Something for Everyone!

- Workforce
  - Health Science
  - Community Programs
- Continuing Education
  - Transportation Training
  - Petroleum Professional Development Center
  - Risk Management Institution

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**www.midland.edu/ce**
Don’t Delay
Register Now!

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

CONCURRENT

**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.

**ORAL COMMUNICATION**
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.

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<td>11:30 am – 12:20 pm</td>
<td>$100 Darla Coffman</td>
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<td>9109 131Q</td>
<td>Oct 22 – Dec 12</td>
<td>11:30 am – 12:20 pm</td>
<td>$100 Darla Coffman</td>
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**SPEAKING & LISTENING**
This course is designed to develop basic English conversational skills in American cultural, employment, academic, and day-to-day situations for the beginning ESL student. Pronunciation, vocabulary, and simple sentence patterns will be emphasized. Lab assignments will be individualized. Class is located in the Technology Center, room 147.

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<th>Course</th>
<th>Dates</th>
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<tbody>
<tr>
<td>9108 124Q</td>
<td>Aug 27 – Dec 12</td>
<td>9:30 am – 10:50 am</td>
<td>$179 Darla Coffman</td>
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DANCE

**INTRODUCTION TO BALLROOM**
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).

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<tr>
<th>Course</th>
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<td>6:00 – 7:45 pm</td>
<td>Bernadette Lindsey</td>
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**COUNTRY & WESTERN DANCE**
If you’ve always wanted to join others on the dance floor but were afraid, then this is the class for you. Basic Two-step for beginners will take you from walking to dancing in six easy lessons. The group lessons are conducted with a feel of individual instruction. We teach leading and following, the basic steps in Two-step, Waltz, Western Polka, Cotton-eyed Jo and Schottische. THIS CLASS WILL NOT MAKE WITHOUT 10 STUDENTS ENROLLED. Class is held in the Allison Fine Arts Building in the Wagner & Brown Auditorium.

<table>
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<th>Course</th>
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<td>9152 131Q</td>
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<td>8:00 – 9:30 pm</td>
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<tr>
<td>9153 131Q</td>
<td>Sep 30 – Oct 16</td>
<td>8:00 – 9:30 pm</td>
<td>Elliott &amp; Lloyd</td>
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**COUNTRY & WESTERN DANCE II**
This class takes Country & Western Dance I, adds more twist, and turns. Emphasis is placed on developing a smooth dance style while executing advanced patterns in Two-Step and Waltz. Partners are recommended. Class is held in the Allison Fine Arts Building in the Wagner & Brown Auditorium.

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<td>9155 131Q</td>
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<td>8:00 – 9:30 pm</td>
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**LINE DANCING (BEGINNER)**
If you really want to start with the basics of dancing, here is your chance. This is a six week introductory course in line dancing. You will be taught the basic steps, basic terminology, and basic techniques used in line dancing. You will also learn nine beginner level dances. You don’t need a partner and it is a great way to exercise and meet others who like to dance. Class is located in the Allison Fine Arts Building in the Wagner & Brown Auditorium.

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<td>9151 131Q</td>
<td>Sep 11 – Oct 30</td>
<td>6:30 – 8:00 pm</td>
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**LINE DANCING (INTERMEDIATE)**
If you have always wanted to dance but did not have a partner here is a great opportunity to get out on the floor and dance. In this class you will learn the basics of line dancing up through intermediate level dances. A minimum of fifteen dances will be taught during the twelve classes. The Cupid Shuffle, Electric Slide, Honky Tonk Stomp, Canadian Stomp, Tush Push, and Baby Likes to Rock It, are some of the dances we will be learning. It is great exercise and a great way to meet others who like to dance. Class is located in the Allison Fine Arts Building in the Wagner & Brown Auditorium.

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<tr>
<td>9150 131Q</td>
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DON’T DELAY
REGISTER NOW!

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.
SALSA DANCE
Join this beautiful, exciting new dance craze! Learn all the hot moves you see on TV and cinema. Both singles and couples welcome! Put a little spice in your life and learn Salsa! Class is located at Dance Design located at 3211 W. Wadley, Suite 11B (Imperial Shopping Center).

9159 131Q  Oct 11 – Nov 1  7:45 – 9:00 pm
Fri  $45  Bernadette Lindsey

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).

9157 131Q  Sep 13 – Oct 4  7:45 – 9:00 pm
Fri  $45  Bernadette Lindsey

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 footwork and patterns taught to various swing rhythms. No flips, drops, or throws are taught. Partners are recommended. Class is held in the Allison Fine Arts Building in the Wagner & Brown Auditorium.

9154 131Q  Oct 21 – Nov 6  8:00 – 9:30 pm
Mon & Wed  $50  Elliott & Lloyd

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 the COM Aquatics, Inc., 3003 N. ‘A’ Street.

9336 131Q  Sep 3 – Oct 10  12:00 – 1:00 pm
Tue & Thu  $45  Rita Simmons
9337 131Q  Oct 15 – Nov 21  12:00 – 1:00 pm
Tue & Thu  $45  Rita Simmons

ARTHRITIS 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 the COM Aquatics, Inc., 3003 N. ‘A’ Street.

9340 131Q  Sep 3 – Oct 10  9:00 – 10:00 am
Tue & Thu  $45  Tammy McAlister
9341 131Q  Oct 15 – Nov 21  9:00 – 10:00 am
Tue & Thu  $45  Rita Simmons

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 the COM Aquatics, Inc., 3003 N. ‘A’ Street.

9338 131Q  Sep 3 – Oct 10  8:30 – 9:30 am
Tue & Thu  $45  Tammy McAlister
9339 131Q  Oct 15 – Nov 21  8:30 – 9:30 am
Tue & Thu  $45  Tammy McAlister

AIKIDO
Students will learn basic self-defense and conflict management techniques and strategies based on the martial art of Aikido. Students will learn to roll, fall and execute locks, pins and throws from various attacks such as grabs, chokes and strikes. Training in wooden sword (bokken) and wooden staff (jo) are also provided. Rank testing is available based on training hours. Classes are taught by Dr. John Riggs, a 4th degree black belt certified instructor (shidoin), and qualified teaching staff. Dr. Riggs is technical director and vice president of the Shudokan Aikido Association. He is the highest ranked Aikido instructor in West Texas. The dojo is affiliated with the founding organization World Headquarters Aikikai, Tokyo Japan under the direction of Hiroshi Kato 8th degree black belt. Note: the training hours are negotiable.

9530 124Q  Aug 12 – Dec 12  $100
Mon  8:00 - 10:00 pm
Thurs  7:00 - 9:45 pm

Dr. John Riggs
COMMUNITY PROGRAMS

TAE KWON DO/MIXED MARTIAL ARTS
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.
9531 124Q Aug 26 – Dec 11 5:30 – 6:45 pm
Mon & Wed $120 Chris Brian

GENTLE YOGA
Have you wanted to take a Yoga class and felt just a little intimidated? Well, this is a class for you! The instructor leads for 45 minutes in a very gentle manner to get you to use balance, breath and simple Yoga positions. Yoga is great for the mind and body. Come give it a try and you will be glad you did. Located in the PE building, multipurpose room.
9333 131Q Sep 9 – Dec 9 7:00 – 7:45 pm
Mon $35 Anne Lucero

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 the COM Aquatics, Inc., 3003 N. ‘A’ Street.
9334 131Q Sep 3 – Oct 10 8:30 – 9:15 am
Tue & Thu $45 Mona Milam
9335 131Q Oct 15 – Nov 21 8:30 – 9:30 am
Tue & Thu $45 Mona Milam

PIANO OR VOICE LESSONS
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 $18 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 101
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.
9568 131Q Oct 2 – Oct 23 6:30 – 7:30 pm
Wed $60 Mike Crosser
9569 131Q Nov 6 – Nov 27 6:30 – 7:30 pm
Wed $45 Mike Crosser

SPECIAL INTEREST

BRIDGE (BEGINNING)
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.
9036 131Q Sep 3 – Oct 29 6:30 – 8:30 pm
Tue $55 Belle Harris
9037 131Q Sep 4 – Oct 30 1:00 – 3:00 pm
Wed $55 Belle Harris

BRIDGE (ADVANCED)
9038 131Q Nov 5 – Dec 10 6:30 – 8:30 pm
Tue $40 Belle Harris
9039 131Q Nov 6 – Dec 11 1:00 – 3:00 pm
Wed $40 Belle Harris
COMMUNITY PROGRAMS

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 - 7:00 pm, and the cost is $135. Members of the Midland Shooters Association will receive a $10 credit. Class will be conducted at 4108 East County Road 160, Midland, Texas.

9267 131Q September 28
9268 131Q October 26
9269 131Q November 16

SAFETY-USA™

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 call (432) 685-4518 or visit www.midland.edu/cpce and click on the “Online Driver Education” tab in the left-hand navigation bar.

9496 131Q Oct 30 12:00 – 2:00 pm
Wed $27 LeeAnne Krusemark

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. LeeAnne is now a guest lecturer nationwide and teaches online at more than 1,000 facilities worldwide, and the inspiration given to others has even been compared in writing to Oprah! 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 at the door 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.

9191 131Q Sep 10 – Oct 8 7:00 – 9:00 pm
Tue $30 Reggie Baker

ALL THINGS FLY FISHING
We will cover all things fly fishing beginning with equipment selection and then move on to casting instruction, fly fishing knots, aquatic insects, trout feeding behaviors, reading water and fly tying. For those interested, we can also talk about custom rod-building!

I will use a combination of “show and tell” demonstrations, hands-on learning, great video presentations from the pros, personal experiences, Q&A and “book learnin”. Once the course is completed, students will be familiar with many helpful resources to continue their fly fishing education. Optional materials for class: “The Orvis Fly Fishing Guide”, beginner fly tying kit. Cost of materials to be paid directly to instructor: Book - $20, tying kit $70.

9191 131Q Sep 10 – Oct 8 7:00 – 9:00 pm
Tue $30 Reggie Baker

GLASS PATTERNBARS
Glass Patternbars are made by producing a solid stack of fused glass strips into a design, which is sliced and added to glass projects. The designs range from the intricate to the abstract flow of color….fantastic!

9008 131Q Sep 10 – Oct 24 6:30 – 8:30 pm
Tue & Thu $350 Leslie Slaughter
COMMUNITY PROGRAMS

$CASH$ 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 start up 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 at the door 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.
9497 131Q Oct 30 7:00 – 9:00 pm
Wed $27 LeeAnne Krusemark

MAKE $MONEY$ WITH A HOME BASED TYPING/WORD PERFECT 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 at the door for information designed to help you long after the workshop is over.
9702 131Q Oct 30 9:00 – 10:00 PM
Wed $14 LeeAnne Krusemark

MEET THE PUBLISHER: GET YOUR MANUSCRIPT CRITQUED
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. SPECIAL NOTE: Due to the high demand for this guest instructor nationwide, this workshop can only be offered once a year.
9663 131Q Oct 30 5:00 – 6:00 pm
Wed $14 LeeAnne Krusemark

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/ or call 432-685-4518.
Sep 6 – Sep 8
Sep 13 - Sep 15
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.

Classes offered:
• Sewing - Construction
• Pant Pattern Drafting
• Skirt Pattern Drafting
• Skirt Pattern Drafting
• Custom Skirt Class
• Muslin Pant Construction
• Muslin Skirt Construction
• Muslin Shirt Construction
• Tote Bags
• Square Pillow
• Hats

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

A BEGINNERS’ 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 at the door 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.

HOW TO EARN EXTRA $MONEY$ WITH A MYSTERY SHOPPING BUSINE
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
* create a company list
* 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 at the door that includes a list of companies you can apply to.

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.

DON’T DELAY
REGISTER NOW!
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.
SELF PUBLISHING VS. TRADITIONAL PUBLISHING: WHICH OPTION 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 at the door. SPECIAL NOTE: Due to the high demand for this guest instructor nationwide, this workshop can only be offered once a year.

9661 131Q Oct 30 2:00 – 3:00 pm
Wed $14 LeeAnne Krusemark

ENTERTAINMENT ONLINE CAREER COURSES OFFERED BY FAITH IN DREAMS EDUTAINMENT
Course Experience:
• Courses start on the 1st of every month and each course lasts one month
• Each online course is 100% online
• Learn the Do’s and Don’ts of the entertainment industry from top Industry Experts
• Courses include engaging videos with industry experts, supplemental movies or books, active discussion boards, and networking opportunities with working professionals in the entertainment industry
• Personal Action Plan Workbooks are provided with each course
• Exercises are housed within the courses and provide the opportunity to test your skills within the entertainment industry
• Courses offered & cost:
  o Line Producer $175
  o Talent Agent $175
  o Film Screenwriting $225
  o Television Writing $225
  o Casting Director $195
  o Make-up Artist $135
  o Celebrity Fashion Stylist $180

For descriptions of the courses go to http://www.midland.edu/cpce or call 432-685-4518 for more information.

COLLEGE CLASSICS
FALL 2013
Schedules will be available on August 27
Session I: September 23 – October 18
Session II: October 21 – November 15
Registration begins Monday, September 3, 2013
COMMUNITY PROGRAMS

Registration Options

Register online at
https://www.midland.edu/cpce/registration/

Register by phone at
432-685-4518

Register in person by going to the
Continuing Education or Registrar's office in the
Scharbauer Student Center.

Payment Options

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:
https://www.midland.edu/cpce/payment/

Midland College
3600 N. Garfield
Scharbauer Student Center

Please note: if you have a prior balance or 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.

PLEASE SEE PAGE 42 OF THE WORKFORCE EDUCATION POLICIES PAGE FOR MORE INFORMATION.
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 except for Test Prep, those are $109. A new section of every course will begin on every third Wednesday of the month.

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

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 dynamite 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.

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.

VISIT WWW.ED2GO.COM/MIDLANDCOLLEGE TO ENROLL NOW.

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.
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.

Choose from more than 300 online classes available every month.

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

Midland College
HEALTH SCIENCES

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 2013 Now 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 resident’s rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. The emphasis of this course is on effective interaction with members of the health care team. Clinical is a basic type of health professions work-based instruction that helps student synthesize new knowledge, apply previous knowledge, or gained experience managing workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is 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 once program is complete. No High School or GED required. Tuition includes: Liability Insurance and State of Texas testing fees. Location for classes and clinical: Manor Park Nursing Facility 2208 N Loop 250 W, Midland (432-699-3401). This is a direct patient contact course. Required Textbook: Hartman’s Nursing Assistant Care Basics 3rd Ed. 11.4 CEU’s

Requirements:
• ID or Drivers License
• Social Security Card
• Immunizations (Tetanus, MMR, Varicella, Hep B series, or waiver from health department) updated
• CPR Certification
• Required uniform: set of scrubs (hunter green), watch with second hand, non-marking running shoes
• Text and packet required and available at the MC Bookstore

Classroom/Clinical
HN00131Q/HN01131Q  9:00 am – 4:00 pm
Weekdays  Erika Ortiz
Sept 3 – Sept 27
HN02131Q/HN03131Q  9:00 am – 4:00 pm
Weekdays  Erika Ortiz
Oct 7 – Oct 31
HN04131Q/HN05131Q  9:00 am – 4:00 pm
Weekdays  Erika Ortiz
Nov. 11  – Dec 9
$530.00 ($540.00 Out of State)

Verification of eligibility to enroll applies to certain courses as required by the Texas Department of Aging and Disability Services.

COURSES

INTRODUCTION TO PHARMACY TECHNICIAN
(PHRA 1001)
This comprehensive 52 hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. 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 and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. Location: Advanced Technology Center, Rm. 118. 5.25 CEU’s. Textbooks are included in tuition.

Classroom
HD00131Q  6:00 – 9:30 pm
Mon & Wed  Oct 7 - Nov 25
$999 ($1,004 out-of-state)

(432) 681-6354
www.midland.edu/hsce
TABLE OF CONTENTS
Midland College Continuing Education Course Schedule

HEALTH SCIENCES
(432) 681-6354
www.midland.edu/hsce

PHLEBOTOMY
(PLAB 1023 & 1060)
Skill development 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 and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology. Clinical is a basic type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is 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). The course includes 120 hours of clinical time scheduled for the student-usually two to three times per week from 5:00 am-1:30pm or 1:00 pm- 9:00 pm. Fee Includes: Liability Insurance (NOT health insurance). Class Location: Advanced Technology Center, Rm HS3. This is a direct patient contact course: Textbooks: Phlebotomy Essentials 5th ed. Ruth McCall & Cathee M Tankersly. Text is located at the Midland College Bookstore 16.8 CEU's.

Requirements:
• Immunizations (Tetanus, MMR, Varicella & TB) updated
• Hepatitis B vaccine series or waiver from Department of State Health Services
• Flu Shot
• High School Diploma/GED
• Medical Insurance
• CPR Certification
• Required uniform: set of scrubs (red), safety glasses or eyeglasses
• Text and supplies required and available at the MC Bookstore

Classroom
HP00131Q 5:45 – 9:45 pm
Classroom(Wed only) Yolanda Romero-Ortiz
Sept 11 - Dec 4

Clinical
HP01131Q
Mon, Tues, Thur, & Fri
Oct 7-Nov 29
$495.00 ($505.00 Out of State)

120 Clinical hours scheduled by instructor after course begins
For more information and registration call (432-681-6354)

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. Location: Advanced Technology Center Rm 118 .04 CEU's

Classroom
HC00131Q Sat. Sept 7 9:00 a.m.-1:00 p.m.
HC01131Q Sat. Oct. 5 9:00 a.m.-1:00 p.m.
HC02131Q Sat. Nov. 2 9:00 a.m.-1:00 p.m.
HC03132Q Sat. Dec. 7 9:00 a.m.-1:00 p.m.
Instructor: Misty Stewart
$45.00 ($50.00 Out of State)

OPTICAL ASSISTANT TRAINING COURSE I
(OPTS 1092)
Introductory overview of the optometric field. Topics included will define an 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 available at the Midland College Bookstore. Class Location: Advanced Technology Center, 3200 W Cuthbert. CPR training and certification will be included in the curriculum. Room 135

Classroom
HO01131Q Sept. 9- Nov 6 7:30 - 9:00 pm
Mon & Wed Penelope Torelli
$175.00 (Out of State $185.00)

verification of eligibility to enroll applies to certain courses as required by the Texas Department of Aging and Disability Services.
HEALTH SCIENCES

HEARTSAVER
First Aid course provides instruction in critical skills to respond and manage an emergency situation. Students learn first aid basics such as how to treat bleeding, broken bones, sprains, shock, and other medical and environmental emergencies including usage of an Automated External Defibrillator (AED). Upon completion, students will receive a Heartsaver First Aid Course Card (valid for two years) and a CPR Card (valid for two years) by American Heart Association. No book required. Class Location: Advanced Technology Center, 3200 W. Cuthbert Rm. 118

$55.00 ($65.00 Out of State)

MASSAGE THERAPY
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 even from home. Our Massage Therapy Program provides 608 hours of classroom and hand-on experience, including an internship practicum where you will begin to practice in your own unique style. The program is two semesters (Fall/Spring) with classes held in the evenings (T, W, R) and some weekends. Coursework includes Anatomy & Physiology, Health & Hygiene, Pathology, Hydrotherapy, Kinesiology, and Business practices. Personal dedication to the program will result in successful completion and preparation to sit for the State Licensure Exam. Class location: Advanced Technology Center Rm. HS2 Required Textbooks are located at the Midland College Bookstore. 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 and Workbook 3rd ed. Andrew Biel; The Ethics of Touch Ben E. Benjamin and Cherie Sohnen-Moe.

The cost of the entire program will be $2600 to be paid as follows:
Fall - $1250
Spring - $1348

We know exactly how you feel.
Our classes come to you!

www.ed2go.com/midlandcollege

www.midland.edu/hsce
HEALTH SCIENCES

Midland College
ICD-10-CM and ICD-10-PCS
Online Comprehensive Training Modules
through Continuing Education 2013-14

For more information about this opportunity, contact Sonya Laster slaster@midland.edu at 432-685-6891

All Courses for the coding modules are considered Special Topics course with the course description listed as:

Cost: $150 per course

HITT 1091
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. The courses are developed to provide coding skill building for ICD-10-CM and ICD-10-PCS through a series of modules, or courses described below, designed for current coding staff, including credentialed professionals in need of specific ICD-10-CM and ICD-10-PCS training.

Recommended Prerequisites: Medical terminology and anatomy and physiology.

End of Course Outcomes: Students will be able to:
• apply ICD-10-CM Official Guidelines for Coding and Reporting (Modules 1 - 6)
• demonstrate the diagnosis coding process including abstracting, assigning, and sequencing codes. (Modules 2 - 6)
• apply ICD-10-PCS Official Guidelines for Coding and Reporting (Modules 7 - 10)
• determine appropriate root operations for procedures (Module 7 - 10)
• build coding skills using case studies (Module 10)

HITT 1091: MODULE 1 (16 HOURS)
The course provides an introduction to the concepts and methodology for ICD-10-CM transition, review of ICD-10-CM guidelines with examples and practice in coding diagnoses.

HITT 1091: MODULE 2 (16 HOURS)
This course includes introduction, examples, and exercises for the following chapters: Neoplasms; Symptoms & Signs; Factors Influencing Health Status; Contact with Health Services; and External Causes of Morbidity.

Prerequisite: Module 1

HITT 1091: MODULE 3 (16 HOURS)
This course include introductions, examples, and exercises for the following chapters: Digestive System; Endocrine; Nutritional; and Metabolic Diseases; Skin and Subcutaneous Tissue; Musculoskeletal System and Connective Tissue.

Prerequisite: Module 1

HITT 1091: MODULE 4 (16 HOURS)
This course include introductions, examples, and exercises for the following chapters: Injury; Poisoning and other External Causes; Circulatory System; Blood and Blood-Forming Organs/Immune Mechanism disorders; and the Respiratory System.

Prerequisite: Module 1

HITT 1091: MODULE 5 (16 HOURS)
This course include introductions, examples, and exercises for the following chapters: Injury; Poisoning and other External Causes; Accident and Poisoning. This course was designed to be repeated multiple times to improve student proficiency. The courses are developed to provide coding skill building for ICD-10-CM and ICD-10-PCS through a series of modules, or courses described below, designed for current coding staff, including credentialed professionals in need of specific ICD-10-CM and ICD-10-PCS training.

Prerequisite: Module 1

HITT 1091: MODULE 6 (16 HOURS)
This course include introductions, examples, and exercises for the following chapters: Infectious and Parasitic Diseases; Genitourinary system; Pregnancy, Childbirth, and the Puerperium; Certain Conditions Originating in the Perinatal Period; Congenital Malformations, Deformations, and Chromosomal Abnormalities.

Prerequisite: Module 1

MODULE 7: PCS INTRODUCTION (16 HOURS)
This course includes an introduction to key words, terms, root operations, and abbreviations used in ICD-10-PCS coding. Includes PCS guidelines, coding structure, and the basic PCS coding processes.

MODULE 8: PCS TRAINING 2 (16 HOURS)
This course continues with study of procedures, determinations of root operations, and exercises to develop coding skill in the Surgical and Medical Section of ICD-10-PCS.

Prerequisite: Module 7

MODULE 9: PCS TRAINING 3 (16 HOURS)
This course focuses on examples and exercises in the following chapters in both the Medical and Surgical sections as well as Ancillary Procedures for continued procedural coding skills in ICD-10-PCS.

Prerequisite: Module 7

MODULE 10: PCS TRAINING (16 HOURS)
This course provides case studies for skill development through application of coding guidelines using both ICD-10-CM and PCS coding skills.

Prerequisites: Modules 1-9.
TRAINING RECOMMENDATIONS FOR CURRENT PERSONNEL:
Physician Office staff: Modules 1 & 2 plus any applicable modules for practice/specialty.
Hospital Outpatient Coding Personnel: Modules 1 - 6
Hospital Inpatient Coding Personnel: Modules 1 - 10
Clinical Documentation Specialist: Modules 1 - 10
Hospital business office or registration personnel: Modules 1 and 7 at a minimum.

Start dates:
September 4th with four week classes starting each month.
Length of Courses: 4 weeks

TEXTBOOK AND RESOURCES:
• Current ICD-10-CM draft code book or encoder access required for Modules 1-6 and 10
• Current ICD-10-PCS draft code book or encoder access required for Modules 7-10

SCHEDULE:
Sept 4 - Oct 1 Module 1
Oct 9 - Nov 5 Modules 1, 2, 4, 6
Nov 13 - Dec 10 Modules 1, 3, 5

2014
Jan 16 - Feb 11 Modules 1, 2, 4, 6, 7
Feb 19 - March 25 Modules 1, 3, 5, 7, 8
April 2 - April 29 Modules 2, 4, 6, 7, 9
May 7 - June 3 Modules 1, 3, 5, 7, 8, 10
June 11 - July 8 Modules 2, 4, 6, 7, 9, 10
July 16 - Aug 2 Modules 1, 3, 5, 7, 8, 10
Aug 20 - Sept 16 Modules 2, 4, 6, 8, 10
Sept 24 - Oct 21 Modules 1, 3, 5, 7, 9
Oct 29 - Nov 25 Modules 2, 4, 6, 8, 10

INSTRUCTION:
Instructors are ICD-10-CM and PCS trained with previous coding experience in order to provide quality course delivery and curriculum. Instructors have at least one of the following credentials: RHIT, RHIA, CCS, CCS-P, and have completed the AHIMA ICD-10 Approved Trainer course.

MARKETING:
The coding modules are offered at a cost-effective rate by providing introductory modules and specialty chapter modules. This curriculum is developed to meet the introductory training and subsequent continuous training needs of employees in hospitals, physician practice groups, home health agencies, state health departments, rehabilitation facilities, and other health organizations.

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.
The Petroleum Professional Development Center (PPDC) provides local, cost-effective training for a broad range of topics, including training for industry software and customized instruction for the energy industry on an as-needed basis.

Petroleum Professional Development Center
(432) 683-2832
Register online at www.midland.edu/ppdc

**SPECIAL TOPICS**

**OILFIELD TERMINOLOGY**
(PTRT 1091)
This course will prove useful for those who work within the Oil & Gas industry, but not directly in operations. The two-fold outcome will be: (1) see and understand oilfield terminology and (2) since these terms will be defined while drilling and completing an imaginary well, a general “Operations 101” understanding will also be achieved. Those working with Daily Reports will find this course especially useful. Location: PPDC Building, 105 W. Illinois.

G022 132Q Dec 3 - 4 8:30 am - 4:30 pm
Tue-Wed $430 $455/OSJ. T. (Tommy) Lent, Jr.

**PROPERTY EVALUATION**
(PTRT 1091)
During this time of high oil & gas pricing, companies are more active than ever. At the core of operating a successful company is the ability to evaluate our properties efficiently and realistically. This course will examine major components of property evaluation such as reserve determination, (decline curve analysis, volumetrics, solution gas drive, etc.), acquisitions & divestitures, reserve reporting, bank borrowing base determination and more. While open to anyone, the course is designed with the non-engineer, non-field, person in mind. It would be perfect for Assistants, Engineering/Geological/Land Technicians or support and Accountants, working directly in, or peripherally around, property evaluation groups. Location: PPDC Building, 105 W. Illinois.

G027 131Q Oct 8 - 9 8:30 am - 4:30 pm
Tue-Wed $430 $455/OS J. T. (Tommy) Lent, Jr.

**THE OILFIELD FROM PLANNING TO PLUGGING**
(PTRT 2015)
This basic course provides an overview of all phases of oilfield operations. The person will be introduced to leases, geology, drilling, completing, and producing wells. The class is ideal for non-technical people wanting to learn ‘the big picture’, to broaden their oilfield knowledge, and to learn the value and importance of methods used in the oilfield. Topics include: finding the prospect, leasing the land, drilling the well, logging and testing, casing and cementing, completing the well. Location: PPDC Building, 105 W. Illinois.

G018 131Q Oct 15 - 16 8:00 am - 5:00 pm
Tue-Wed $430 $455/OS T. E. Gill
Tue-Wed $430 $455/OS T. E. Gill

**PETROLEUM GEOLOGY FOR NON-GEOLOGISTS**
(PTRT 2005)
This class is for landmen, geological technicians, secretaries, and engineers with no geological background. Topics include Earth systems, rocks and minerals, sedimentology and stratigraphy, geologic time and history of Earth, structural geology, folding and faulting, origin, nature, and occurrence of petroleum, formation names, and evolution of the Permian Basin. Location: PPDC Building, 105 W. Illinois.

G019 131Q Oct 21 - 24 8:30 am - 4:30 pm
Mon-Thu $1,795 $1,820/OS Paul Pausé
PETROLEUM PROFESSIONAL DEVELOPMENT CENTER

TCEQ PERMIT-BY-RULE REGISTRATION OF PERMIAN BASIN OIL AND GAS PRODUCING FACILITIES
(PTRT 1091)
This one-day course (approx. 8 hrs instruction time) will provide an introduction and overview of TCEQ air regulations pertinent to Permian Basin oil and gas production, focusing on well-head and satellite collection facilities that fall under “Permit by Rule” registration requirements. Brief mention will also be made of similar facilities whose emission levels warrant and require a “minor” permit. This class is designed to provide a basic and working understanding of current and pending TCEQ and EPA rules pertaining to well-head and satellite oil and gas production facilities in the Permian Basin of Texas. Location: PPDC Building, 105 W. Illinois.

Sep 24 8:00 am - 5:00 pm
Tue $325 $350/OS Peter Galusky, Jr. PH.D., P.E.

AN INTRODUCTION TO THE USE OF GEOGRAPHIC INFORMATION SYSTEMS (GIS) IN UPSTREAM OIL AND GAS OPERATIONS
(PTRT 1091)
The objective of this course is to provide a first introduction to GIS for non-technical persons so that they may understand what this technology offers and how it can be used to improve operational efficiencies in managing oil and gas information, assets and people. Upon completion of and active participation in this one-day course, attendees should understand the uses for and scope of GIS systems, how to organize information for input into a GIS and how to extract and summarize useful maps and summary reports from a GIS. The course will encompass the use of ESRI ArcGIS Explorer (a non-cost, downloadable GIS “viewer” program as a means to help attendees become intelligent users of GIS maps, data and reports prepared and provided by technical GIS specialists. This will thus serve to prepare students to take more technically oriented courses offered by ESRI and other GIS software companies. Location: PPDC Building, 105 W. Illinois.

Nov 11 8:00 am - 5:00 pm
Mon $325 $350/OS Peter Galusky, Jr. PH.D., P.E.

MAKING YOUR WORDS COUNT
(GEOT1000)
This series of PetroSkills workshops held in conjunction with Midland College PPDC will help you improve your presentation and communication. Petroleum Industry professionals sometimes find it difficult and uncomfortable to express themselves when presenting information to people inside – and outside – their organization. Some are naturally gifted speakers, but anyone can learn to make effective and effortless presentations with instruction and guidance.

Each attendee will actively participate in activities and exercises throughout each workshop to help improve individual presentation and delivery skills.

This ½ day presentation skills workshop will deliver the knowledge and skills to enable you to: Improve your appearance & demeanor. Conquer your nerves. Overcome bad speaking habits. Improve your voice and delivery. Think better on your feet. Smoothly weave visual aids into your presentation.

Location: PPDC Building, 105 W. Illinois.
G024 131Q Oct 7 8:00 am -12:00 pm
Mon $425 $450/OS Dr. David Pelton

MANAGING TIME AND MULTIPLE PRIORITIES
(GEOT1000)
This extraordinary course shows you how to increase personal productivity without working harder or longer. You’ll learn a wide variety of powerful, practical time-management tools, techniques, and strategies to suit your own style and personality enabling you to revolutionize the way you manage time. Even when everything seems to be top priority, you’ll learn clever ways to stay relaxed, organized, and productive. You’ll discover how to get more done and still have plenty of free time. This time management course is widely recognized as the most effective time management training available. The presentation incorporates activities and interactions that give the participants immediate experience with using the ideas they learn.

Location: PPDC Building, 105 W. Illinois
Sep 9 1:00 - 5:00 PM
Mon $650/$675 OS Peter Turla

PETROSKILLS
PetroSkills will be offering the following classes in Midland. Go to the PPDC Website: www.midland.edu/ppdc for course descriptions.
Location: PPDC Building, 105 W. Illinois.
Need to register directly with PetroSkills: www.petroskills.com

• Advanced Hydraulic Fracturing - September 9-13, 2013
• Well Log Interpretation - September 16-20, 2013
• Basic Reservoir Engineering - October 14-18, 2013
• Primary Cementing -Cementing I - November 4-7, 2013
• Surface Production Operations - November 4-8, 2013
ROSE & ASSOCIATES: RISK, UNCERTainty & Economic Analysis for Resource Assessment & Production Forecasting in Shale and Tight Reservoirs (PTRT 2010)
This course covers the assessment methods required for the technical and economic evaluation of drilling programs in Unconventional resource plays. The course is designed for Engineers, Geoscientists, Commercial team members, Business Analysts and Managers that are charged with creating value from their Unconventional resources. The premise for this course is that sound estimation of key engineering, geotechnical, and economic parameters is essential for maximizing profitability. Due to uncertainty and prevailing risks, Unconventional resource assessment requires a Probabilistic approach, rather than deterministic methods which call for the ongoing study of key parameters to get ever closer to “The Answer”.
Location: PPDC Building, 105 W. Illinois.
G035 131Q Sep 16 -19 8:00 am – 5:00 pm
Mon-Thu $3,000 $3,025/OS Mark McLane

MANAGING SUCKER ROD LIFT WELL FAILURES (PTRT 2010)
This class is designed for oil field foremen, well site supervisors, or anyone interested in reducing the frequency and cost of well equipment failures in order to improve their profit margins. Discussion will include examples from a successful well failure management program; understanding basic well failure causes including sucker rods, tubing and rod pumps; scheduling repairs or maintenance; prevention techniques such as corrosion inhibition and others.
Location: PPDC Building, 105 W. Illinois.
G023 131Q Sep 26 8:30 am - 4:30 pm
Thu $280 $305/OS Kent Gantz

AN INTRODUCTION TO COILED TUBING (PTRT 2010)
This course presents coiled tubing (CT) as a tool for workover, drilling, and completions services. It reviews conventional CT workover and completions applications, the properties of CT, its manufacture, the key elements of a coiled tubing unit, and subsurface tools for CT applications. A significant portion of the course covers mechanical and hydraulic performance of CT, including work limits, buckling, and fatigue.
Location: PPDC Building, 105 W. Illinois.
G024 131Q Oct 10 8:30 am - 4:30 pm
Thu $280 $305/OS Jeff Harris

WELL SERVICE AND WORKOVER PRESSURE CONTROL (PTRT 2010)
This course will provide an understanding of the causes and effects of well pressure and instruction concerning the technique of pressure control. The sources of well pressure, the character of well fluids, the mechanics of seals, the design of both surface and downhole pressure control equipment, and typical pressure control operations will be explained.
Location: PPDC Building, 105 W. Illinois.
G013 131Q Sep 12 8:00 am - 5:00 pm
Thu $280 $305/OS Mike Cure

BASIC OILFIELD OPERATIONS TRAINING (PTRT 2015)
This 16-hour course will cover 8 topics: Positive Displacement Pump Principles, Centrifugal Pump Principles, Production Separator Principles, Emulsions and Heat Treater Principles, Sucker Rod Pumping Principles, Beam Pumping Units, LACT Operation and Lease Tank Gauging and Testing. Each topic will be covered using the former ARCO Oil and Gas Company BOTS Training Series. Manuals will be used along with video instruction. Classroom discussion and over-heads will enhance the exchange of ideas and clarify the processes. A test will be given at the end of each module. This course assumes that the student has limited experience with the topics covered and that they have a basic understanding of fluid flow, temperature and pressure.
Location: PPDC Building, 105 W. Illinois.
G028 131Q Nov 12 - 13 8:00 am - 5:00 pm
Tue-Wed $475 $500/OS Mike Brock
**UNDERSTANDING AND OPTIMIZING HYDRAULIC FRACTURES**  
(PTRT 2015)

Hydraulic fractures are the key to development of most low permeability reservoirs, yet fractures are frequently mischaracterized and poorly optimized. This course will focus on practical techniques to investigate and optimize fracture treatments. Instead of relying solely on theory and model forecasts, this course challenges conventional wisdom by focusing on irrefutable field evidence demonstrating fracture deficiencies. Participants in this course will have access to over 200 published field studies in which the productivity and profitability of fields have been improved by altering the treatment design. Participants are encouraged to bring frac designs from their fields for brainstorming throughout the seminar.

Highly focused on field results, this course will examine fracture mapping and production results from numerous fields. Opportunities to incorporate real-data feedback into the fracture engineering process will be described. Case studies and topics are customized to the audience; questions and discussion will be encouraged throughout the course.

This course DOES NOT include fracture simulator training. Participants WILL NOT have hands-on training with a fracture propagation model necessary to generate a pump schedule for specific wells. Instead, this course is designed to help participants understand the application and limitations of existing simulators and production models, and develop an understanding of techniques to improve productivity. Additional training focusing on fracture propagation simulation can be completed before or after this course with equal effectiveness.

Location: PPDC Building, 105 W. Illinois.

G036 131Q  
Oct 28 - 31  
8:00 am - 5:00 pm  
$2,500 $2,525/$OS  
Mike Vincent

**QUICK GUIDE TO CARBONATE WELL LOG ANALYSIS WITH FLOW CHART, CASE STUDIES AND PROBLEMS**  
(PTRT2010)

This one-day course in carbonate log analysis is built around a Flow Chart for Carbonate Well Log Analysis. The flow chart is designed so the user can determine carbonate pore type or types, and if the carbonate is water-wet or oil-wet using comparisons of nuclear porosity/sonic porosity/resistivity porosity plus comparisons of Archie (a=1,m=n=2) and Ratio Water Saturations. Location: PPDC Building, 105 W. Illinois

G032 132Q  
Dec 18  
8:00 am - 5:00 pm  
$425 $450/$OS  
Dr. George Asquith

**LOG ANALYSIS OF HYDROCARBON BEARING SHALES**  
(PTRT2005)

This is a one day course that will include background material on hydrocarbon-bearing shales, methods of evaluation, and case studies of both gas and oil bearing shales. In addition the students will be provided an EXCEL spread sheet plus digital data from organic shale in order to do log analysis on their laptop computer. They will first determine the degree of thermal maturity from the log data in order to determine if they are going to use the EXCEL spread sheet for oil or gas. The analysis will include how the geologist/engineer can vary values in the EXCEL spread sheet for changes in matrix and clay mineralogy and how these changes effect Oboist or OGIP scf calculations.

Who Should Attend: Geologists and Engineers working on the evaluation of hydrocarbon - bearing shales.

Prerequisites: A basic knowledge of Well Log Analysis.

Learning outcomes: The geologist/engineer should be able to do log analysis including volumetric calculations on hydrocarbon-bearing shales using a standard logging suite. Location: PPDC Building, 105 W. Illinois

G033 132Q  
Dec 19  
8:00 am - 5:00 pm  
$475 $500/$OS  
Dr. George Asquith

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

COMPLETIONS AND STIMULATION (PTRT2005)
This one-day short course provides a basic understanding of completion and stimulation techniques for geoscientists and other non-petroleum engineering disciplines. The design of wells, from casing schematics through initial stimulation, is covered. The course approaches these topics from a multidisciplinary viewpoint to facilitate the input of geological and petrophysical components into completion and stimulation operations.

An emphasis is put on definitions and terminology common to completions and stimulation operations. Why certain completion and stimulation techniques are chosen in certain reservoirs versus others is also reviewed. Data and information that should be considered and shared by all disciplines is discussed.

The course is designed specifically for geoscientists and non-petroleum engineers who work with petroleum engineers or who are active in the completion, stimulation, and production of oil and gas reservoirs. All levels of experience have benefited during past courses. Location: PPDC Building, 105 W. Illinois
G029 131Q Nov 18 8:30 am - 4:30 pm Mon $375 $400/OS Dr. Jennifer Miskimins

PETROLEUM ENGINEERING FOR NON ENGINEERS (PTRT2005)
COURSE OBJECTIVES:
This two-day short course provides a broad, basic understanding of various petroleum engineering topics for non-engineers. The focus of the course is placed on the design, construction, stimulation, and production of wells. Specific topics discussed include reservoir properties, the drilling of wells, rig types, wellbore integrity and design, completion types, downhole tools such as packers, formation damage, stimulation including hydraulic fracturing, and artificial lift techniques. As the title implies, the course is designed for those who work in the oil and gas industry but do not have a technical background in subsurface topics. Previous attendees that have found the course useful include landmen, technicians, accountants, financiers, and field personnel.

An emphasis is put on definitions and terminology common to the field of petroleum engineering and oil and gas production. Why certain completion and stimulation techniques are chosen in certain reservoirs versus others is also reviewed. Data and information that should be considered and shared by all disciplines is discussed.

The course is designed specifically for non-engineering disciplines who work with petroleum engineers or who are active in the completion, stimulation, and production of oil and gas reservoirs (landmen, technicians, accountants, financiers, field personnel, etc.). All levels of experience have benefited during past courses. Location: PPDC Building, 105 W. Illinois
G030 131Q Nov 19 - 20 8:00 am - 5:00 pm Tue - Wed $695 $720/OS Dr. Jennifer Miskimins

INTRODUCTION TO LOG INTERPRETATION AND QUALITY (PTRT 2010)
This 3-day course is designed to provide participants with fundamental principles necessary to understand and interpret open-hole logs. The concepts will assist participants to recognize permeability, hydrocarbons and identify rock and fluid types. The session will also include illustrated techniques for recognizing log validity. Participants are encouraged to bring their own logs to complement existing real-life case studies. Location: PPDC Building, 105 W. Illinois.
G012 131Q Sep 30 - Oct 2
Mon-Tue 8:00 am - 4:00 pm
Wed 8:00 am - 3:00 pm
$1,095 $2,020/OS Gary Batcheller

TECHNICAL - ENGINEERING

WELL CONTROL - DRILLING/WORKOVER (WELLCAP)(PTRT 2010)
This course is approved by IADC (International Association of Drilling Contractors). It is designed to present the latest technology, equipment, and procedures utilized in maintaining control of a well during drilling and workover operations and to offer cost effectiveness and efficiency to the industry. Designed for drilling and workover personnel, especially drillers, toolpushers, operator representatives, engineers, or anyone involved in operating and servicing wells. Registrants have the option of surface only or surface and subsea stack designation. WellCAP certificates are awarded upon successful completion of this course. Registration limited to 18. Location: PPDC Building, 105 W. Illinois.
G009 131Q Oct 7 - 10
Mon - Wed 8:00 am - 5:00 pm
G011 132Q Dec 2 - 5
Thu 8:00 am - 12:00 pm
$800 $825/OS Larry Chapman

LAND

LAND AND LEASING - OIL AND GAS (PTRT 1000)
For secretaries, lease analysts, geologists, beginning landmen, engineers, managers, and persons interested in knowing more about the land side of business. The class will provide a concise reasonably comprehensive overview of the land side of oil and gas as it applies to exploration, title, leasing, drilling, production, and revenue for a wide range of persons...secretary's, engineers, geologists, interested persons as well as inexperienced land men...students should have the nuts and bolts and more. Probably too simplified for experienced landmen and attorneys, although many have attended previous classes and seem to leave with some new viewpoints. Location: PPDC Building, 105 W. Illinois.
G017 131Q Nov 21
Thu (1.5 hour lunch) 8:00 am - 4:30 pm
(1.5 hour lunch)
$280 $305/OS G. Ernest Gilkerson
PETROLEUM LAND MANAGEMENT (PTRT 1000)
A Petroleum Land Management class designed for Landmen, Lease and Title Analysts, Division Order Analysts, Land Technicians, Attorneys, Landowners, Royalty Owners and anyone seeking to enter the industry or gain more education and knowledge about the industry from a land perspective. This information packed two day course teaches the nuts and bolts of Mineral Ownership Rights beginning with distinctions in real property ownership to running title in the county courthouse to understanding and negotiating key provisions of the oil and gas lease to promoting producing properties. Location: PPDC Building, 105 W. Illinois.
G000 000Q Dec 10 -11 8:30 am - 4:30 pm Tue - Wed $649 $674/OS Alyce Boudreaux Hoge

Classes taught by Dr. Patrick Fitzgerald - Go to the PPDC Website: www.midland.edu/ppdc for more information.

SOFTWARE TRAINING

OIL FIELD MANAGER - INTRODUCTION (ITSW 1058)
This course introduces engineers, engineering technicians and geoscientists to the basic functionality of OFM production management software. This will include map functions, graphs and reports. We will also cover filters, groups and updates. A brief section on decline analysis will be discussed. The software vendor will provide OFM manuals (The fee includes vendor’s manual). Location: PPDC Building, 105 W. Illinois.
G016 131Q Nov 19 - 20 8:00 am - 4:00 pm Tue-Wed $870 $895/OS Celia Payne

PETRA (IHS) (ENGG 1036)
PETRA is PC based software that was created with the goal of providing integrated geological and engineering solutions. This course will cover data management, data manipulation, and the integration of geological, geophysical, petrophysical, and engineering data. Location: Midland College PPDC, 105 W. Illinois.
G034 131Q Sep 19 - 20 8:00 am - 5:00 pm
G006 131Q Oct 17 - 18 8:00 am - 5:00 pm
G007 131Q Nov 14 - 15 8:00 am - 5:00 pm Thu - Fri $625 $650/OS Greg Hinterlong

PHDWIN (ITSEW 1043)
This class is designed to give users an understanding of moving around in PHDWin—from evaluating a lease to scheduling automated group (platform) economics and creating summary reports. The classes will involve using all Editor windows found in PHDWin, as well as teach users to maximize PHDWin’s graphical capabilities, including segment manipulation and curve fitting. All basic functionality of lease-level applications and global applications are covered, which leads nicely into generating lease-level and summary-level economics. The Lease List can now be used to generate groupings and subtotals to drive dynamic summarization capabilities for reporting. Dynamic groupings and subtotals are created using the sorts and filters found in the lease list. Exporting data and importing data from a variety of formats will also be covered. The classes are open to anyone, and require no previous knowledge of using PHDWin. Registration Limit: 13. Location: PPDC Building, 105 W. Illinois.
G008 131Q Sep 10 - 11 8:00 am - 4:00 pm Tue-Wed $625 $650/OS Celia Payne

SQL: APPLICATION TO OIL AND GAS RELATIONAL DATABASES (ITSEW 1043)
Oil and gas companies dedicate significant resources to building and maintaining relational databases. Unfortunately, many of these companies do not utilize database utilities such as SQL, or Structure Query Language, to maximize their surveillance capabilities. This course will explore the functionality of SQL and how this programming language can be used to improve surveillance and maintain oil and gas databases. All users of today’s leading oil and gas database software, DSS32 and OFM, will benefit from this training. All course materials will be provided. Course materials include a demo production database and an electronic copy of the course manual. Registration limited to 13. Location: PPDC Building, 105 W. Illinois.
G015 131Q Oct 15 8:00 am - 4:00 pm Tue $245 $270/OS Celia Payne
PETROLEUM PROFESSIONAL DEVELOPMENT CENTER

IHS ENERGY COURSES
For more information call (432) 683-2832 or visit www.ihsenergy.com
- U.S. Data Applications
- Basic Powertools ®: Reserves and Production
- Intermediate Powertools ®: Economics
- Advanced Powertools ® Workshop

LANDMARK COURSES
For more information call (432) 683-2832 or visit www.lgc.com

GEOGRAPHIX COURSES
For more information call (432) 683-2832 or visit www.geographix.com

Visit the PPDC website:
www.midland.edu/ppdc

Serving the West Texas oil and gas industry, our Petroleum Professional Development Center (PPDC) provides local, cost-effective training for a broad range of energy related topics.

DON’T DELAY
REGISTER NOW!

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.

Online learning anytime, anywhere... just a click away!

www.ed2go.com/midlandcollege
LAND MANAGEMENT CERTIFICATE PROGRAM – NOW ONLINE!
Sign up today!

- Formal Training in Professional Land Management
- Online program created for busy professionals
- Requires only a computer and internet access to complete!
- Excellent review for AAPL Exams
- Receive your Professional Land Management Certificate in just six months from Midland College!

Online Program for Land Professionals - From the convenience of your home or office – all that is needed is a computer and internet access!

Competitive conditions in today’s oil and gas industry make an understanding of the dynamics regarding Petroleum Land Management extremely important. The Petroleum Land Management Certificate Program, now being offered at Midland College in collaboration with Alyce Hoge of Land Training, provides critical concepts necessary to facilitate effective Land Management skills needed in today’s industry. Key learning’s include oil and gas calculations, running the chain of title, oil & gas leasing, negotiation strategies, curing title and oil and gas exploration and production contracts.

This six (6) month online program was developed in direct response to industry leaders seeking to hire more qualified land professionals. Designed for Landmen, Lease & Title Analysts, Attorneys, Division Order Analysts and others involved in exploration and production activities, the online environment this program provides makes learning more flexible while still providing an engaging atmosphere. The course is the only one of its kind that utilizes weekly live webinars. These webinars are recorded to accommodate the schedule of working professionals and may be viewed at any time, day or night. In addition, the course includes assignments, class projects, DVD’s, calculation tutorials, self-directed field trips and networking opportunities.

Students have consistently rated this program as exceptional and extremely useful for their careers. As one student reported, “The value of this class, and the resulting certificate, has provided a solid foundation of knowledge that allowed me to nail the interview and get hired as a landman. I haven’t looked back and I love what I am doing!”

Approved for continuing education credits by the American Association of Professional Landmen*, the National Association of Lease and Title Analysts and the State Bar of Texas and supported by many oil and gas companies in the area who see the value of the program, the PLM Certificate Program adds credibility to the recipient’s skills and has the potential to aid in career advancement. Upon completion of all six modules, successful candidates will receive a Certificate of Completion from Midland College. Each module may also be taken as a stand-alone course. This program is A MUST for energy professionals! For more information, go to the PPDC Website: www.midland.edu/ppdc

About Your Instructor: Alyce Boudreaux Hoge is an attorney licensed in both Texas and Louisiana. She is the founder of Land Training, a company dedicated to the education of land and other energy professionals. A recognized speaker and lecturer on various oil and gas topics across the nation, Hoge has over 20 years’ experience in all aspects of land management through positions as Landman, Division Order Analyst, Lease and Title Analyst and In-house counsel. She has trained thousands of land professionals in her popular seminars, calculation tutorials and innovative live webinars.
# 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) 681-6318
lramos@midland.edu

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

*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.

## AUGUST

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<td>Aug 26</td>
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<td>SAFETY MANAGEMENT</td>
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<td>SCAFFOLDING</td>
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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
- 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

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

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 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 90 to 120 hours. Call today, so we can begin working on a program for your company.

Safety Updates/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.
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>
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<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>
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<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
## 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 Daniel Johnson at djohnson@midland.edu (432) 681-6330

or

Beth Fetters at (432) 681-6335

for more details

### Apple

**Mac OS X Mountain Lion** (ITSC 1006) (9 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>XW02131Q</td>
<td>Sept 9 - 12</td>
<td>6:00 – 9:00 pm</td>
<td>$154</td>
</tr>
<tr>
<td>XW03131Q</td>
<td>Oct 21 - 24</td>
<td>6:00 – 9:00 pm</td>
<td>$154</td>
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**iPad Introduction** (ITSC 1006) (9 Hours)

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<th>Course Code</th>
<th>Dates</th>
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<tbody>
<tr>
<td>XM03131Q</td>
<td>Oct 7 - 10</td>
<td>6:00 – 9:00 pm</td>
<td>$154</td>
</tr>
<tr>
<td>XM04132Q</td>
<td>Dec 2 – 5</td>
<td>6:00 – 9:00 pm</td>
<td>$154</td>
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### Microsoft

**Microsoft Access 2010: Basic** (ITSC 1004)

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<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>XA00131Q</td>
<td>Sept 23 &amp; 25</td>
<td>1:00 – 5:00 pm</td>
<td>$149</td>
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**Microsoft Access 2010: Comprehensive** (ITSW 1058)

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<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>XA010131Q</td>
<td>Nov 5 - 21</td>
<td>6:00 – 9:00 pm</td>
<td>$169</td>
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**Microsoft Excel 2010: Basic** (ITSC 1004)

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<th>Course Code</th>
<th>Dates</th>
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<tbody>
<tr>
<td>XE00131Q</td>
<td>Sept 23 &amp; 25</td>
<td>8:00 am – 12:00 pm</td>
<td>$149</td>
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<tr>
<td>XE01131Q</td>
<td>Nov 19 &amp; 21</td>
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**Microsoft Excel 2010: Intermediate** (ITSW 1058)

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<tr>
<td>XE02131Q</td>
<td>Oct 14 &amp; 16</td>
<td>8:00 am – 12:00 pm</td>
<td>$149</td>
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<tr>
<td>XE03132Q</td>
<td>Dec 3 &amp; 5</td>
<td>8:00 am – 12:00 pm</td>
<td>$149</td>
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**Microsoft Excel 2010: Advanced** (ITSW 2049)

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<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>XE04132Q</td>
<td>Dec 10 &amp; 12</td>
<td>1:00 – 5:00 pm</td>
<td>$149</td>
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</table>

**Microsoft Office 2010 Update (Last Chance)** (ITSW 1021)

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<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>XO00131Q</td>
<td>Nov 5 - 21</td>
<td>6:30 – 8:30 pm</td>
<td>$149</td>
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</tbody>
</table>

**Windows 7: Comprehensive** (ITSC 1004)

<table>
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<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>XW00131Q</td>
<td>Sept 3 - 12</td>
<td>6:30 – 8:30 pm</td>
<td>$149</td>
</tr>
<tr>
<td>XW01132Q</td>
<td>Dec 9 &amp; 18</td>
<td>6:30 – 8:30 pm</td>
<td>$149</td>
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</tbody>
</table>

### Word Wise

These short courses will cover commonly used and helpful functions in Microsoft Word! Topics will include mail merges, working with tables and templates/labels/envelopes.

Please check our website for course schedule!

www.midland.edu/workforce

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**Don’t Delay Register Now!**

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.
DIGITAL SOFTWARE

ADOBE 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

XM02131Q  Oct 21 - 30  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

XM00131Q  Sept 17 & 19  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 section-page 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

XM01131Q  Oct 15 & 17  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

CE00131Q  Oct 28 - Nov 6  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

CQ00131Q  Sept 23 - 26  6:00 – 9:00 pm  
Mon Tue & Thu  $119  ATC

INTRODUCTION TO QUICKBOOKS PRO 2012  
(ACNT 1010)
This course takes you through some of the most important features of the QuickBooks Pro 2011 software, including an introduction to the program; setting up accounts, inventory; and working with financial reports. 20 hours/2.0 CEUs

CQ01131Q  Oct 8 – Nov 7  6:30 – 8:30 pm  
Tue & Thu  $154  ATC

Does not include materials.

SPOTLIGHT COURSES

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

CB00131Q  Sept 17 – Oct 3  6:30 – 8:30 pm  
Tue & Thu  $189  ATC

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 this discussion off 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

PS05131Q  November 4  8:00 – 12:00 am  
Mon  $85  ATC
**HOW TO MAKE EFFECTIVE PRESENTATIONS**
In today's business world, where people of many cultures work side-by-side, it is important to remember that each of these cultures has its own ideas of appropriate communication styles and methods. This afternoon course introduces general cultural communication “dos and don'ts” and also discusses topics such as body language and communication etiquette. 4 hours/0.4 CEUs.

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<th>Course Code</th>
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<tbody>
<tr>
<td>PS06132Q</td>
<td>Dec 2</td>
<td>8:00 am – 12:00 pm</td>
<td>$85</td>
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**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>
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<tbody>
<tr>
<td>FM01131Q</td>
<td>Nov 12 – 14</td>
<td>6:30 – 8:30 pm</td>
<td>$149 ($154 out-of-state)</td>
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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
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.

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<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>PS00131Q</td>
<td>Nov 19</td>
<td>8:00 am – 12:00 pm</td>
<td>$85</td>
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**SITUATIONAL LEADERSHIP**
Learning to lead in as the situation requires, and not based on your own personality. In this course, you will learn 4 types of leadership styles and how to use them for each situation that arises in your workplace.

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<th>Course Code</th>
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<tbody>
<tr>
<td>PS07131Q</td>
<td>TBA</td>
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**LAWS OF LEADERSHIP**
An introduction to John Maxwell's 21 Laws of Leadership. Learn how the “Law of the Lid” impacts your life and learn to recognize and overcome the myths of leadership.

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<th>Course Code</th>
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<td>PS08131Q</td>
<td>TBA</td>
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</table>

**EQ EMOTIONAL INTELLIGENCE**
Learn why Emotional Intelligence (EQ) is more important than IQ as a leaders. Learn to identify with the attributes of great leaders and how to apply those attributes to your leadership. Mastering EQ will help you be the leader you desire and will increase your level of influence with your peers and others.

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<th>Course Code</th>
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<td>PS09131Q</td>
<td>TBA</td>
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</table>

**PERSONAL TRAINING**

**CERTIFIED PERSONAL TRAINER CERTIFICATE**
You like to workout, and it shows. But are you ready for something new? Are you interested in a more challenging, secure and financially rewarding career? A career that makes you smile every time you clock in! Look no further. You can become a nationally certified personal fitness trainer today!

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>FN00131Q</td>
<td>Oct 26 - Dec 7</td>
<td>9:00 am – 4:00 pm</td>
<td>$524</td>
</tr>
</tbody>
</table>

$93.97 Textbook Required

*No Class November 30*
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. 2 hours/.2 CEUs
PS01131Q  Sep 18  11:30 am – 1:30 pm
Wed  $29  ATC

CONDUCTING SUCCESSFUL MEETINGS
This series course teaches students about planning, participating
in, and concluding successful meetings. Students learn how to es-

Establish the purpose and agenda of a meeting, facilitate participants’
progress toward the meeting goals, improve their leadership abili-
ties, facilitate situation analysis, brainstorming, and decision making,
foster creative thinking, manage conflict among meeting participants.
Course activities also cover building a positive climate during a
meeting and following best practices of verbal and nonverbal com-
munication. 2 hours/.2 CEUs
PS03131Q  Oct 16  11:30 am – 1:30 pm
Wed  $29  ATC

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 exam-

ine 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
PS04131Q  Nov 13  11:30 am – 1:30 pm
Wed  $29  ATC

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.
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 COURSE
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. 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.

EL00131Q Sept 28 8:30 am – 12:30 pm
Sat $65 ATC

EL01131Q Oct 19 8:30 am – 12:30 pm
Sat $65 ATC

EL02131Q Nov 16 8:30 am – 12:30 pm
Sat $65 ATC

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

EL03131Q Oct 14 – Oct 30 6:30 – 8:30
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

EL04131Q Nov 12 – Dec 5 6:30 – 8:30
Tue & Thu $209 ($214 out-of-state) ATC

$35 course manual required

*No class November 26 & 28*

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. 20hours/2.0 CEUs

EL05131Q Sept 17 - Oct 17 6:30  – 8:30 pm
Tues & Thu $261.00 ATC
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 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 CEU's

LAW OF AGENCY 1111
(RELE 2002)
R002131Q  Oct 7 – Oct 17  6:00 - 9:45 pm
Mon – Thu $189 ATC

Available at MC bookstore.

LAW OF CONTRACTS 1200
(RELE 1012)
R003131Q  Oct 21 – Oct 31  6:00 - 9:45 pm
Mon - Thu $189 ATC

Available at MC bookstore.

PROMULGATED CONTRACTS
(RELE 1091)
R004131Q  Nov 4 - 14  6:00 – 9:45 pm
Mon - Thu $189 ATC

Required text: TBA
Available at the MC bookstore.

REAL ESTATE FINANCE
(RELE 1020)
R005131Q  Nov 18 – Dec 5  6:00 – 9:45 pm
Mon – Thu $189  ATC

*NO CLASS week of November 25*

Required Text: Real Estate Finance
Available at the MC bookstore.
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 26 - December 7, 2013 - 9am - 4pm
(No class November 30)
Cost: $524 (required textbook $93.97, 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
Get HITECH Certified on your timeline!

The HITECH Workforce Training Program was developed specifically 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
- Dual Certificate for Technical and Implementation Support Specialist
- Clinician/Practitioner Consultant
- Trainer
- Implementation Manager

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 or 432.685.6891
Discover why millions of students are making the switch to online learning. With online courses, you can study at your convenience in your preferred learning environment. Our courses and programs are highly engaging and relevant and our instructors are interactive and support you through the curriculum. Choose from our growing catalog of Instructor-Led Courses designed to teach you a new skill or refresh a current one or our Career Training Programs geared to place you into a new career in an in-demand field.

**Online Courses**
- **Instructor-Facilitated**
- **Online Discussion Areas**
- **24-Hour Access**
- **6 Weeks of Instruction**

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. You can complete any course entirely from your home or office. Any time of the day or night.

**Features:**
- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

**Popular Courses:**
- **Accounting Fundamentals**
  Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.
- **Creating Web Pages**
  Learn the basics of HTML so you can design, create, and post your very own site on the Web.
- **Medical Terminology: A Word Association Approach**
  Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.
- **Speed Spanish**
  Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.
- **Introduction to Microsoft Excel**
  Work with numbers? You need to know Excel. Learn the secrets of this powerful application.
- **Project Management Fundamentals**
  Gain the skills you'll need to succeed in the fast-growing field of project management.
- **Grammar Refresher**
  Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing.

**Online Career Training Programs**
- **One-On-One Instructor Assistance**
- **24-Hour Access**
- **All Materials and Books are Included!**

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace.

**Features:**
- Receive a certificate upon successful completion.
- Courses start anytime — begin when you wish.
- A typical program takes 3-6 months to complete. Extensions are available upon request.

**Popular Programs:**
- **Medical Billing and Coding** — 240 hours
- **CompTIA™ A+ Certification Training** — 150 hours
- **Six Sigma Black Belt** — 200 hours
- **Building Analyst Quick Start Program (BPI BA Certification)** — 60 hours
- **Medical Transcription** — 240 hours
- **Travel Agent Training** — 200 hours

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.

BASIC COMPUTER LITERACY

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.
Online Courses For Business Professionals

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
POLICIES AND REGISTRATION INFORMATION

TUITION AND FEES
Tuition and fees must be paid in full by 12:00 pm (noon) two business days prior to the first class day. *Some departments may require payment earlier, students need to verify, at time of registration, when their payment will be due. Students will only be contacted if a course is cancelled or if any changes are made to the course information originally published in the CE schedule. Tuition and fees are based on the number of course hours, instruction costs, 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, 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/workforce
Advanced Technology Center
3200 W. Cuthbert
(432) 697-5863 ext 3626 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, Pevehouse Administration Bldg., Room 100.

Students taking CE courses at the ATC or PPDC do not need a parking permit.
Fall 2013 Calendar

September 2 .............................................................................................................................................. Labor Day
November 27 ........................................................................................................................................... Thanksgiving
December 16 - 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 2014 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, Decator, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Midland College.

www.midland.edu/ce

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
www.midland.edu/hsce

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

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

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

WORKFORCE CONTINUING EDUCATION
Business Skills
Computers
Concurrent
Electrical
Professional Studies
Real Estate
Workforce Programs
(432) 681-6335 or (432) 681-6330
www.midland.edu/workforce

www.midland.edu/ce