

MC Workforce
Continuing
Education

**FALL
2021**

Course Catalog - Workforce Skills Certification

**COMPUTER CLASSES
CUSTOMIZED CLASSES
ELECTRICAL PROGRAM
GIS
HUMAN RESOURCES
INTOXILYZER
PERSONAL TRAINER
REAL ESTATE**



**Midland
College** **MEANS
BUSINESS.**

www.midland.edu/wfce

Advanced Technology Center | 3200 W Cuthbert | Midland TX | 432.681.6335

Workforce Continuing Education



Leticia Ramos · Secretary WFCE
(432) 681-6335



Debra Campbell · Contract Training
Coordinator/Open Enrollment
(432) 681-6326

See our website at
midland.edu/wfce
for more information

Schedule Disclaimer

This schedule has been carefully proofed to insure the most accurate information. However, throughout the semester updates are regularly made as course times and dates are added and changed. Necessary changes may result in discrepancies that deviate from printed and online scheduling information.

Online Registration Platform!

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

See login instructions below

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

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

For students who are new students:

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

For assistance with online and face-to-face registration

call (432) 681-6335 or (432) 681-6326

Website - midland.edu/wfce



Teach

Positions available for part-time adjunct instructors

Are you an industry professional interested in helping develop our local workforce to foster the economic growth of our region?

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

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

WE ARE ALWAYS LOOKING FOR INSTRUCTORS

If you possess excellent verbal and written communication skills, have a high school diploma or equivalent, have current certificates or relevant experience in workforce-related fields, contact Debra Campbell at (432) 681-6326 to discuss instructor opportunities. WFCE offers competitive pay and flexible schedules to accommodate the needs of working professionals interested in teaching.

Don't see your area of interest?

If you have a training need or are interested in teaching a course not offered in this catalog, please call our office with your recommendation. You might see your idea in our upcoming schedules!

Print Disclaimer

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

1	ADVANCED SAFETY CERTIFICATION - UTA
2	ARCGIS
3	COMPUTER TRAINING
4-5	CONCURRENT COURSES
6	CUSTOMIZED TRAINING
7	ED 2 GO
8	ELECTRICAL COURSES
9-10	HUMAN RESOURCES - SHRM
11	INTOXILYZER OPERATOR CERTIFICATION
12	PERSONAL TRAINER
13	REAL ESTATE
14	FALL 2021 CALENDAR
14-15	PROCEDURES & REGISTRATION



Advanced Safety Training



UNIVERSITY OF
TEXAS
ARLINGTON

Midland College is pleased to be a host campus for UT Arlington's Advanced Safety Training. Courses are offered for instructors and workers wanting advanced certification and professional development.

OG 202

Hydrogen Sulfide (H2S) \$595.00

Date/Times: TBA

This course provides comprehensive training on the hazards associated with H2S and their required protective measures. Participants will learn the properties and characteristics, respiratory protection requirements, gas detection, emergency response, and current H2S technology. Hands-on exercises and equipment demonstrations are included. The requirements in the ANSI Z390.1, Accepted Practices for Hydrogen Sulfide Training, American Petroleum Institute (API) Recommended Practices, and Federal H2S regulatory standards are also covered. This course is designed for personnel working in the petroleum industry, municipalities, utilities, research and development laboratories, transportation, paper/pulp/food processing, and chemical manufacturing companies.

OG 201

Update for H2S Trainer \$595.00

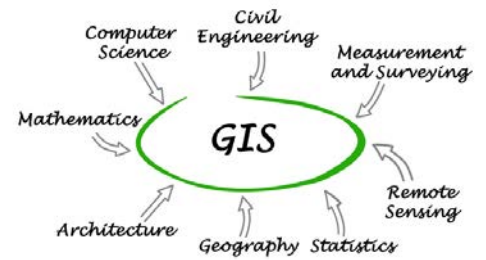
Date/Times: TBA

This update course will provide trainers with the skills and knowledge to educate employers and employees on the hazards associated with H2S. This course is required every three years for all personnel teaching H2S classes in accordance with ANSI Z390.1. It provides timely information on hazards, policies and regulations with specific emphasis on the ANSI Z390.1 Standard. Includes Certificate of Completion and new H2S Trainer wallet card.

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

ArcGIS

A geographic information system (GIS) lets us visualize, question, analyze and interpret data to understand relationships, patterns and trends. GIS benefits organizations of all sizes and in almost every industry.



Course descriptions online: www.midland.edu/wfce

ARCGIS ONLINE COURSES

Introduction to ArcGIS Pro
Aug 30-31, 2021 \$960
ENGG1011.WF19204Q

Intermediate ArcGIS Pro
Sep 1-3, 2021 \$1440
ENGG2001.WF01204Q

Introduction to FME
Sep 16-17, 2021 \$960
ENGG2001.WF02211Q

Python Primer- Writing Your First Script for ArcGIS Pro
Oct 18, 2021 \$480
ENGG2001.WF03211Q

Python for ArcGIS for ArcGIS Pro
Oct 19-21, 2021 \$1440
ENGG2001.WF04211Q

Fundamentals of ArcGIS (ArcMap)
Oct 25-26, 2021 \$960
ENGG1011.WF05211Q

Intermediate GIS Concepts (ArcMap)
Oct 27-29, 2021 \$1440
ENGG2001.WF06211Q

Intro to Mapping with ArcGIS Online and Portal
November 8-9, 2021 \$960
ENGG1011.WF07211Q

Minimum of 4 students required for class.

Contact: Debra Campbell
dcampbell@midland.edu
(432) 681-6326

Who uses ArcGIS?

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

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



Computer Courses

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



Excel 2013 Basic (Evening Class)

\$189.00 – Includes text book

ITSC1004.WF01211Q

Dates/Times: September 7-9 and 13-15

(TWR and MTW)

6:00-8:00 p.m.

(12 Hours, 1.2CEUs)

Excel 2013 Intermediate (Evening Class)

\$189.00 -Includes text book

ITSW1058.WF02211Q

Dates/Times: September 20-23 and 27-28

(MTWR and MT)

6:00 – 8:00 P.M.

(12 Hours,1.2CEUs)

Excel 2013 Basic (Morning Class)

\$189.00 - Includes text book

ITSC1004.WF03211Q

Dates/Times: October 5-7 (TWR)

8:00 a.m. – 12:00 noon

(12 Hours, 1.2CEUs)

Excel 2013 Intermediate (Morning Class)

\$189.00 - Includes text book

ITSW1058.WF04211Q

Dates/Times: October 12-14 (TWR)

8:00 a.m. – 12:00 noon

(12 Hours, 1.2 CEUs)

QuickBooks Classes - available online

See Ed2Go tab for on line classes

See our website for registration information and more
at **midland.edu/wfce**

Contact: Debra Campbell at
dcampbell@midland.edu
or (432) 681-6326

Concurrent Courses

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



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

ACCOUNTING

Introduction to Accounting

(ACNT 1403)

A study of analyzing, classifying and recording business transactions in a manual and computerized environment.

Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliation and payroll.

AIR CONDITIONING & HEATING

Basic Electricity

(HART 1401)

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

Refrigeration Principles

(HART 1407)

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

AUTOMOTIVE TECHNOLOGY COMPUTER GRAPHICS

Automotive Brake Systems

(AUMT 1310)

Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis and repair of power, manual, anti-lock brake systems, and parking brakes.

May be taught manufacturer specific. Prerequisite: AUMT 1305 or instructor approval.

Automotive Electrical Systems

(AUMT 1307)

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, charging and starting systems and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught

manufacturer specific. Prerequisite: AUMT 1305 or instructor approval.

Concurrent Courses cont.

COMPUTER GRAPHICS

Basic Computer-Aided Drafting

(DFTG 1309)

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Co-requisite: DFTG 1305. Software: AUTOCAD 2007.

Introduction To Tech Animation & Rendering

(ARTV 1302)

This course introduces the basic terminology and concepts associated with the development of computer modules used in technical computer animation. Topics include basic animation principles, model creation, light sources, camera positioning, rendering as well as importing and modification of external files. Course projects reflect current practices in the architectural, engineering, or construction disciplines. Prerequisite: ARTV 2340 Software: 30 Studio, MAX, AUTODESK, VIZ.

Technical Drafting

(DFTG 1305)

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

ENERGY TECHNOLOGY

Introduction to Petroleum Industry

(PTRT 1301)

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

Basic Mechanical Skills for Energy

(ENER 1330)

This course covers industrial tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings, and basic shop calculations (English and Metric).

INFORMATION TECHNOLOGY

Business Computer Applications

(BCIS 1405)

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

Integrated Software Applications

(ITSC 1409)

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

WELDING

Introduction To Welding Fundamentals

(WLDG 1421)

An introduction to the fundamentals of equipment used in oxy-acetylene welding and shielded metal arc welding (SMAW), including welding and cutting safety, basic oxy-acetylene welding and cutting, basic arc welding processes and basic metallurgy. The student will demonstrate safety procedures associated with equipment; and identify ferrous and nonferrous metals.

Customized Training Solutions



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



Every organization is uniquely different from the next, with its own challenges, its own goals and its own people. Midland College Workforce Continuing Education understands that not all training needs are created equal. Fall 2021 Midland College will offer a variety of **online** classes.



We will customize our safety courses to fit the needs of your specific industry and organization. Our experienced trainers are experts in a variety of fields, who know what it takes to keep your most valuable asset safe in the workplace.

Customized Curriculum For

- Safety Training
- Computer Applications
- Customer Service
- Leadership/Management Training
- Business Communications

Contact

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



Jump Start Your Career in **Information Technologies!**

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

Sharpen your skills, or learn new ones with our instructor-led online courses.

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

Instructor-led Courses

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

Career Training Programs

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

Course topics Include

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

Most ed2go classes are only \$115.00

Visit www.ed2go.com/midlandcollege

Electrician

In-Demand Career

There is high demand in the Permian Basin for Electricians!
Salary Range: \$36,650/year to \$104,000/year
Average in Permian Basin: \$50,768/year
Entry level: \$17.62 per hour



Introduction to Electricity

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

(ELPT1002) 12 Hours, 1.2 CEUs

Date: TBA
6:30 p.m. - 8:30 p.m.
\$188.00

Introduction to Residential Wiring

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

(ELTN1005) 16 Hours, 1.6 CEUs

Date: TBA
6:30 p.m. - 8:30 p.m.
\$300.00

Code Fundamentals

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

(ELPT1001) 20 Hours, 2.0 CEUs

Date: TBA
6:30 p.m. - 8:30 p.m.
\$266.00

Contact: Debra Campbell
dcampbell@midland.edu
(432) 681-6326

TDLR approved provider #1014

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

TDLR Texas Electrical Update

(ELPT2000) 4 hours, 0.4 CEU's \$89.00

Approved by the Texas Department of Licensing and Regulation (TDLR), this course provides

- 2.5 hours of instruction
- 1 hour of instruction in safety
- 30 minutes of instruction in the rules and laws regulating the electrical industry in Texas

Saturdays Only

Aug 2021	TBA	8:30 a.m - 12:30 p.m.
Sep 2021	TBA	8:30 a.m - 12:30 p.m.
Oct 2021	TBA	8:30 a.m - 12:30 p.m.
Nov 2021	TBA	8:30 a.m - 12:30 p.m.

Special Instructions,

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

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

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

TDLR requires electrical licensing applicants meet the following criteria:

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

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

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

Whether you are ready to pursue certification or looking to advance your foundational HR knowledge, we have the programs to meet your needs.

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

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

Registration will be available through September 14, 2021.

Contact Debra Campbell at (432) 681-6326 for registration information.

Essentials of Human Resources Course - ONLINE!

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

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

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

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

The course is a fully online, six-week course estimated to comprise approximately 16 hours of class lectures, reading assignments, exams and class projects. A passing grade of 70 or above is required to earn your SHRM Essentials of Human Resources Certificate from Midland College.



Instructor: Alyce Hoge

**Registration will be available through September 14, 2021 for both courses
www.midland.edu/wfce**

SHRM Essentials of HR Management - Online

HRPO1000.WF01211Q (Price \$854.00, includes materials)

September 21 – November 9, 2021

Online 6 weeks course covers one chapter per week

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

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

The course is best suited for:

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

SHRM CP/SCP Exam Prep Modules - Online

HRPO2030.WF02211Q (Price \$1349, includes materials)

September 21 – December 7, 2021

Online course is 12 weeks

Debra Campbell
(432) 681-6326
dcampbell@midland.edu

Course Location:
Advanced Technology Center
3200 W. Cuthbert



Intoxilyzer Operator Certification

This State Approved Breath Test Operator School is open to law enforcement employees across the state of Texas. In addition to receiving state certification as a breath test operator, students who successfully complete this Intoxilyzer course of instruction may be eligible to apply for TCOLE credit. This 28 hour course instructs in the correct procedures for operation of an Intoxilyzer instrument, and includes a study of associated DWI laws.

CJLE1094.WF01211Q

Sep 20-23, 2021

Mon.-Wed, 8am-5pm, & Thurs, 8am-12pm

28 Hours, 2.8 CEUs \$250.00

CJLE1094.WF02211Q

Nov 15-18, 2021

Mon. -Wed, 8am-5pm, & Thurs, 8am-12pm

28 Hours, 2.8 CEUs \$250.00

****This course is open only to members of Law Enforcement.**

Participants must include agency of employment when registering for class. **

Professional Ethics - Online

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

Students will be able to identify ethical situations and choose the best response and action by learning how choices will impact themselves, their coworkers, their employer and the community. Students will learn to recognize their own bias and prejudice and will demonstrate proper methods to minimize the risk of bias when making decisions and interacting with others.

CJSA1092.WF01211Q – CJSA1092.WF05211Q

4 Hours, .4 CEUs \$75.00 per student

Dates: September 15; September 16; September 17; and September 24, 2021

8:00 a.m - 12.00 p.m.

Date: September 23, 2021 1:00 p.m. – 5:00 p.m.

Minimum of 12 students required for all courses.

Contact: dcampbell@midland.edu to register.

Personal Trainer Certification



Demand in the Permian Basin for Fitness Trainers and Aerobic Instructors is increasing!
Salary Range: \$35,027/year to \$42,786/year
Average in Permian Basin. \$38,665/year
Entry level: \$16.84 per hour

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

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

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

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

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

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

Required Textbook:

7th edition of the Fitness Professional's Handbook with web resources (ISBN-13: 9781492523376)

*Save money with the e book version.

September 25 – October 23, 2021
National Exam Date: November 6, 2021

Times: TBA

(FITT1037.WF01211Q) 32 hours/3.2 CEU's

Price \$699.00

Course Location: Hybrid/Blended course only



**Turn your fitness
into a career**

Real Estate

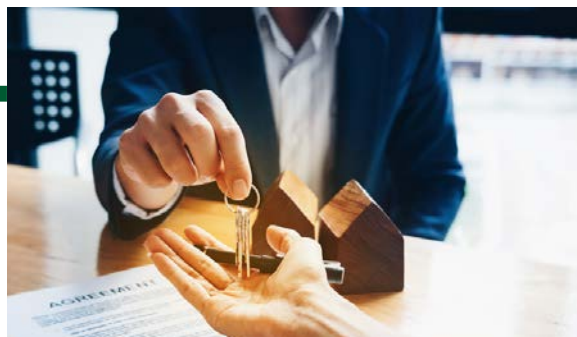
Want to break into the lucrative field of real estate?

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

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

Classes are face-to-face. View website: www.midland.edu/wfce

Books can be bought at Midland Campus Bookstore 3600 N. Garfield (432) 686-4545.



Principles I #121

(RELE1002.WF12204Q) 30 Hours, 3.0 CEU's \$249.00

Aug 23 – Sep 2 MTWR 6:00 p.m. - 10:00 p.m.

Advanced Technology Center room 160

Required text: Modern Real Estate Practice in Texas

Principles II #122

(RELE1039.WF01211Q) 30 Hours, 3.0 CEU's \$249.00

Sep 13 – Sep 23 MTWR 6:00 p.m. - 10:00 p.m.

Advanced Technology Center room 160

Required text: Modern Real Estate Practice in Texas

Law of Agency #1151

(RELE2002.WF02211Q) 30 Hours, 3.0 CEU's \$249.00

Sep 27 – Oct 7 MTWR 6:00 p.m. - 10:00 p.m.

Advanced Technology Center room 160

Required text: Texas Real Estate Agency

Law of Contracts #1251

(RELE1012.WF03211Q) 30 Hours, 3.0 CEU's \$249.00

Oct 11 – Oct 21 MTWR 6:00 p.m. - 10:00 p.m.

Advanced Technology Center room 160

Required text: Texas Real Estate Contracts

Promulgated Contracts #351

(RELE1000.WF04211Q) 30 Hours, 3.0 CEU's \$249.00

Oct 25 – Nov 4 MTWR 6:00 p.m. - 10:00 p.m.

Advanced Technology Center room 160

Required text: Texas Promulgated Forms

Real Estate Finance #451

(RELE1020.WF05211Q) 30 Hours, 3.0 CEU's \$249.00

Nov 8 – Nov 18 MTWR 6:00 p.m. - 10:00 p.m.

Advanced Technology Center room 160

Required text: Texas Essentials of Real Estate Finance

Face-to-face classes.

Course Location:

Advanced Technology Center

3200 W. Cuthbert Midland, TX 79701

Contact: Debra Campbell 432.681.6326

Texas Real Estate Exam Prep (Optional)

(RELE 1058.WF07203Q) 15 Hours, 1.5 CEU's \$149.00

Date/Times: TBD

Advanced Technology Center room 160

Material will be provided.

Minimum of 10 students is required for class.

Out-of-state participants add 55.00 to course fee. Certificates will be issued at the end of each course for participants who successfully complete course curriculum. Please no children/infants in classroom for lecture.

Fall 2021 Calendar

Aug 9 -----CE Registration Begins

Sep 6 -----Labor Day (Holiday)

Nov 24 @ 12:00 noon – Nov 28 -----Thanksgiving Holiday

Dec 16 – Jan 2----- Christmas Break

REFUND/CANCELLATION POLICY

Courses that lack sufficient enrollment will be cancelled by 12:00 noon, two business days prior to the first class day. If a course is cancelled, the continuing education department makes every effort to notify all registered students promptly. Students will only be contacted if a course is cancelled or if any changes are made to the course information originally published in the CE schedule.

Each Continuing Education class has a minimum student enrollment requirement that has to be met in order for the class to make. Paid students that are enrolled in a cancelled course will be issued a refund check from our accounting department. No cash refunds will be issued.

Students will receive a 100% refund (less a \$10 processing fee) if they drop prior to the first class day; they will receive an 80% refund (less \$10) if they drop before the second class. With the exception of extenuating circumstances, students will not receive a refund for a one-day class if they drop on the day of the class.

No refunds will be given after the second class day. It is the student's responsibility to cancel their registration. Please allow 30 days for refund processing.

Bad Weather Procedures

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

Mission Statement

Midland College serves West Texas through exemplary teaching and dedicated public service. We prepare and inspire diverse students to start, strive and succeed. We strengthen community through educational leadership and collaboration. Midland College provides quality programs and courses, relevant workforce development and continuing education, valuable personal enrichment and cultural experiences, and community and student-centered services.

MC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates and associate and baccalaureate degrees. Contact the Commission on Colleges at L866 Southern Lane, Decatur, Georgia 30033-4097 or call 404579-4500 for questions about the accreditation of Midland College.

Policies and Registration Information

TUITION AND FEES

Tuition and fees must be paid in full by 12:00 PM (noon) two business days prior to the first class day. Some departments may require payment earlier. Students need to verify, at time of registration, when their payment will be due. Students will only be contacted if a course is cancelled or if any changes are made to the course information originally published in the CE schedule. Tuition and fees are based on the number of course hours, instruction costs, equipment and building use.

ADDITIONAL FEES

Out-of-state fees may apply and will be noted in course information, An out-of-state resident is defined as any US citizens, 18 years of age or older, who have not been a resident of Texas 12 months prior to registration.

PAYMENT OPTIONS

Please note: if you have a prior balance, a hold, which prevents registration, will be placed on your account. You must contact the cashier's office at 432-685-4531 and resolve the issue BEFORE being permitted to register for Continuing Education courses.

Cash, checks, money orders, traveler's checks, Visa, MasterCard and Discover are accepted for course payment. Course payments may be made in person or online at the following locations:

midland.edu/wfce
Advanced Technology Center
3200 W. Cuthbert
(432) 681-6328

SOCIAL SECURITY NUMBERS

A social security number is required to identify students' permanent records. The Midland College registration system automatically encrypts a student's SS# into a student identification number. The student ID # is used for all internal printed material and provides additional protection of a student's privacy. Students are urged to become familiar with their ID # and to use it when communicating with MC offices. Students are requested to provide their SS# to the College for maintenance of their student records; it also allows the College to meet federal and state reporting requirements.

CEUS

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

TEXTBOOK/SUPPLIES

Unless otherwise noted, books and supplies are not included in the tuition costs. Some courses require the purchase of special books or equipment. Supply lists are provided at the time of registration or on the first class day. MC bookstore hours are Monday through Thursday from 8:00 a.m. - 7:00p.m., and Fridays from 8:00 a.m. - 4:30 p.m. For more information call (432) 685-4546.

PARKING PERMITS

Students enrolled in CE courses on the MC main campus, will receive their parking permit on the first day of class from the instructor or they may be picked up in the CE office, Scharbauer Student Center, Room 214. Students taking CE courses at the ATC or PPDC do not need a parking permit.

MISSION STATEMENT

The Mission Statement of the Department of Continuing Education is to provide to the diverse populations of Midland College's community, quality and life-long educational opportunities for professional development and personal enrichment.