Midland College
CONTINUING EDUCATION
FALL 2014

WORKFORCE
PETROLEUM PROFESSIONAL DEVELOPMENT CENTER
EDUCATE YOURSELF
COMMUNITY PROGRAMS
TRANSPORTATION
RISK MANAGEMENT
HEALTH SCIENCES

ce.midland.edu
# TABLE OF CONTENTS

## COMMUNITY PROGRAMS
- Ai CN ........................................................................................................... 6
- Arthritis Foundation Aquatic Class .............................................................. 6
- Ballroom Dancing .......................................................................................... 5
- Bridge (Beginner) .......................................................................................... 8
- Concealed Handgun ...................................................................................... 8
- Concurrent (Esl) ............................................................................................. 5
- Country & Western Dance I & II .................................................................... 5
- Driver Education (Online) ............................................................................. 8
- Edg2 ......................................................................................................... 14
- Entertainment Online Career Courses ............................................................ 12
- Extreme Couponing ...................................................................................... 11
- Financial Freedom (Seven Simple Secrets to) .............................................. 10
- Getting Published (A Beginner’s Guide to) .................................................. 10
- Golf (The Basics) ............................................................................................ 7
- Grammar & Writing ...................................................................................... 5
- Hatha Yoga ..................................................................................................... 7
- Home-Based Business ($Cash$ In With A Successful) ............................... 11
- Ultra Beginning Line Dancing ...................................................................... 5
- Manuscript Critiques (Meet the Publisher: Get Your) .................................. 10
- Midland Community Band ............................................................................ 7
- Motorcycle Training ...................................................................................... 8
- Mystery Shopping Business .......................................................................... 11
- Notary Public .................................................................................................. 9
- Online Sewing ................................................................................................ 8
- Opera 101 ....................................................................................................... 7
- Oral Communication ..................................................................................... 5
- Pharmacology ............................................................................................... 9
- Piano or Voice Lessons ............................................................................... 7
- Reading & Vocabulary ................................................................................ 5
- Retirement Planning Today ......................................................................... 9
- Self Defense ................................................................................................... 6
- Self-Publishing vs. Traditional Publishing .................................................... 10
- Shallow Water Aerials .................................................................................. 6
- Singles Mixer ................................................................................................ 9
- Social Media 101 ........................................................................................... 9
- Speaking & Listening ................................................................................... 5
- Swing ............................................................................................................. 6
- Taekwon Do/Mixed Martial Arts .................................................................. 6
- Tai Chi .......................................................................................................... 7
- Typing/Word Perfect Business ...................................................................... 11
- Yoga ............................................................................................................. 7
- Zumba Gold ................................................................................................... 7

## HEALTH SCIENCES
- CPR-American Heart Association Basic Life Support ................................ 17
- HITECH ........................................................................................................ 19

## PPDC
- Petroleum Professional Development Center ............................................. 20

## RISK MANAGEMENT INSTITUTE
- Risk Management Courses ......................................................................... 21 & 22

## TRANSPORTATION
- Professional Truck Driving ......................................................................... 23

## WORKFORCE
### BUSINESS - ACCOUNTING / QUICKBOOKS
- Basic Business Accounting ........................................................................ 26
- How to Make Effective Presentations .......................................................... 27
- Improve Employee Performance ................................................................ 27
- Introduction to Quickbooks (Beginners) .................................................... 26
- Quickbooks 101-Pro 2012 .......................................................................... 26

### COMPUTER
- Adobe Photoshop CSS Comprehensive ...................................................... 26
- Introduction to Computers ......................................................................... 26
- Introduction to Windows 7 .......................................................................... 25
- MAC OS X Mountain Lion ......................................................................... 25
- Microsoft Access 2010: Basic .................................................................... 25
- Microsoft Access 2010: Comprehensive .................................................. 25
- Microsoft Excel 2010: Basic ....................................................................... 25
- Microsoft Excel 2010: Intermediate ............................................................ 25
- Microsoft Excel 2010: Advanced ................................................................. 25
- Microsoft Excel 2010: Comprehensive ...................................................... 26
- Microsoft Office 2010 Update ................................................................... 25
- Microsoft Word 2010 ................................................................................ 25
- Publisher 2010: Basic ............................................................................... 26
- Publisher 2010: Intermediate .................................................................... 25

### CUSTOMER SERVICE/LEADERSHIP
- EQ Emotional Intelligence ........................................................................... 27
- Laws of Leadership ....................................................................................... 27
- Quality Customer Service .......................................................................... 27
- Situational Leadership .................................................................................. 27

### ELECTRICAL
- Electrical Code Calculation ........................................................................ 29
- Introduction to Electricity ........................................................................... 29
- Introduction to Residential Wiring ............................................................... 29
- TDLR Course ............................................................................................... 29

### FOOD SAFETY
- ServSafe Basic Food Handler Certification ................................................. 27

### LUNCHTIME LEARNING
- Conducing Successful Meetings ................................................................. 28
- Generations Training ................................................................................... 28
- Motivation: Identifying, Planning, and Implementing ................................. 28

### ONLINE TRAINING
- Mastery of Business Fundamentals ............................................................. 33
- Managing Customer Service ...................................................................... 33
- Purchasing Fundamentals ......................................................................... 33
- Principles of Sales Management .................................................................. 33
- Distribution and Logistics Management .................................................... 33
- Introduction to Business Analysis ............................................................... 33
- Total Quality Fundamentals ........................................................................ 33
- Total Quality Applications .......................................................................... 33

## PERSONAL TRAINING
- Certified Personal Training Certification ..................................................... 28 & 31

## REAL ESTATE
- Law of Agency 1111 ................................................................................... 30
- Law of Contracts 1200 ................................................................................ 30
- Principles I 0111 ........................................................................................ 30
- Principles II 0112 ....................................................................................... 30
- Promulgated Contracts .............................................................................. 30
- Real Estate Finance .................................................................................... 30

## POLICIES, REGISTRATION AND OTHER INFORMATION
- Additional Fees ............................................................................................ 34
- Bad Weather Procedures ............................................................................ 34
- CEUs ........................................................................................................... 34
- Contact / Telephone Numbers ..................................................................... 34
- Spring 2013 Calendar ................................................................................... 34 & 35
- Grading, Certificates and Transcripts ......................................................... 34
- Parking Permits ........................................................................................... 34
- Refund / Cancellation Policy ....................................................................... 34
- Social Security Numbers .............................................................................. 34
- Textbook / Supplies .................................................................................... 34
- Tuition and Fees ........................................................................................... 34

---

Visit us online at [ce.midland.edu](http://ce.midland.edu)
If you wait until the last minute to register for a course, the enrollment limit may already have been reached or the course may have been canceled due to low registration.
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, you’ve created this class just for you. This is a fantastic opportunity to meet other singles in a non-threaten- ing environment. Enjoy meeting and mingling with other singles while receiving dance lessons in Swing, C&W, Balboa and Tango! Sun.-Fri. Dance Design Dance located at 3211 W. Wadley, Suite 11B (Industrial Shopping Center).

SWING
Swing is back in popular music so learn to dance to it. Swing is that music that makes your feet start tapping and hands start clapping. This class includes basic foot- and arm movements taught to various swing rhythms. No flaps, drops, or throws are taught. Partners are recommended. Class is held in the Allison Fine Arts Building in the Wagner & Brown Auditorium.

FITNESS

AI CHI
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 suc- cessful with individuals with pain, arthritis, fibro- myalgia, COPD, and with neurological and orthopedic diagnoses. Class will meet at the Wellness Pool located at COM Aquatics, Inc., 3003 N. A’Street.

TAE KWON DO/MIXED MARTIAL ARTS/

SELF DEFENSE
Students will learn basic Self-Defense strategies from various Martial Arts, with an emphasis on practi- cal 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.

ARHTHITIS 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 swelling and stiffness while supported by the water’s buoyancy and resistance. The classes also provide a friendly, fun atmosphere in which participants can meet 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.

TAI CHI
Tai Chi is an ancient practice proven to reduce pain and improve your mental and physical well-being. The Sun-style Tai Chi routines are easy, learn to lead and follow for everybody’s fitness level. The benefits of Tai Chi can include reduced stress, increase in balance and flex- ibility, help you feel relaxed, and improves your overall mind, body and spirit. Medical studies confirm the Tai Chi program releases endorphins and improves quality of life. This program is promoted by the Arthritis Foundation. Class will meet at COM Aquatics, 3003 N. A’Street.

BORING HATHA YOGA
Soft, beginning Hatha Yoga is possible for any level. If you are intimidated, yet intrigued to try Yoga, this is the class for you. A simple, step by step guided Yoga that can give you greater relaxation, more energy and brighter moods. Extra benefits are more relaxed back, neck and shoulders, additional flexibility and strength. Preventative care is valuable! Learn to love the growing popular answer to better health and wellness. Class is located in PE building, Multi-purpose room.

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 ex- perience 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.

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

COMMUNITY PROGRAMS

MUSIC

OPERA 101
In this course we will study the four operas to be presented by The Metropolitan Opera in their Live in HD transmissions to the local movie theaters this fall. The operas are Macbeth composed by Verdi, Le nozze di Figaro by Mozart, Carmen by Bizet, and Wagner’s Der Meistersinger von Nürnberg. 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 libreto (story), drama and music – vocal and instrumental. Opera is a story told through the unique union of singing action, and music – which, together, evoke varying emotions.

SPOtS

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

COMMUNITY PROGRAMS

ce.midland.edu
(432) 685-4518
Fall 2014
COMMUNITY PROGRAMS

SPECIAL INTEREST

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. Fee includes book. Class will meet at the Allison Bridge Center.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>9030 141Q</td>
<td>Sep. 2 – Dec. 2</td>
<td>Tue.</td>
<td>6:00 – 8:00 PM</td>
<td>$85</td>
<td>Belle Harris</td>
</tr>
<tr>
<td>9031 141Q</td>
<td>Sep. 3 – Dec. 3</td>
<td>Wed.</td>
<td>1:00 – 3:00 PM</td>
<td>$85</td>
<td>Belle Harris</td>
</tr>
</tbody>
</table>

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 Maudlin 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>9250 134Q</td>
<td>Aug. 16</td>
<td>Mon. &amp; Wed.</td>
<td>6:30 – 9:30 PM</td>
<td>$49</td>
<td>William Dendy</td>
</tr>
<tr>
<td>9251 141Q</td>
<td>Sep. 14</td>
<td>Mon. &amp; Wed.</td>
<td>6:30 – 9:30 PM</td>
<td>$49</td>
<td>William Dendy</td>
</tr>
<tr>
<td>9252 141Q</td>
<td>Oct. 18</td>
<td>Mon. &amp; Wed.</td>
<td>6:30 – 9:30 PM</td>
<td>$49</td>
<td>William Dendy</td>
</tr>
</tbody>
</table>

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 ewacademy1802@ewsacademy.org or visit their website: ewacademy.org. Classes offered:

• Sewing - Construction
• Pant Pattern Drafting
• Skirt Pattern Drafting
• Custom Skirt Class
• Muslin Pant Construction
• Muslin Skirt Construction

Call the Continuing Education office at 432-685-4518 for dates, times and cost.

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 on line 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/ce and click on the “Courses” tab and then on the “Online Driver Education”.

SPECIAL INTEREST

INTRODUCTION TO PHOTOJOURNALISM
The goal of this class is to learn how to tell a story with images as a photojournalist. Students will first learn the basics of digital camera operation and composition and then apply those skills to developing a personal shooting style. Students will spend the semester building a portfolio that includes spot news, general news, sports, portraits and features, as well as one complete photo story. Full captions must accompany every project in its final form, including the picture story. Students will show updates and completed work in class during weekly group critique sessions. These sessions are considered deadlines and should not be missed. Lectures, student presentations, guest speakers and reading assignments throughout the semester will provide background and hopefully inspiration. At the end of the semester students will schedule an interview session with me where we will go over the final portfolio. Students MUST have their own DSLR digital camera to take this class. It must be a modern Digital SLR camera with detachable lens. No point-and-shoot cameras, no cell phone cameras, etc.

Course Objectives:

• Learn the importance of visual storytelling and the elements that make up a news worthy photo.
• Build a portfolio that is representative of what is expected of a photojournalist.
• Learn the importance of deadlines.
• Begin to develop a personal shooting style and photographic philosophy.
• Most important, strengthen your passion for making visual stories.

Call the Continuing Education office at 432-685-4518 for dates, times and cost.

SOCIAL MEDIA 101
Learn the basic fundamentals of popular social media platforms of Facebook, Twitter, LinkedIn, Pinterest, Google+ and Instagram. In this course, you will learn how to use each program, how each differs from the other, and how to share your material. Additionally, you will learn how to blog and share your posts.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>9681 141Q</td>
<td>Sep. 8 - 22</td>
<td>Mon.</td>
<td>6:30 – 8:30 PM</td>
<td>$25</td>
<td>Cherisa Chapa</td>
</tr>
<tr>
<td>9682 141Q</td>
<td>Oct. 6 - 20</td>
<td>Mon.</td>
<td>6:30 – 8:30 PM</td>
<td>$25</td>
<td>Cherisa Chapa</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>9663 141Q</td>
<td>Oct. 28</td>
<td>Tue.</td>
<td>10:00 – 11:00 AM</td>
<td>$14</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 the instructor for printed information to assist you in your journey to financial freedom. SPECIAL NOTE: Due to the high demand for this instructor nationwide, this workshop can only be offered once a year.

9492 141Q
Tue.                        $27    LeeAnne Krusemark
Oct. 28    11:00 AM – 1:00 PM

9661 141Q
Tue.                        $27    LeeAnne Krusemark
Oct. 28    2:00 – 4:00 PM

9662 141Q
Tue.                        $14    LeeAnne Krusemark
Oct. 28    4:00 – 5:00 PM

SELF-PUBLISHING VS. TRADITION 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. You will also learn from a 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. SPECIAL NOTE: Due to the high demand for this guest instructor nationwide, this workshop can only be offered once a year.

9494 141Q
Oct. 28
5:00 – 6:00 PM

HOW TO EARN EXTRA SMONEYS 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.

9494 141Q
Oct. 28
6:00 – 7:00 PM

SAVE SMONEY WITH EXTREME COUPONING!
Learn how to save $35 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 workshops 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.

9493 141Q
Oct. 28
5:00 – 6:00 PM

50 ways to advertise/market your services
* 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.

9496 141Q
Oct. 28
9:00 – 10:00 PM

MAKE SMONEYS WITH A TYPING/WORLD 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

COMMUNITY PROGRAMS

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

9661 141Q
Oct. 28
2:00 – 4:00 PM

How to start your business endeavor (participants must have attended “$Cash$ in with a Successful Home Based Business”), you will discover:
* 100 ways to make money with a computer
* 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.

9495 141Q
Oct. 28
7:00 – 9:00 PM

How to start your business endeavor (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.

9496 141Q
Oct. 28
9:00 – 10:00 PM

$CASH$ 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!)
COMMUNITY PROGRAMS

FDE ENTERTAINMENT CAREER ACADEMY
(FDE EDA)
Entertainment Career Courses
Entertainment career opportunities now more than ever expand beyond the doors of Hollywood. The growth of the industry has brought about productions that span throughout the world. Producers, agents, writers, and other key positions are all expected to understand their responsibilities, key terms, and traditions that have proven effective. Our Entertainment Career Courses provide the training essential to becoming an employable commodity within the industry. The content also provides noteworthy preparation for individuals competing for acceptance into visual arts programs. 
FDE Academy courses provide a thorough understanding of each entertainment career. Students must participate in 80% of the core curriculum and accurately complete 80% of the knowledge assessments to qualify for the Certificate of Completion.

- Line Producer $500
- Talent Agent $300
- Film Screenwriting $500
- Television Writing $500
- Casting Director $500
- Make-up Artist $400
- Fashion Stylist $500

Bundled Courses
- Screenwriting Bundle: $1000
  T.V. Screenwriting + Feature Film Screenwriting + Final Draft Course + Final Draft Software
- Final Draft Bundle: $500
  Final Draft Course + Final Draft Software (version 8, download)
- All Course Access: $2500
  All Courses + Final Draft Software (version 8, download)

For descriptions of the courses go to www.midland.edu/cpce and click on the “Courses” tab then on “Entertainment Education Online” for more information. Faith in Dreams website is located at http://www.faithindreams.com/entertainment-courses.php.

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).

ONLINE REGISTRATION
1. Go to ce.midland.edu
2. Select department
3. Click "Courses" on tool bar
4. A list of classes will appear. Select the course title.
5. Add to cart
6. View shopping cart in top right corner
7. Checkout
8. Complete registration information
   ce.midland.edu
   *In-person registration is required for Truck Driving, RN and select Health Science classes.

Please see page 34 of the Workforce Education policies page for more information.

Fall 2014
Instructor-Facilitated Online Courses

Learn to Buy and Sell on eBay
Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Start Your Own eBay Drop-Off Store
Turn other people’s unwanted items into a lucrative source of income by starting an eBay drop off store. Master the art of setting up a business, writing a marketing plan, taking super photos, creating dynamic listings, and offering great customer service. Thousands of people have transformed their eBay knowledge into profitable second income sources or even full-time jobs. Take your skills to the next level and avoid the common pitfalls that keep amateur sellers from reaching their full potential.

Growing Plants for Fun and Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business.

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

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.

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 productively.

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 contact the Continuing Education at 685-4518 in order to register you in the classroom
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
All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

Choose from more than 250 online classes available every month.

Choose from more than 300 online classes available every month.

View our online course catalog at:
www.ed2go.com/midlandcollege

Midland College

Take classes that fit YOUR schedule.

Relax. There’s no need to rush to campus. Take classes from home!
Experience learning the way it was meant to be: enjoyable, clear, uncomplicated, fast, and convenient.

Fall 2014
For detail information on the courses listed in this schedule, please call 432-681-6354 or visit our website at www.midland.edu/hsce

Registration for Fall 2014 New Open in the Health Science CE office located at the Advanced Technology Center, 3200 W. Cuthbert.

SCHOLARSHIPS
Limited scholarship financial aid available for Health Science Continuing Education students who qualify.

Applications will be available in the HSCE office

Early Registration is encouraged as some classes fill quickly

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. No High School Diploma or GED required. 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.

HN00141Q / HN01141Q
Sep. 15 – Oct. 9
9:00 AM-4:00 PM
Classroom/Clincals
Mon. – Fri.
$565 ($575 Out of State)

HN02141Q / HN03141Q
Oct. 27 – Nov. 20
9:00 AM-4:00 PM
Classroom/Clincals
Mon. – Fri.
$565 ($575 Out of State)

Location for classes and clinical:
Midland College Advanced Technology Center
3200 W. Cuthbert Midland (432-681-6305)
Manor Park Nursing Facility
2208 N Loop 250 W, Midland (432-699-3401)

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 devices syringes, capillary skin puncture, butterfly needles, blood culture, and specimen collection on adults, children, and infants. Emphasis is on infection control, proper patient identification, labeling of specimens and quality assurance, specimen handling. Topcis include professionalism, ethics, and medical terminology. 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. Successful completion of the course will prepare the student to challenge 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 CPR Certification – within past 2 years
• Pass background check
• Required uniform: set of scrubs (red), safety glasses, shoes with second hand, tennis shoes
• Textbook: Phlebotomy Essentials 5th ed. Ruth McCall & Cathee M Tankersly

HP00141Q/HP01141Q
Sep. 10 – Dec. 2
5:45-9:45 PM
Classroom/Clincals
ATC (Room212)
Wed.
$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.

PHL – Midland College Continuing Education Course Schedule Fall 2014

HEALTH SCIENCES

HEALTH SCIENCES

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 86% 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/0.4 CEUs

HCO00141Q
Sep. 6
9:00 AM – 1:00 PM
$45 ($50 Out of State)
ATC Room 212

HCO10141Q
Oct. 4
9:00 AM – 1:00 PM
$45 ($50 Out of State)
ATC Room 212

HCO2141Q
Nov. 1
9:00 AM – 1:00 PM
$45 ($50 Out of State)
ATC Room 212

HCO3141Q
Nov. 22
9:00 AM – 1:00 PM
$45 ($50 Out of State)
ATC Room 212

Registration and payment must be completed prior to class day.

OPTICAL ASSISTANT TRAINING COURSE I (OPTS 1092)
This course is an introductory overview of the optometric field. Topics included definition of optometric field; terminology relating to the visual system; terminology relating to the devices used to correct vision and the equipment of the optical field. This course is approved by the American Optometric Association. Textbook: Optical Training Skills & Procedures by Wooten. Procedures will be available at the Midland College Bookstore. CPR training and certification will be included in the curriculum.
Instructor: Penelope Torelli
29 hours/2.9 CEUs

HO00141Q
Nov. 22- 19
7:30-9:00 PM
(360) 432-681-6354
$175.00 (Out of State $185.00)
ATC (Room120)

ce.midland.edu
(432) 681-6354

ce.midland.edu
MASSAGE THERAPY (MSSG 1009, 1011, 1013, 2014)
Massage Therapy can be a rewarding career with flexibility to work in settings such as medical office, sports clinics, day spa, and resort spa or a home business. Our Massage Therapy Program provides 607 hours of classroom instruction, clinicals and internship. The program is two semesters (Fall/Spring) with classes held in the evenings (T, W, TH) and many weekend days. Instructor: Doris (Dolly) Thomson.

Fall coursework includes:
- Health & Hygiene
- Anatomy & Physiology
- Pathology I
- Massage Therapy Fundamentals I

Spring coursework includes:
- Hydrotherapy
- Kinesiology
- Business Practices & Ethics
- Pathology II
- Massage Therapy Fundamentals II
- Internship

Personal dedication and commitment to the program will prepare the student for successful completion and preparation to take the State Certification Exam and Licensure.

Admission Requirements:
- Must be 18 years or older
- Driver’s License or photo ID
- Social Security Card
- High School Diploma or GED
- Pass Criminal Background Check
- Immunizations
  - Meningitis (under age 22)
  - Influenza (flu)

Class Location:
- ATC Room 213
  3200 W Cuthbert, Midland (432-681-6305)
- R. Marie Hall Simlife Center
  3600 Garfield, Midland (432-686-4863)

Required Textbooks:
- Massage Therapy Principles and Practice 4th ed. Susan G. Salvo
- Mosby’s Pathology for Massage Therapists 3rd ed. Susan G. Salvo
- Trial Guide to the Body Workbook 4th ed. Andrew Biel
- The Ethics of Touch. Ben E. Benjamin and Cherie Sohnen-Moe

Required Supplies:
- Purple scrubs
- Closed-toe shoes
- Two sets twin sheets/pillow cases
- One light-weight blanket
- One pillow
- One bath towel
- Four hand towels

Massage tables, chairs, lotions and other supplies will be provided.

If you choose to purchase a personal massage table, it is recommended to wait until after class starts.

Orientation – open to public  Aug. 21 7:00-9:00 PM  ATC Room 135

Fall classes:
- HM00141Q  Health & Hygiene (includes CPR)  Sep. 2 – 21
  Tue. Wed. & Thu.  6:00–9:00 PM  $164 ($174 out of state)
  Sat. & Sun.  8:00 – 11:00 AM  F. Marie Simlife Center
- HM 01141Q  Massage Fundamentals I  Sep. 6 – Dec. 7
  Sat. & Sun.  8:00 AM – 5:00 PM  $648 ($658 out of state)
  ATC Room 213
- HM02141Q  Anatomy & Physiology  Sep. 10 – Dec. 10
  Wed. & Thu.  6:00 -9:00 PM  $319 ($329 out of state)
  ATC Room 213
- HM03141Q  Pathology I  Sep. 9 – Dec. 9
  Tue.  6:00 – 9:00 PM  $179 ($189 out of state)
  ATC Room 213

Total Fall semester due at time of initial registration  $1,310
Total Spring semester due prior to first day of Spring class  $1,540
Total program  $ 2,850

**Spring Schedule to be announced.**
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 INSTITUTE

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) 683-6318
lramos@midland.edu

Visit our website at www.midland.edu/ce/rmi/

*AUGUST*

ACCIDENT INVESTIGATION
I001134Q
Tue. Aug. 5
8:00 AM - 5:00PM

FORKLIFT
I002134Q
Thu. Aug. 7
8:00 AM - 12:00 PM

PEC SAFFELAND BASIC
I003134Q
Tue. Aug. 12
8:00 AM-5:00 PM

*RISK MANAGEMENT INSTITUTE*

CPR FIRST AID & BBP
I004134Q
Wed. Aug. 13
8:00 AM-12:00 PM

DRUG & ALCOHOL AWARENESS
I005134Q
Thu. Aug. 14
8:00 AM- 5:00 PM

CONFINED SPACES
I006134Q
Wed. Aug. 20
8:00 AM - 5:00 PM

CPR FIRST AID & BBP
I007134Q
Tue. Aug. 26
8:00AM-12:00PM

H2S CERTIFICATION
I008134Q
Tue. Aug. 26
1:00 PM - 5:00 PM

*SEPTEMBER*

MACHINE GUARDING
I009131Q
Wed. Sep. 3
8:00 AM- 5:00 PM

OSHA 30 HOUR (General Industry)
I010131Q
Mon. - Fri. Sep. 8 - 12
8:00 AM-5:00 PM

CPR FIRST AID & BBP
I011131Q
Tue. Sep. 9
8:00 AM -12:00 PM

LOTOS LOCKOUT & TAGOUT
I012131Q
Wed. Sep.10
8:00 AM- 5:00 PM

FALL PROTECTION /LADDER SAFETY
I013131Q
Tue. Sep. 16
8:00 AM-5:00 PM

FORKLIFT
I014131Q
Wed. Sep.17
8:00 AM-12:00 PM

HAZWOPER 40 HOUR
I0151310
Mon. - Fri. Sep. 22 - 26
8:00 AM - 5:00 PM

CPR FIRST AID & BBP
I0161310
Tue. Sep. 23
8:00 AM-12:00 PM

*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.*
H2S CERTIFICATION
I0171310
Tue. Sep. 23 1:00 PM- 5:00 PM

ACCIDENT INVESTIGATION
I029131Q
Wed. Nov. 12 8:00 AM- 5:00 PM

NOVEMBER

OSHA 10 HOUR
I021311Q
Mon. - Fri. Nov. 3 - 7 8:00 AM – 5:00 PM

DECEMBER

OSHA 10 HOUR
I0331132Q
Tue. - Wed. Dec. 2 -3 8:00 AM – 5:00 PM

CPR FIRST AID & BBP
I034132Q
Wed. Dec. 3 8:00 AM – 12:00 PM

H2S CERTIFICATION
I035132Q
Wed. Dec. 3 1:00 PM – 5:00 PM

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
- CDL written test preparation
- Control systems
- Basic control
- Shifting
- Backing
- Turning
- Coupling and Uncoupling
- Communications
- Speed Management
- Space Management
- Night Operation
- Hazard perception
- Emergency maneuvers
- Vehicle Systems
- Diagnosing malfunctions
- Cargo handling & documentation
- Environmental issues
- Accident procedures
- Trip planning
- Life on the road
- Up to 40 hours of behind-the-wheel training

Additional information regarding the Hazardous Material endorsement is available in the Transportation Training Department or online at www.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 Department 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 90 to 120 hours. Call today, so we can begin working on a program for your company.

Safety Updates/Refreshers 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.
**WORKFORCE CONTINUING EDUCATION**

**Customized Training**

**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.

### Computer Applications
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Flash
- QuickBooks
- ... and more!

### Professional Development
- Business Ethics
- Time Management
- Team Building
- Dress Etiquette
- Customer Service
- Conflict Resolution
- Performance Appraisals
- Food Handling & Management
- ... and more!

**CALL TODAY TO DISCUSS TRAINING INTERESTS AND POSSIBILITIES!**

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

### WORKFORCE CE COURSES

**Workforce CE Courses**

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

**APPLE**

**MAC OS X MAVERICK**  
(ITSC 1008) 9 hours/0.9 CEUs  
XW01141Q  
Sep. 8-11  
Mon. & Wed.  
6:00 – 9:00 PM  
$154  
ATC

**IPAD INTRODUCTION**  
(ITSC 1008) 9 hours/0.9 CEUs  
XW03141Q  
Oct. 20-23  
Mon. & Wed.  
6:00 – 9:00 PM  
$154  
ATC

**MICROSOFT**

**MICROSOFT ACCESS 2010: COMPREHENSIVE**  
(ITSC 1058) 18 hours/1.8 CEUs  
XX01141Q  
Nov. 8 & 15  
8:00 AM - 6:00 PM  
Sat  
$169  
ATC

**MICROSOFT EXCEL 2010: BASIC**  
(ITSC 1004) 8 hours/0.8 CEUs  
XE00141Q  
Sep. 22 & 24  
8:00 AM – 12:00 PM  
Mon. & Wed.  
$149  
ATC

**MICROSOFT ACCESS 2010: INTERMEDIATE**  
(ITSC 1058) 8 hours/0.8 CEUs  
XE02141Q  
Oct. 13 & 15  
8:00 AM – 12:00 PM  
Mon. & Wed.  
$149  
ATC

**MICROSOFT OFFICE 2010 UPDATE (LAST CHANCE)**  
(ITSC 1021) 12 hours/1.2 CEUs  
XX00141Q  
Nov. 4 - 20  
6:30 – 8:30 PM  
Mon. & Wed.  
$149  
ATC

**MICROSOFT WORD 2010**  
(ITSC 1004) 8 hours/0.8 CEUs  
XX00141Q  
Sep. 15 & 17  
8:00 AM-12:00 PM  
Mon. & Wed.  
$149  
ATC

**INTRODUCTION TO WINDOWS 7**  
(ITSC 1004) 8 hours/0.8 CEUs  
XW00141Q  
Sep. 21 & 22  
6:30 – 8:30 PM  
Mon. & Wed.  
$149  
ATC

**WINDS 8.1 UPDATE**  
(ITSC 1004) 8 hours/0.8 CEUs  
XW02141Q  
Oct. 6 & 8  
8:00 AM - 12:00 PM  
Mon. & Wed.  
$149  
ATC

**WORKFORCE CONTINUING EDUCATION**

**Midland College Continuing Education Course Schedule**

(432) 681-6335  
ce.midland.edu
ADOBЕ PHOTOSHOP CS5: COMPREHENSIVE (ITSC 1004)
Photoshop is a powerful digital editing software that can help you produce original and creative images. This course covers the components of the Photoshop environment, demonstrates various methods for selecting image areas and modifying and manipulating selections. In addition, the course covers working with text, layers, and layer effects; adjusting, retouching, and resizing images; and preparing images for printing and the Web.
16 hours/1.6 CEUs
XM02141Q  Oct. 20 - 29  1:00 – 5:00 PM
Mon. & Wed.  $149 ATC

PUBLISHER 2010: BASIC (GRPH 1002)
This basic course demonstrates how you can use Publisher to create publications that stand out from the crowd! You will explore how to create and edit publications, arrange text and pictures, work with master pages, create and format tables, as well as how to flow text across text boxes, create a facing-pages layout, export publications to PDF, and prepare publications for commercial printing.
8 hours/.8 CEUs
XM00141Q  Sep. 16 & 18  1:00 – 5:00 PM
Tue. & Thu.  $149 ATC

PUBLISHER 2010: INTERMEDIATE (GRPH 1051)
This course builds on the skills and concepts taught in Publisher 2010: Basic. You will learn how to control colors and gradients, create and apply styles, work with WordArt objects, and apply sectionpage numbers and bookmarks. You will also learn how to create and manage mail merge lists, prepare mailing labels, apply Web templates and forms, and create and publish a Web site.
8 hours/.8 CEUs
XM03141Q  Oct. 14 & 16  1:00 – 5:00 PM
Tue. & Thu.  $149 ATC

MICROSOFT EXCEL 2010: COMPREHENSIVE (ITSW 1022)
This course offers in-depth coverage of the basic functions and features of Excel 2010. 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
CE00141Q  Oct. 27 - Nov. 5  8:00 AM –12:00 PM
Mon. & Wed.  $209 ATC

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
CQ00141Q  Sep. 15 - 18  6:00 – 9:00 PM
Mon. Tue. & Thu.  $119 ATC

INTRODUCTION TO QUICKBOOKS - BEGINNERS (ACNT 1019)
This course is designed with the beginner in mind. You will learn which version of quickbooks you need for home or business and how they differ. The course also covers the different set-up options for your individual needs. This course is recommended for those students who wish to enroll in Quickbooks 101 - Pro 2012 and do not have an accounting background.
9 hours/.9 CEUs
CQ01141Q  Sep. 22-25  6:00 - 9:00 PM
Mon. Tue. & Thu.  $119 ATC

INTRODUCTION TO COMPUTERS (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
CB00141Q  Sep. 23 – Oct. 9  6:30 – 8:30 PM
Tue. & Thu.  $189 ATC

Does not include materials.
## IMPROVE EMPLOYEE PERFORMANCE

One of the most difficult conversations a manager must ever have with an employee is coaching them when a performance problem exists. Many managers put off this discussion altogether, or handle it ineffectively. As a result, the employee never gets the coaching needed, and performance does not improve. This class is designed to help learn effective strategies for coaching someone else to improve performance 4 hours/0.4 CEUs

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM00141Q</td>
<td>November 3</td>
<td>8:00 – 12:00 PM</td>
<td>$85</td>
<td>Includes certificate upon successful completion of course assessment.</td>
<td></td>
</tr>
</tbody>
</table>

## FOOD SAFETY

### SERVSAFE BASIC FOOD HANDLER CERTIFICATION

This instructor led course covers the following topics: 4 hours/0.4 CEUs
- Basic Food Safety
- Good Personal Hygiene
- Controlling Time and Temperature
- Preventing Cross-Contamination
- Cleaning and Sanitizing

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FM00141Q</td>
<td>Nov. 11 – 13</td>
<td>6:30 – 8:30 PM</td>
<td>$149 ($154 out-of-state)</td>
<td>ATC</td>
<td></td>
</tr>
</tbody>
</table>

Includes certificate upon successful completion of course assessment.

## CUSTOMER SERVICE / LEADERSHIP

### 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

An introduction to 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS03141Q</td>
<td>Nov. 17</td>
<td>8:00 AM – 12:00 PM</td>
<td>$85</td>
<td>ATC</td>
<td></td>
</tr>
</tbody>
</table>

## 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 our graduates each semester. Whether a career move or for your own personal knowledge gain 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. CPR/AED and 30 hour internship is required to receive the certificate.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN00141Q</td>
<td>Oct. 18 - Nov. 22</td>
<td>9:00 AM – 4:00 PM</td>
<td>$93.96 Textbook Required</td>
<td>ATC</td>
<td></td>
</tr>
</tbody>
</table>

Includes certificate upon successful completion of course assessment.

## WORKFORCE CONTINUING EDUCATION

## LUNCHTIME LEARNING

### PLEASE FEEL FREE TO BRING YOUR LUNCH!

Pre-Registration is required.

### GENERATIONS TRAINING

Learn to overcome the challenges of working with different generations, young and old. Learn about each generation, what motivates them, and what is important to them, which will assist in understanding why individuals act as they do. As we learn about the different generations, it becomes easier to adapt and change our approach in overcoming obstacles.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS00141Q</td>
<td>Sep. 17</td>
<td>11:30 AM – 1:30 PM</td>
<td>$29</td>
<td>ATC</td>
<td></td>
</tr>
</tbody>
</table>

### CONDUCTING SUCCESSFUL MEETINGS

This series course teaches students about planning, participating in, and concluding successful meetings.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS04141Q</td>
<td>Oct. 15</td>
<td>11:30 AM – 1:30 PM</td>
<td>$29</td>
<td>ATC</td>
<td></td>
</tr>
</tbody>
</table>

### MOTIVATION: IDENTIFYING, PLANNING, AND IMPLEMENTING

This session provides a brief 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS05141Q</td>
<td>Nov. 12</td>
<td>11:30 AM – 1:30 PM</td>
<td>$29</td>
<td>ATC</td>
<td></td>
</tr>
</tbody>
</table>

### LUNCHTIME LEARNING

Please feel free to bring your lunch!

Pre-registration is required.
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. The Note: course dates and times may be subject to change. Visit www.midland.edu/workforce 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

**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 common used in electrical installations. The course also covers conduit bending and installation. 16 hours/1.6 CEUs

**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, percents, ratio and proportions, and unit conversions.

**REAL ESTATE SALESPERSON 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 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**
(REAL 1002) 30 hours/3.0 CEUs
R009141Q Oct. 6 – 16 6:00 - 9:45 PM
Mon. – Thu. $169 ATC

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

**PRINCIPLES II 0112**
(REAL 1039) 30 hours/3.0 CEUs
R009141Q Sep. 22 – Oct. 2 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.

**REAL ESTATE FINANCE**
(REAL 1020) 30 hours/3.0 CEUs
R005141Q Nov. 17 – Dec. 4 6:00 - 9:45 PM
Mon. – Thu. $189 ATC

*NO CLASS week of November 24*

Required Text: Real Estate Finance Available at the MC bookstore.
Midland College Continuing Education Course Schedule

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
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.

INTRODUCTION TO MICROSOFT FRONTPAGE
Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

CONCURRENT COURSES
Concurrent courses are those CREDIT courses that may be taken as NON-CREDIT.

Most credit courses, subject to approval and space availability, fit into this category.

Please refer to the Midland College Credit Schedule for course offerings, dates, and times.

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

Examples of courses offered for concurrent enrollment are listed below, but many more courses are available. You will find a complete listing of course offerings, dates, and times in the Midland College credit schedule available at www.midland.edu.

WORKFORCE CONTINUING EDUCATION

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, October 18 - November 22, 2014 - 9AM-4PM
(No class November 29)
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

Midland College
ce.midland.edu (432) 681-6330

Fall 2014
ce.midland.edu (432) 681-6330
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.

Projects and assignments are online and can be submitted at your own pace. Online courses have 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.

Here are a few highlights from our Online Courses for Business Professionals:

- **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 how 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.

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.

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.

Cash, checks, money orders, 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/workforce
  Advanced Technology Center
  3200 W. Cuthbert
  (432) 667-9863 ext 3628 or 3630

**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, lifelong educational opportunities for professional development and personal enrichment.

Fall 2014 Calendar
September 1 ................................................................. Labor Day
November 27 & 28 ......................................................... Thanksgiving
December 17 - January 1 .............................................. Winter 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/cpce

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 Spring 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, 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.