)

If you are preparing for your licensing exam or you need extra help with your code calculations skills, this course is for you! The course reviews math essential to the electrical professions such as fractions, decimals, percentages, ratio and proportions, and unit conversions. The course then focuses on basic code calculations and commonly missed calculations such as voltage drop, motor calculations, and transformers. Instructor will teach from the NEC 2013. 20 hours/2.0 CEUs.

EL11143Q See Web 6:30 – 8:30PM
Tue. & Thu. $261 ATC
REAL ESTATE
SALESPEerson PROGRAM

This 180-hour program meets the educational requirements established by the Texas Real Estate Commission (TREC) for becoming a licensed real estate agent. Individuals who complete the program can apply to TREC for authorization to take the licensing exam. For more information, please visit the TREC website at: www.trec.state.tx.us or call 512-936-3000.

The program consists of the following courses:
• Real Estate Principles I & II
• Real Estate Law of Agency
• Real Estate Law of Contracts
• Real Estate Promulgated Contracts
• Real Estate Finance

Certificates will be issued at the end of each course for students receiving successful completion.

Out of State Fees = Regular Course Fee + $5.00

Each Course is 30 Hours / 3.0 CEUs

PRINCIPLES I 0111
(RELE 1002) 30 hours/3.0 CEUs
R006142Q Jan. 26 - Feb. 5 6:00 - 9:45 PM
Mon. - Thu. $189 ATC

Required text: Modern Real Estate Practice in Texas.
Available at MC bookstore.

Students must register and pay for BOTH Principles I & II at the same time.

PRINCIPLES II 0112
(RELE 1039) 30 hours/3.0 CEUs
R007142Q Feb. 9 - Feb. 19 6:00 - 9:45 PM
Mon. - Thu. $189 ATC

*Uses same text in Principles I.
Students must register and pay for BOTH Principles I & II at the same time.

LAW OF AGENCY 1111
(RELE 2002) 30 hours/3.0 CEUs
R008142Q Feb. 23 - Mar. 5 6:00 - 9:45 PM
Mon. – Thu. $189 ATC

Available at MC bookstore.

LAW OF CONTRACTS 1200
(RELE 1012) 30 hours/3.0 CEUs
R009143Q Mar. 16 - Mar. 26 6:00 - 9:45 PM
Mon. - Thu. $189 ATC

Available at MC bookstore.

PROMULGATED CONTRACTS
(RELE 1091) 30 hours/3.0 CEUs
R010143Q Mar. 30 - Apr. 13 6:00 – 9:45 PM
Mon. - Thu. $189 ATC

Required text: TBA
Available at the MC bookstore.

REAL ESTATE FINANCE
(RELE 1020) 30 hours/3.0 CEUs
R011143Q Apr. 14 - Apr. 28 6:00 – 9:45 PM
Mon. – Thu. $189 ATC

Required Text: Real Estate Finance
Available at the MC bookstore.
Midland College

Personal Fitness Trainer Certification

Full & Part Time Careers — Flexible Hours — Supplemental Income
Personal Fulfillment — Entrepreneurship
SIGN UP TODAY! Limited Seating and Classes Start Soon!

Saturdays, March 14 - April 25 2014 - 9AM-4PM
(No class March 14 and April 4)
Cost: $649 (required textbook $93.96, is not included in cost)

To order your book and start
the required reading or for
course details contact W.I.T.S.
at 888.330.9487 or visit
www.witseducation.com

Approved for Massage Therapists, Occupational Therapists, Athletic Trainers, college credits
and Veterans benefits in many states.

To register visit
www.midland.edu/workforce
or call
432.681.6335

W.I.T.S.
“Educational Excellence
For Fitness Professionals”
WORKFORCE CONTINUING EDUCATION

ONLINE ED2GO

ACCOUNTING FUNDAMENTALS
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

GRANT WRITING / NON-PROFITS

A TO Z GRANTWRITING
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

NAVIGATING THE INTERNET
Master the ins and outs of the Internet with this informative behind-the-scenes look.

COMPUTER APPLICATIONS

INTRODUCTION TO MICROSOFT PUBLISHER
Create brochures, newsletters, and Web sites with ease.

INTRODUCTION TO MICROSOFT VISIO
Learn how to design professional-looking diagrams with Microsoft Visio.

WEB DESIGN

CREATING WEB PAGES
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

CREATING WEB PAGES II
Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

CONCURRENT COURSES

These courses are CREDIT courses that may be taken as NON-CREDIT.

Concurrent courses are subject to approval and space availability.

Upon successfully passing the course a certificate of completion will be awarded with hours & CEUs.

You will find a listing of course offerings, dates, and times below in the Midland College credit schedule available at www.midland.edu.

Accounting - Principles of Financial Accounting
Air Conditioning and Heating - Basic Electricity for HVAC and Refrigeration Principles
Aviation Maintenance
Business Systems - Software Applications
Computer Graphics - Auto Cad
Energy Technology - Industrial Automation
Welding - Introduction to Welding Fundamentals

Please call 681-6329 for more information

CONVENIENT, AFFORDABLE, AND EFFECTIVE.
Take ed2go courses anywhere and when it’s most convenient for you.

Visit our site to learn more.
www.ed2go.com/midlandcollege
Online Courses For Business Professionals

Midland College

Sharpen your skills, or learn new ones with our instructor-led online courses. Online Continuing Education courses run for six-weeks (with a 10-day extension period available at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Managing Customer Service
Become indispensable to any organization by understanding how to identify and meet customer needs.

Purchasing Fundamentals
Improve your company's bottom line by mastering the fundamentals of purchasing.

Principles of Sales Management
Master the art of managing sales teams from a sales management professional.

Distribution and Logistics Management
Learn how to improve your company’s distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work.

Six Sigma: Total Quality Fundamentals
Learn the basics of total quality management.

Six Sigma: Total Quality Applications
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

Supply Chain Management Fundamentals
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field.

Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

Fundamentals of Supervision and Management I
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Fundamentals of Supervision and Management II
Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

Enroll Today!

Details on any of these courses can be found at:
www.ed2go.com/midlandcollege

You can also reach us by calling
(432)681-6330
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, and 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: 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.

Credit/debit card payments are no longer accepted over the phone.

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:

ce.midland.edu/wf
Advanced Technology Center
3200 W. Cuthbert
(432) 697-5863 ext 6326

REFUND/CANCELLATION POLICY
Courses that lack sufficient enrollment will be cancelled by 12:00 PM (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 automatically be issued a refund from our accounting department. No cash refunds will be issued.

Students will receive a 100% refund (less a $10 processing fee) if they drop by 12:00 PM (noon) two business days prior to the first class day; they will receive an 80% refund (less $10) if they drop before the second class day. With the exception of extenuating circumstances, students will not receive a refund for a one-day class if they drop on the day of the class. No refunds will be given after the second class day. It is the student’s responsibility to cancel their registration. Allow 30 days for refund processing. No cash refunds will be issued.

SOCIAL SECURITY NUMBERS
A social security number is required to identify students’ permanent records. The Midland College registration system automatically encrypts a student’s social security number into a student identification number. The student ID is used for all internal printed material and provides additional protection of a students’ privacy. Students are urged to become familiar with the 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.

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.

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. 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 continuing education 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.

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 AM – 7:00 PM and Friday 8:00 AM – 4:30 PM. For more information call (432) 685-4545.

PARKING PERMITS
Students enrolled in CE 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 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 Department of Continuing Education’s Mission Statement is to provide, to the diverse populations of Midland College’s community, quality, life-long educational opportunities for professional development and personal enrichment.

Spring 2015 Calendar

January 19 ............................................................... Holiday (Martin Luther King, Jr. Day)
March 9 - 13 .............................................................. Spring Break
April 3 - 6 ................................................................. Easter Break

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. The message will state one of the following:

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

COMMUNITY PROGRAMS

Personal Enrichment Courses
  Kids’ College
  College Classics
  (432) 685-4518
  www.midland.edu/cp

In order to meet your needs, we continually seek new courses and instructors. If you have a need, skill or interest – PLEASE call our office with your recommendation. You might see your idea in our Fall 2015 schedule!

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

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.

Midland College 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 404-679-4501 for questions about the status of Midland College.

WORKFORCE EDUCATION

CUSTOMIZED TRAINING
  (432) 681-6329

HEALTH SCIENCES CONTINUING EDUCATION
  Courses for Entry-Level Health Care Professionals
  Seminars for Health Care Professionals
  (432) 681-6354 or (432) 681-6305
  ce.midland.edu/hsce

PETROLEUM PROFESSIONAL DEVELOPMENT CENTER
  (432) 683-2832
  ce.midland.edu/ppdc

RISK MANAGEMENT INSTITUTE
  (432) 681-6318
  ce.midland.edu/rmi

TRANSPORTATION TRAINING
  Professional Truck Driving Program
  (432) 681-6318
  ce.midland.edu/tt

WORKFORCE CONTINUING EDUCATION
  Business Skills
  Computers
  Concurrent
  Electrical
  Professional Studies
  Real Estate
  Workforce Programs
  (432) 697-5863 or (432) 681-6329
  ce.midland.edu/wf

ce.midland.edu
CONTINUING EDUCATION

COMMUNITY PROGRAMS

HEALTH SCIENCES

PETROLEUM PROFESSIONAL DEVELOPMENT CENTER

TRANSPORTATION TRAINING

RISK MANAGEMENT INSITUTE

WORKFORCE EDUCATION & PROFESSIONAL DEVELOPMENT