

# Welcome to Midland College!



Midland College is your college, and our focus is on YOU. Our goal is to provide programs and services to meet your needs.

Midland College has been serving Midland and the region for over 40 years. During that time, Midland College has made an indelible mark on our community, and we strive to be student centered. We pride ourselves on providing our students with one-on-one interaction with top faculty in an environment that stresses student accomplishment above all else.

Courses in our academic programs transfer easily to four-year universities throughout the nation, and our career and technical programs provide the skills necessary for you to enjoy a successful career. In addition to associate degree programs and certificates, Midland College also includes a baccalaureate degree in organizational management. You will find that Midland College can provide you with a rich and exciting range of opportunities and services, as well as a quality educational experience that is both affordable and comfortable.

During the past 40 years, Midland College has grown from 688 students to over 6,000 students. From the start, we promised to provide a warm and supportive environment in which students gain a high-quality education. We still maintain that promise to you. Our faculty and staff are here because you are. They are a resource you can draw upon for assistance and support. Your success is our success!

**Steve Thomas, Ph.D.**  
*President, Midland College*



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## Disclaimer Notice

This catalog is effective for the 2013-2014 academic school year. It is for information only and does not constitute a contract. The College reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind. Further, the College can add or delete without notice any course, program or policy information contained in this catalog in order to keep curriculum content and college policy current. Students can normally plan on using the curriculum in force at the time they enter for a period of four years.

# Midland College

## General Catalog & Handbook

### 2013-2014

### Volume XLI

## Accreditation

Midland College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Midland College.

Midland College meets all guidelines and standards as set forth by the Texas Higher Education Coordinating Board.

Midland College is also accredited by the following organizations:

- Accreditation Commission for Education in Nursing
- Commission on Accreditation of Allied Health Informatics & Information Management Education
- Commission on Accreditation of Allied Health Educational Programs
- Commission on Accreditation for Respiratory Care
- National Automotive Technicians Education Foundation

## 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 Vietnam era veteran.

Documentation may be viewed in the President's Office at:

**Midland College • 3600 North Garfield • Midland, Texas 79705 • (432) 685-4500**

***[www.midland.edu](http://www.midland.edu)***

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# 2013 - 2014 Academic Calendar

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### 2013 FALL SEMESTER 16-WEEK SESSION

June 3-20  
June 24-Aug. 25

July 31  
August 5-23  
Aug. 7,14,21,23  
August 19-23  
Meetings

August 22  
August 23  
August 24  
August 26  
August 26-29  
Aug. 26-Oct. 1

September 2  
September 11  
November 15  
November 27  
December 2  
December 9-12

December 13  
December 13  
1)

Early Advising & Schedule Development  
Campus Connect & Dual Credit On-Line Registration starts at 8:00 am  
(www.midland.edu) - Payment due at the time of registration  
Non-Payment Drop Date  
Walk-in Registration starts at 8:00 am - Payment due at the time of registration  
Non-Payment Drop Dates  
Last Week to Register; Payment due at the time of registration; Faculty and Staff

Orientation for first time students at Midland College  
Last Day to Drop and Obtain 100% of Refundable Fees  
Residence Hall move-in after 10:00 am  
First Class Day  
Add/Drop Period for enrolled students - partial refund  
Submission of Application for Fall Graduation  
Holiday (Labor Day)  
Census Day  
Last Day to Withdraw  
College closes at 12:00 pm for the holiday (Thanksgiving: November 28 - 29)  
Class Instruction Resumes  
Final Exams; Grades Due  
Semester Ends; Residence Hall closes at 12:00 pm  
College Administrative Offices close for the holiday at 5:00 pm (Christmas: Dec. 16 - Jan. 1)

### FALL FIRST 8-WEEK SESSION

June 24-Aug. 25

July 31  
Aug. 5-23  
Aug. 7,14,21,23  
August 19-23  
August 23

August 26  
August 26-29  
September 2  
September 3  
October 4  
October 18

Campus Connect Registration starts at 8:00 am (www.midland.edu) - Payment due at the time of registration  
Non-Payment Drop Date  
Walk-in Registration starts at 8:00 am - Payment due at the time of registration  
Non-Payment Drop Dates  
Last Week to Register - Payment due at the time of registration  
Last Day to Drop and Obtain 100% of Refundable Fees  
First Class Day  
Add/Drop Period for enrolled students - partial refund  
Holiday (Labor Day)  
Census Day  
Last Day to Withdraw  
Final Exams; Grades Due

All dates are subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies. Please review dates in respective class schedules.

NOTE: Course selection and registration is only guaranteed if the course(s) have been paid for as stated on the student's Statement of Account or in the semester schedule of classes. Midland College reserves the right to withdraw students from any and all courses at any time. Reasons for withdrawal may include but are not limited to the following: Non-paid accounts, Disciplinary Actions, TSI Requirements, Housing Violations, Prerequisites or Co-requisites.

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# 2013 - 2014 Academic Calendar

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June 24-Sept 22  
 Aug. 5-Sept. 20  
 August 28  
 Sept. 4, 11, 18, 20  
 September 20  
 September 23  
 Sept. 23-24  
 October 3  
 November 22  
 December 9-12  
 December 13  
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### FALL 12-WEEK SESSION

Campus Connect Online Registration starts 8:00 am ([www.midland.edu](http://www.midland.edu)) - Payment due at the time of registration  
 Walk in Registration starts at 8:00 am - Payment due at the time of registration  
 Non-Payment Drop Date  
 Non-Payment Drop Dates  
 Last Day to Register; Last Day to Drop and Obtain 100% of Refundable Fees  
 First Class Day  
 Add/Drop Period for enrolled students - partial refund  
 Census Day  
 Last Day to Withdraw  
 Final Exams; Grades Due  
 Semester Ends; Residence Hall closes at 12:00 pm  
 College Administrative Offices close for the holiday at 5:00 pm (Christmas: Dec. 16 - Jan. 1)

### FALL SECOND 8-WEEK SESSION

June 24-Oct. 20  
 Aug. 5-Oct. 18  
 September 25  
 Oct. 2, 9, 16, 18  
 October 18  
 October 21  
 October 21-22  
 October 28  
 November 27  
 December 2  
 December 9-12  
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Campus Connect Registration starts at 8:00 am ([www.midland.edu](http://www.midland.edu)) - Payment due at the time of registration  
 Walk in Registration starts at 8:00 am - Payment due at the time of registration  
 Non-Payment Drop Date  
 Non-Payment Drop Dates  
 Last Day to Register - Last Day to Drop and Obtain 100% of Refundable Fees  
 First Class Day  
 Add/Drop Period for enrolled students - partial refund  
 Census Day  
 College closes at 12:00 pm for the holiday (Thanksgiving: November 28 - 29)  
 Last Day to Withdraw  
 Final Exams; Grades Due  
 Semester Ends; Residence Hall closes at 12:00 pm  
 College Administrative Offices close for the holiday at 5:00 pm (Christmas: Dec. 16 - Jan. 1)

### 2013-2014 WINTER INTERIM SESSION

June 24-Dec. 13  
 November 20  
 December 2-13  
 Dec. 4, 11, 13  
 December 13  
 December 16  
 December 17  
 December 25  
 December 27  
 January 1  
 January 2  
 January 2

Campus Connect On-Line Registration starts at 8:00 am ([www.midland.edu](http://www.midland.edu)) - Payment due at the time of registration  
 Non-Payment Drop Date  
 Walk-in Registration starts at 8:00 am - Payment due at the time of registration  
 Non-Payment Drop Dates  
 Last Day to Register - Payment due at the time of registration;  
 Last day to Drop and Obtain 100% of Refundable Fees  
 First Class Day; Add/Drop for enrolled students - partial refund / Classes Monday - Friday  
 Census Day  
 Holiday (Christmas Day)  
 Last Day to Withdraw  
 Holiday (New Year's Day)  
 Administrative Offices open  
 Final Exams; Grades Due

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# 2013 - 2014 Academic Calendar

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Nov. 11- Jan. 12

December 4, 11

December 2-13

January 2, 8, 10

January 2

January 6-10

Meetings

January 6-10

January 11

January 13

January 13-16

Jan. 13-March 3

January 20

January 29

March 7

April 11

April 17

April 22

May 5-8

May 9

May 10

Nov. 11- Jan. 12

December 2-13

December 4, 11

January 2

January 2, 8, 10

January 6-10

January 10

January 13

January 13-16

January 20

January 21

February 21

March 7

Jan. 2-Feb. 7

Jan. 15, 22, 29

February 5, 7

February 7

February 10

February 10-11

February 21

March 7

April 17

May 5-8

### 2014 SPRING SEMESTER 16-WEEK SESSION

Campus Connect & Dual Credit On-Line Registration starts at 8:00 am ([www.midland.edu](http://www.midland.edu))

Payment due at the time of registration

Non-Payment Drop Dates

Walk-in Registration starts for Spring at 8:00 am - Payment due at the time of registration

Non-Payment Drop Dates

Administrative Offices open; Walk-in Registration resumes

Last Week to Register; Payment due at the time of registration; Faculty and Staff

Last Day to Drop and Obtain 100% of Refundable Fees

Residence Hall Move-in after 10:00 am

First Class Day

Add/Drop Period for enrolled students - partial refund

Submission of Application for Spring Graduation

Holiday (Martin Luther King Day)

Census Day

College closes at 5:00 pm for the holiday (Spring Break: March 10 - 14)

Last Day to Withdraw

College closes at 5:00 pm for holiday (Easter: April 18 - April 21)

Class Instruction Resumes

Final Exams; Grades Due

Semester Ends; Graduation Ceremony (Langford Chaparral Center, 7:00 pm)

Residence Hall closes at 12:00 pm

### SPRING FIRST 8-WEEK SESSION

Campus Connect & Dual Credit On-Line Registration starts at 8:00 am ([www.midland.edu](http://www.midland.edu))

Payment due at the time of registration

Walk-in Registration starts for Spring at 8:00 am - Payment due at the time of registration

Non-Payment Drop Dates

Administrative Offices Open; Walk in registration resumes

Non-Payment Drop Dates

Last Week to Register - Payment due at the time of registration

Last Day to Drop and Obtain 100% of Refundable Fees

First Class Day

Add/Drop Period for enrolled students - partial refund

Holiday (Martin Luther King Day)

Census Day

Last Day to Withdraw

Final Exams; Grades Due

### SPRING 12-WEEK SESSION

Campus Connect & Walk-in Registration starts at 8:00 am ([www.midland.edu](http://www.midland.edu))

Payment due at the time of registration

Non-Payment Drop Dates

Non-Payment Drop Dates

Last Day to Register; Last Day to Drop and Obtain 100% of Refundable Fees

First Class Day

Add/Drop Period for enrolled students - partial refund

Census Day

College closes at 5:00 pm for the holiday (Spring Break: March 10-14)

Last Day to Withdraw / College closes at 5:00 pm for the holiday (Easter: April 18-21)

Final Exams; Grades Due

## 2014

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JANUARY						
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# 2013 - 2014 Academic Calendar

## 2013

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Jan. 2-March 16  
 Jan. 2-March 7  
 February 19, 26  
 March 5, 7  
 March 7  
 March 16  
 March 17  
 March 17-18  
 March 24  
 April 25  
 May 5-8

### SPRING SECOND 8-WEEK SESSION

Campus Connect Registration starts at 8:00 am ([www.midland.edu](http://www.midland.edu))  
 Payment due at the time of registration  
 Walk-in Registration starts at 8:00 am – Payment due at the time of registration  
 Non-Payment Drop Dates  
 Non-Payment Drop Dates  
 Last Day to Drop and Obtain 100% of Refundable Fees  
 Last Day to Register (Online Only) – Payment due at the time of registration  
 First Class Day  
 Add/Drop Period for enrolled students - partial refund  
 Census Day  
 Last Day to Withdraw  
 Final Exams: Grades Due

### 2014 SPRING INTERIM SESSION

Jan. 2-May 11  
 Jan. 2-May 9  
 April 16, 23, 30  
 May 7, 9  
 May 9  
 May 9  
 May 12  
 May 13  
 May 22  
 May 26  
 May 28

Campus Connect On-Line Registration starts at 8:00 am ([www.midland.edu](http://www.midland.edu))  
 Payment due at the time of registration  
 Walk-in Registration starts at 8:00 am - Payment due at the time of registration  
 Non-Payment Drop Dates  
 Non-Payment Drop Dates  
 Last Day to Register - Payment due at the time of registration  
 Last Day to Drop and Obtain 100% of Refundable Fees  
 First Class Day; Add/Drop for enrolled students – partial refund; Classes Monday – Friday  
 Summer office hours begin – 7:00 am to 5:00 pm, Monday-Thursday  
 Census Day  
 Last Day to Withdraw  
 Holiday (Memorial Day)  
 Final Exams: Grades Due

### 2014 SUMMER SESSION I

April 21-May 29  
 April 30  
 May 5-29  
 May 7, 14, 21, 28  
 May 29  
 May 29  
 June 2  
 June 2-3  
 June 5  
 June 2-26  
 June 26  
 July 2  
 July 9

Campus Connect On-Line Registration starts at 8:00 am ([www.midland.edu](http://www.midland.edu))  
 Payment due at the time of registration  
 Non-Payment Drop Date  
 Walk-in Registration starts at 8:00 am - Payment due at the time of registration  
 Non-Payment Drop Dates  
 Last Day to Register - Payment due at the time of registration  
 Last Day to Drop and Obtain 100% of Refundable Fees  
 First Class Day  
 Add/Drop Period for enrolled students - partial refund  
 Census Day  
 Submission of Application for Summer Graduation  
 (See Graduation Section of Catalog for more information)  
 Last Day to Withdraw  
 College closes at 5:00 pm for holiday (Independence Day: July 3-4)  
 Final Exams: Grades Due

### 2014 SUMMER SESSION II

April 21-July 9  
 May 5-July 9  
 June 11, 18, 25  
 July 9  
 July 9  
 July 9  
 July 10  
 July 10-14  
 July 10-Aug. 7  
 July 16  
 August 7  
 August 11  
 August 15

Campus Connect On-Line Registration starts at 8:00 am ([www.midland.edu](http://www.midland.edu))  
 Payment due at the time of registration  
 Walk-in Registration starts at 8:00 am - Payment due at the time of registration  
 Non-Payment Drop Dates  
 Non-Payment Drop Date  
 Last Day to Register - Payment due at the time of registration  
 Last Day to Drop and Obtain 100% of Refundable Fees  
 First Class Day  
 Add/Drop Period for enrolled students – partial refund  
 Submission of Application for Summer Graduation  
 Census Day  
 Last Day to Withdraw  
 Regular office hours resume -- 8:00 am to 5:00 pm, Monday-Friday  
 Final Exams: Grades Due

## 2014

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# Board of Trustees

## Your College Administration

The policy making and supervisory functions of the administration of the college, as provided by state law, are vested in a nine-person Board of Trustees. The Board delegates the professional responsibility to the President of the college, who is assisted by other administrative officers.



**Charlene R. McBride**  
*President*



**Stephen N. Castle**  
*Vice President*



**G. Larry Lawrence**  
*Secretary*



**Linda J. Cowden**  
*Board Member*



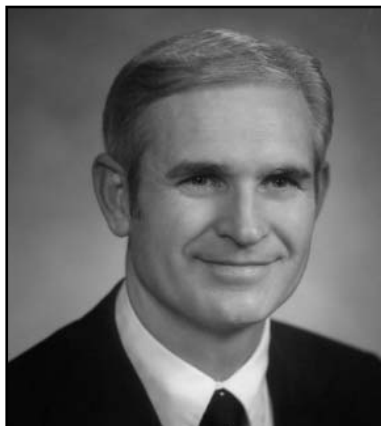
**Neil M. Florer**  
*Board Member*



**Will R. Green**  
*Board Member*



**Steven N. Kiser**  
*Board Member*



**Kenneth A. Peeler**  
*Board Member*



**Ralph L. Way**  
*Board Member*



# Officers of Administration

<b>Steve Thomas</b> .....	<i>President</i>
<b>Richard Jolly</b> .....	<i>Executive Vice President</i>
<b>Rick Bender</b> .....	<i>Vice President of Administrative Services</i>
<b>Rita Nell Diffie</b> .....	<i>Vice President of Student Services</i>
<b>Rex Peebles</b> .....	<i>Vice President of Instruction</i>
<b>Dennis Sever</b> .....	<i>Vice President of Information Technology and Facilities</i>
<b>Bahola Edwards</b> .....	<i>Assistant to the President/Secretary to the Board</i>
<b>Deana Savage</b> .....	<i>Special Advisor to the President</i>
<b>Erin Tresner</b> .....	<i>Executive Director of Institutional Advancement</i>
<b>Dale Beikirch</b> .....	<i>Dean of Distance Learning and Continuing Education</i>
<b>Rebecca Bell</b> .....	<i>Dean of Community Relations &amp; Special Events</i>
<b>Michael Chavez</b> .....	<i>Dean of Enrollment Management</i>
<b>Robert Dent</b> .....	<i>Acting Dean of Health Sciences</i>
<b>William Feeler</b> .....	<i>Dean of Fine Arts and Communications</i>
<b>Curt Pervier</b> .....	<i>Dean of Applied Technology</i>
<b>Margaret Wade</b> .....	<i>Dean of Mathematics and Natural Science</i>
<b>Lynda Webb</b> .....	<i>Dean of Adult and Developmental Education</i>
<b>Angela Balch</b> .....	<i>Registrar</i>

# Administrative and Professional Staff

(Year indicates beginning of affiliation with Midland College)

- Thomas, Steve**, *President*; B.A., Texas State University; M.A., University of Texas of the Permian Basin; Ph.D., University of Texas at Austin (2008)
- Allen, Forrest L.**, *Athletic Director*, B.B.A., University of Texas of the Permian Basin; M.B.A., Texas Tech University (1995)
- Baker, Tana**, *Director, Student Life*; A.A.G.S., Midland College; B.A., University of Texas of the Permian Basin; M.S., Amberton University (1993)
- Balch, Angela**, *Registrar*, B.B.A., Abilene Christian University; M.Ed., University of North Texas (2008)
- Balch, Craig**, *Academic Advisor*, B.S., Texas A & M University; M.S., Texas A&M University Commerce (2008)
- Barton, Otis**, *Instructor*, Transportation Training (2012)
- Beach, Justin**, *Assistant Director*, Financial Aid, B.A., Montana State University (2009)
- Beikirch, Dale W.**, *Dean, Distance Learning and Continuing Education*; B.S., M.S., Kent State University (1999)
- Bell, Rebecca**, *Dean*, Community Relations/Special Events; B.B.A., Texas Tech University; M.A., Webster University (1990)
- Bender, Rick**, *Vice President of Administrative Services*; CPA; B.Accty., M.Accty, New Mexico State University (1992)
- Brooks, Joan E.**, *PPDC Coordinator*, (2004)
- Brown, Jené**, *Distance Learning and VCT Coordinator*, A.S., Midland College; B.A., University of Texas of the Permian Basin (2001)
- Buckley, Daniel**, *Webmaster*, B.F.A., Washington University; M.F.A., Southern Methodist University (1986)
- Carter, Joe D.**, *HVAC Maintenance Technician* (1998)
- Cevallos, Sylvia**, *Accounts Payable/Purchasing Assistant* (1993)
- Chandler, Dannie**, *PC/Network Technician*, B.S., University of Tennessee at Martin, M.A., Webster University (2012)
- Chaparro, Alfredo**, *Director*, Community Services; B.B.A., M.S., Texas Tech University (2001)
- Chavez, Michael**; *Dean of Enrollment Management*, A.A., New Mexico Junior College; B.S., M.S., University of the Southwest; Ed.D., New Mexico State University (2010)
- Cordero, Brenda**, *Associate Director Community Programs Continuing Education*; A.G.S., Midland College (1999)
- Corll, Thomas**, *Director*, Institutional Effectiveness and Planning; B.S., Wayland Baptist University; M.S., Tarleton State University, Ph. D., Capella University (2009)
- Curry, Katherine A.**, *Multimedia Developer*, A.A.S, Midland College; B.A., University of Texas of the Permian Basin (2008)
- Daniels, Lupe**, *Career Guidance Job Placement Coordinator*, A.S., Midland College; B.A., University of Texas of the Permian Basin (2000)
- Deats, John W.**, *Director, Learning Resource Center*, B.S., University of Houston; M.L.S., North Texas State University (1990)
- Delucas, Daisy**, *Accountant*, A.S., Midland College; B.B.A., University of Texas of the Permian Basin (2010)

**Diaz, Linda**, *Assistant Program Coordinator*, PPDC (2001)

**Diffie, Rita Nell**, *Vice President Student Services*; B.S., M.Ed., Texas Tech University (1991)

**Edwards, Bahola**, *Assistant to the President and Secretary to the Board of Trustees*; A.G.S., Midland College; CPS (1982)

**Evans, Pervis**, *Director*, Upward Bound, B.G.S., M.S., Texas Tech University; M.Ed., Sul Ross State University (2009)

**Feeler, William G.**, *Dean, Fine Arts and Communications*; A.A., Odessa College; B.A., North Texas State University; M.A., University of Texas at Austin; Ph.D., University of Nebraska-Lincoln (1989)

**Fennell, Barbara**, *Purchasing Agent* (2001)

**Finley, Dawn A.**, *Career and Technical Education Coordinator*, B.A., William Penn College; M.A., Texas Tech University (2008)

**Flowers, Melinda**, *Student Success Program Chair*, B.S., M.S., Midwestern State University (2009)

**Franklin, Lorraine**, *Data Center Manager*, A.A.S., Midland College (1997)

**Fredericks, Betsy**, *Associate Director of Business and Economic Development Center*, B.S., Louisiana State University; M.B.A., University of Texas of the Permian Basin (2003)

**Fuller, James**, *Coordinator of Teaching/Learning - Professional Development Center*; A.A., San Angelo State University; B.A., North Texas State University; M.A., Texas Tech University (1975)

**Garcia, J. Alberto**, *Plumbing Maintenance Technician* (2003)

**Garza, Christy**, *Video Conference Services Manager*, A.A.S., Midland College; B.S., Lubbock Christian University (2000)

**Gatliff, Ginger**, *Assistant Women's Basketball Coach*; B.A., York College; M.S.S., United States Sports Academy (2006)

**Geerts, Holly**, *Instructor, Health Science Continuing Education* (2012)

**Gonzales, Maria**, *Community Liaison/Student Advisor*, B.A., M.A., University of Texas of the Permian Basin (2012)

**Goolsby, Jennifer**, *I.T. Training Specialist*, B.B.A., Texas Tech University (2010)

**Gray, Sylvia**, *Instructional Designer*, B.M.E., Phillips University; M.S., Johns Hopkins University (2007)

**Grinnan, James S.**, *Director, Counseling*; B.A., University of Texas at Austin; M.S., Texas A&M University, Licensed Professional Counselor (1996)

**Gunter, Tiffany**, *Loan Coordinator*, B.A.S., Texas Tech University (2011)

**Haines, Robert**, *Database Programmer*, B.A., Wayland Baptist College, M.E., West Texas A&M University (1996)

**Hamilton, Deborah**, *Academic Advisor*, A.A.S., Community College of the Air Force, B.A., McMurry University, M.S., Abilene Christian University (2012)

**Harris, Jennifer**, *Public Services Librarian*; B.S.N., West Texas A&M University, M.L.S., Texas Women's University (2012)

**Hayes, David**, *Technical Support Manager*, A.A., American Commercial College (1996)

**Henry, Mailei**, *Assistant's Women's Softball Coach*; B.A., New Mexico State University (2008)

**Hernandez, Edia**, *Admissions Advisor*, A.A.S., Midland College; B.A., University of Texas of the Permian Basin (2005)

**Hernandez, Reymundo**, *Community Outreach Advisor*, B.A., University of Texas of the Permian Basin (2012)

**Hieb, Chris**, *Publications Director*, A.A., Midland College, B.A., University of Texas of the Permian Basin (2001)

**Hires, Gary J.**, *Instructor, Business Systems- Continuing Education*; B.M.E., Texas Christian University (2004)

**Ingram, Jeri**, *Lab Manager, Cosmetology* (2012)

**Isaacs, Lesley**, *Multimedia Promotions Coordinator*, B.A., Southern Methodist University (2012)

**Jackson, Jeri S.**, *Education & Workforce Coordinator*, (2007)

**Jeffcoat, Bruce**, *Maintenance Technician- Electrician* (2011)

**Jimenez, Isabel**, *Student Support Services Coordinator*, B.A., University of Texas of the Permian Basin (2006)

**Johnson, Daniel**, *Marketing Representative, WFCE*; B.A. Texas Tech University (2012)

**Jolly, Richard**, *Executive Vice President*, B.A., Howard Payne; M.Ed., Ed. D., Texas Tech University (1983)

**Jones, JoLynn**, *Activities Director/Data Specialist, Title V*; B.A. Tulane University (2012)

**Jones Micah**, *Database Programmer*, B.S.; University of Texas of the Permian Basin (2008)

**Jones, Ron**, *Compliance Director/Women's Basketball Coach*; B.S.Ed., University of Central Oklahoma; M.Ed., University of Central Oklahoma (1994)

**Jordan, Judy**, *Director, Student Support Services*; B.A., Angelo State University; M.A., University of Texas of the Permian Basin (1999)

**Jourdan, Serena**, *Admissions Coordinator*, A.G.S., Midland College; B.S., Texas Tech University (2007)

**Keesee, R. Lea**, *Director, SimLIFE Center*, B.A., Texas A&M University; B.S.N., Texas Tech University Health Sciences Center; M.S.N, West Texas A&M University; R.N. (2001)

**Kennedy, April**, *Assistant to the Director, Physical Plant* (1997)

**Kirkland, Terry**, *Supervisor of Grounds* (2001)

**Kurtz, Joy**, *Workforce Continuing Education Coordinator*, A.A.S., Midland College (2012)

**Lee, Peggy**, *Residence Hall Manager* (2012)

**Lemmon, Richard**, *Security Officers Supervisor* (2004)

**Licon, Blanca**, *ESL Coordinator*; A.A.S., Midland College; B.A., M.A., University of Texas of the Permian Basin (2009)

**Lopez, Mary**, *Communications & Special Events Coordinator*, A.G.S., Midland College (1984)

**Madewell, Cindy**, *Manager, SimLIFE Center*, A.A., Tulsa Community College; B.S.N., University of Oklahoma Health Sciences Center; M.S.N., University of Texas at El Paso; R.N. (2007)

**Mailhot, Jeffrey**, *Assistant Men's Basketball Coach*; B.S., California Baptist University (2011)

**Martinez, Anita**, *Title V Transition Specialist*, Cogdell Learning Center; B.S., West Texas A&M University (2008)

**Martinez, Jeremy**, *Director, Admissions & Recruitment*, B.A., M.A., University of Texas of the Permian Basin (2001)

**Martinez, Raymond**, *Grounds Foreman* (2008)

**Mays, Ann**, *Help Desk Manager*, A.A.S., Midland College (2000)

**McDonald Jeff**, *Web Designer*, B.A., University of New Mexico (2008)

**McGuire, Paul**, *PC/Network Technician*; B.S., Southern Nazarene University (2001)

**McIntosh, Dennis**, *PC/Network Technician*; A.A.S., Midland College (2000)

**McKee, Richard**, *Chief of Police*; B.A., M.S. University of Texas of the Permian Basin (2012)

**Miranda, Cecilia**, *Technical Services Librarian*; B.S., University of Texas at El Paso; M.A.L.S., University of Wisconsin at Madison (1981)

**Morgan, Natasha**, *Assistant Director, Human Resources/Payroll*; B.B.A., Texas Tech University (2005)

**Morris, William**, *Henry Chair of History*; B.A., M.A., University of Colorado, Ph.D., University of Texas at Austin (1982)

**Murphy, Patricia**, *AHEC Coordinator*; B.S., Texas Tech University Health Sciences Center (2008)

**Ontiveros, Kimberly**, *Upward Bound Academic Coordinator*; A.S., Midland College; B.S.S.W., University of Texas of the Permian Basin (2010)

**Peebles, Rex C.**, *Vice President of Instruction*; B.A., University of Texas at Dallas; M.A., University of Texas at Arlington; Ph.D., University of Texas at Austin (2005)

**Perez, Sean**, *Network Security Officer*; A.A.S., Midland College (2001)

**Pervier, Charles**, *Dean, Applied Technology*; B.S., M.S., North Texas State University (1977)

**Pervier, Lyndolyn**, *Director, Workforce Continuing Education*; A.G.S., Midland College (1996)

**Peterson, Sara**, *Language Hub Coordinator*; A.A., Ventura Community College, B.A., University of La Verne (2010)

**Prado, Federico**, *Instructor, Transportation Training* (2002)

**Primera, Tanya**, *Director, Helen L. Greathouse Children's Center*; A.A.S., Midland College (2001)

**Ramos, Diana**, *Academic Advisor*; B.B.A., Angelo State University; M.P.S., Loyola University (2004)

**Ramos, Yolanda**, *Director, Financial Aid*; A.G.S., Midland College; B.S., Lubbock Christian University (1993)

**Riley, Oscar "Kenneth"**, *Director, Physical Plant*; A.S., Mountain View College; B.A., University of Texas of the Permian Basin (1998)

**Rivas, Nancy**, *Database Programmer*; A.A.S., Midland College (2008)

**Roark, Mike**, *Coordinator of Operations Al G. Langford Chaparral Center*; B.B.A., Eastern New Mexico University (1988)

**Rodriguez, Hector**, *Assistant Men's Baseball Coach*; B.S., University of Texas at San Antonio (2006)

**Roome, Tracy**, *Manor Park Child Care Coordinator*; A.A.S., Odessa College (2000)

**Sanchez, Michael**, *Director/Instructor, Transportation Training* (2012)

**Savage, Deana M.**, *Special Advisor to the President*; B.A., North Texas State University; M.Ed., Texas Woman's University; Ed.D., Texas A&M University, Commerce (1982)

**Schroeder, Stacy**, *Student Accounts Coordinator* (1989)

**Sever, Dennis W.**, *Vice President, Information Technology and Facilities*; A.A.S., North Harris County College; A.A.S., Midland College; B.B.A., M.B.A., University of Texas of the Permian Basin (1984)

**Sharp, Kathy**, *Testing Center Coordinator*; B.S., M.L.S., Brigham Young University (2002)

**Shelton, Stephanie**, *Counselor*; B.A., M.A., University of Texas of the Permian Basin (2008)

**Skaggs, Jill**, *Health Career Coordinator*; B.S., Tarleton State University (2012)

**Smith, W. Hoxie**, *Director, Petroleum Professional Development Center*; B.S., Colorado State University; M.S., University of Texas of the Permian Basin (2003)

**Snider, Carolyn**, *Accounting Assistant*; A.A.B., Pikes Peak Community College (1995)

**Soliz, Anthony**, *Intramurals Coordinator*; B.S., M.S., Angelo State University (2009)

**Stanger, Annie**, *Grants Development Specialist*, B.S., Appalachian State University, M.S., University of North Carolina at Chapel Hill (2012)

**Stevens, Mike**, *Director, Al G. Langford Chaparral Center*, B.S., Texas Tech University (1981)

**Sutton, Carolyn**, *Cosmetology Lab Supervisor* (2007)

**Taylor, Darren**, *Assistant Volleyball Coach* (2012)

**Thomas, Alison**, *Database Programmer*, A.A.S., Midland College (1999)

**Tresner, Erin**, *Executive Director, Institutional Advancement and MC Foundation*; B.A., Texas Christian University; M.P.A. Texas State University (2011)

**Valeriano, Zaira**, *Director, Human Resources/Payroll*; A.S.G.S., Midland College; B.B.A., University of Texas of the Permian Basin (1997)

**VanCuren, Stephanie**, *Student Activities Coordinator*, B.A., University of Texas of the Permian Basin (2008)

**Velasquez, Augustin**, *Human Resources Coordinator*, B.S., University of Houston (2010)

**Velasquez, Charles**, *Network Manager*, B.S., Sul Ross State University (1997)

**Velasquez, Crystal M.**, *Database Programmer*, B.S., University of Texas Permian Basin (2006)

**Vickery, Julia**, *Coordinator of Student Development/SIP*; B.A., Graceland College; M.A., University of Kansas (1997)

**Vincent, Bobby**, *Director, Accounting*; B.B.A., Texas Tech University, CPA; (2004)

**Wade, Margaret**, *Dean, Mathematics and Natural Science*; B.A., Stephen F. Austin State University; M.S., Ed.D., Texas Tech University (1990)

**Wallace, J. Don**, *Director, Alumni Relations & Development*, Dollye Neal Chapel, McCormick Gallery & Art Curator; B.A., University of Texas of the Permian Basin; M.A., Kent State University (1997)

**Webb, Lynda**, *Dean of Adult and Developmental Education*; B.A., Baylor University; M.A., University of Texas at El Paso (2002)

**Williams, Dale**, *Counselor*, B.A., M.A., Marshall University (2002)

**Williford, Elisa M.**, *Director, AHEC*; B.S., Texas Women's University (2008)

**Zenteno, Elizabeth**, *Associate Director, Cogdell Learning Center*; B.A., University of Notre Dame; M.P.S., Loyola University (2005)

**Zimmerhanel, Kathryn**, *Assistant to the Vice President of Instruction*; A.S., Midland College, B.A., Texas Tech University (2013)



# Full-Time Faculty

(Year indicates beginning of affiliation with Midland College)

Midland College is extremely fortunate to maintain a faculty of dedicated student-centered instructors who possess professional expertise and an ability to meet individual student learning needs. This list will vary somewhat from year to year.

**Allen, Diane**, *Program Chair, English*; B.A., Brigham Young University; M.A., University of Texas at El Paso; Ph.D., Texas Tech University (2004)

**Allen, Katherine**, *Associate Professor, Speech*; B.A., M.A., Texas Tech University (2001)

**Almaguer, F. Lee**, *Professor, Government*; B.S., Abilene Christian University; M.A., Baylor University (1991)

**Anderson, John**, *Instructor, Chemistry*; B.S., Southeastern Oklahoma State University; M.S., University of North Texas (1999)

**Avalos, Pedro**, *Program Chair, Automotive/Diesel Technology*; A.A.S., Midland College; B.S., M.S., Lubbock Christian University (2009)

**Avery, J. Doug**, *Professor, Economics*; A.G.S., Midland College; B.B.A., M.B.A., University of Texas of the Permian Basin (1999)

**Belazi, Omar**, *Professor, Technology Management*; B.C., University of Libya; M.B.A., D.B.A., Texas Tech University (1982)

**Belizaire, Amelia**, *Instructor, Biology*; B.S. Niagra University; M.S.N., Texas Tech University Health Sciences Center (2010)

**Bewley, Rabon**, *Assistant Professor, Music*; B.A., Southeastern Oklahoma State University; M.M., Pittsburgh State University (1999)

**Bezinque, Kimberly**, *Assistant Professor; Associate Degree Nursing*; B.S.N., Pittsburgh State University; M.S.N., Texas Tech University Health Sciences Center; R.N. (1994)

**Brannan, Alma**, *Associate Professor, Mathematics*; B.S., East Central University; M.A., New Mexico State University (2010)

**Brannigan, Laurie**, *Assistant Professor, Associate Degree Nursing*; A.S., Northern Arizona University; B.S.N., The University of New Mexico; M.S.N., Walden University; R.N. (2011)

**Branon, Thomas**, *Program Chair, Aviation Maintenance Technology*; Certificate, Midland College (2006)

**Braselton, Mary, Program Chair**, *Education/Associate of Arts in Teaching*; B.S., University of Texas at Austin, M.A., West Texas A&M., Ed.D, Texas Tech University (2009)

**Brown, Elizabeth**, *Program Chair, Diagnostic Medical Sonography*; A.A., Northeastern Oklahoma A&M College; B.S.R.T.(N), B.S.R.T.(U), University of Oklahoma Health Sciences Center; M.S.R.S., Midwestern State University; R.D.M.S. (2000)

**Brown, Sylvia**, *Professor, Business Systems*; A.A.S., Midland College; B.S., Lubbock Christian University; M.B.A., Grand Canyon University, Microsoft Certified Master Instructor (1995)

**Bryant, G. Lynn**, *Associate Professor, Energy Technology*; B.S., Texas Tech University; M.Ed., Wayland Baptist University (2008)

**Cain, Michael**, *Instructor, Energy Technology*; A.A.S., The Art Institute of Dallas, B.S., Thomas A. Edison State College (2012)

**Callo, Paula**, *Associate Professor, Vocational Nursing*; Diploma, School of Nursing of the Church Home and Hospital of the City of Baltimore; B.S.B.A., Saint Joseph's College; R.N. (2005)

**Campbell, Lance**, *Instructor, Automotive Technology*; Certificate, A.A.S., Midland College (2012)

**Cobb, Shauna**, *Instructor, Student Success*; B.S.E., Eastern New Mexico University, M.A., The University of Texas of the Permian Basin (2012)

**Coffman, Darla**, *Associate Professor, Developmental Reading*; B.S., Texas Women's University; M.S., University of the Southwest (2012)

**Cole, Amme**, *Associate Professor, Organizational Management*; A.S., B.A.T., Midland College; M.A., Sul Ross State University (2010)

**Coleman, David**, *Baseball Coach, Kinesiology Instructor*; A.S., Vernon Jr. College; B.S., Lubbock Christian University; M.Ed., Texas A&M University (2006)

**Cornell, Simon**, *Assistant Professor, Government*; B.A., University of Texas at Arlington; M.A.T., Florida Atlantic University, (2008)

**Cranford, E. Scott**, *Assistant Professor, Welding Technology*; A.A.S., Midland College (2010)

**Cuny, Cynthia**, *Assistant Professor, Associate Degree Nursing*; B.S.N., West Texas A&M University, M.S.N., University of Texas at El Paso, R.N. (2012)

**Davis, Tracy**, *Associate Professor, Emergency Medical Services*; Certificate, Clovis Community College; Diploma, Covenant School of Nursing; B.S.N., Lubbock Christian University; L.P., R.N. (2009)

**Decker, Dee Ann**, *Professor, Associate Degree Nursing*; A.A.S., Amarillo College; B.A., University of Texas at Austin; B.S.N., West Texas A&M University; M.S.N., University of Texas at El Paso; R.N. (2005)

**DeLaO, Frank**, *Associate Professor, History*; B.A., Texas A&M University; M.A., University of Texas of the Permian Basin (2001)

**Dixon, Michael**, *Instructor, Mathematics*; B.S., M.A., University of Texas of the Permian Basin (1999)

**Edens, David**, *Assistant Professor, Psychology and Sociology*; M.A., University of Texas of the Permian Basin; B.A., M.S., Abilene Christian University (2004)

**Edwards, Carmen**, *Program Chair, Associate Degree Nursing*; A.A.S., Odessa College, B.S., West Texas A&M University, M.S.N., University of Texas at El Paso (1998)

**Egan, Brendan**, *Instructor, English*; B.F.A., New York University; M.A., M.F.A., McNeese State University (2011)

**Elderkin, Nicholas**, *Assistant Professor, Music*; B.Mus., Mount Allison University; M.M., D.M.A., Texas Tech University (2007)

**Elias, Daniel**, *Instructor, Biology*; B.S., McMurry College, M.S., Texas Southern University (2007)

**Farris, Chad**, *Instructor, Aviation Maintenance*; Certificate, Midland College (2004)

**Fields, J. Michael**, *Program Chair, Cosmetology*; A.A., El Paso Community College, Texas Cosmetology Operator/Instructor License (2004)

**Fitzgerald, Laurie**, *Clinical Director, Diagnostic Medical Sonography*; A.A.S., Midland College; R.N., R.D.M.S. (2008)

**Ford, Sonia**, *Professor, Mathematics*; B.S., M.A., Eastern New Mexico University (2002)

**Gandy, Tracy**, *Program Chair, Energy Technology*; A.S., University of Louisiana at Lafayette (2009)



**Gawloski, Joan**, *Instructor, Geology*; B.S., Indiana University of Pennsylvania; M.S., Baylor University (2009)

**Gilmour, Terry**, *Professor, Government*; B.S., M.A., West Texas A&M University; Ph.D., Texas Tech University (1997)

**Groth, Janet**, *Assistant Professor, Economics, Government and Mathematics*; B.S., M.Ed., Texas State University; M.A., Sul Ross State University (2008)

**Hart, Leland**, *Program Chair, Emergency Medical Services*; A.A.S., Midland College; L.P. (2006)

**Hayes, Donna**, *Instructor, Vocational Nursing*; A.A.S., Midland College; R.N. (2011)

**Herd, Chesly**, *Program Chair, Alcohol Drug Abuse Counseling*; B.S., M.Ed., Sul Ross State University (2005)

**Hernandez, Tomas**, *Instructor, Biology*; B.S., M.S., Sul Ross State University (1995)

**Hicks, Glenda**, *Professor, English*; B.A., University of Oklahoma; M.A., Ph.D., Oklahoma State University (1981)

**Hinds, Claudia**, *Assistant Professor, Biology*; B.S., M.S., Colorado State University (1991)

**Hooker, Carla**, *Assistant Professor, Vocational Nursing*; A.A.S., Howard College, R.N. (2003)

**Houck, M. Todd**, *Professor, History*; B.A., M.A., Ph.D., Texas Tech University (2002)

**Howell, Pamela**, *Professor, English*; B.A., Southern Arkansas University; M.A., Ph.D., Texas Christian University (1983)

**Hubbard, Michael**, *Instructor, Art*; B.F.A., Savannah College of Art and Design; M.F.A., Washington State University (2011)

**Jimenez, Tammie**, *Volleyball Coach, Kinesiology Instructor*; B.B.A., St. Mary's University; M.M. University of Phoenix (2004)

**Johnson, J. Doug**, *Professor, Information Technology*; A.A.S., Midland College; B.S., University of Texas at Arlington; M.S., Tarleton State University (1999)

**Jolliffe, Teresa**, *Assistant Professor, English*; B.A., M.A., Texas Tech University (2001)

**Jordan, Michael**, *Professor, Music*; B.M.Ed., University of New Mexico; M.M., University of Colorado; M.A., University of Texas of the Permian Basin; D.M.A., University of Michigan (1981)

**Kelly-Penny, Linda**, *Professor, Mathematics*; B.A., M.S., Texas A&M University (1998)

**Kemp, David**, *Associate Professor, Energy Technology*; B.S., M.Ed., Sul Ross State University (2012)

**Kennedy, Damon**, *Associate Professor, History*; B.A., M.A., University of Texas of the Permian Basin, Ph.D., Texas Tech University (2006)

**Khaki, Mary**, *Associate Professor, Vocational Nursing*; A.A.S., Odessa College; R.N. (2011)

**Kim, Keonho**, *Associate Professor of Geology*; B.S., M. S., Seoul National University; M.S., State University of New York; Ph.D., State University of New York, Buffalo (2013)

**Koonce, Lucinda**, *Instructor, Associate Degree Nursing*; A.A.A., Cisco Junior College; A.A.S., Howard College; B.S.N., Texas Tech Health Sciences Center; M.S.N., University of Phoenix; R.N. (2010)

**Kuhn, J. Mark**, *Program Chair, Fire Science Technology*; A.A.S., Midland College; A.S., B.A., Southeastern Louisiana University (2009)

**Kundomal, C. Kyle**, *Instructor, Mathematics*; B.S., Eastern New Mexico University; M.S., Texas Tech University (2009)

**Lambert, Leonora**, *Instructor, Health Information Technology*; B.S., Texas State University; M.S., Houston Baptist University; R.H.I.A. (2010)

**Leach, Ann**, *Program Chair, Kinesiology*; B.S., Iowa State University; M.Ed., Sul Ross State University (2000)

**Ledbetter, Dan**, *Professor, Welding Technology*; B.S., North Texas State University; M.S., East Texas State University (1990)

**Lumpkin, Adriana**, *Professor, Information Technology*; B.S., Sul Ross State University; M.S., Capella University (1999)

**Luna, Norma**, *Associate Professor, Vocational Nursing*; A.A.S., Midland College R.N. (2008)

**Makowsky, Michael**, *Professor, Geography and International Studies*; B.A., Texas Tech University; M.A., University of Texas of the Permian Basin (1999)

**Mangum, Paul**, *Program Chair, Biology*; B.S., M.S., Ph.D., Texas Tech University (1995)

**Marshall-Gray, Paula**, *Professor, History and Anthropology*; B.G.S., M.A., Ph.D., Texas Tech University (2007)

**Matthews, Ethel**, *Instructor, Biology*; B.A., Our Lady of the Lake University; M.S., University of Texas of the Permian Basin (1994)

**Mauricio, Duberlinda**, *Instructor, Spanish, Language Lab Coordinator*; B.A., M.A., University of Texas of the Permian Basin (2007)

**McCutcheon, James**, *Associate Professor, Automotive Technology*; Certificate, South Plains College, B.S.O.E., Wayland Baptist University (2013)

**McKenzie, Laura**, *Associate Professor, English*; B.A., Eastern New Mexico University; M.A., University of Texas of the Permian Basin (2001)

**Mertens, Marlana**, *Professor, Biology*; B.S., M.S., University of Texas at San Antonio, (2009)

**Meshirer, Shawnda**, *Associate Professor, Health Information Management*; A.A.S., Midland College; B.S., University of Cincinnati; R.H.I.A., C.C.S. (2008)

**Middleton, Stan**, *Clinical Director, Respiratory Care*; A.A.S., Midland College; B.S., University of Texas of the Permian Basin; R.R.T., R.C.P. (1995)

**Mikeska, Sonya**, *Athletic Trainer, Kinesiology Instructor*; B.S., M.S., Angelo State University (1996)

**Mock, Lynn**, *Professor, Associate Degree Nursing*; A.A.S., Amarillo College; B.S.N., West Texas A&M University; M.S.N., University of Texas at El Paso; R.N. (2001)

**Moss, B. Kent**, *Professor, Communications*; B.F.A., Murray State University; M.F.A., Southern Methodist University (1985)

**Munoz, Lloyd**, *Professor, Aviation Maintenance*; B.S., Southeastern State College (2007)

**Nandakumar, Pat**, *Associate Professor, Chemistry*; B.S., M.S., Ph.D., Pondicherry University (2011)

**Neichter, Elizabeth**, *Instructor, Health Information Management*; B.A., University of Kentucky; M.Ed., University of Louisville; Ed. D., Spalding University, R.H.I.A. (2010)

**Nicholson, Eugenia**, *Instructor, Mathematics*; B.S., University of Texas at Austin (2001)

**O'Hara, Tom**, *Professor, Physics*; B.S., University of Texas at Austin; M.S., Ph.D., Louisiana State University (1978)

**Pape, B. Karen**, *Associate Professor, English*; B.A., M.A., University of Texas of the Permian Basin (1996)

**Patterson, Donna**, *Associate Professor, Modern and Classical Languages*; B.A., M.A., Texas Tech University (2000)

**Peckham, G. Ryan**, *Instructor, Organizational Management*, B.S., Texas A&M University, M.B.A., The University of Texas at Dallas (2012)

**Penz, Edward**, *Program Chair, Long Term Care*; Diploma, Illinois Masonic Medical Center School of Nursing; B.S.N., M.S.N., DePaul University; Licensed Nursing Facility Administrator, R.N. (1999)

**Peetz, Robert**, *Professor, Criminal Justice*; A.A.S., Central Texas College; B.S., M.C.J., American Technological University (1982)

**Pickett, Vickie**, *Professor, Information Technology*, A.G.S., Midland College; B.S., M.B.A., University of Texas of the Permian Basin (1998)

**Poage, Miranda**, *Associate Professor, Biology*; B.S., Texas Tech University, Ph.D., National University of Ireland, Maynooth (2009)

**Poole, Darla**, *Interim Program Chair, Associate Professor, Vocational Nursing*; A.A.S., Odessa College; B.S.N., Texas Tech University Health Sciences Center; R.N. (2011)

**Poss, Delnor**, *Golf Coach, Kinesiology Instructor*, B.B.A., Hardin-Simmons University; M.Ed., Sul Ross State University (1977)

**Ramos, Thomas**, *Softball Coach, Kinesiology Instructor*, A.G.S., Midland College; B.S., University of Texas of the Permian Basin (1989)

**Ready, Thomas**, *Associate Professor, Chemistry*; B.S., University of Texas at El Paso; Ph.D., University of Massachusetts at Amherst (2006)

**Richards, Sondra**, *Assistant Professor, Government*; B.S., M.P.A., Texas A&M University; Ph.D., University of Houston (2006)

**Roberts, Jaroy**, *Instructor, Air Conditioning, Heating and Refrigeration*; A.A.S., Odessa College (2008)

**Sanchez, Connie**, *Assistant Professor, Mathematics*; A.S., Midland College; B.S., M.A., University of Texas of the Permian Basin, (2007)

**Schenkman, Joseph**, *Instructor, Biology*; B.S., M.S., The University of Texas of the Permian Basin (2012)

**Schneider, G. Michael**, *Assistant Professor, Sociology*; A.A., Cypress Junior College, B.A., California State University at Fullerton; M.A., University of Northern Colorado (1991)

**Segovia, Raquel**, *Associate Professor, Information Technology*; A.A.S., B.A.T., Midland College (2002)

**Severino, Joseph**, *Associate Professor, Mathematics*; B.A., Austin College; M.S., Texas Tech University (2005)

**Shellenberger, Anita**, *Professor, Information Technology*; A.S., Midland College (1999)

**Sherman, Dagan**, *Instructor, Art*, B.F.A., Fort Hays State University; M.F.A., Wichita State University (2010)

**Stephens, Sylvia**, *Professor, Cosmetology*; A.A.S., Odessa College, B.B.A., University of Texas of the Permian Basin; Texas Cosmetology Operator/Instructor License (2005)

**Teel, Melinda**, *Program Chair, Health Information Management*, A.A.S., South Plains College; B.S.H.I.M., Texas State University; R.H.I.A., C.C.S. (2004)

**Templeton, R. Bob**, *Allison Chair of Journalism*; B.S., East Texas State University; M.J., North Texas State University (1986)

**Thomas, Lori**, *Instructor, Mathematics*; B.S., Metropolitan State College; M.S., University of Central Oklahoma (2009)

**Thompson, Donna**, *Professor, Psychology*; B.A., Michigan State University; M.A., Ph.D., University of California at Los Angeles (1990)

**Tindall, Tyler**, *Professor, Speech*; B.S., M.A., West Texas A&M University; Ed.D., Texas Tech University (1977)

**Valladares, Julio**, *Professor, Chemistry*; M.S., Ph.D., University of Western Ontario (2007)

**Vest, Karen**, *Instructor, Mathematics*; B.S., Southeastern Louisiana College (2000)

**Villarreal, Marta**, *Program Chair, Information Technology*; A.A.S., Midland College; CCNA, Certified Cisco Network Associate; CCAI, Certified Cisco Academy Instructor (2005)

**Weidmann, Robert**, *Program Chair, Respiratory Care*; B.S., Southern Utah University; R.R.T., R.P.F.T., R.C.P. (1984)

**Westfall, Dale**, *Professor, Business Administration*; B.B.A, M.B.Ed., West Texas A&M University (1979)

**White, Dian**, *Instructor, Associate Degree Nursing*; A.A.S., New Mexico Junior College, B.S.N., M.S.N., M.B.A., University of Phoenix, R.N. (2013)

**Williams, Mary**, *Professor, English*; B.A., Texas Tech University; M.A., University of Texas of the Permian Basin; Ph.D., Texas Tech University (2001)

**Zabel, Andrea**, *Professor, Psychology*; B.A., Texas Tech University; M.S., Angelo State University; Ed.D., Texas Tech University (1990)

## Full-Time Lab Faculty

(Year indicates beginning of affiliation with Midland College)

Midland College is extremely fortunate to maintain a faculty of dedicated student-centered instructors. The full-time lab faculty listed here possess professional expertise and an ability to meet individual student learning needs. This list will vary somewhat from year to year.

**Pinal, Celeste**, *Automotive Technology*, A.A.S., Midland College (2011)

**Robinson, Sandra**, *Biology*, B.S., Texas A&M University; M.S., University of Texas Health Sciences Center at Houston (2006)

**Roland, Kenton**, *Welding Technology*, A.A.S., Western Texas College (2013)

**Sanders, Heather**, *Business*, A.A., Midland College, B.S., The University of Texas of the Permian Basin (2012)

**Scharf, Nancy**, *Information Technology*, A.A.S., Midland College (1993)

# Adjunct (Part-time) Faculty

Midland College gratefully acknowledges the following individuals who serve as adjunct faculty members as of April 2011. This list may vary in different semesters according to student needs.

## Adult and Developmental Education

Alvarado, Roy, B.A., Texas Tech University  
Baker, Veronica, B.A., M. A., University of Texas of the Permian Basin  
Batson, Jamie, B.S., M.Ed., Texas Tech University  
Burke, Julie, B.S., Texas A&M University  
Chambers, Dianne, B.A., M.Ed., Hardin-Simmons University  
Calloway, Tina, B.S., University of Houston  
Child, Florence, B.S., Sul Ross State University  
Cordero, Jesus, B.S., University of Texas at El Paso  
Cultreri, Susan, B.S., University of Dallas  
Di Stefano, Betty, B.A., New Mexico State University  
Duerksen, Alice, B.A., M.Ed., Sul Ross State University  
Foreman, Francis, B.S., Wayland College; M.E., Texas Tech University  
Harrell, Megan, B.S., University of Texas of the Permian Basin  
Hernandez, Myrna, B.A., University of Texas of the Permian Basin  
Holland, Nita, B.S., Texas A&M University  
Jones, Karen, B.S., Abilene Christian College  
Leyva, Jeffery, B.A., M.E., Sul Ross State University  
Lynch, Mary, B.S., University of Texas of the Permian Basin  
Madison, Judy, B.S., The University of Texas of the Permian Basin  
Martin, Sandra, B.A., Eastern NM University  
Morrison, Shirley, B.S., Hardin-Simmons University  
Nail, Luisa, B.A., University de la Sabina  
Nicholson, Karen, B.S., Southwest Texas State College; M.Ed., University of Texas at Austin  
Page, Celia, B.A., University of Arlington  
Pena, Kathy, B.S., Arizona State University  
Rhodes, Jenny, B.B.A., Texas A&M University  
Robinson, William, M.S., Texas Tech University  
Roosevelt, Sharon, B.A., University of Mary Hardin Baylor  
Salas, Pablo, B.S., Sul Ross State University  
Saldivar, Fidel, B.A., West Texas A&M University, M.E., University of Texas of the Permian Basin  
Sanchez, Emily, B.A., University of Texas of the Permian Basin  
Schroeder, Ronald, B.S., University of Texas Arlington  
Sims, Randy, B.A., M.A., University of Texas of the Permian Basin, Sul Ross State University  
Skidmore, Scott, B.S., Angelo State University; M.B.A., Texas Tech University  
Templeton, Charles, B.S., Stephen F. Austin University, M.A., University of Houston  
Wennerlind, Peggy, B.A., Texas Tech University  
Wiseman, Julie, B.A., Hardin-Simmons University  
Willis, Barbara, B.S., Eastern New Mexico University  
Woodward, Jane, B.S., M.ED., Sul Ross State University

## **Alcohol and Drug Abuse Counseling**

Dorethy, Daniel, B.A., University of Texas of the Permian Basin; M.Ed., Sul Ross University

Goran, Stacy, B.A., Texas Tech University; M.Ed., Hardin-Simmons University; Ph.D., Regent University

Heckler, Sonya, B.A., Texas Tech University; M.Ed., Hardin-Simmons University; Ph.D., Regent University

Munger, David, B.A., Texas State University; M.S., University of Texas at Austin

Shelton, Stephanie, B.A., M.A. University of Texas of the Permian Basin

## **Anthropology**

Aleman, Lacey L., M.L.A., St. Edwards University, B.F.A., Texas State University

## **Art**

Higginbotham, Julie, B.A., University of North Texas; M.A., University of Texas of San Antonio

Holland, Dana, B.A., Southern Methodist University; M.A., Southwest Texas State University

Randle, Susan, M.A., Fort Hays State University

## **Biology**

Carey, Jena, B.S., M.S., Sul Ross State University

Kerr, Debra, B.S., Bradley University

Larson, Greg, B.S., Eastern Illinois University; M.S., University of Texas of the Permian Basin

McHale, Melissa, M.S., Duke University; Ph.D., Rice University

## **Child Care and Development**

Munden, Leisha, B.S.E., Eastern New Mexico University; M.A., University of Texas of the Permian Basin

Primera, Tanya, A.A.S., Midland College

## **Computer Graphics Technology**

Baker, Vanessa, A.A.S., Midland College

Fuentes, Fedrico, A.A.S., Midland College

Galindo, Rudy, A.A.S., Midland College

Starnes, Kevin, A.A., Western Texas College, B.A., University of Texas of the Permian Basin

## Continuing Education

Allen, Katherine, B.A., M.A., Texas Tech University

Anderson, John, B.S., Southeastern Oklahoma State University

Casias, Ida, B.B.A., Sul Ross State University

Cooper, Brian, Texas Real Estate Broker

Frederickson, Bill, Master Electrical License

Gore, Donna, Texas Real Estate Broker

Herring, Amy, M.E., B.B.A., Texas Tech University

Houk, Gene, A.G.S., Midland College

Lovan, Gwen, LLI Certified Facilitator/Trainer

Love, Joan, B.A., Business Administration

McMorries, Brandon, A.A.S., Midland College

Mills, Claude, Master Electrician License

Routh, William, M.S., B.S., West Texas State University; Master Electrical License

Saunders, Margaret, B.B.A., Texas Tech University; M.S. University of Texas of the Permian Basin

Stewart, Misty, Miller Heiman Management of Strategic Sales Graduate, Leadership Rapport Graduate, American Red Cross Instructor Certification—CPR/First Aid

## Cosmetology

Aaron, Johnnie, Cosmetology Instructor License

Brown, Barbara, Cosmetology Instructor License

Kelly, Debbie, Cosmetology Instructor License

## Drama

Crow, Rebecca, B.A., Eastern Oregon University; M.F.A., Purdue University

Giebler, Judith, B.A., M.A., Kansas State University

Taylor, Edward, B.A., Grand Canyon University; M.F.A., University of Louisville



## Education

Gray, Sylvia, M.S. John Hopkins University,(Maryland), B.M.E. Phillips University  
Harmon, Michele, M.E. University of St. Thomas, Ed.D. University of Houston  
Emergency Medical Services  
Baker, Olen, EMT-P  
Baumann, Kelli, R.N.  
Bell, John, EMT-P  
Brandenburg, Gillian, EMT-P  
Galindo, Abel,, EMT-P  
Gonzalez, Ismael, EMT-P  
Hanson, Jennifer, EMT-P  
Heredia, Jr., Manuel, EMT-P; Certificate, Midland College  
Ivy, Dustin W., EMT-P  
Martin, Bill, EMT-P; B.S., Southwest Texas University  
McCampbell, Dennis, EMT-P  
Nunez, Martin, EMT-P  
Rodriquez, Trey, EMT-P  
Savahl, Shirlinda, EMT-P  
Springer, Tyler, LP

## Engineering

McHale, Melissa, B.S., Mississippi State; M.S. Duke University; Ph.D., Rice University

## English

Austin, Stacy, B.F.A., New York University; M.A., M.F.A., McNeese State University  
Boyd, Ellen, M.A., University of Texas of the Permian Basin  
Cullen, Bayta, B.S., University of Texas of Austin; M.A., University of Texas of the Permian Basin  
Ely, Alison, B.A., McMurry College, M.A., Texas Tech University  
Griffin, Horace, B.A., Southwestern University; M.A., Texas Tech University  
Koesjan, Lily, B.M., M.Ed., West Texas State University; M.A., University of Texas of the Permian Basin  
Layman, Ashley, M.A., Texas A&M University  
Nolte, Katherine, B.A., M.F.A., Wright State University  
Nunley, Elizabeth, B.A., M.A., University of Texas of the Permian Basin  
Wagner, Shelley, M. A., University of Central Oklahoma  
Weathers, Cindy, M.A., Texas Tech University  
Woodward, Jane, B.A., M.Ed., Sul Ross University  
Zachry, Katanna, M.A., University of Texas of El Paso  
English Second Language  
Flowers, Melinda, B.S., M.S., Midwestern State University



## **Fire Science**

Glass, Howard, A.A.S., Midland College

## **Geology**

Cuffey, Clifford, B.S., Pennsylvania State University; M.S., University of Oklahoma

## **Government/Political Science**

Aldana, Manuel, Ph.D., University of Minnesota

Arnold, John, M.S.S., Mississippi College

Hart, Nancy, J.D., University of Georgia

Sims, Randy, M.A., Sul Ross State University

## **Health Information Management**

Aaron, Elaine, RHIT, B.B.A., American Intercontinental University

Jones, Jamie, RHIA, B.S., Tennessee State University

Mosley, Kathryn, PA, M.S., Texas Tech University Health Sciences Center

Roberts, Jody, RN, M.S.N., Texas Tech University

## **Health Sciences Continuing Education**

Atchison, Angela, Nurse Aide Clinical Assistant, Midland College, LVN 2007

Brown, Elizabeth, MSRS, RDMS, Midwestern State University

Corbett, Sherry, RN, BSC, University of Alberta

Fowler, Pat, LVN, Waterbury, CT

Fryar, Thomas, RPH, BBA, East Texas State University; B.S., Southwestern State University of Oklahoma

Geerts, Holly B., LPN, Teche Area Vo-Tech, New Iberia, LA, LVN, Texas

Hart, Leland, A.A.S., Midland College; L.P.

Herring, Kim, LVN, Odessa College

Hutchison, Kathleen, High School Health Instructor, Midland College, RN 2004

Kemp, Keisha, LVN, Midland, College

Lothringer, Joan, RN, Methodist Hospital School of Nursing

Martinez, Donna, CPR Certified Instructor, Midland Memorial Hospital Middleton, Stan, A.A.S.,

B.S., RRT, RCP, University of Texas of the Permian Basin

Penz, Edward, RN, CNA, BC, M.S, B.S.N., DePaul University

Reeves, Norm, B.S.N., West Texas A & M University; M.S.N., University of Southern Indiana;  
R.N.

Romero, Yolanda, Phlebotomy

Stotts, Rita, A.G.S., Midland College

Ticer-Masters, Debi, Mammography Instructor, Midland College, ARRT, MKT, 1992

Thomas, Johnnie, Massage Therapy Instructor, Austin School of Massage, LMT, LMTI, 1991

Torello, Penelope, CPOA, Certified Para Optometric, ABOC, American Board Certified Optician;

AOA, American Optometric Associate Certified (Registered Para Optometric)

Weidmann, Robert, RRT, RPFT, RCP, Southern Utah State College

## **History**

Arnold, John, M.S.S., Mississippi College  
Buck, Christopher, M.A., University of Texas of the Permian Basin  
Hurt, Randy, M.L.S., North Texas State University  
Johnson, Cathy, M.A., Baylor University  
Little, Terry, M.A., University of Texas of the Permian Basin  
Missildine, Odell, M.A., Sul Ross University  
Wilson, Susan, M.A., University of Texas of the Permian Basin  
Young, Jennifer, M.A., University of Texas of the Permian Basin

## **Humanities**

Cain, Beth, B.A., University of Texas of Arlington; M.S., University of North Texas

## **Kinesiology/Physical Education**

Armstrong, Lance, B.B.A., Texas Christian University  
Brian, Chris, B.A., University of Texas of the Permian Basin  
Cain, Ashley, B.A., Texas Tech University, A.S., South Plains  
Flowers, Mindy, M.S., Midwestern State  
Gatliff, Ginger, B.A., York College  
Henry, Mailei, B.A., New Mexico State University  
Hodge, Shelly, M. P. H., East Tennessee State University  
Jumper, Ronnie, B.A., University of Texas of the Permian Basin  
Mailhot, Jeff, B.S. California Baptist University  
Riggs, John, M.B.A., San Diego State University, B.S.B.A., California State College  
Rodriguez, Hector, B.S. University of Texas at San Antonio  
Long Term Care Administration  
Mileski, Michael, B.A., University of South Florida

## **Mathematics**

Archison, Sarah, B.S., University of Texas-Permian Basin, M.S. Texas A&M University  
Bryant, Teresa, B.S., M.S., University of Texas of the Permian Basin  
Cranford, Sara, B.S., M.Ed. Texas A&M University  
Edwards, Phil, B.S., Hardin Simmons University  
Tervooren, Dale, B.A., M.Ed., North Texas State University  
Modern and Classical Languages

## **French**

Leshnower, Susan, A.B., University of Illinois-Urbana; M.A., University of Chicago

## **Spanish**

Bellum, Anna, M.A., University of New Mexico

Coronado-Salinas, Elsa, B.A., University of Texas-Permian Basin, M.A., University of North Texas

Flores, Marcus, M.A., University of New Mexico

Gonzalez, Ilda, M.A., University of Texas at San Antonio

Holmes, Bonnie, M.A., University of New Mexico

Lemus, Linda, M.A., University of New Mexico

Nelson, Elizabeth G., B.A., M.A., Texas Tech University

Purvis, Whitney, M.A., University of New Mexico

Rodriguez, Sonia, M.A., University of Wyoming

Santana, Jose Luis, B.A., Sonoma State University; M.A., University of New Mexico

Sears, Joan, B.A., M.A., Texas Tech University

Woodside, Vanessa, B.A., University of California-Santa Barbara; M.A., University of New Mexico

## **Music**

DeLavan, William, B.M.E., Texas Tech University

Garner, Colin, B.M.Ed., Colorado University; M.M., University of Southern California

Garza, Brigido, B.M.E., Texas Tech University

Griffin, Ruth Ann, B.A., University of North Texas

Miller, Mary, B.A., New Mexico Highland University

Moss, Vivian, B.Ed., University of Hawaii

Puga, John Richey, West Texas State University

Pysh, Greg, B.M., Youngstown State University; M.M., Bowling Green State University

Santorelli, Michael, B.M.Ed., Murray State University; M.M., University of Louisville

Santorelli, Shari, B.M., Eastman School of Music; M.M., University of Louisville

## **Nursing-Associate Degree**

Chapman-Williamson, Patty, RN; B.S.N., Texas Tech University Health Sciences Center

Corbett, Sherry, RN; B.S.N., University of Alberta

Huckabay, Kathy, RN, B.S.N., University of Texas at San Antonio

Kuentler, Donna, RN; M.S.N., University of Phoenix

Madewell, Cindy, RN, M.S.N., University of Texas at El Paso

## **Nursing-Vocational**

Kelly, Angela, RN, A.A.S., Angelo State University

McIntyre, Susan, RN; B.S.N., University of Texas at Tyler

Petroleum Professional Development

Gantz, Durward K., B.S., New Mexico State University

Garza, Albert, Texas State Technical Institute

Gilkerson, G. Ernest, BBA, The University of Texas at Austin; JD, The University of Texas

Gill, Thaddeus E., B.S., Midwestern University; B.S., University of Texas at Austin

Harris, Jeffrey G., University of Louisville and University of Arkansas

Hinterlong, Gregory D., B.S., University of Cincinnati

Lent, Jack T., B.S., Texas Tech University

Payne, Celia D., ENMU Business School; New Mexico Jr. College

Porter, William L., B.B.A., Texas Tech University

Roam, John H., B.S., University of Missouri at Rolla

## **Philosophy**

Koyles, John, M.A., Southern Baptist Theological Seminary, Ph.D. Florida State University

Liggett, James, M.Div., Episcopal of Divinity School

## **Physics**

Kerr, Andrew, Ph.D., University of Missouri-Columbia

## **Psychology**

Clement, Laurel, M.A., University of Texas of the Permian Basin

Fuentes, Mildred, M.A., Sul Ross State University, Ph.D., Walden University

Martin, Roger, M.A., University of Texas of the Permian Basin

Satyavada, Sarada, M.A., University of Texas of the Permian Basin

Shelton, Stephanie, M.A., University of Texas of the Permian Basin

Tucker, Barbara, M.Ed., Sul Ross State University

## **Reading**

Cobb, Shauna, B.A., Eastern New Mexico State University; M.A., University of Texas of the Permian Basin

Coffman, Darla, B. S., Texas Woman's University

Reid, Katherine, B.A., Trinity University; M.Ed., Miami University

Springer, Lane, B.S., Texas Woman's University

Talbott, Lyn, B.A., University of South Florida

Stone, Shirley, B.A., B.A. McMurry College

Woodward, Jane, B.A., M.Ed., Sul Ross State University

## **Respiratory Care**

Wood, Melissa, RRT; A.A.S., Midland College

## **Sociology**

Nichols, Joe, M.A., West Texas State University

## **Speech**

Balch, Craig, M.S., Texas A&M University-Commerce

Causey, Deeanne, M. A., Texas Tech University

Griffin, Horace, B.A., Southwestern University; M.A., Texas Tech University

O'Steen, Joy, B.A., Lubbock Christian University; M.A., Texas Tech University

## **Student Success**

Allen, Amy, M. E., Angelo State University

Cox, Rue Ann, M.E., Sul Ross State University and University of Texas of the Permian Basin

Evans, Pervis, M.E., Sul Ross State University

Gordon, Evelyn, M.S., San Angelo State University

Groth, Janet, M.A., Sul Ross State University; M.E., Southwest Texas State University

Makowsky, Mike, M.A., University of Texas of the Permian Basin

Reid, Kathy, M.E., Trinity University

Springer, Lane, B.S., Texas Women's University

Trout, Pam, M.A., University of Phoenix

# Statement of Purpose

## Vision

Midland College will be West Texas' premier learner-centered institution offering programs and services that support and inspire student learning and community enrichment. With twenty-first century campuses, the College will empower students to achieve success.

## Mission

Midland College is a comprehensive community college that is dedicated to excellence, has a commitment to learning, and promotes a life-long quest for knowledge. The institution supports individual and economic development in its service area and beyond by offering certificates, associate and baccalaureate degrees, workforce and continuing education opportunities, and comprehensive student support services. Midland College also provides a variety of community services, cultural and educational enrichment opportunities to the West Texas region.

## Core Values

Upon establishment, Midland College embraced the core values of Faith, Knowledge, Truth, Understanding and Wisdom as evidenced by the College seal. To these, the following have been added:

- Quality - learning experiences to help students achieve their personal and professional goals
- Diversity - commitment to the dignity and worth of all individuals
- Continuous enrichment - academic, professional, and personal growth of students and employees
- Effective learning - preparation of students for roles as citizens in a rapidly changing global economy
- Academic freedom - safe environment where competing beliefs and ideas can be openly discussed and debated
- Stewardship - efficient, effective, and ethical use of public and private resources
- Collaboration - introspection and communication predicated upon a foundation of mutual trust and support
- Accountability - using a student focused, outcomes based approach to demonstrate the quality of a program (or college) to key stakeholders .

# History of Midland College

Midland College began in September 1969 as the Midland campus of the Permian Junior College system. It was re-created in 1972 with the formation of the Midland College District. Bonds in the amount of \$5,100,000 were issued for the construction of a 115 acre campus. Ground breaking at the new campus was held October 23, 1973. In 1975, spring semester classes were held in the new buildings. The Pevehouse Administration Building (which holds the I. A. O'Shaughnessy Presidential Suite and the Orpha Olsen Gibson Board Room), the Abell-Hanger Science Faculty Building and the Maintenance Facility were the forerunners of the complete campus. The Murray Fasken Learning Resource Center, the Dorothy and Clarence Scharbauer, Jr. Student Center (which houses the Harriet and Harvey Herd Faculty Lounge and the Carrasco Room), the Technology Center and the Physical Education Building were completed for the Fall 1975 semester. With an eye for continued growth, enrollment and programs, the Allison Fine Arts Building, including the McCormick Gallery and the Wagner & Brown Auditorium, an addition to the Technology Center and the Al G. Langford Chaparral Center with a seating capacity of 5,000, were dedicated in 1978.

A residence hall for athletes was built in 1983. The Davidson Family Health Sciences Building, including the Davidson Lecture Hall and the original Helen L. Greathouse Children's Center, was completed for the 1985 Fall semester. Landmarks of the Midland College campus are the beautiful Hodge Carillon Tower, the Marian Blakemore Memorial Fountain and the Mr. and Mrs. Carlton Beal Plaza. Fifty-six additional acres were purchased in 1988.

A twelve-court tennis center is the result of a joint project of the City of Midland and Midland College. Six new courts were added in 1991. In the fall of 1991, an addition doubling the size of the Scharbauer Student Center was completed, and in 1992, the Cogdell Learning Center was established. The Williams Regional Technical Training Center of Fort Stockton opened in 1996 and was dedicated in 2002. The Davidson Distinguished Lecture Series was also established in 1996. In 1997, the Administration Building was renamed and dedicated as the Pevehouse Administration Building in honor of Beverly and Joe Pevehouse. Fifty-three acres north of the campus were purchased in 1999, yielding a campus of 224 acres. Also in 1999, O'Shaughnessy Hall, a women's residence hall, was dedicated, and the Phyllis & Bob Cowan Performing Arts Series was established.



The Advanced Technology Center, including the Franz Weis Industrial Technology Center and the Elizabeth & Herb Blankinship Lecture Hall, and a men's residence hall opened in 2000. The Jack E. Brown Dining Hall and the Dorothy and Todd Aaron Medical Science Building, including The Gregory Bartha, M.D. Atrium, were opened in 2001. The Nadine & Tom Craddick Resident Hall was dedicated in 2003 and the Dollye Neal Chapel and Hall's Way, a pedestrian bridge between Midland College and Midland Community Theatre, were dedicated in 2004.

The Petroleum Professional Development Center was acquired and renovated; the Cogdell Learning Center was renovated; and the Fox Science Building, including the Joseph Earnest Daniel Lobby, was dedicated in 2005. A \$41.8 million bond was also issued for the expansion of learning facilities and campus improvements, and the college was accredited as a Level II (four-year) institution to offer a Bachelor of Applied Technology degree. In 2006, construction began on the bond projects. The Pedestrian Mall, the Cogdell Learning Center renovation and the Maintenance Facility were completed in 2007. The F. Marie Hall Academic Building was completed and dedicated in 2008. The new Helen L. Greathouse Children's Center and the Phase II of the Fox Science Building were completed in 2009, and in 2010 the Scharbauer Student Center, Physical Education Building and the Cogdell Learning Center were renovated.

Midland College was named an All-Steinway School and the Bryce and Isabel McClintic Rea Center for Music Technology and Creativity was also established in 2010. The F. Marie Hall SimLife Center at Midland College was completed and dedicated in spring 2012. The F. Marie Hall SimLife Center is located in the Davidson Health Sciences Building and serves as a comprehensive healthcare simulation center for use in the education and training of physicians, health sciences professionals and emergency personnel.

In fall 2012, Midland College dedicated its all-men's residence hall in honor of the third college president, Dr. David E. Daniel.





# Midland College Sites

The Midland College (MC) main campus is located at 3600 North Garfield, Midland, Texas. MC also has a variety of sites and facilities throughout its service area including the Williams Regional Technical Training Center, an accredited branch campus, located in Ft. Stockton. In addition to the sites described in the following, MC offers limited classes at public school facilities in the communities of Big Lake, Fort Stockton, Greenwood, Iraan, Ozona, and Sanderson.

## Advanced Technology Center

The Midland College Advanced Technology Center (ATC) is a unique educational venture involving Midland College, the Midland Independent School District, and a number of community partners. The ATC, located at 3200 W. Cuthbert in Midland, delivers workforce education programs that support the development of a skilled technical workforce for Midland and the Permian Basin. The facility contains more than 80,000 square feet of instructional space that features high-tech computer classrooms with Internet access, multimedia classrooms, and a tiered lecture hall.

Educational programs and courses taught at the ATC include all aspects of computer information technology; industrial technology emphasizing welding technology, metallurgy, and automotive technology; and entry-level health services. State-of-the-art equipment in all instructional areas provides students with “high-tech, high-touch” instruction and hands-on application of skills.

The ATC also enables Midland-area residents to further enhance their technical skills through industry-recognized certifications and other continuing education opportunities. The Midland College Workforce Continuing Education Department, located at the ATC, offers customized short-term courses and training as requested by Permian Basin businesses and industries. For information regarding the ATC, visit [www.midland.edu/atc](http://www.midland.edu/atc) or telephone (432) 697-5863.

## Franz Weis Industrial Technology Center

The Franz Weis Industrial Technology Center and accompanying exhibit are located at the Midland College Advanced Technology Center, adjacent to the Automotive Technology laboratory. The exhibit depicts the life and works of Franz Weis, a master engine builder who resides in Midland. Between 1965 and 2001, Mr. Weis built engines for Indy-type racing cars that won 107 races, including cars driven by Jim Hall, Al Unser, Sr., Bobby Rahal, Emerson Fittipaldi, Arie Luyendyke, and Al Unser, Jr. Mr. Weis won the Vandevell Engine Builder of the Year award for 1987, 1988, 1989, and 1990. The Franz Weis Industrial Technology Center is used for special high school and college automotive classes as well as industry training for automotive technology professionals. For additional information regarding the Franz Weis Industrial Technology Center, telephone (432) 697-5863.

## Aviation Maintenance Technology Hangar

The Aviation Maintenance Technology program is located at Midland International Airport, Hangar E, 2405 Windecker. An advanced state-of-the-art training facility, this site offers students training on actual aircraft. The program offers certificates in Airframe Maintenance and Powerplant Maintenance. Upon successful completion of training, students are qualified to take Federal Aviation Administration (FAA) examinations for Airframe or Powerplant licenses. For information regarding the Aviation Maintenance Technology Program, visit [www.midland.edu](http://www.midland.edu) or telephone (432) 563-8952.

## Cogdell Technical Building

The Cogdell Technical Center (CTB), located at 111. W. Florida next to the Midland College Cogdell Learning Center, is an advanced training facility offering hands-on training in diesel technology. The program offers basic and advanced college credit certification as well as Continuing Education classes. For information regarding the Cogdell Technical Building and classes that are offered, please call (432) 620-0246 or (432) 685-4676.

Cogdell Learning Center/Cogdell Annex Building

Established in 1992 as a presence in South Midland, the Cogdell Learning Center has as its mission providing quality learning and life-enhancing opportunities through programs that effectively address the unique needs of South and East Midland residents. The Center serves as a gateway to Midland College and other community resources for individuals who wish to further pursue personal, career, and academic goals.

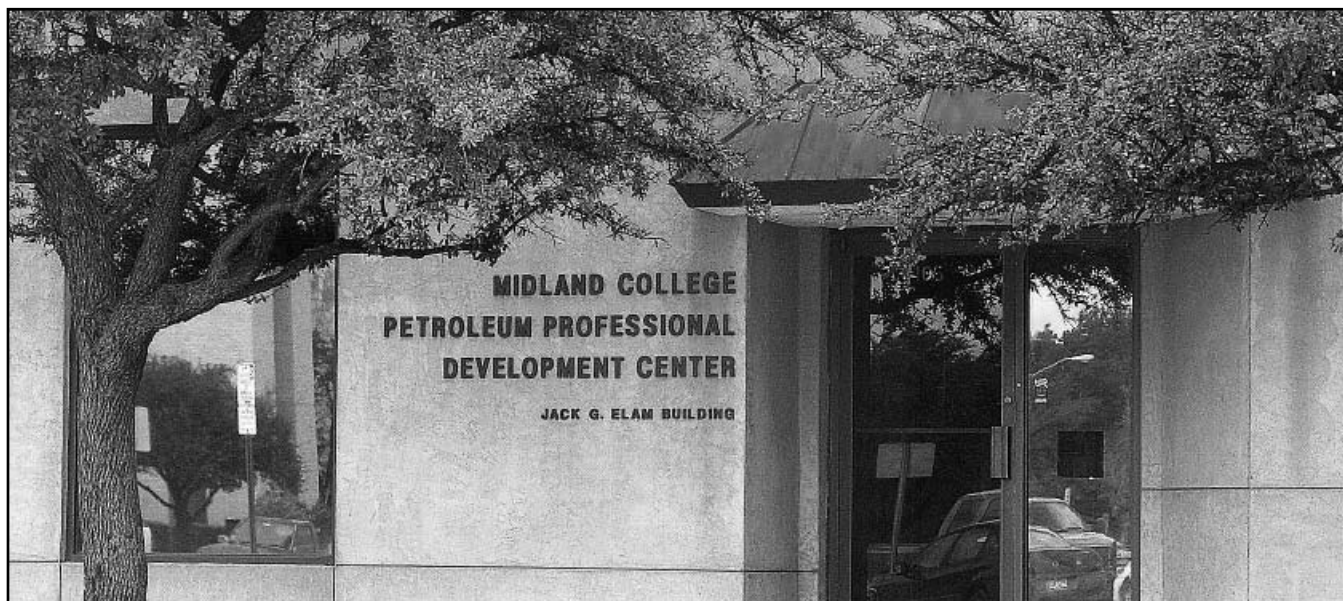
## Cogdell Learning Center

The Cogdell Learning Center is located at 201 W. Florida, and its free services include community outreach, classes to prepare students to take the GED® test, English as a Second Language (ESL) classes, a public access computer lab, adult literacy tutoring, basic computer classes, business counseling and technical assistance. Cogdell staff provides assistance with college and career planning, admissions, registration and the financial aid process, including advice on completing the Free Application for Federal Student Aid (FAFSA). The Cogdell Learning Center also administers the Bill Pace Cogdell Scholarship developed specifically to support individuals whose education re-entry began at this site. Midland College now offers a limited number of credit and non-credit courses in the new Cogdell Annex Building at 211 W. Florida.

Cogdell features a state-of-the-art lecture hall with interactive multimedia equipment and a video conferencing classroom. For additional information regarding the Cogdell Learning Center, visit [www.midland.edu/cogdell](http://www.midland.edu/cogdell) or telephone (432) 684-4100.

## Petroleum Professional Development Center

The Petroleum Professional Development Center (PPDC) of Midland College was created through the consolidation of the Permian Basin Graduate Center and Midland College's Petroleum Geotechnology Training Center. Housed in the Jack G. Elam Building located at 221 N. Main Street in downtown Midland, the center is a state-of-the-art educational facility designed specifically for the regional oil and gas industry. The center provides unique programs developed for working geoscientists, petroleum engineers, landmen, accountants, and field operations personnel and offers industry updates to area oil and gas professionals. The PPDC is one of seven mid-career training centers worldwide recognized by the American Association of Petroleum Geologists (AAPG). For additional information regarding the PPDC, visit [www.midland.edu/ppdc](http://www.midland.edu/ppdc) or telephone (432) 683-2832.



## Williams Regional Technical Training Center

The Midland College Williams Regional Technical Training Center (WRTTC), located at 1309 West I-10 in Fort Stockton, was built in 1996 to advance higher education in the region and to enhance workforce development. The WRTTC was approved by the Southern Association of Colleges and Schools as the first branch campus of Midland College in 1998. In 2000, the facility size was doubled as a result of an aggressive community fundraising initiative. The WRTTC campus serves its students through university parallel and occupational/technical certificate and associate degree programs, a wide variety of continuing education offerings, free classes to prepare students to take the GED® test and programs offered in collaboration with the Fort Stockton Independent School District (FSISD). Offerings are supported by advanced instructional technology, interactive television and computerized distance learning technology which link many WRTTC programs to the Midland College campus.

The WRTTC worked with the Midland College Health Sciences Division to begin a program that brings LVN's to Registered Nursing status within one year. This new program is servicing LVN students throughout the region to work to provide Registered Nurses for this vast rural area.

For additional information regarding the WRTTC, visit [www.midland.edu/wrttc](http://www.midland.edu/wrttc) or telephone (432) 336-7882.

# Admissions and Registration

## Midland College Application for Admissions

Thank you for applying to Midland College!

### Midland College uses the Apply Texas Online Application

If you have not created a user profile with the Apply Texas site, you will need to do so before applying to Midland College.

The link below will take you to instructions on how to get started at Midland College.

[www.midland.edu/apply](http://www.midland.edu/apply)

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## Admissions

### Determine your entry status and residency and submit application and transcripts.

Midland College maintains an admissions policy which ensures that all persons who can profit from post-secondary education have an opportunity to enroll. Students begin the admission process by completing an application, available online at [www.applytexas.org](http://www.applytexas.org). Applicants may assume admission acceptance after all requirements are met. All inquiries should be addressed to the Office of Admissions, [admissions@midland.edu](mailto:admissions@midland.edu). Please remember that being admitted to Midland College does NOT guarantee admission to certain specific programs of study. Specialized programs usually have additional qualification requirements. Applicants should consult with the division dean or a counselor/advisor for details concerning admission to these programs.

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### Immunizations Requirements

Texas State Law SB 1107 mandates that all entering students under the age of 30 provide a certificate signed by a health care provider or an official immunization record verifying that the student has been vaccinated against bacterial meningitis, or has received a booster during the five years prior to registration and at least 10 days before the first day of the semester. Entering students include those entering college for the first time, transfer students from other colleges and returning or continuing students who have had a break in enrollment of at least one fall or spring semester.

The law allows exceptions for:

- Students 30 years of age or older.
- Students who are enrolled only in online or other distance learning courses.
- Students who submit an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student.
- Students who submit an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including religious belief.
- Students living on campus must use the conscientious exemption form from the Texas Department of State Health

Services. Allow several weeks to submit and have form approved by the Texas Department of State Health Services.

Students are advised to check with their health insurance company regarding reimbursement policies for the vaccine. The bacterial meningitis vaccine is available at pharmacies. The local public health department has vaccines for uninsured and underinsured individuals.

**Students who fail to submit certified proof of vaccination or a valid booster within the required timeframe, will be unable to register for their intended term. Please note, vaccinations older than 5 years will require a booster and all bacterial meningitis vaccinations and booster must be administered by a health practitioner authorized by law to administer an immunization.**

Please see our website for more information regarding meningitis: [www.midland.edu/vaccine](http://www.midland.edu/vaccine)

### Other Immunization Requirements

Midland College students enrolled in certain health-related occupations and for those who live in on-campus housing may be required to show proof of other immunizations against communicable diseases. Students should contact the division dean of the appropriate program or the Student Life Director (432) 685-4781. Information about the risks of communicable diseases is published elsewhere in this catalog.

## **Basis of Admission**

Midland College reserves the right to require academic documentation for any applicant. A student's eligibility for re-enrollment at his/her previous institution may be a consideration for admission at Midland College.

## **High School**

Graduates from accredited Texas high schools or equivalent institutions are eligible for admission. Proof of high school graduation is required and must be documented. Proof of graduation may include an official high school transcript.

## **Early Admission Program**

Midland College will consider high school students between the ages of 16 to 18 on the basis of individual merit with school district and parental permission.

## **Dual Enrollment**

Midland College has entered into agreements with certain school districts allowing high school students to earn both high school and college credit for selected courses. Students at Midland High School, Robert E. Lee High School, Greenwood High School, Midland Christian School and Trinity School may participate in this program. For more information, students should contact their high school or Midland College counselor/advisor. Similar programs exist at out-of-district sites. Also, the Midland College web page has complete information on the Dual Credit registration process. Go to the following webpage address: [www.midland.edu/dualcredit](http://www.midland.edu/dualcredit)

## **Early College High School**

Midland College, in partnership with Midland Independent School District, offers an early college high school. The high school starts with the 9th grade and is housed on the Midland College campus. Students begin

taking dual credit courses in the second semester of their freshman year. Students must be eligible for dual credit and are selected through a process determined by the Midland Independent School District.

## **Examination**

Students may be admitted upon satisfactory completion of the GED® test. Upon satisfactory completion of the GED® test, a Texas Certificate of High School Equivalency, with the official GED® test scores, will be issued by the state and mailed from Austin. Once received, this document is required for admission.

## **Home School**

Home-schooled high school students seeking admission as regular students are required to:

1. be at least 16 years of age and be classified as a junior or senior level student;
2. complete the Midland College Admission Application;
3. provide an Early Admission Permission Form signed by the parent;
4. comply with all Texas Success Initiative testing requirements and Midland College placement testing requirements.
5. provide an official transcript which must meet all Texas Education Agency (TEA) standards.

Students will be required to have a Midland College counselor/advisor approve their schedule each time they enroll or change their schedule.

## **Individual Approval**

Individuals who are 18 years of age or older and do not have a high school diploma or who have not passed the GED® test may be admitted without examination at the discretion of Student Services administrators at Midland College. Transcripts from previous high schools attended, together with tests and other devices, may be used in lieu of high school graduation. Students admitted on individual approval without a high school diploma or who have not passed the GED® test are not eligible to receive Title IV federal financial assistance.

## **International Students**

International students are welcome at Midland College. Admission is contingent upon the evaluation of the following criteria and upon Midland College's ability to serve the individual needs as determined by the college's representatives. Students from other countries must submit:

1. an application for admission;
2. a transcript from the last school or college attended (The student must be the equivalent of a United States high school graduate and the transcript must be translated into English and must show each course and the grade earned.)  
Note: Evaluation by a credentials evaluation agency may be required.
3. demonstrated proficiency of the English language: TOEFL score of 525 or Internet-based score of 70; successful completion of one year or two consecutive semesters of English courses; or approval by the International Student Counselor;
4. proof of financial responsibility.
5. proof of insurance policy covering repatriation and medical evacuation.  
Policies available through Midland College.

It is highly suggested that students coming from non-English speaking countries be required to take an ESL course their first

semester at Midland College.

International students must abide by Midland College rules as well as additional federal and state guidelines. Prospective international students must file completed applications with all required forms and a \$20 non-refundable application fee. Send the fee, in the form of a check or money order payable to Midland College, to the Director of Counseling. An I-20 form will be issued to the student when the above qualifications have been met. International students must enroll and complete at least 12 semester hours of course work each semester. For further admission information go online [www.midland.edu/admissions/international](http://www.midland.edu/admissions/international).

## **Right of Appeal**

Persons who are denied admission to the College may appeal to the Student Admissions Committee. Contact the Vice President of Student Services for information on the appeal process.

## **Audit**

A student may contract with an instructor to enroll in a credit course as an audit (non-credit) student. An audit student will not receive a final grade or credit for the audited course. The student is required to pay full tuition and additional fees. Audit status is determined at the time of registration and no later than the census date of the semester of enrollment.

## **Academic Fresh Start**

Residents of Texas who seek admission to a state college or university have the option of electing to have course work taken ten or more years prior to enrollment count as usual or to be ignored for admission purposes. Students electing to have course work ignored may not receive credit for any courses taken ten or more years prior to enrollment. Those hours ignored can be used as a basis for exemption from the Texas Success Initiative.

### **Excess Undergraduate Credit Hours (Texas Education Code 61.0595)**

A Texas resident who has taken more semester credit hours than the minimum required for a bachelor's degree may be required to pay non-resident tuition rates for the excess hours. Attempted hours include all hours earned at public community colleges and universities, but do not include developmental or technical education hours. Students enrolled before the Fall 2006 have a limit of 45 semester credit hours above the minimum required for the Bachelor's degree. Students enrolled beginning in Fall 2006 have a limit of 30 semester credit hours above the minimum required for a Bachelor's degree. Additional information provided in the Texas Education Code 61.0595.

## **Transfer Students**

Midland College accepts college-level transfer courses with a grade of "D" or better earned from accredited colleges and universities. Please note: some degree plans require a minimum grade of "C" to meet degree requirements. See degree plans in catalog for details. Transfer coursework is evaluated by the end of the semester in which the transcript is received for all students other than those who are transient or non degree seeking. Transfer credit is granted only for work (a) completed at a regionally accredited institution, (b) evaluated by a recognized foreign transcript evaluator, or (c) completed at an approved institution. Transfer courses from Texas institutions with a Common Course Number and drawn from the Academic Course Guide are accepted. Courses found in the Workforce Education Course Manual may also be accepted. Courses not included in 3) above are evaluated based on content and semester credit hours with consultation with and approval of instructional administration as needed.

Transfer students are required to provide official copies of all transcripts from every college or university previously attended. As transcripts from accredited colleges and universities are received, they are evaluated in the Registrar's Office. A copy of that evaluation is sent to the student at the address recorded in the student files. Continued enrollment is contingent on receipt of all transcripts. Please send transcript electronically, institution to institution via SPEEDE if service is available.

### **Reverse Transfer Degree Program**

Baccalaureate graduates from an accredited college or university may receive an Associate in Applied Science degree from Midland College upon successful completion of 30 semester hours of courses within a technical specialty area, any prerequisite leveling courses as determined by the appropriate dean and general education requirements. Students interested in the program should consult with a counselor in Student Services.

### **Transfer to Other Colleges**

Students planning to transfer to another college after attending Midland College should contact a counselor/advisor. Students should select a major field of study and a college or university which offers a bachelor's degree in that field. A Midland College counselor or advisor will help students select Midland College courses corresponding to those they would take at the college or university.

Students should check with the senior college or university regarding admission requirements and transfer regulations and should arrange for the Midland College Registrar to send an official transcript.

## **Transfer Appeal Process**

Following are procedures for the resolution of disputes involving the transfer of courses from Midland College to other public institutions in Texas.

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
2. A student who receives notice as specified may dispute the denial of credit by contacting a designated official at either the sending or receiving institution.
3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Texas Higher Education Coordinating Board rules and guidelines.
4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer shall notify the Commissioner of Higher Education of its denial and the reasons for the denial.
5. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
6. The Higher Education Coordinating Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner's designee.

7. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Higher Education Coordinating Board may discontinue funding for the course.

## **Transfer Agreement Partners**

Midland College partners with area universities to provide special transfer opportunities just for Midland College students. These transfer agreements are designed to provide Midland College students a seamless transfer to those institutions. Depending on the institution, students can expect a variety of benefits including: special admissions coordination to the universities, early degree planning, access to upperlevel advising, and access to the institutions' online student website, to name just a few.

The programs also provide for the retroactive awarding of an associate degree from Midland College. This process allows hours completed at the upper-level institution to be transferred back to Midland College to complete an associate degree program. Each university may have varying additional admission requirements. Your advisor at Midland College can help you identify those requirements.



The four current transfer agreement programs are:

- Angelo State University's Access ASU Program
- UT Permian Basin's Direct Connect Program
- Texas Tech University's Pathway Program
- UT Dallas Comet Connection Program

For more information on these partner programs, email [admissions@midland.edu](mailto:admissions@midland.edu)

## Advising

Visit with a counselor to identify interests, testing needs and degree plan.

## Advising and Counseling

### Scharbauer Student Center Hours

#### Fall & Spring

Monday-Friday 8:00 a.m. - 5:00 p.m.  
Monday-Thursday, Counselor/Advisor available until 6:00 p.m.  
Extended evening hours are available on Tuesdays.

#### Summer

Monday-Thursday 7:00 a.m. - 5 p.m.  
Counselor/Advisor available until 6:00 p.m.  
Extended evening hours are available on Tuesdays.

Midland College provides a professional staff to help students with academic, personal and career counseling, financial aid, and international student advising.

A student who has a TSI deficiency will be advised by a counselor/advisor, in consultation with the appropriate developmental faculty, prior to enrollment.

**Academic advisement** is provided regarding appropriate major and course selection, study habits, developmental work and transferring to other colleges or universities. Faculty advisors cooperate with the counseling staff in aiding the individual student with academic issues of course selection and career choice. Degree plans should be arranged with the faculty advisor as early as possible and may be modified at any time. Prior to the semester of graduation, students must have the degree plan approved by the appropriate division office.

**Personal/Social adjustment counseling** is provided on a confidential basis regarding issues of life adjustments which many college students experience.

**Veterans Services** – Students eligible for federal VA education benefits should contact the coordinator in the Midland College Financial Aid office. Hazlewood Act benefits are processed through the Financial Aid office. Some veterans may also qualify for certain residency exemptions. More information on these benefits and links to additional veteran information are available on our website at [www.midland.edu/va](http://www.midland.edu/va).

**Referrals** are provided regarding financial aid, tutoring, job placement, medical emergencies, or personal adjustment problems.

**The Career Center** provides services for students that include tutoring, career guidance and support for mature returning students and single parents to enable them to succeed at Midland College. Career interest tests are available and include the Myers-Briggs personality indicator, Self-Directed Search, 16 Career Cluster Survey and Texas C.A.R.E.S..

**The Job Placement Office** provides Midland College students and recent certificate, associate and baccalaureate graduates with opportunities for full and part-time employment. The office is designed to prepare, screen, and refer qualified applicants to job openings. Resume assistance, seminars on interviewing skills, job search techniques, and an annual community-wide job fair are other services provided to the students. For more information, contact the Job Placement Coordinator, (432) 685-4716.

### **Federal College Work-Study Program**

The college work-study program provides employment for students who have demonstrated financial need. The maximum amount a recipient can earn under this federal program is determined by the financial aid application. Students employed under this program are paid at least the minimum wage and may work a maximum of 15 hours per week. A current list of college work-study jobs is available in the Job Placement Office in the Scharbauer Student Center.

## **Student Support Services**

Student Support Services is a federal TRiO program funded by a grant from the Department of Education in the amount of \$247,584. Designed to serve 160 participants, the goal of SSS is to keep students in college and increase graduation rates while assisting with the transition to the university of choice. In addition to providing one-on-one advising and registration, participants can get help with financial literacy, including how to find scholarships. SSS also has tutors and mentors that help encourage success at Midland College through test preparation, study skills, and overall academic development.

To be selected into SSS, full-time students must first apply and be accepted to Midland College. U.S. citizens or legal residents

who are receiving Pell grants are strongly encouraged to apply to the program. Citizens and resident students who are first generation college (neither parent has a four-year degree) or students who are disabled are also eligible to apply. Student Support Services is located in the Scharbauer Student Center, rooms 129-131.

## **Services for Students with Disabilities**

Services for Midland College students with disabilities are provided through Student Services. Medical documentation must be on file with the Counselor/Disability Specialist to qualify for services. Services include, but are not limited to: assistance with the registration process, technical assistance with modification of course requirements, and referral to other appropriate campus and community resources. Academic, career, and personal counseling are available upon request.

The student's permanent records are confidential. Individuals may examine personal records at any time. Personnel within the institution may examine their student records when it is in the best interest of the student. As per Public Law 93-380, The Family Education Rights and Privacy Act of 1974.

Students with disabilities should notify Midland College in advance regarding their need for services to allow arrangements to be in place at the beginning of each semester. Students who require sign language interpreters or materials from Recording for the Blind & Dyslexic should contact the specialist as soon as possible because these accommodations may require additional time to implement. Midland College assistance may include but is not limited to note takers, scribes, transcriptions of tape recordings, tape recorders, alternative testing options, preferential seating or other appropriate accommodations.

The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by an institution or entity receiving federal financial assistance. It is this Section 504 mandate that has promoted the development of disability support service programs in colleges and universities across the country. Subpart E of Section 504 deals specifically with this mandate for institutions of higher education. While it does not require that special educational programming be developed for students with disabilities, it does require that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable accommodations in order to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students.

A complete handbook for students with disabilities is available in the Scharbauer Student Center. Information, forms, and resources are available on the MC website at [www.midland.edu](http://www.midland.edu). Click on Admissions/ Student Services, then Student Services, then Students with Disabilities. Call (432) 685-5598 for more information.

### **International Baccalaureate Diploma Credit**

Midland College will grant a maximum of 24 semester credit hours (SCH) to any new student having an International Baccalaureate Diploma based on the table below. Midland College may grant fewer than 24 SCH to a student if the student has scored less than 4 on any IBD examination administered as part of the diploma program. Applicants with the IB diploma must provide a completed IB transcript to the Admissions Office before enrolling in order to receive credit.



## International Baccalaureate Program

Students who participate in the International Baccalaureate Program may receive college credit for exam scores of 4 or better on most Higher Level (HL) Exams and for a 5 or better on most Standard Level (SL) Exams. The amount of credit awarded will depend upon the exam scores and the level of the courses.

IB Subject	SL Score	HL Score	MC/TCCN	Credit Hours
English A1		4	ENGL 1301 or 1302	3
		5+	ENGL 1301, 1302	6
Spanish A2 or B	5	4	SPAN 1411, 1412	8
		5+	SPAN 1411, 1412, 2311, 2312	14
Business & Management	5	4	BUSI 1301	3
Economics	5	4	ECON 2301, 2302	6
Geography	5	4	GEOG 1303	3
History	5	4	HIST 1301 or 1302	3
		5+	HIST 1301, 1302	6
Philosophy	5	4	PHIL 1301	3
Psychology	5	4	PSYC 2301	3
		5+	PSYC 2301, 2314	6
Anthropology	5	4	ANTH 2301 or 2351	3
		5+	ANTH 2301, 2351	6
Biology	4		BIOL 1408	4
		5	BIOL 1406	4
Chemistry	5		CHEM 1405	4
		6	CHEM 1411	4
Physics		6	PHYS 1401, 1402	8
Mathematics (HL only)		4	MATH 2413	4
Computer Science	5	4	COSC 1330	3
Visual Arts	5	4	ARTS 1301	3
Music	5	4	MUSI 1306	3
Theatre Arts	5	4	DRAM 1310	3

## **The Testing Center**

The Testing Center, located in the Scharbauer Student Center offers a wide array of testing services for students. In addition to standardized testing, the Center provides make-up testing for Midland College faculty, proctors exams for distance learning and Virtual College of Texas (VCT) courses, as well as administering a number of professional certification tests. Midland College administers an extensive testing program for interested students and residents of the community. The Testing Center provides the facility for staff to administer CLEP, COMPASS, ICE, TEAS and THEA exams.

### **Advanced Standing Examination**

Midland College administers College Level Examination Program (CLEP) examinations. Upon approval of the Division Dean and departmental faculty, departmental examinations may be used in cases where approved CLEP tests are not available. Procedures also exist for the granting of credit through the Advanced Placement by examination. Credit will not be granted until student has earned an equal or greater number or semester credit hours at Midland College. Please inquire in the Testing Center for additional information.

### **Credit for Non-traditional Learning**

Midland College may grant credit toward a degree or certificate if a student has achieved knowledge and skills from non-traditional sources. This knowledge must be demonstrated by: 1) written examination conducted by nationally recognized services or by a Midland College instructional department; 2) professional certification; or 3) military training/education. The maximum credit that will be awarded for non-traditional learning is 75% of the semester credit hours needed for the degree sought. Students should contact the Registrar's Office for detailed information.

### **GED® (High School Equivalency)**

Midland College offers the GED® test for those who have not completed a formal high school education. The successful completion of the GED® test secures a certificate of high school equivalency and enables students to enter college and pursue a college degree. The GED® test is administered in Room 182 of the Technical Center Annex. In order to receive a Texas Certificate of High School Equivalency, a student must pass all tests with a combined score of 2250 (450 Average) and with no one test scoring below 410. Advance registration is required. Please contact the GED® Examiner at (432) 685-6886 for detailed information on fees and scheduling a test. Information can also be found on the Adult and Developmental Education page on the Midland College website.

## CLEP Credit Granted at Midland College

Subject	Course Credit	Test Used	Passing Score	Hours of Credit
Accounting	ACCT 2401/02	Principles of Accounting	50	8.0
Business	BUSI 2301	Introductory Business Law	50	3.0
Economics	ECON 2301	Principles of Macroeconomics	50	3.0
	ECON 2302	Principles of Microeconomics	50	3.0
English	ENGL 1301	College Composition Modular	50 w/essay	3.0
	ENGL 1302	Analyzing and Interpreting Literature	50	3.0
	ENGL 2322/23	English Literature	50	6.0
	ENGL 2327/28	American Literature	50	6.0
Government	GOVT 2306	American Government*	50	3.0
History	HIST 1301	History of the United States I*	50	3.0
	HIST 1302	History of the United States II *	50	3.0
	HIST 2311	Western Civilization I	50	3.0
	HIST 2312	Western Civilization II	50	3.0
Management	BMGT 1303	Principles of Management	50	3.0
Math	MATH 1314	College Algebra	50	3.0
	MATH 2413	Calculus	50	4.0
Modern Languages	FREN 1411/12	College Level French	50	8.0
	FREN 2311/12	College Level French	50	14.0
	GERM 1411/12	College Level German	50	8.0
	GERM 2311/12	College Level German	60	14.0
	SPAN 1411/12	College Level Spanish	50	8.0
	SPAN 2311/12	College Level Spanish	63	14.0
Psychology	PSYC 2301	Introductory Psychology	50	3.0
	PSYC 2314	Human Growth & Development	50	3.0
Sociology	SOCI 1301	Introductory Sociology	50	3.0

In the State of Texas, students may have either HIST 1301 or HIST 1302 credit by examination on their transcripts. Students may not have credit by examination for both courses. Likewise, students may be awarded credit by examination for one Government course only. Advanced Placement Examination Credit Granted at Midland College  
Advanced Placement scores of 3 or better are accepted for designated subject areas. If you have scores in an area not listed below, please see the Testing Coordinator.

Subject	Course Credit	Test Used	Passing Score	Hours of Credit
Biology	BIOL 1406/07	Biology	3 (4-5)	4.0 (8.0)
Chemistry	CHEM 1411/12	Chemistry	3 (4-5)	4.0 (8.0)
English	ENGL 1301/02	English Language & Composition	3 (4-5)	3.0 (6.0)
	ENGL 2322/23	English Literature & Composition	3 (4-5)	3.0 (6.0)
American Government	GOVT 2306	Government	3-5	3.0
History	HIST 1301 or HIST 1302	United States History I or II	3 (4-5)	3.0 (6.0)
Math	MATH 2413	Calculus AB	3	4.0
	MATH 2414	Calculus BC	3	8.0
Modern Languages	SPAN 1411/12	Spanish	3	8.0
	SPAN 2311/12	Spanish	4 (5)	11.0 (14.0)

## Texas Success Initiative/ Testing Requirements

Texas public institutions of higher education will be required to assess all first-time college students under the Texas Success Initiative (TEC §51.3062) using the new Texas Success Initiative (TSI) Assessment no later than the first day of classes in fall 2013.

The new assessment is being developed. All other tests (ACCUPLACER, COMPASS, THEA and ASSET) will no longer be used to determine college readiness.

Please visit the Midland College TSI page for more information.

PREP 0170 is required for all students who are developmental in two or more areas. PREP 0170 must be completed with a "C" or greater in order to be TSI complete. Students must enroll in PREP 0170 their first semester.

### Placement Tests

Students who are exempt from the Texas Success Initiative and wish to enroll in a math class above college-entry level math, must take a math placement test. Please contact the Midland College Testing Center for more information, (432) 685-4504.

### Dual-Credit Student Placement

High school students wishing to enroll in dual-credit courses must meet appropriate TSI requirements.

An 11th-grade student is also eligible to enroll in dual-credit courses under the following conditions:

- \*PSAT/NMSQT -- a combined math and critical reading score of 107 with a minimum of 50 on each section relevant to the courses to be attempted.

- \*PLAN -- a composite score of 23 with a minimum of 19 on the math and/or English section.

\*An eligible student who has enrolled in dual-credit under either of these tests MUST demonstrate eligibility again to enroll in 12th-grade dual-credit courses.

If not covered by any of the above tests, then a student must pass the portion of the TSI test that correlates with the dual-credit class being requested.

Students with disabilities should notify Midland College in advance regarding their need for services to allow arrangements to be in place at the beginning of each semester. Students who require sign language interpreters or materials from Recording for the Blind & Dyslexic should contact the specialist as soon as possible because these accommodations may require additional time to implement. Midland College can provide assistance in the form of note takers, scribes, transcriptions of tape recordings, tape recorders, alternative testing options, preferential seating or other appropriate accommodations.

### **Exemptions/Exceptions**

Students who meet one of the following conditions are exempt from the Texas Success Initiative (TSI) requirements:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
  - ACT tests with a composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections.
  - SAT tests with a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics test shall be exempt for those corresponding sections.
2. For a period of three (3) years from the date of testing, a student who tests and performs on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum score of 2200 on the English Language Arts section with a writing subsection score of at least 3 shall be exempt from the assessment required under this title for those corresponding sections.
3. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
4. A student who transfers to Midland College from other accredited institutions of higher education with appropriate college-level work in the areas of writing, reading and/or mathematics (grades of "C" or higher) may be deemed as college-ready after review by the Registrar's Office. Students not meeting college-readiness in writing, reading or mathematics will be required to take the THEA or COMPASS test for that area.
5. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
6. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment. Written documentation from the appropriate branch of the military is required for the exemption to be granted.
7. A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a



reserve component of the armed forces of the United States. Written documentation (DD-214) is required before the exemption will be granted.

8. A casual/enrichment student who is taking courses for personal interest only and who is not seeking a degree or certificate will be allowed to defer

developmental course work and may enroll under the following conditions: (a) take a maximum of two courses per semester that are not academically restricted courses; (b) may not declare a major; and (c) may not receive financial aid. Consult with a Midland College counselor/ advisor for a list of academically restricted courses.

### MATHEMATICS PLACEMENT

(Placement scores are correct until the first day of class, August 26, 2013, when the new Texas Success Initiative Assessment becomes effective. Scores will be determined by the state, and Midland College will implement the directed changes.)

**Coordinator:** Alma Brannan, 118 MHAB, 685-6802

**Dean:** Lynda Webb, 205 HLGC, 685-6884

COURSE	THEA	COMPASS	PREREQUISITE
MATH 0370, MATH 0171-0173	205 or less	60 or lower (Pre-Algebra domain)	No prerequisite
MATH 0371, 0174-0176, MATH 0471*	206-229	206-229 61+ (Pre-Algebra domain) or 1-48 (Algebra domain)	Specified placement score OR "B" or greater in MATH 0370 OR "P" in MATH 0171-0173 *Pilot for Foundations of Mathematical Reasoning
MATH 0372 MATH 0177, 0178, 0179	230-269	49-70 (Algebra domain)	"C" or greater in MATH 0371 AND "P" in MATH 0170 OR "P" in MATH 0174, 0175, 0176
MATH 1314 MATH 1414	270	71+ (Algebra Domain) or 0-49 (College Algebra domain)	"C" or great in MATH 0372 AND "P" in MATH 0170 OR "P" in MATH 0177, 0178, 0179
MATH 1316		50+ (Algebra domain) or 0-50 (Trigonometry domain)	"C" or great in MATH 1314
MATH 1324	270	71+ (Algebra domain) or 0-49 (College Algebra domain)	"B" or greater in MATH 0372 AND "P" in MATH 0170
MATH 1325, MATH 1351 MATH 2414, MATH 2415 MATH 2420			See course descriptions for prerequisite.
MATH 1342	270	71+ (Algebra domain) or 0-49 (College Algebra domain)	"B" or greater in MATH 0372 AND "P" in MATH 0170
MATH 1350		50+ (Algebra domain) or 0-50 (Trigonometry domain)	"C" or great in MATH 1314 or equivalent
MATH 1351			"C" or greater in MATH 1350
MATH 2412		50+ (Algebra domain) or 0-50 (Trigonometry domain)	"C" or great in MATH 1314
MATH 2413		51+ (Trigonometry domain)	"C" or greater in MATH 1316 or MATH 2412

MATH 0371, MATH 0372, MATH 0171-0173, MATH 0174, 0175, 0176, and MATH 0177, 0178, 0179 have corequisite lab MATH 0170. Students must register for the math class and the required lab.

\*MATH 0471 does not have a corequisite lab. Students must enroll in EDUC 1200/PSYC 1200. Note: MATH 1324 and MATH 1342 require students to make a “B” or greater in MATH 0372 and a “P” in MATH 0177, 0178, 0179 and corequisite lab, MATH 0170.

At any time in the developmental sequence, students may retake the THEA or COMPASS to see if TSI requirements can be satisfied. It is recommended that students stay in class and complete coursework to receive credit and knowledge for further academic success. If a student scores with the corresponding requirements above, by taking the TSI Assessment before the course ends, the student will receive a “B” in MATH 0370 and a “C” in MATH 0371 and MATH 0372.

### WRITING/ENGLISH PLACEMENT

(Placement scores are correct until the first day of class, August 26, 2013, when the new Texas Success Initiative Assessment becomes effective. Scores will be determined by the state, and Midland College will implement the directed changes.)

**Dean: Lynda Webb, 206A HLGC, 685-6884**

COURSE	THEA	COMPASS	PREREQUISITE
IRWD 0370	Student placed by Reading score 190 or less	Student placed by reading score 0-43 and essay score of 1-5	No prerequisite
IRWD 0371	Student placed by Reading score 205-219	Student placed by reading score 44-53 and essay score of 5	Prerequisite: Specified placement score or “C” or greater in IRWD 0370
IRWD 0372	No TSI in Reading	No TSI in reading and essay score of 5	
ENGL 1301 plus PREP 0170 lab		59+ and essay score of 5 or recommendation of dean upon completion of MCWAE	Specified placement score or “C” or greater in IRWD 0371 or IRWD 0372 or a passing score on the Midland College Writing Assessment Exam (MCWAE) and TSI met in Reading.
ENGL 1301	220	59+ on the objective, essay score of 5 or a 6, and a Reading score of 81+	Specified placement score or a passing score on the Midland College Writing Assessment Exam (MCWAE) and TSI met in Reading

At any time in the developmental sequence, a student may retake the THEA or COMPASS to see if the student can satisfy TSI requirements. It is recommended that a student stay in class and complete coursework to receive credit and knowledge for further academic success. If a student passes the TSI requirements by taking the TSI assessment before the course ends, the student will receive a “C” in the course. Students complete TSI requirements with a “C” or better in IRWD 0371 or IRWD 0372 and a passing score on the Midland College Writing Assessment Exam (MCWAE).

## READING PLACEMENT

(Reading placement is correct until the first day of class, August 26, 2013, when the new Texas Success Initiative assessment becomes effective. Scores will be determined by the state, and Midland College will implement the directed changes.)

**Coordinator:** Sara Peterson, 182 TC, 685-4718

**Dean:** Lynda Webb, 206A HLGC, 685-6884

COURSE	THEA	COMPASS	PREREQUISITE
IRWD 0370	200 or less	0-63	No prerequisite
IRWD 0371	201-229	64-80	Specified placement score OR "C" or greater in IRWD 0370. Students exit with a passing score on the Midland College Reading Assessment Exam (MCRAE) plus a "C" or greater in the course, or by state-approved test.
Academic Restricted Course	230	81+	Specified placement score OR "C" or greater in IRWD 0371 and a passing score on the Midland College Reading Assessment Exam (MCRAE)

At any time in the developmental sequence, a student may retake the THEA or COMPASS to see if the student can satisfy TSI requirements. It is recommended that a student stay in class and complete coursework to receive credit and knowledge for further academic success. If a student passes the TSI requirements by taking the required TSI assessment before the course ends, the student will receive a "C" in the course. Students complete TSI requirements with a "C" or better in IRWD 0371 and a passing score on the Midland College Reading Assessment Exam (MCRAE)

## ENGLISH AS A SECOND LANGUAGE (ESL) PLACEMENT

**Coordinator:** Blanca Licon, Cogdell Learning Center (684-4100)

COURSE	THEA	COMPASS	COURSE PROGRESSION STANDARD
ESL READING	Students must take ESL Compass	81+ ESL COMPASS 210-259	ESL 0371 Students must be enrolled in ESL 0371, earn a grade of "C" or greater in the course AND pass the Midland College Reading Assessment Exam (MCRAE)
ESL WRITING	Students must take ESL Compass	59+ on the objective AND writing score of 5 or a 6 on the essay AND a reading score of 81+ ESL COMPASS 260+	ESL 0373 Students must be enrolled in ESL 0373, earn a grade of "C" or greater in the course AND pass the Midland College Writing Assessment Exam (MCWAE)
			Note: If a student fails to pass the MCRAE or the MCWAE, additional assessment may be necessary for proper sequential placement.

## Developmental Education Requirements

A student not exempt from THEA or developmental education must follow this plan of action.

A student must begin developmental education upon enrollment after taking THEA or another state-approved assessment that identifies areas of deficiency. Students must enroll in developmental classes for each TSI deficiency and continue until sequence is completed. A student must continue in developmental education until all TSI requirements are met except for winter interim, spring interim and summer sessions. Successful completion, as defined by institutional requirements of each developmental course, allows the student to move to the next course. Midland College requires that students who fail two or more areas of the TSI assessment tests will be enrolled into a Student Success Course during their first semester attending Midland College and pass with a “C” or better. Students must enroll into PREP 0170.



# Registration

Register ONLINE through Campus Connect or during walk-in registration at the Scharbauer Student Center.

There are two methods of registration at Midland College. Students who are in good academic standing, have all required paperwork submitted to the Admissions Office, and have no financial or academic holds on their record are eligible to register online. Students are encouraged to meet with a counselor/advisor if he/she is in need of assistance in planning a course schedule. All students may register in person in Student Services. Consult the course schedule for more details.

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## Campus Connect

This online service is available at [www.midland.edu](http://www.midland.edu). To log on, you must be an admitted Midland College student. Campus Connect provides students access to their college information including:

1. class schedule
2. grade report for current semester grades
3. course availability
4. unofficial transcript
5. status of school account/balance due
6. degree audit that lists the courses that have been completed and those needed to complete a degree or certificate
7. demographic information on file
8. status of financial aid

Please refer to the course schedule for registration deadlines. Some courses have special prerequisites; check individual course listings. Some programs have limited enrollments.

## Residence Requirements

It is the responsibility of each student attending Midland College to register under the proper residence classification and pay the correct tuition and fees. The Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose

of determining the student's eligibility for classification as a resident. This questionnaire, along with other pertinent residency information, is available in the Admissions Office and on the Midland College website at [www.midland.edu/admissions](http://www.midland.edu/admissions).

### In-District

To qualify for In-District tuition, a student must be classified as a Texas resident and have been a resident of the Midland College District for a period of six months before the first enrollment.

### Out-of-District

A Texas resident who does not physically reside within the geographic boundaries of the Midland College District will pay Out-of-District tuition. Aliens living in the United States under a visa must meet the same tuition residency requirements as do U.S. citizens. A permanent resident must meet the same length of residency requirements as a citizen. A student may reclassify from Out-of-District to In-District status, with appropriate documentation, after six months residency in the Midland College District. A listing of those documents which can be accepted for the purpose of residency classification is available in the Admissions Office and on the Midland College website.

### **Students Residing Outside of the Midland College District**

The Midland College Board has adopted Section 130.0032, Subchapter A, of the Texas Education Code that permits a person who resides outside of the Midland College District and who owns property subject to ad valorem taxation by the Midland College District, or a dependent of the person, to pay tuition at the rate applicable to a student who resides in the district. To qualify for this benefit, the property owner or dependent must provide the Admissions Office with a copy of a Notice of Appraised Value Statement from the Midland Central Appraisal District in the property owner or dependent's name that shows Midland College as one of the taxing units.

### **Payment**

Payment is due at the time of registration. Pay your tuition bill using financial aid earned or take advantage of one of several payment methods.

### **Tuition and Fees**

Students who enroll both in a community college and a senior college or university should register for the community college courses first. After that has been completed, they should take their receipt to the senior college or university and register. This may result in savings of tuition and fees. Midland College offers senior citizens an exemption from the payment of general use fees when they enroll in credit classes. To be eligible for the exemption, students must be sixty-five years of age or older and pay tuition costs plus any lab fees. All other Midland College policies apply.



The schedule below reflects the combined tuition and general use fees required of all courses. Certain courses may require additional fees for labs, liability insurance, private instruction, and testing. This schedule reflects the tuition and fee rates in effect at the time of printing. All tuition and fees printed in this catalog are subject to change by the Midland College Board of Trustees. The most recent rates are published in the course schedule.

**LOWER DIVISION (FRESHMAN & SOPHOMORE)**

HOURS	IN-DISTRICT RESIDENT	OUT-OF-DISTRICT RESIDENT	OUT-OF-STATE RESIDENT/ALIEN
1	132.00	179.00	502.00
2	188.00	282.00	502.00
3	244.00	385.00	502.00
4	300.00	488.00	644.00
5	375.00	610.00	805.00
6	450.00	732.00	966.00
7	525.00	854.00	1,127.00
8	600.00	976.00	1,288.00
9	675.00	1,098.00	1,449.00
10	750.00	1,220.00	1,610.00
11	825.00	1,342.00	1,771.00
12	900.00	1,464.00	1,932.00
13	975.00	1,586.00	2,093.00
14	1,050.00	1,708.00	2,254.00
15	1,125.00	1,830.00	2,415.00
16	1,200.00	1,952.00	2,576.00
17	1,275.00	2,074.00	2,737.00
18	1,350.00	2,196.00	2,898.00
19	1,425.00	2,318.00	3,059.00
20	1,500.00	2,440.00	3,220.00
21	1,575.00	2,562.00	3,381.00
22	1,650.00	2,684.00	3,542.00
23	1,725.00	2,806.00	3,703.00
24	1,800.00	2,928.00	3,864.00
25	1,875.00	3,050.00	4,025.00
26	1,950.00	3,172.00	4,186.00
27	2,025.00	3,294.00	4,347.00

**UPPER DIVISION (JUNIOR & SENIOR)**

HOURS	IN-DISTRICT RESIDENT	OUT-OF-DISTRICT RESIDENT	OUT-OF-STATE RESIDENT/ALIEN
1	180.00	227.00	646.00
2	284.00	378.00	646.00
3	388.00	529.00	646.00
4	492.00	680.00	836.00
5	615.00	850.00	1,045.00
6	738.00	1,020.00	1,254.00
7	861.00	1,190.00	1,463.00
8	984.00	1,360.00	1,672.00
9	1,107.00	1,530.00	1,881.00
10	1,230.00	1,700.00	2,090.00
11	1,353.00	1,870.00	2,299.00
12	1,476.00	2,040.00	2,508.00
13	1,599.00	2,210.00	2,717.00
14	1,722.00	2,380.00	2,926.00
15	1,845.00	2,550.00	3,135.00
16	1,968.00	2,720.00	3,344.00
17	2,091.00	2,890.00	3,553.00
18	2,214.00	3,060.00	3,762.00
19	2,337.00	3,230.00	3,971.00
20	2,460.00	3,400.00	4,180.00
21	2,583.00	3,570.00	4,389.00
22	2,706.00	3,740.00	4,598.00
23	2,829.00	3,910.00	4,807.00
24	2,952.00	4,080.00	5,016.00
25	3,075.00	4,250.00	5,225.00
26	3,198.00	4,420.00	5,434.00
27	3,321.00	4,590.00	5,643.00

Note: Additional fees may be charged for lab, course, insurance and private instruction.

## ADDITIONAL COSTS - LABORATORY FEES

1) Accounting, ACCT 2401-2402, ACNT 1403-1413.....	24.00	21) Energy Technology ITNW 1425, PTRT, WIND, ENER, ELMT, INTL .....	24.00
2) Agriculture.....	24.00	22) Fire Science Technology FIRS 1343, 1413, 1419, 1423, 1433, 2344.....	48.00
3) Air Conditioning, Heating and Refrigeration HART 1391-1445, 2434-2442 and 2449.....	48.00	FIRS 1329, 1401, 1407 .....	24.00
4) Alcohol & Drug Abuse Counseling DAAC 2441 & 2454 .....	10.00	23) French FREN 1411, 1412, 2311, 2312 .....	4.00
5) Anthropology 2101.....	20.00	24) Geology.....	35.00
6) Arts 1311, 1312, 1316, 1317, 2311, 2312, 2326, 2327, 2333, 2334.....	36.00	25) German.....	4.00
Arts 2316, 2317, 2323, 2324, 2366, 2367.....	18.00	26) Health Information Technology HITT, 1301, 2327, 2335 .....	48.00
Arts 2341, 2342, 2346, 2347, 2348, 2349, 2356, 2357.....	48.00	27) Information Technology BCIS 1405, CETT 1402, CPMT, ITCC, ITNW 1454, ITSC 1407-2437, ITSE 1445, 2409, 2447, 2454, ITSY 2400 .....	40.00
7) Automotive Technology, all AUMT courses, except AUMT 2321.....	30.00	28) Information Technology COSC, GAME, ITNW 1351 and ITSE 1331, 2313, 2349, POFT 1325, ELMT .....	24.00
AUMT 2321.....	35.00	29) Integrated Reading Writing Developmental IRWD 0370-0372 .....	25.00
ABDR 1431, 1458.....	48.00	30) Kinesiology/Physical Education KINE 1100, 1106, 1108-1126 1128-1131, 1151-1178, 2100-2106, 2108-2126, 2128-2130, 2171-2178.....	5.00
ABDR 2449.....	72.00	KINE 2156 .....	24.00
8) Aviation Maintenance Tech. AERM (per course hour).....	24.00	KINE 1107/2107 and 1127/2127 .....	40.00
9) Biology .....	35.00	31) Mathematics MATH 0171-0370.....	12.00
10) Business Administration BCIS 1405.....	40.00	32) Music MUSI 1159-1184, 1311-1312, 2159-2312, MUEN.....	24.00
11) Business Systems BCIS 1405, IMED 1316, ITSW 1401-1410, 2434 POFI 2401-2440 and POFT 2333, 2401, 2431 .....	40.00	33) Nursing, Associate Degree RNSG 1341, 1412, 1443, 1517, 2130, 2213, 2331.....	24.00
12) Chemistry.....	35.00	Nursing, Associate Degree RNSG 1105, 1140, 1215, 1413.....	30.00
13) Child Care and Development, all lab courses.....	24.00	Nursing, Vocational VNSG 1230, 1234, 1320, 1410.....	48.00
14) Communication COMM 1129, 1130, 2129, 2130, 2289, 2389.....	5.00	Nursing, Vocational VNSG 1323, 2431.....	60.00
COMM 2305, 2311 .....	12.00	34) Physics.....	35.00
COMM 1318, 1319 .....	48.00	35) Respiratory Care RSPT 1410-2135, 2255-2305 .....	24.00
15) Computer Graphics Technology, all lab courses, (except DFTG 2319, 2340).....	24.00	36) Sign Language SGNL 2302.....	4.00
DFTG 2319, 2340.....	48.00	37) Spanish SPAN 1411- 2312.....	4.00
16) Cosmetology.....	24.00	38) Speech SPCH 1144, 1145, 2144, 2145 .....	3.00
17) Diagnostic Medical Sonography DMSO 1405, 1442, 2357, 2405.....	24.00	SPCH 2289, 2389.....	5.00
18) Diesel Technology, all DEMR classes except DEMR 1403.....	24.00	39) Welding Technology WLDG 1521-1557, 2506-2553.....	72.00
19) Drama DRAM 1120, 1121, 2120, 2121, 2366.....	12.00	WLDG 1437, .....	48.00
20) Emergency Medical Services EMSP 1355, 1356, 1438, 1501, 2135, 2434, 2444.....	24.00		

## SPECIAL CHARGES

1) Air Conditioning, Heating and Refrigeration Exit Exam (Industry Competency Exam (ICE) required for A.A.S. Degree and Air Conditioning, Heating and Refrigeration Certificate) ....	30.00	17) Identification card replacement fee.....	25.00
2) Associate Degree Nursing testing fee required for RNSG 1160 .....	179.00	18) Information Technology POFI 1204 Course fee.....	40.00
RNSG 1413 .....	147.00	19) Installment payment plan online .....	25.00
RNSG 1360, 2260, 2362 .....	117.00	20) *Liability insurance.....	17.00
RNSG 2360, 2363 .....	149.00	*Liability insurance for Emergency Medical Services courses .....	71.00
3) Associate Degree Nursing review course fee for RNSG 2130 .....	275.00	21) Late registration (1st class day through census date).....	50.00
4) Communication COMM 2301, 2316, 2330 Course fee .....	8.00	Late registration after census date (per hour).....	50.00
Communication COMM 1335, 2315, 2327, 2332, 2339 Course fee .....	12.00	22) Latin LATI 1411-2312 Course fee .....	4.00
5) Criminal Justice CJSA 2323 Course fee .....	24.00	23) Mathematics MATH 1314-2420 Course fee .....	10.00
6) Credit by Departmental Examination.....	50.00	24) Music private instruction fee (MUAP).....	120.00
7) CLEP Examination.....	105.00	25) Paralegal LGLA 2331 Course fee .....	84.00
8) Correspondence Test Fee.....	20.00	26) Parking replacement sticker or additional vehicle .....	1.00
9) Diesel Truck Driving Lab fee DEMR 1403 .....	4,100.00	27) Parking fines.....	10.00 - 50.00
10) Distance Learning Fee (charged for internet and interactive courses).....	54.00	28) Respiratory Care testing fee required for RSPT 2361 .....	35.00 - 40.00
11) Drafting DFTG 1325 Course fee .....	24.00	29) Returned check.....	10.00/25.00
12) Emergency Medical Services for clinical schedule fee EMSP 2260.....	185.00	30) Sign Language SGNL 1401-2301 Course fee.....	4.00
13) English ENGL 1301-2343 Course fee .....	4.00	31) Admission Test (Required for admission into Associate Degree Nursing, Diagnostic Medical Sonography, Emergency Medical Services, & Respiratory Care).....	36.00
14) Excessive Repeat fee per hour (charged for repeating certain courses three or more times).....	50.00	32) Spanish SPAN 1300, 2321, 2324 Course fee .....	4.00
15) Excessive Remediation fee per hour.....	50.00	33) Speech SPCH 1311-1342, 2301-2341 Course fee .....	4.00
16) Health Information (AHIMA) fee HITT 1301, HITT 2260.....	35.00	34) THEA fee (Required for ENGL 0370; READ 0370.....	29.00
		35) Vocational Nursing testing fee required for VNSG 1400.....	330.00
		VNSG 1409, 1410 .....	285.00

\*Student liability insurance is required for students enrolled in Alcohol and Drug Abuse Counseling 2166 & 2167; Associate Degree Nursing clinical courses; Child Care and Development courses; Cosmetology courses; Diagnostic Medical Sonography clinical courses; Emergency Medical Services clinical courses; Respiratory Care clinical courses; and Vocational Nursing clinical courses. This is subject to change due to insurance rate changes. Students may also be charged for loss or damages to college property for which they are responsible. Non-payment of these obligations may result in the withholding of grades, transcripts, or graduation.



### **Installment Payment Plan (Fall, Spring and Summer Semesters)**

Students may pay tuition and fees and/or room and board on an installment basis. These require two separate payment plans. A \$25.00 processing fee is charged for each plan. The student can execute an installment agreement on the Midland College website [www.midland.edu](http://www.midland.edu) within their Campus Connect account. There are different payment plan options depending on the time that you register. Tuition and fees or payment plan contracts are due at the time of registration. Failure to pay the complete balance may result in denial of course credit for that semester.

## **Refund Policy**

Please be aware that refunds are made according to the date that classes officially begin rather than the date the student enrolls. All tuition and fee refunds must be initiated by the student. The date on the drop slip will determine the date of withdrawal and the amount of refund.

Refunds for installment agreements will first be applied to total balances. Refunds will be the applicable percentage of the total tuition and refundable fees due for the semester, less any amount not paid. If a student has paid less than the amount due after applying the applicable refund percentage, the student is required to pay the balance. Students who officially drop or withdraw from the institution will have their tuition and certain fees refunded according to the following schedules:

### **Refund Schedule for Complete Withdrawal**

<u>Regular Semester Length</u>	<u>Summer Sessions</u>	<u>3-Week Flexible Entry</u>
100% - Prior to 1st class day	100% - Prior to 1st class day	100% - Prior to 1st class day
70% - 1st 15 class days	70% - 1st 5 class days	70% - 1st through 3rd class days
25% - 16th through 20th class days	25% - 6th and 7th class days	25% - 4th class day
NONE - After 20th class day	NONE - After 7th class day	NONE - After 4th class day

### **Refund Schedule for Reduction in Course Load**

<u>Regular Semester Length</u>	<u>Summer Sessions</u>	<u>3-Week Flexible Entry</u>
100% - Prior to 1st class day	100% - Prior to 1st class day	100% - Prior to 1st class day
100% - 1st through 5th class days	100% - 1st through 4th class days	100% - 1st through 2nd class days
70% - 6th through 15th class days	70% - 5th Day	70% - 3rd class day
25% - 16th through 20th class days	25% - 6th and 7th class days	25% - 4th class day
NONE - After 20th class day	NONE - After 7th class day	NONE - After 4th class day

*Late fees and payment contract fees are nonrefundable.  
Refunds will be processed after the state census of the semester.  
Refunds take approximately 2 to 3 weeks to process.*

## Pro Rata Refund Policy

In accordance with the Higher Education Amendments, Section 484B, students receiving any Title IV funds (Pell, Supplemental Educational Opportunity Grant, Federal Direct Loan Program or Direct Parent [PLUS] Loans), who completely withdraw from school prior to the 60 percent point in the semester may owe a repayment of grant funds received. Part of the repayment may be owed directly to the Department of Education and the remainder to the school. Midland College is required by the Department of Education to evaluate each student who receives Title IV funds to determine if the student has earned all of the money received and calculate if the student owes. Students owing will be notified in writing. The student must then respond by repaying the funds owed or establishing a repayment agreement. Students not responding will no longer be able to receive any Title IV funds at any school until repayment is made.

Amounts repaid will apply to funds in the following order:

Federal Direct Loan Program  
Federal Direct Parent (PLUS) Loans  
Pell Grant  
Supplemental Educational Opportunity Grant  
Other Title IV aid

For additional information, contact the Financial Aid Office at (432) 685-5513.

Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

## Financial Aid

Financial aid at Midland College is intended to help students and their families pay for the costs associated with obtaining a college education. With financial assistance from state or federal governments, civic groups and colleges, more students have found they can afford higher education.

To be eligible for federal programs, an applicant must:

1. be a U.S. citizen, permanent resident of the U.S., or citizen of certain former trust territories;
2. be enrolled at least half-time as a regular student in an eligible program;
3. be making satisfactory academic progress;
4. sign the following statements (as applicable): Statement of Educational Purpose, Selective Service Registration; and
5. not be in default on a Federal student loan.
6. not be in overpayment status (which cannot owe another school)

All students receiving federal financial aid at Midland College must have a high school diploma or a GED® certificate. In addition, a student cannot receive financial aid from more than one school during the same semester.

Eligibility for various scholarships may be based upon a combination of academic achievement, financial need, and the wishes of the donor.

The U.S. Department of Education frequently changes regulations pertaining to financial aid and disbursement. Due to these changes, the Midland College Financial Aid Office reserves the right to make policy and procedure changes during and between award years. If you have any questions concerning the above information or financial aid, please consult with a financial aid representative.

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.

Students transferring from another institution, between the fall and spring semesters, must notify the Financial Aid Office and submit all needed documents from all institutions that were attended beyond high school, whether or not financial aid was received at the institution. Once all the required documentation has been received, transfer students are placed on a transfer monitoring list for seven days before a financial aid award can be made. By applying for aid at Midland College, the student gives permission to the Financial Aid Office to verify any and all information. All documents provided will become the property of Midland College and may not be returned to the

student.

Transient students—students who are enrolled in another college or university who attend Midland College for one semester, are not eligible for grants, loans, or work-study. Adding courses after the census date will not change aid eligibility for the semester. Students must be enrolled in at least 6 hours to receive some types of financial aid.

Full-time enrollment is 12 or more semester credit hours, 3/4 time is 9 to 11 hours, 1/2 time is 6 to 8 hours and less than 1/2 time is 1 to 5 hours. If paid for any prior semester, students will only receive funds for classes in which a grade of “C” or better was achieved. By accepting financial aid at Midland College, students agree to receive their funds according to the Midland College financial aid disbursement policy and to keep all receipts for charges and residuals received from the Financial Aid Office. The Financial Aid Office may not have and/or provide copies of receipts that may be needed by students for tax or other purposes.

<b>Estimated In-District Costs</b>			
<b>Based on Full-time (15 hours) for Fall &amp; Spring</b>			
	<b>Living with Parent</b>	<b>Living in Apartment</b>	<b>Living in Residence Hall</b>
<b>Tuition/Fees</b>	\$2,160	\$2,160	\$2,160
<b>Books/Supplies</b>	1,226	1,226	1,226
<b>Room/Board</b>	2,599	12,107	4,551
<b>Transportation</b>	1,679	1,679	1,679
<b>Personal/Misc.</b>	1,921	1,921	1,921
<b>Total</b>	\$9,585	\$19,093	\$11,537

## Federal Aid Payments and Disbursement Policy

Periodically the Higher Education Act is reauthorized and changes are made to the regulations governing Title IV Federal Financial Aid such as the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG) and Federal Direct Loan Programs. The new rules governing the administration of these programs went into effect with the Fall 2011 semester. To remain in compliance, Midland College has made adjustments to its disbursement policy for the 2013-2014 award year in the following manner:

1. Students are allowed to charge tuition, fees, books, room and board against any grant or scholarship received (as applicable).
2. The official enrollment date is the census date (12th class day) for each semester.
3. All financial aid awards are locked on the census date, and aid amounts are based on that enrollment status.
4. No book vouchers of any kind will be issued after certain dates.
5. All residual balances from Title IV aid (Pell, SEOG, Direct Loans) will be issued during the semester. Residual balances will be applied to the student's Chap Card or deposited directly to the student's designated bank account.
6. A disbursement schedule which states all the book voucher and dates for the academic year will be mailed with the students award letter. No other notice of these dates will be mailed to the student. Students with an extenuating circumstance can appeal the disbursement policy before the census date.
7. All sources of aid are applied toward tuition, fees, books, and room and board before any residual is paid.

**Note: New regulations require that students withdrawing completely before the 60% point in the semester repay any unearned portion of Title IV aid that they received.**

Students may owe a portion of the unearned aid received to the school if it was used to pay for tuition, fees, books, room and board, or to the Department of Education, if it was disbursed to the students. Students owing a repayment will not be able to receive any additional federal funding without a repayment agreement and timely payment.

## Steps for Applying for Financial Aid

1. Complete the application for federal aid-preferably online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)-each year after filling out federal income tax forms. Also, complete the Midland College application process.
2. Apply for all types of aid funded by Midland College by completing the Free Application for Federal Student Aid (FAFSA) and General Scholarship application by the deadlines.
3. Submit all required documents to the Financial Aid Office.
4. Check on the status of the application periodically.
5. Students with an extenuating circumstance (i.e., loss of household, income in 2011, request to change dependency status) should contact the Financial Aid Office and submit appropriate documentation

## Award Procedure

Federal grants and work-study positions are awarded on a first-come, first-serve basis. In accordance with federal regulations, preference is given to applications which are submitted prior to the deadlines indicated.

<u>Federal Aid Preference</u>	<u>Priority/Deadline Dates</u>
Fall	June 1
Spring	October 1
Summer	February 11

The financial aid process is lengthy. If the priority deadlines are missed, funds may not be available in time for registration. In order to receive maximum consideration for financial aid, a student's file must be complete by the above dates. A file is complete when all necessary documents have been provided to the Financial Aid Office. This usually means that a student has completed the Free Application for Federal Student Aid (FAFSA) and listed Midland College on that application. Additional documents or information may be needed to complete a file if a student is selected for verification. Additional documents may include, but are not limited to; a signed copy of the student's and/or parents tax return transcript provided by the IRS of the previous year, a verification work sheet, an Economic Sufficiency Form, or verification of untaxed income.

If a student is selected for verification, the student's file is not complete until all information is determined to be accurate and results of any corrections have been received by the Financial Aid Office from the Department of Education.

It is the student's responsibility to provide all documents needed by the Financial Aid Office. Complete files will be processed in date order. The student will be sent an award letter that lists all aid that the student is eligible to receive at Midland College for the school year.

## Loans

Midland College participates in the Federal Direct Loan Program. We offer Stafford Loans and Plus (Parent) Loans.

Before applying for a loan, students must have a completed file in the Financial Aid Office. In addition:

1. Transfer students must submit all academic transcripts to the Financial Aid Office from all prior schools attended and must have completed 75 percent of all hours attempted at all schools;
2. Students must be enrolled in a minimum 6 semester hours; and
3. Complete both an entrance and exit counseling session.
4. Students have the right to appeal any of the above loan criteria.
5. You are encouraged to apply for the loan by census date (12th class day).
6. Yearly subsidized loan limits: Freshman \$3,500, Sophomore \$4,500, Junior and Senior \$5,500.

Students interested in loans should contact the Midland College Loan Coordinator at (432) 685-4693.

There are several organizations that offer alternative educational loans. These loans are not federally funded and the lending institution determines their criteria. Scholarships

The primary purpose of the scholarship program at Midland College is to provide financial assistance to students who, without aid, would be unable to attend college. In addition, Midland College seeks to:

1. Attract and retain students with outstanding intellectual, creative, and leadership abilities;
2. Develop a student body with socio-cultural economic, geographic, and ideological diversity; and
3. Develop a student body committed to quality education in the liberal arts tradition.

Consequently, Midland College offers academic and performance scholarships, as well as need-based scholarships, both endowed and undesignated, that recognize excellence. Scholarship awards may be based upon merit, interest, need or ability. Normally, scholarships are awarded for one year. In most cases, one-half of any yearly scholarship is awarded for the fall semester and the remaining half for the spring semester. However, a student must meet all academic requirements at the end of each semester.

Most Midland college scholarships are considered “charge only”—a cash residual will not be given. Scholarships are gifts and do not have to be repaid. Unless specified in the scholarship agreement, no scholarship aid will be given for audited courses or for workshop participation.

### **Fasken Top 5 Percent**

Applicants must be in the top 5 percent of their graduating class from high schools outside of Midland County. Applications are made through the high school or the Midland College Financial Aid Office after February 1. The award covers tuition, fees, and books to a maximum of \$1,000 per semester.

### **Midland’s Legacy Scholarship Program**

Applicants must have a high school GPA of 2.75 on a 4.0 scale, be a graduate of a Midland County high school, and complete 40 hours of community service at an approved agency. Applications are available in the high school counselor’s office and online. The scholarship covers tuition with a maximum of \$1,050 for each long semester; summer and interim semesters are not included. Students must be enrolled in at least 6 semester hours. In order to renew the scholarship for a second year, the student must remain in good standing, reapply, and complete 40 more hours of community service.

For early high school graduates, eligibility for the scholarship begins in the fall semester after graduation.

### **Abell-Hanger GED® Completion Scholarship**

Applicants must be Midland County Residents and must have successfully completed their GED® test within the last 12 months through the Midland College Testing Center. Applications are available at the Midland College Financial Aid Office. This scholarship covers tuition with a maximum of \$1,050 for the fall and spring semesters only. Students must be enrolled in at least 6 semester hours. The scholarship is renewable for three additional semesters, provided that students remain in good standing and reapply for the scholarship for the sophomore year.

### **Abell-Hanger Educational Continuance Scholarship**

Students must be Midland Legacy, Abell-Hanger GED® Completion Scholarship or Students in Philanthropy scholarship recipients in good standing at Midland College, must have 3.0 GPA or higher, must provide 25 hours of community service each semester and must be residents of the state of Texas and citizens of the United States. The amount of scholarship is \$6,250 per semester and is renewable for 2 years or 4 semesters if qualifications are met. Students must be enrolled in at least 12 credit hours per semester and demonstrate financial need. Deadline for application is April 1st. To qualify, students must be graduating sophomores.

### **Athletic Scholarships**

Athletic scholarships are governed by conference rules and are awarded by coaches based upon athletic ability and academic criteria. Applications are available from the Midland College Athletic Department. The amount of scholarships will vary.

### **General Scholarships**

Midland College general scholarships are funded by many sources. Scholarships are awarded on a first-come-first-served basis.

Students must apply online at <https://mama.midland.edu/cc3/aid.html>. A minimum grade point average of 2.0 is required; however, some scholarships have higher standards. Exceptions may be made on an individual basis at the discretion of the Director of Financial Aid.

### **Students in Philanthropy Scholarship**

Students in Philanthropy (SIP) is a scholarship-based, student leadership program funded by the Abell-Hanger Foundation and the Helen Greathouse Charitable Trust. Up to 25 SIP members participate in program activities which are designed to enhance the students' knowledge of the nonprofit and philanthropic communities. Students must make a full academic year commitment to the program and are required to attend weekly meetings, conduct agency site visits, participate in various presentations and seminars as well as participating in community service opportunities throughout the year.

### **Ambassadors Scholarship**

The Ambassadors scholarship is funded by the Midland College Foundation. This scholarship pays \$500 toward the cost of fall and spring on-campus housing. Ambassadors assist with on-campus events and complete leadership training.

### **Other State Aid Programs**

Students must prove their eligibility for all state exemptions. In addition, students will need to provide the proper documentation to the Financial Aid Office at the time of registration each semester, but no later than the census date of the semester for which the student wishes to use the exemption. More detailed information regarding state programs can be found at <http://www.collegefortexans.com/apps/financialaid/tofa.cfm?Kind=E>.

### **Competitive Scholarship Policy**

Competitive scholarships pertain to certain students who, when receiving competitive scholarships, will pay out-of-district tuition rates who would normally pay nonresident tuition rates.

A competitive scholarship is defined as a "scholarship totaling \$1,000 or more for the academic year, which both resident and non-resident applicants will be in competition to receive." Competitive scholarships may be awarded on the basis of either academic potential or performance, which is determined by the nature and scope of the scholarship for which the award will be made. The scholarship committee membership depends upon which department has responsibility for the selection of recipients of the particular scholarship. The factors to be used in the selection of recipients will depend upon the individual scholarship requirements.

An academic year, for purposes of competitive scholarships, is defined to be the fall semester through the second summer session of each school year.

### **Hazlewood Act**

Veterans who were Texas residents when they joined the military and are now residents may be eligible for exemption of tuition and fees. The Hazlewood Exemption covers no more than 150 cumulative semester hours. Applicants must provide a DD-214 along with verification of Montgomery GI Bill expiration (if the veteran served after 9/11) and must complete an application. A new application must be completed each semester. Students who have used the Hazlewood Exemption at a school other than Midland College must provide Hazlewood transcripts to verify the number of hours used at other institutions. Under certain conditions, unused hours of exemption eligibility may be transferred to a dependent child. In addition, students that have a parent or spouse who died as a result of service-related injuries or

illness, is missing in action, or became totally disabled for purposes of employability as a result of service-related injury or illness may qualify for the exemption.

Applications for the Hazlewood Exemption can be downloaded from the College for Texans website: <http://www.collegefortexans.com/apps/financialaid/tofa2.cfm?ID=579>.

### **Legacy Program**

An eligible veteran may assign unused hours of exemption eligibility to a child. Certain conditions and restrictions do apply.

### **Combat Exemption for Children of Military Service Members**

This program provides an exemption from the payment of tuition (only) to a child, or stepchild, of a member of the Armed Forces who was deployed to Active duty in a combat zone outside the United States.

The dependent child or stepchild must:

- Be a Texas Resident or entitled to pay resident tuition,
- Have a parent who is a member of the U.S. Armed Forces, and
- Is enrolled for a semester or other academic term during which the service member of the armed forces is deployed on active duty for the engaging in a combative military operation outside the United States.

To receive the exemption, students must be able to provide proof of meeting the program's eligibility requirements, as outlined above. Child must provide proof (ex-military orders, pay records from service member's unit to which he/she is assigned, etc.) of service member's deployment from the Department of Defense for the relevant semester or academic term.

If additional documentation is needed, students may wish to contact The National Personnel Records Center at (314)801-0800.

### **Valedictory Scholarship**

The highest ranking graduate from any accredited Texas high school is eligible for exemption from tuition for the first two long semesters following graduation. Certification from the Texas Education Agency is required.

### **Blind/Deaf Students Exemption**

Legally blind or deaf students may be exempt from paying tuition and all fees. Application must be made through the Department of Assistive and Rehabilitative Services (DARS).

### **Foster Care Students Exemption**

Students that have been in foster care or other residential care under the conservatorship of the Texas Department of Protective and Regulatory Services (DPRS) and meet one of the following criteria;

- are in DPRS on or after the day preceding the student's 18th birthday;
- the day of the student's 14th birthday, if the student was also eligible for adoption on or after that day; or
- the day the student graduated from high school or received the equivalent of a high school degree, are eligible to receive a tuition and fee exemption. The student must enroll within 3 years of the earliest of the following dates:
  - the date the student was discharged from foster or other residential care
  - graduated from high school or received the equivalency degree, or
  - the student's 21st birthday.

### **Senior Citizens Exemption**

Senior citizens 65 or older may be exempt from paying course-related fees. To receive the exemption, students must present a valid picture ID and proof of birth date to the Midland College Financial Aid Office.



## **Fire Science and Peace Officer Exemption**

### **Fire Science**

Students employed as fire fighters are exempt from the payment of tuition and laboratory fees for courses offered as part of a fire science curriculum. To apply, students must contact the Midland Fire Science Department and submit documentation to the Midland College Financial Aid Office.

### **Peace Officers**

Guidelines are pending one week prior to the end of regular registration. Students must apply for exemption.

### **Texas National Guard Tuition Assistance Program**

Certain members of the Texas Army or Air National Guard and Texas State Guard may be eligible to receive a tuition exemption. To apply, students should contact the Education Services Office at Camp Mabry: <http://www/agd.state.tex.u.s./education/>.

### **Clinical Preceptors and Their Children Exemption**

Eligible persons employed as clinical preceptors and their children may be eligible to receive a tuition exemption (up to \$500). Application are available in the Midland College Financial Aid office.

## **Grants**

### **Federal Pell Grant**

Eligibility is determined by completion of the Free Application for Federal Student Aid (FAFSA). The award amount (approximately \$5,550 maximum) is determined by need and is set by the U.S. Department of Education each year.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

Eligibility is determined by completion of the Free Application for Federal Student Aid (FAFSA). The award amount is determined by need with a minimum of \$100 per year and a maximum of \$4,000 per year.

### **Texas Public Education Grant (TPEG)**

Eligibility is determined by completion of the Free Application for Federal Student Aid (FAFSA). The award amount is determined by need.

### **Toward Excellence, Access, and Success (TEXAS) Grant Program**

Among other criteria, eligibility is determined by completion of the Free Application for Federal Student Aid (FAFSA). To qualify, a student must be a Texas resident, graduate from a public or accredited private high school in Texas no earlier than fall 1998, apply no later than 16 months after high school graduation, complete the recommended or advanced high school curriculum or its equivalent, have financial need, enroll in at least 9 semester hours in an undergraduate degree or certificate program, have a family contribution of no more than \$4,000, and not have been convicted of a felony or a crime involving a controlled substance. The maximum award amount at Midland College is \$1,780 per year.

### **TEXAS Educational Opportunity Grant (TEOG)**

Among other criteria, eligibility is determined by completion of the Free Application for Federal Student Aid (FAFSA). To qualify, a student must be a Texas resident, have financial need, if applying for his/her first award have a family contribution of no more than \$2,000, be enrolled.

## Satisfactory Academic Progress for Financial Assistance

In order to maintain eligibility for federal, state and some forms of institutional financial aid, students must meet certain minimum standards. These provisions apply retroactively. The student's academic record at Midland College is used to measure satisfactory progress and all periods of enrollment at MC must be counted, including any semesters in which the student did not receive financial aid. There are three standards for satisfactory progress: successful completion of courses, cumulative grade point average (GPA) and time frame.

**Successful completion of courses** - Students must successfully complete at least 75% of the semester credit for which they have registered as of their enrollment on the Census date (the official count day at Midland College). This includes both developmental and college level course work. Successful completion is measured by grades of A, B, C, D, and P. Grades of F, W, AU, N, and I are counted toward the total hours attempted but not successfully completed each semester.

**Grade point average** - Students must maintain a semester GPA of at least 2.0. Grades of A, B, C, D, P and F contribute toward this GPA. Students who have not previously attended Midland College will be assumed to be making satisfactory progress at the time of first enrollment. Remedial course work is included in the yearly GPA calculation.

**Time frame** - Federal regulations specify that the maximum time frame for program completion may not exceed 150 percent of the published length of the program. If before completing a program, the student switches degree or certificate programs, Midland

College will not count toward the 150% maximum time frame the credits attempted in the old major. However, any courses that apply to the new program must be counted. For transfer students, MC will count those transfer credits that apply toward the new or current program. Students who exceed the 150% maximum time frame limit will no longer be eligible for federal and state financial aid. Credits that have been repeated will be counted toward the 150% maximum time frame. The new grade will be used to calculate GPA.

**Pace** – The quantitative standard which defines the student's progression to ensure completion within the maximum time frame. Pace will be evaluated at the end of each semester, not including remedial courses. In most cases, students that have already received a type of degree, have already exceeded the maximum time frame. These students will need to contact the Financial Aid Office regarding their eligibility.

*Scholarship and state grant recipients must also satisfy any additional program requirements.*

### Complete Withdrawals

Students that withdraw from all courses in which they are enrolled before 60 percent of the semester has passed, will immediately be placed on financial aid suspension. Students may also be responsible for paying back the unearned portion of the Title IV funds they have received.

### Failing Grades and Incompletes

Students that receive failing grades (F), Incompletes (I), or a combination of all Fs and Is at the end of the semester will immediately be placed on financial aid suspension.

### **Consequences of Not Making Progress**

Student progress is evaluated at the end of each semester, except in the case of complete withdrawals, Fs, and Is. At the time of evaluation, if a student fails to maintain satisfactory progress, the student will be placed on financial aid suspension. Students who are on financial aid suspension will no longer be eligible to receive any form of financial assistance at Midland College.

### **Financial Aid Warning**

After grades are posted for each term, a student's Satisfactory Academic Progress (SAP) status will be calculated. A student who has not completed at least 75 percent of their total attempted hours at census, or is below the minimum 2.0 GPA for semester credit hours attempted, will be placed on warning.

The student has one pay period to correct the deficiencies. Students on financial aid warning will continue to receive financial aid for one subsequent payment period.

Aid will continue if the student is making SAP during the warning payment period. Any student who does not have a 2.0 semester GPA or has not passed at least 75 percent of cumulative credits attempted after the warning period will no longer be eligible for financial aid at Midland College until SAP is met.

### **Financial Aid Suspension**

Students who do not meet the qualitative and/or quantitative components listed above after a warning period will be placed on suspension. Students on financial aid suspension are not eligible to receive federal financial aid for any subsequent pay periods.

*Students exceeding the maximum time frame allowed to obtain a degree or are mathematically unable to finish their program within the maximum time frame will be placed*

*on immediate suspension. Please see the table below for maximum time frame criteria.*

### **Procedure to Follow for Removal of Suspension**

Financial aid suspension, for reasons other than time, may be lifted if students receive academic advising and complete the required number of hours and achieve a 2.0 GPA.

Students on suspension will have their appeal reviewed by the committee monthly. No action will be taken until a written request for review has been received. The request must include the following:

- a. the circumstances which caused the suspension,
- b. plans to correct the circumstances,
- c. future enrollment plans,
- d. a current academic transcript,
- e. other pertinent documentation.

Exceptions to this policy may be made at the discretion of the Director of Financial Aid. Criteria that will influence the Financial Aid Director's decision may include but is not limited to the following:

- a. class attendance, completion of assignments, and substantiated academic progress in required courses;
- b. unusual circumstances, such as extended medical confinement or a death in the family;
- c. utilization of campus supportive services; or
- d. response to Financial Aid Office contacts. Written procedures are available in the Financial Aid Office.

## **Finish What You Start at Midland College!**

# Student Life

## Student Activities

An important part of Midland College is its varied student activities program including student events, concerts, lectures, educational programs, intramural competition, and clubs. These activities serve as a source of enrichment to the regular classroom experience.

Events vary from year to year, there are fall mixers to welcome new students, after-game parties, bowling, casino night, dances, and noon-time entertainment. Student activity calendars listing various special and regular events are published each month. Most special events and programs are available at no cost to students. Students are also admitted to all athletic events and activities with a Midland College student ID. Contact a member of the Student Government Association or the Student Activities Coordinator at (432) 685-4543 for more information.

## Student & Personal Announcements

### Guidelines

Midland College provides five bulletin boards on campus for personal announcements. Before posting announcements, they must be approved in the Student Activities Office. Announcements will remain active for 30 days and thereafter will be removed.

### Student Government Association

The Student Government Association (SGA) is a college-sponsored organization that provides numerous leadership opportunities. The Midland College SGA participates in regional and statewide organizations. SGA members are the student voice to the college administration regarding policies of the college. The SGA officers and members

are selected in campus-wide elections. This group is also responsible for the directing and planning of student-initiated social, educational and community service activities. In February, clubs and organizations sponsor Homecoming nominees. The student body elects the winners, and the Homecoming Queen and King are announced during halftime of the men's basketball game.

### Athletics

Midland College currently has teams in six varsity sports: men's golf, men's and women's basketball, women's softball, men's baseball and women's volleyball. Midland College teams compete in the Western Junior College Athletic Conference which is comprised of ten schools in Texas and New Mexico. Midland College athletic teams have made outstanding showings on conference, regional and national levels.

### Intramurals

Intramural sports offer the opportunity for students to participate in favorite sports during leisure time or in competitive tournaments. Intramural activities include flag football, basketball, volleyball, tennis, pool, golf, soccer, and ping-pong. Member schools of the National Intramural Recreational Sports Association hold annual tournaments. These activities afford our intramural athletes the opportunity to compete with other students from around the state. Students interested in intramural sports should contact the Intramural Director, at (432) 685-6467.

### Cheerleaders

Chaparral spirit is exemplified by the Midland College cheerleaders. Cheerleaders receive stipends each semester. Tryouts are held in late spring.

## **Campus Clubs and Organizations**

Midland College offers a variety of academic, social, religious, and political clubs each academic year. Please call (432) 685-4544, come by the Student Activities office or join us at Club Fair the second Wednesday of the semester for more information.

## **Honor Society**

Phi Theta Kappa is a national scholastic fraternity. Students must qualify for membership. For further information call (432) 685-6830.

## **New Clubs and Organizations**

Copies of policies and procedure for registration, general criteria, and meetings/ programs/activities of student organizations can be obtained in the Student Activities Office in the Scharbauer Student Center or by contacting the Student Activities Office at (432) 685-4544.

## **Publications**

Communication Department students publish The Chaparral, a campus life magazine, and El Paisano, a campus newspaper. The Tableau is an annual publication that promotes creative writing.

## **Motor Vehicles on Campus**

These regulations are established by the college, pursuant to VATS, Education Code section 51.202, to facilitate the safe and orderly conduct of college business including parking. The college makes every effort to provide protection to vehicles parked on campus but cannot assume the responsibility for any loss. Operating a motor vehicle on the campus is a privilege and is conditional, in part, on complying with these rules and regulations.

## **General Regulations**

- a. The person who registers a vehicle with the College obtains a non-transferable parking permit and is responsible for all parking violations.
- b. Pedestrians are given the right of way at all times.
- c. The maximum speed limit on campus streets is 25 miles per hour, unless otherwise posted. The parking lot speed limit is 10 miles per hour. The campus is defined as all lands owned by the College.
- d. The above regulations apply to all college faculty, staff, students and visitors.

## **Vehicle Registration**

- a. In order to operate a vehicle on campus, students, staff, and faculty must obtain a vehicle registration permit at the Information desk located in the Scharbauer Student Center. Operation of a vehicle on campus without a permit is a violation of traffic and parking regulations.
- b. Students are required to register motor vehicles at the time of registration or when they begin driving on campus. There is no additional charge for the permit.
- c. Faculty and staff must register their vehicles on or before the day they begin driving a vehicle on campus.
- d. Any person giving false information regarding vehicle registration is subject to disciplinary action.
- e. Parking permits must be affixed to the inside of the windshield on the lower right side.
- f. State law requires that vehicles have Texas registration and Texas Vehicle Inspection Certificates if the owner of the vehicle resides in Texas.

**Parking Information**

- a. The College issues staff and student permits.
- b. Parking spaces for staff are designated by signs at the end of every row and by yellow striping on the pavement. Only employees and visitors are allowed to park in those areas. Special parking areas, such as handicapped and fire zones, are indicated by signs and/or red markings on the curb. Parking is not permitted next to any red-painted curb.
- c. The Administration parking lot (between Scharbauer Student Center and the Pevehouse Administration Building) is reserved for administration personnel and visitors, except during registration.
- d. Students working on campus will be assigned student permits and must park in student parking.
- e. Persons with physical handicaps who have been issued the state-authorized handicapped parking permits or license plates must obtain a college permit but may park in any handicapped parking area so long as the handicapped permit is displayed as required by state law.
- f. Parking permits will be issued to allow parking of motorcycles in designated two-wheel areas. Permits must be permanently attached to the fork on the front of the motorcycle.
- g. Replacement permits or additional permits are \$1 each and are available at the information window in the Scharbauer Student Center.
- h. Parking violations must be paid at the Cashier's Office; unpaid fines will result in transcript and registration holds.

No permit .....	\$10.00
Student parked in employee zone .....	\$10.00
Parking where prohibited .....	\$15.00
Expired permit.....	\$10.00
Other.....	\$10.00

After a student receives five tickets in any semester, the next violation will include the installation of a "boot" on his/her vehicle to immobilize the vehicle. There will be a charge of \$50, in addition to the parking fine, for removal of the "boot". Every subsequent violation by that student will result in the "boot" being applied to his/her vehicle and an additional \$50 charge.

**Student/CHAP ID Cards**

Students can obtain a CHAP identification (ID) card with one of the following: valid driver's license, state issued photo identification, or passport AND a copy of the current semester paid receipt. The CHAP ID card entitles students to free admission to athletic events, student government entertainment, intramural activities, fine arts programs, dances, movies and videotape series. It provides identification in the Murray Fasken Learning Resource Center to enable the student to check out materials, to use computer labs and at the bookstore for scholarship identification. ID cards may entitle the student to discounts at participating businesses. CHAP ID cards can be obtained in the Student Activities office, Room 125 Scharbauer Student Center. Lost CHAP ID cards may be replaced for a \$25 replacement fee.

**Parking Fines and Penalties**

Unauthorized parking in handicapped space .....	\$50.00
Blocking traffic way .....	\$15.00

## **Housing**

Midland College offers modern residence halls and family housing which provide an atmosphere for academic success and appropriate social activities, for full-time students (enrolled in 12 or more semester credit hours). Students living in MC housing are expected to behave responsibly, promote respect for the rights of others, follow all rules and regulations, support appropriate study opportunities, and enjoy a positive college experience. A full-time manager lives in each of the residence halls and a part-time units manager lives in family housing, providing supervision and direction for students. They are responsible for the daily operation of housing and individual assistance/referral for students for both academic and personal issues.

### **Residence Hall Reservations**

**Important New Immunization Requirements**  
In accordance with Texas Senate Bill 1107 (SB1107), beginning January 1, 2012 Midland College will require all new students under the age of 30 to provide certified proof from a health practitioner that they have received a valid bacterial meningitis vaccination or booster within the past 5 years. Students must submit their proof of vaccination or a booster at least 10 days prior to the first day of class for the intended term of enrollment. Therefore, students that are new to Midland College and want to take advantage of living on campus are required to clear the MC Admissions process prior to applying for a residence hall or family unit. Students will be required to have their unique Midland College Student ID Number in order to apply for housing.

Once your MC Admissions process is complete and you have received your MC Student ID Number follow the steps below for reserving a room or a family unit:

- Submit a completed application, \$100 deposit and \$20 non-refundable application fee and a copy of a valid photo ID.
- Building and room assignments are made on a first-come, first-served basis after the application and deposit are received.
- Roommates will be assigned by college personnel with consideration to roommate requests.
- Room reservation deposits are refunded if written notice is received before the end of the semester which campus housing was applied. Check the catalog calendar for deadline dates.
- The residence halls will be available for move-in at 10:00 a.m. on Saturday before the first day of class each semester and 12:00 noon the day before classes for each summer session.
- At the end of each semester, students must vacate residence halls within 24 hours of the last final.
- Residence halls will be closed during Christmas break.
- In the spring, halls will close on Saturday at 12:00 noon following the last day of class and May graduation.
- Housing occupants are subject to the rules and regulations, policies and procedures of the College.
- After students move in, the reservation deposit becomes the property damage deposit.

### Family Units Reservations

- Submit a completed housing application and \$20 non refundable application fee. Any person residing with the student 18 years of age or older is required to pay a \$20 non-refundable background check fee.
- Once notified of an upcoming vacancy, applicants will be contacted and required to leave a \$200 deposit to reserve the vacancy. The deposit is non-refundable if student fails to move in at their specified time.
- Once a student moves in the \$200 deposit becomes a property deposit. Property deposits are refundable (minus damages and other college charges) if a thirty day written vacate notice is given.
- Students living in family housing are expected to pay rental charges due on the 1st of each month. Failure to pay within 30 days will result in eviction.
- All housing occupants are subject to the rules and regulation, policies, and procedures of the college.

### Room and Meal Charges

Hot and cold food and beverages may be obtained at the snack bar located in the Scharbauer Student Center, Café Pepe' in the Marie Hall Academic Building or the Jack E. Brown Dining Hall. Breakfast and lunch are available to students, faculty, staff and visitors. All students who reside in residence halls are required to pay for both room and meal charges. Applicable sales tax will be charged on the meal charges. Current sales tax rate is 8.25 percent and the current meal charges are \$1,070.00 a semester. The current room rate is \$1,100.00 a semester. Students may pay tuition and fees and/or room and board on an installment basis. These require two separate plans. The student can execute an installment agreement on the Midland College website [www.midland.edu](http://www.midland.edu) within their Campus Connect account. A \$25.00 processing fee is charged

for each plan. There are different payment plan options depending on the time that you register. Failure to pay the complete balance may result in denial of course credit for that semester.

Students who do not live on campus but are interested in purchasing a meal ticket for the semester should contact the Cashier's office located in the Scharbauer Student Center. Food Service during full length semesters will provide 19 Meals per week as follows

- School days – 3 meals per day,
- Weekends/holidays – 2 meals per day during posted Hours of operation.

*Summer meal plans will vary. Prices are subject to change due to fluctuating food costs.*

### Withdrawal from Residence Hall

The residence hall contract is an academic year agreement which expires at the end of the spring semester. Students moving out of the residence halls prior to the end of the spring semester will forfeit property damage deposits. For students completing contract term, room deposits, less any damages, will be returned at the end of the academic year. Room and meal charges will be refunded for the fall and spring semesters as follows:

Official withdrawal prior to the first official move-in day*	100%
Official withdrawal the first two weeks after official move-in week	75%
Official withdrawal prior to the 6th week after official move-in week	50%
Official withdrawal prior to the 11th week after official move-in week	25%
Official withdrawal during or after the 11th class week	0%



**Room and meal charges will be refunded for Summer as follows:**

**Interim ..... No refunds**

**Summer I & II ..... Refund of 50% during first week No refund after the first week**

*No deposits will be returned if contract is not completed in full*

**Summer Camps, Interns, Rentals**

No refund once check-in has started  
Room and meal charges will be refunded for the fall and spring semesters as follows:

*\*Completion of any housing paperwork/or issuing of keys constitutes the first official move-in day.*

**Food Services**

Hot and cold food and beverages may be obtained at the snack bar located in the Scharbauer Student Center, Cafe Pepe in the Marie Hall Academic Building or the Jack E. Brown Dining Hall. Breakfast and lunch are available to students, faculty, staff and visitors.  
Student Health Information

**Emergency Medical Care**

Students in need of first aid should notify a Midland College employee. When a call for emergency medical care is in order, the responding unit will determine whether to treat a patient on the premises (at no charge) or to transport to the emergency room at the hospital (\$275 for ambulance call).

**Student Insurance**

Brochures for medical insurance and personal property insurance in apartments or residence halls are available in the Student Life Office.

**Chronic Communicable Disease (CCD)**

Midland College places a high priority on the need to prevent the spread of chronic communicable diseases on its campus and is committed to educate its staff, students, and the community. Specifically, because there is currently no cure or vaccine for AIDS, education regarding methods by which this virus may be transmitted and how to prevent transmission is essential. A community resource is available for AIDS information referral and testing. There is no charge, and all information is confidential. Brochures and contact numbers are available through the Housing Department and Student Services. When the risk of the transmission of CCD to others and/or the risk of further injury to the CCD victim is sufficiently remote, the student shall be allowed to continue attending college. The student’s medical condition shall only be disclosed to the extent necessary to minimize the health risks to the student and others. Midland College accepts responsibility to prevent the improper release of student information and shall release such information only in accordance with pertinent laws and regulations. Each case shall be handled on an individual basis. The disposition of an individual case by the College administration shall be determined only after proper input by the student’s physician and any other health professional who is deemed to be experienced in the treatment and diagnosis of a CCD. Persons deemed to have a “direct need to know” will be provided with the appropriate information; however, these persons shall not further disclose such information.

For information on bacterial meningitis immunization, please refer to **[www.midland.edu/vaccine](http://www.midland.edu/vaccine)**

## **Pesticides**

This school periodically applies pesticides. Information concerning these applications may be obtained from the Director of the Physical Plant, (432) 685-4569.

## **Health Risks of Alcohol and Drugs**

Drug and alcohol misuse are complex behaviors with many determinants at both the cultural and individual level. Awareness of the effects of any drug/alcohol is imperative for an individual's well-being or survival.

Alcohol acts as a depressant, affects mood, dulls the senses, and impairs coordination, reflexes, memory and judgement: seriously damages the liver, kidney, pancreas and brain and is the leading cause of death among individuals 15-24 years of age. Alcohol shortens the lifespan of heavy drinkers by approximately 10 years.

Prolonged use of marijuana leads to increased tolerance and severe psychological dependence. An immediate increase in heart and pulse rate may cause an acute panic anxiety reaction. Overdose may result in seizures, heartstop, coma, or death.

Opiates are highly addictive and may cause infections of the skin, liver, heart and lungs. Tobacco causes shortness of breath, nagging cough and heart difficulties. Long term effects may be emphysema, bronchitis, heart disease and cancer. Tobacco is as addictive as heroin.

## **Services Available to the Campus Community**

Midland College provides students, faculty and staff with a confidential source of help when dealing with drug or alcohol abuse or addiction problems. Information is available in the Human Resources Office and Student Services Office.

Midland College's Student Services staff employs four Licensed Professional Counselors of which one is also a Licensed Chemical Dependency Counselor.

On campus Midland College has the Behavioral Health Center which avails affordable Counseling for substance abuse and related issues. It is a project of the college's Alcohol and Drug Abuse Counseling Program (ADAC). The phone number for this program is (432)-686-4219.

The college also promotes activities and programs with student support to focus campus attention on problems of drug abuse and alcohol abuse and has two licensed chemical dependency counselors on staff.

## **Expectations of Student Performance**

- a. Students are not to use, possess, sell or transfer any alcoholic beverage or any illegal, illicit, or designer drugs on campus or while engaged in any college instructional activity.
- b. Drug and/or alcohol testing can occur in "for cause" situations when academic or clinical performance, conduct, or other actions indicate possible alcohol or drug use. The student is responsible for the cost of the drug and/or alcohol testing.
- c. Students are required to participate in drug screening protocols established by clinical agencies utilized by the College.



## Child Care

### **The Helen L. Greathouse Children's Center**

The center exists for two purposes: service and teacher training. The service function is met by providing a high quality child care program for children ages 4 months through five years. The center hours of operation are 7:30 a.m. to 5:30 p.m., Monday through Friday. This service function is also met by providing a model early childhood education program for the children, families, and early childhood professionals of the Midland community. The Children's Center serves as a training site for students to practice teaching young children. The overall goal of the Children's Center is to help the children develop the competence to function in a changing world. Those interested in enrolling children in the center should contact the Director of the Children's Center for scheduling and fee information at (432) 685-4573.

### **Child Care Center at Manor Park, Inc.**

Manor Park, a continuous-care retirement community for persons 62 years of age and older, is the site of a unique child care center operated by Midland College. Housed within Manor Park at 2208 North Loop 250, this center provides child care for Manor Park employees and community members and instructional support for child development, psychology, health science and other related courses. The center reflects the Manor Park philosophy which includes the presence of children within the senior adult community. Both Manor Park residents and the children benefit from the resulting social and cognitive interactions. For additional information, contact the program director at (432) 685-4573.

## Bookstore

The college bookstore is operated for the convenience of students and faculty. Textbooks and classroom supplies are available on-site or online at: [www.midlandcollegebookstore.com](http://www.midlandcollegebookstore.com) New textbooks, in new condition, (i.e. no writing, highlighting or any damage which would prevent resale as a new book) as well as used books, may be returned for a full refund, with a receipt, through the 12th day of class of a regular semester, the first 3 class days of a summer session, or the first 2 class days of a flex-entry course. Textbooks purchased after the above dates may be returned for a full refund within 3 days of purchase.



## EZ Rider Bus System

The campus is on Midland's EZ Rider public transportation system's route. The campus bus stop is on Chaparral Circle, just north of the bookstore. Citywide, buses operate from 6:15 a.m. to 7:10 p.m., Monday through Friday and 6:15 a.m. to 10:10 p.m. on Saturday. Buses stop on campus every 30 minutes, first traveling north and then returning south, and connect to other parts of the city. Maps are available in Student Services, and bus passes can be purchased from the cashier.

# Student Responsibilities

## Student Rights, Responsibilities & Due Process

Students, employees and visitors at Midland College, by the nature of their citizenship and residence, have certain individual rights and freedoms established by the Constitution and the laws of the United States, the State of Texas and the respective communities where they live. The possession of the personal rights is neither increased nor diminished by reason of a person's association with Midland College.

1. Midland College recognizes and accepts the following rights and freedoms as being essential to the educational process:

- a. Freedoms of expression in the classroom consistent with commonly accepted standards of decency and respect for others;
  - b. Freedom from improper, unfair, or capricious academic evaluation;
  - c. Freedom from unlawful harassment, including sexual harassment;
  - d. The right to have one's personal record kept in professional confidence;
  - e. Freedom of association;
  - f. Freedom of inquiry and expression consistent with commonly accepted rules governing libel, slander and good taste;
  - g. Freedom of exercise in the rights and responsibilities of citizenship;
  - h. Guarantee of procedural due process in disciplinary proceedings; and
  - i. The right to distribute or post printed material in compliance with the college's posted policy.
- the College to accept the following

responsibilities:

2. Midland College expects employees, students, visitors and guests of
  - a. Compliance with and support of duly constituted civil authority;
  - b. Respect for the rights of others and cooperation to insure that such rights are maintained, whether or not one agrees with the views of those exercising such rights;
  - c. Maintenance of ethical and commonly accepted standards of decency and respect for others and stewardship of college resources while using electronic communication devices;
  - d. Cooperation to insure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority;
  - e. To exercise disagreement in a responsible manner and within the framework compatible with the orderly resolution of differences;
  - f. Knowledge of and active support of college regulations.
3. Students with identified disabilities should report their need for accommodation to the Student Services Office. Students with grievances related to discrimination on the basis of a disability may contact the Student Services Office or follow the directions on the posted notices for grievances.

### **Midland College Fitness Center located in the Physical Education Building**

The Fitness Center is free to all students with a valid Midland College student ID card.

# I. Scholastic Dishonesty and Academic Misconduct

Midland College encourages high academic standards, including student responsibility for original work. As a part of this stance, Midland College endorses the following definitions and guidelines regarding scholastic dishonesty and academic misconduct, including the areas of cheating, plagiarism, and collusion.

## Academic Misconduct

Academic misconduct is the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples are: stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling, buying, or giving away all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, "drop form," or other official academic record of the college; unauthorized entry into a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

## Cheating

Cheating is defined as the deliberate use of unauthorized materials and/or actions or fraudulent acquisition in order to obtain information for an examination or assignment.

## Plagiarism

Plagiarism is defined as the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work offered for credit. A student commits plagiarism if he/she:

- a. Fails to acknowledge the sources of any information in a paper which is not either common knowledge or personal knowledge. A student can acknowledge a source through in-text citations

cross referenced to a works cited page, attribution lines, footnotes, or other forms of documentation approved by the instructor. (Common knowledge is the basic information within a field or discipline, as well as most historical dates and facts, and many ordinary observations.)

- b. Fails to acknowledge direct quotation either by using quotation marks or (for longer passages) indentation. Without the quotation marks or indentation, passages copied directly from a source might be considered plagiarized even if it is followed by an in-text citation or a footnote. The citation or footnote acknowledges that there is a source, but it does not indicate that the writer has used someone else's exact words.
- c. Merely paraphrases the original words of the source. Some students think they can avoid a charge of plagiarism by changing a few words in each sentence that they copy or by rearranging the shape of phrases or the order of sentences in a paragraph. This is not true. When taking notes students, must be careful to put ideas in their own words or to use direct quotations when relying on phrases directly taken from a source.
- d. Uses the ideas, examples, or structure of the source without acknowledging it. A student can be guilty of plagiarism if he/she systematically borrows the ideas and organization of a source, even if the language of the piece is on a major news event, by using exactly the same ideas in the same order as they appear in an article in any popular news magazine.
- e. Takes, buys, or receives a paper written by someone else and presents it as the student's own.
- f. Uses one paper for two different courses, or re-uses a paper previously submitted for credit, without the prior approval of the instructor or instructors.

## **Collusion**

Collusion is defined as the unauthorized collaboration with another person in preparing written work offered for credit or collaboration with another person to commit a violation of any section of these rules on scholastic dishonesty. A student commits collusion if he/she:

- a. Allows someone else to edit papers or correct assignments without the instructor's knowledge or permission. It is scholastically dishonest for students to employ tutors to correct, edit or modify papers or assignments in any substantive fashion. The same reservations and restrictions apply, within reason, to any outside assistance a student may receive from a parent, friend, roommate, or academic tutor. Any changes, deletions, rearrangements, additions, or corrections made in papers or assignments should represent the student's own work. (Midland College provides many tutorial services. Tutors in these college facilities offer advice without editing or completing the required work.)
- b. Reveals test information to another student enrolled in the same course.

## **Penalties**

If a student has any questions or doubts about the way he/she is employing sources or assistance in any given assignment, he/she is advised to consult the instructor before handing in the assignment. The penalties for any type of scholastic dishonesty described in this statement can be severe and can adversely effect the student's permanent academic record. The instructor has the primary responsibility for recommending the penalty in cases of academic dishonesty after consultation with the Division Dean and the student. Students may seek review of the decision or redress of a grievance related

to their participation in college programs or activities.

The instructor does have the right to enforce any one of the following penalties for scholastic dishonesty at his/ her discretion and in response to each particular case:

1. Failure of the assignment;
2. Failure of the course;
3. Recommendation for disciplinary action, including institutional suspension or dismissal.

## **II. Other Student Conduct Regulations**

Midland College has declared that the following actions constitute an interference with the lawful and orderly use of the College premises, facilities and activities to accomplish the objectives of the College. These actions are therefore strictly prohibited on the Midland College campus and other college property and facilities and during all college-sponsored activities wherever occurring:

- a. Disrupting or obstructing or attempting to disrupt or obstruct, any lawful activity of the college.
- b. Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
- c. Illegally possessing, using, selling, or being under the influence of dangerous drugs, narcotics or alcohol.
  - The College prohibits possession and consumption of alcoholic beverages on Midland College property.
  - The College strictly enforces the state law that prohibits the possession and consumption of alcohol by those under the age of 21.

- The College strictly prohibits attending classes while under the influence of alcohol or drugs.
  - The College prohibits possession or use of controlled substances or alcohol in its residence halls or at any off-campus college-sponsored event.
  - The College strictly enforces the local, state, and federal laws which prohibit the sale of controlled substances on its campus.
- d. Possessing or using firearms, weapons, or explosives, unless authorized by the College. A person commits an offense if he or she intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club or prohibited weapon on the physical premises of a school or educational institution, any grounds or building on which activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institutional, whether the school or educational institution is public or private, unless pursuant to written regulations or written authorization of the Midland College Administration (Texas Penal Code 46.03). This prohibition includes, but is not limited to, fireworks of any kind, illegal knives, clubs and razors.
- In addition, Midland College prohibits the same weapons from being brought onto any campus of the College.
  - Lockers and vehicles on any campus of Midland College may be inspected by school personnel if there is reasonable cause to believe that they contain weapons, drugs or other contraband items.
  - In the event a student possesses a license to carry a concealed handgun
- under state law, the possession of such weapons on any campus of the college is prohibited.
- Only local, state and federal authorities are authorized to carry firearms on their person when on the campus of Midland College, either as a visitor or a student.
- e. Conduct on the part of any member of the college community which constitutes unlawful harassment shall not be tolerated. Unlawful harassment, including sexual harassment as defined below, or failure to carry out responsibilities specified below, may result in disciplinary action. Participating in sexual harassment is expressly prohibited and offenders are subject to disciplinary action. Sexual harassment may be defined as either unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature, when:
- Submission by a student to such conduct is explicitly or implicitly made a term or condition of status in a course, program, or activity; or
  - Submission to or rejection of such conduct is used as the basis for academic decisions affecting the student; or
  - Such conduct has the purpose or effect of substantially interfering with a student's academic performance; or
  - Such conduct, in intent or effect, creates an intimidating, hostile, or offensive environment for learning.
- Students who perceive that they have been sexually harassed may address their questions or complaints to their appropriate counselor/advisor, supervisor, Division Dean, or other administrator. In such cases, the Vice President of Student Services or his or her designee should be contacted immediately for consultation. Resolution of the complaint will

then be handled according to the usual procedures for grievances.

- f. Advocating the overthrow by force or violence of any legally constituted governmental body, system, or any local, state, or federal law, or any rule, regulation or policy of the Board of Trustees and administrative officials of the College.
- g. Engaging in physical assault, harassment, or obscene, profane, reckless, tumultuous, destructive or unlawful course of conduct.
- h. Hazing in all forms, as defined and prohibited in the Texas Education Code Sections 37.151 to 37.157 and any addendum thereto.
- i. Academic cheating or plagiarism; willfully submitting false information with the intent to deceive; forgery, alteration, or misuses of college documents or records.
- j. Initiating malfeasance in an elective or appointive office of any college endeavor.
- k. Refusing to present an appropriate appearance in dress and grooming while participating in or attending a college activity. Students who dress so unconventionally or bizarrely that it causes disturbances, disrupts campus life, or calls undue attention to itself will be asked to conform to a more conventional form of dress. At Midland College, individual members of faculty and staff are given a considerable amount of discretion in determining what is appropriate for the educational activity under their responsibility. Whatever is clearly stated by those responsible as being appropriate or not appropriate will be the prevailing standard in that particular area of activity.
- l. Refusing or failing to comply with lawful order of any college or public official acting in the performance of duties in the administration and enforcement of these

policies.

- m. Participating in theft, vandalism, defacement or destruction of college or student property.
- n. Failing to meet financial responsibilities to the institution promptly including, but not limited to, passing a worthless check in payment to the institution.
- o. Failing to return, defacement of, or destruction of, college property which has been issued as educational equipment, such as, but not limited to, tools, cameras, recorders, musical instruments, etc.
- p. Violating an established safety and health requirements in laboratory, shop or other educational settings.
- q. Violating campus housing regulations.

### **III. Student Discipline**

- a. Any student violating policies and general rules on student rights, responsibilities, conduct and privacy shall be subject to immediate removal from any college premises, facilities, or activities. Such removal or exclusion shall not prejudice or interfere with subsequent disciplinary action by the College. There are occasional exceptional situations where a student's physical or psychological condition is such that action needs to be taken to withdraw the student from the College. The action could occur, for instance, if the conditions were such that the student could not benefit from the educational program, was threatening to self and/or others, or was disruptive to others.
- b. Complaints regarding student behavior may be originated by students, faculty, staff members, or citizens outside the college community. The Vice President of Student Services or his or her designee will investigate any complaints and notify the student in writing of all



charges, the name of the person lodging the charge, the disciplinary action, and the right to a hearing.

- c. Disciplinary action may include:
1. admonition and warning
  2. formal written warning
  3. fines
  4. loss of privileges
  5. formal disciplinary probation
  6. suspension
  7. expulsion

College-imposed sanctions are additional to any action taken by law enforcement officials.

## IV. Student Due Process

Midland College provides due process procedures for students to assure that specific problems are addressed in a fair, reasonable, and timely manner. Students may seek review of decisions or redress of grievances related to participation in college programs or activities including:

- disciplinary action
  - assignment of a final course grade (see Grade Appeal Policy);
  - denial of admission to, dismissal from, or denial of readmission to a limited access program, or
  - perceived discriminatory action based on race, color, age, natural origin, sex, handicap, marital status, religion, or any other condition prohibited by law
- Students are encouraged to seek informal resolution of problems by discussing issues directly with the College staff member involved and/or that individual's supervisor. In the event that informal discussions do not resolve disputed issues, students may request a formal hearing. The decision in dispute and related circumstances will be reviewed,

and students will have an opportunity to present their viewpoints

### a. Hearing Procedures

1. Students seeking a formal hearing of a disputed decision must file a statement of grievance and written request for hearing with the Vice President of Student Services within 15 working days of the event in question. The request must describe the disputed act, the parties involved and the action requested.
2. The Vice President of Student Services will assure that appropriate College personnel are informed, and a hearing will be scheduled within 15 working days of the filing of a grievance. A due process facilitator will be appointed to conduct the hearing and provide information to all parties involved.
3. The hearing panel will consist of a balanced group including a member of the department or division involved, an individual outside the department or division involved, and a representative from the instructional area or the Student Services area, as appropriate. The student may present information and/ or arrange, with permission of the facilitator, for others to present information. A student advocate will be available if the student needs assistance in the hearing procedure. The Midland College employee involved in the dispute may do likewise. All materials to be considered in the hearing must be submitted to the Vice President of Student Services 48 hours prior to the scheduled hearing. It is the policy of the College that legal counsel will not be involved in

dispute resolution until all internal remedies have been exhausted.

4. The hearing panel may uphold, overturn or revise the disputed decision, and the facilitator conducting the hearing will provide all involved parties with a written statement of the panel's decision.
5. Actions which result from disputed decisions and which affect student status or participation in Midland College programs or activities will be deferred until after a formal hearing unless otherwise directed by either the Vice President of Instruction or the Vice President of Student Services.
6. When either the Vice President of Student Services or the Vice President of Instruction has been directly involved in the disputed action with a student, he or she shall designate a representative to serve in his or her stead during hearings or appeals.

b. Appeals

1. Either party may appeal the due process action taken by the hearing panel. Only procedural matters will be addressed in subsequent review.
2. A student seeking to appeal the decision of the hearing panel must file a written request with the Vice President of Student Services within 10 working days of receipt of the hearing panel's decision. This request must state the grievance and the requested action and will be forwarded to the appropriate Vice President for review.
3. If a need for an appeal hearing is determined, the Vice President of Student Services and the Vice President of Instruction will handle appeals in each other's areas of supervision including selecting balanced panels to hear appeals and

chairing appeal hearings.

4. A decision will be given regarding an appeal within 10 working days of filing the request.

## Academic Responsibilities

### Absences

It is the responsibility of students to know the policies and procedures associated with absences. These policies are set by instructors. Excused absences may include, but are not limited to, illness, severe weather, and death in the family. Instructors will determine whether or not an absence is excused.

Three consecutive classroom hours of unexcused absences or a total of 6 classroom hours of unexcused absences as reported by the instructor may result in students being dropped. When a class is longer than one hour in length, a proportionately fewer number of absences is allowed. Midland College reserves the right to deal at anytime with individual cases of non-attendance.

In the case of excused absences, it is the obligation of the student to notify the instructor as soon as possible and make up all missed work.

When a student represents Midland College at an official event and will miss class, the student must notify instructors prior to the event.

### Student Withdrawals

Requests for withdrawal must be made using the College's accepted withdrawal methods. Students must complete an official withdrawal form either in person in the Student Services office, online or by written request. Midland College reserves the right to decline approval of a withdrawal request for any reason. Such reasons may include, but are not limited to: submitting incomplete information on the request, not submitting current contact information for the student, not resolving any

questions concerning the authenticity of the document, disciplinary actions, outstanding debts, TSI liability, etc.

Students who withdraw and have outstanding debts in any area of the College will not be given clearance to re-enroll until these debts are paid. Students who receive warning notices concerning non-attendance may complete the withdrawal request portion of the notice and return it to Student Services. TSI Liable students must meet with Dean of Adult or Developmental Education before withdrawing from TSI classes.

The last day for withdrawal for each registration period is published in the catalog and the current course schedule. Online withdrawal requests must be made on or prior to the dates listed.

### **Section 51.907 of the Texas Education Code- Limiting the Number of Course Drops for Undergraduate Students at Public Institutions of Higher Education in Texas.**

Beginning with new state college and university enrollments in the Fall 2008 semester, a student may drop no more than six courses over the duration of his/her collegiate experience. This six-course limit applies cumulatively to all Texas public institutions of higher education in which the student has been enrolled. The following are the only exceptions to this legislative limit:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
2. The student's responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
3. The death of a person who is a member of the student's family or who is otherwise considered to have a sufficiently close

relationship to the student that the person's death is a showing of good cause;

4. Active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is a showing of good cause; or
5. A change in the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course.

Please be aware of this policy as you consider dropping any courses during the semester.

### **Incomplete Grade**

A student who does satisfactory work in a course but does not finish due to extenuating circumstances may be eligible to receive an Incomplete ("I"). An "I" grade is given after the student has had a conference with the instructor and an Incomplete Contract has been completed and signed. The contract states the conditions that must be fulfilled. The time permitted for the work to be completed can be no later than the end of the next regular semester. After the work is completed or the time has expired, a final grade will be assigned by the instructor or the division dean if the instructor is not available. In exceptional cases, the deadline may be extended. An incomplete may only be extended once. An extension will only be granted after a conference between the student, faculty member, and the dean. Final approval must be given by the division dean. Appeals may be pursued according to student rights and due process procedures.

## **Grade Appeal Policy**

Students are strongly encouraged to discuss their concerns regarding a grade directly with the involved faculty. If the disputed issue is not resolved, the next step is an informal meeting with the academic dean who is the direct supervisor of the involved faculty. If the issue has not been resolved after a final course grade has been filed with the registrar, the student may request a formal hearing. During the hearing, the student and the faculty member will have an opportunity to present their viewpoints and relevant materials. Actions which result from disputed decisions and which affect student status or participation in Midland College programs will be deferred until after the formal hearing unless otherwise directed by the Vice President of Instruction.

A student seeking a formal hearing of a disputed action must submit a written notice to the appropriate Associate Vice President of Instruction within 30 business days of the beginning of the academic semester following the filing of the grade. The request must describe the disputed act, the parties involved, and the action requested.

The Associate Vice President of Instruction will inform appropriate college personnel, including the Vice President of Student Services, and a campus facilitator, of the hearing. The Vice President of Student Services or the designee will provide the student with a list of approved campus advocate to assist the student with the appeal procedure. Facilitators and resource persons will be selected by the appropriate Associate Vice President of Instruction and will receive training in grade appeal procedures and standards.

A hearing will be scheduled within 15 business days of the student's written request. The facilitator will schedule the hearing, receive information from the parties involved, assemble a panel and distribute relevant information to the panel members. Panel

members will include a member of the division involved, an individual outside the division involved, and a representative from Student Services.

The hearing panel shall render its final decision regarding the disputed grade and the facilitation shall provide a written statement of its decision to all involved parties. Either party may appeal the panel's decision, based only upon procedural issues arising out of the hearing, to the Vice President of Instruction. Students requesting a grade change after the stated appeal period shall submit a request in writing to the appropriate Associate Vice President of Instruction. If the Associate Vice President determines that a grade change is warranted, a panel shall be convened following the complete procedures outlined above, beginning with Associate Vice President of Instruction Responsibilities.

## **Student Records**

A permanent record is defined as a student's accumulated academic record including data confirming a student's eligibility for admission and proof that registration requirements have been met. Procedures for the preparation and maintenance of all records are thorough and in keeping with standard practices. The permanent records are kept in the Office of the Registrar.

The transcript of college work is an official copy of the student's permanent record in the computer bearing the college seal and the signature of the Registrar. Copies of a student's transcript are available upon written request from the Office of the Registrar. Students' Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - a. A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
  - b. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
  - c. Student academic records are maintained in the office of the

Registrar. Financial records are maintained in the Business Office and the Financial Aid Office. The Vice President of Student Services is responsible for the supervision of student records and the implementation of this policy.

3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Authorized Access to Student Records as provided in PL 93-380, the following will be provided access to student's records without consent from the student; and no record thereof will be maintained.

- a. Officials, faculty, staff of Midland College who have a legitimate educational interest in the student's record.
- b. Officials of other schools in which the student seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institutions if she/he so desires.
- c. In connection with a student's request for or receipt of financial aid, as necessary to determine eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- d. State or local officials to which educational data must be reported.
- e. Legitimate organizations developing, validating, or administering predictive tests or student-aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.
- f. Accrediting agencies.

- g. To parents or an eligible student who claim the student as dependent for income tax purposes.
  - h. To comply with a judicial order or a lawfully issued subpoena.
  - i. Representation of the Comptroller-General of the United States, Secretary of Health education and Welfare (HEW), administrative heads of educational agencies, or state education authorities.
  - j. Emergency situations where the information is necessary to protect the health or safety of some person.
  - k. All other individuals, agencies, or organizations which request or obtain access to a student's record must have prior written consent from the student involved.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy of Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

### **Maintenance of Student Records**

The retention of records has been established by the Texas State Library and Archives Commission. The schedule establishes mandatory minimum retention periods of student records. Midland College adheres to the schedule as provided. A copy of the Retention Schedule for Records of Public Junior Colleges is available online: <http://www.tsl.state.tx.us/slr/recordspubs/jc.html>.

### **Directory Information**

This is the information which may be released to the general public without the written consent of the student. A student may request that all or part of the general information be withheld from the public by contacting the Admissions Office. The following is included as general information:

- a. name
- b. date and place of birth
- c. address
- d. telephone
- e. major field of study
- f. number of hours currently enrolled
- g. classification
- h. participation in officially recognized activities and sports
- i. weight and height of athletic team members
- j. dates of attendance
- k. degrees candidacy, degrees, and awards received
- l. most recent educational agency or institution attended
- m. photographs that may be used in Midland College publications, videos or internet
- n. Midland College email address

### **Student Security**

All thefts, accidents, offenses, criminal activity, and incidents requiring police investigation must be reported immediately to the College Police Department at (432) 685-4734. If there is no answer, the call will be forwarded to the Department cell phone. If for some reason the cell phone is not answered, the caller should call 911 and talk with the City of Midland dispatcher. The dispatcher will contact our officer on duty, or one of their officers will respond. The College Police Department is located in the Scharbauer Student Center, room 136. Midland College police officers can be contacted by telephone or radio during all hours in which classes are in session. On

weekends the campus is patrolled by security personnel employed by Midland College and can be reached by calling the regular number of (432) 685-4734. These officers will respond to any call and make referral if necessary to a college police officer or the Midland Police Department.

Crime warning procedures, statistical reports and all other Midland College Police Department information is available online at [www.midland.edu](http://www.midland.edu).

Premises owned, rented or leased by Midland College, and areas within 1,000 feet of the premises are “gang-free” zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See Texas Penal Code, Section 71.028 for the consequences of engaging in organized criminal activity within “gang-free” zones.

### **Lost and Found**

All articles found on campus should be taken to the Midland College Police Department office located in the Scharbauer Student Center, room 136.

**Sexual Harassment and Sexual Violence**

Use of the term “sexual harassment” includes sexual violence unless otherwise noted.

Sexual violence refers to the physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment and are covered under Title IX of the Education Amendments of 1972.

The College encourages students who believe they have been sexually harassed by other students or employees to come forward with allegations of sexual harassment or misconduct to the Student Activities/Title IX Coordinator, Room 125 in the Scharbauer Student Center. The Student Activities/Title IX Coordinator will investigate all allegations promptly, and Midland College officials will take prompt and appropriate disciplinary actions against students and employees found to have engaged in conduct constituting sexual harassment of students. The College shall exercise reasonable care to prevent and correct any sexually harassing behavior and develop preventive or corrective measures to address sexually harassing behavior.

## **Miscellaneous Information**

### **Designated Areas For Food, Drink and Smoking**

No food, drinks, or tobacco products are permitted in the Murray Fasken Learning Resource Center or the Allison Fine Arts Wagner & Brown Auditorium. Instructors in any area are allowed to consume liquids in their classrooms, if necessary. Subject to the approval of the instructor, students may consume drinks in classrooms. The consumption of food in classrooms is discouraged. Tobacco products are forbidden in any classroom. Smoking is prohibited inside any Midland College building. Designated smoking areas are located adjacent to campus buildings.

## Computer Usage

Midland College provides data and communications services for students in residence halls, classrooms and labs. On the main campus and at some remote facilities, data access is also provided via a secure wireless network. Midland College provides data network and the connection to the Internet to enhance the College's programs and services. Only authorized devices may be connected to the College's network. Authorization is obtained through the Technical Services office of the Information Technology and Facilities department. Certain activities on the College's network are prohibited. Engaging in prohibited activities may result in the loss of computer privileges. Among these activities are:

- a. Unauthorized access of third-party computers using MC computer equipment or facilities.
- b. Destruction, theft, alteration, or any other form of sabotage of MC computer equipment or facilities including, without limitation, software and data files.
- c. Using hacker programs and trying to access computer systems using hacker techniques.
- d. Attempting to hack into external computer systems using MC computer equipment or facilities.
- e. Running "file share" software on computer equipment or facilities.
- f. Using MC computer equipment or facilities to store or transmit junk mail or other unsolicited commercial e-mail.
- g. Using MC computer equipment or facilities in any manner that violates federal, state or local laws or other policies of Midland College, including harassment, intimidation or attempts at such.

## Bad Weather Procedures

In case of weather conditions that may cause Midland College to delay or cancel classes, please tune in to local TV stations, call the main number, (432) 685-4500 or check the MC website at [www.midland.edu](http://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).

Because driving conditions may vary by geographical area, students have the right to make their own determination regarding whether or not it is safe for them to drive. They will not incur unexcused absences, nor be held responsible for their inability to come to campus.

## Emergency Text Notification

Midland College has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to your Midland College and personal e-mail addresses, as well as your cell phone. These messages will only be sent during emergency situations and/or when the school is closed or delayed due to weather-related conditions.

To manage your account, log into **[www.getrave.com/login/midland](http://www.getrave.com/login/midland)** Click on the "Register" button  
Fill out the form  
Your registration e-mail is your Midland College e-mail  
Your password should be same as your Midland College e-mail password  
After you have completed the form, click on the box to check that you have read the terms of use.

A confirmation e-mail will be sent to your MC e-mail. Click on the link in the e-mail, and



then you can log into the Rave website to confirm your information.

Your username is your MC e-mail address. Your initial password is your MC e-mail address password.

You may sign in using your current Midland College e-mail address. You will then be prompted to complete the registration process. Once logged in, you can manage your account.

If you need assistance logging into the system and/or managing your account, please contact the Community Relations Office at (432) 685-4555.

### **Bike Lanes, Skateboarding and Animals on Campus**

- A bike lane is clearly marked on the Circle Drive. Bicyclists must move in the same direction as traffic in their lane.
- Skateboarding is not permitted inside, breezeways or on the steps of any building.
- Midland College enforces the City of Midland leash law. All animals must be on a leash.

### **Solicitations and Sales on Campus**

All solicitations, including sales of publications, on the campus of Midland College, must have some benefit for the College, its students, faculty and staff, in its primary educational mission. If the purpose of a solicitation project is to raise money, it shall be clearly identified in terms of its contribution to the educational, intellectual, or cultural growth and development of the institution and/or its members of the academic community. Persons may not solicit on the campus without the permission of the Vice President of Student Services or designee.

- Solicitation is defined as requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets, and offering any other comparable

materials and privileges in person, by handbills or the like, to promote sales.

- Examples of exceptions allowed: sales intended to provide community-wide benefits such as symphonies, and theater productions, service projects, solicitations or contributions for charitable purposes, public or particular.
- Individuals not affiliated with Midland College (i.e., either student, faculty or staff) may not distribute handbills, leaflets, or any type of printed materials on the campus. All announcements and posters shall be subject to the following regulations:

- a. No advertising of a commercial nature shall be allowed. Notice of a benefit performance for a worthy group, however, will be accepted.
- b. Approved announcements of a personal nature (item for sale or rent, roommate wanted, etc.) may be placed on the bulletin boards in the Scharbauer Student Center and the Allison Fine Arts Building.
- c. Posters shall not ordinarily exceed 24" x 28" in size. Exceptions may be approved by the Student Activities Coordinator.
- d. Posters may be placed in the Scharbauer Student Center and in other locations as designated by the Student Activities Coordinator.
- e. Leaflets, activities announcements or other material displayed should be approved by the Vice President of Student Services.

# Distance Learning

Distance learning is a course delivery format in which the majority of the instruction (interaction between students and instructors and among students) occurs when students and instructors are not in the same place. Instruction may be synchronous (live-occurring at the same time) or asynchronous (occurring at different times). A distance learning course may use the internet, interactive videoconferencing (two-way audio/video connection), audio conferencing, and/or media such as video cassettes, DVDs, and CD-ROMs as part of the distance learning course or program.

By taking advantage of distance learning courses students can begin, complete and/or continue educational careers even when it is not possible to attend class on campus. Credit earned by completing distance learning courses transfers the same as traditional (on campus) courses. Students taking distance learning courses apply, register, and enroll using the same processes as on campus students; however, these can all be accomplished online.

Midland College offers a variety of distance learning course formats including:

**Online courses** are developed by individual instructors and provide complete course delivery through the use of a learning management system. In the course schedule, these are listed under the Online heading which appears after each course section. Courses that are fully online are designated by a WB\_ under the section column.

**Hybrid courses** are developed by individual instructors and consist of scheduled class meetings (face-to-face) and an online

component. In hybrid courses the number of face-to-face meetings are reduced and replaced with a required online component. These courses are listed under the Classroom and Online heading which appears after each course section. Hybrid courses are designated by a HY\_ under the section column.

**Interactive videoconference courses** are developed by individual instructors and consist of scheduled class meetings in which the instructor and students are at different locations but use interactive videoconferencing (live, two-way video/audio connectivity) to access and participate in class sessions. These courses are designated in the course schedule by (MCNET) appearing after the course title listing.

**The Virtual College of Texas (VCT)** allows students to access courses via the Internet that are not offered at Midland College. Students can view the schedule at [www.vct.org](http://www.vct.org) and all enrollments must be made through Midland College. Call 432-685-5538 for more information.

**Important: Computer access and a reliable internet service are required for students who enroll in online, hybrid, and/or VCT courses.**

**Student Authentication and Verification**  
Midland College is committed to ensuring academic integrity by providing measures to ensure that the student who registers in a distance learning course is the student who is participating, completing the work, and receiving credit. Midland College uses a variety of methods to accomplish this including:

Secure login and password information is generated and provided to the student upon enrollment in a distance learning course. This personal information should be protected and not shared.

Proctored examinations are required in most Midland College distance learning courses. Your instructor will provide specific information for which assignments and/or tests may require proctoring services and how to obtain these services.

Other technologies are also utilized by Midland College to deter and identify academic integrity violations in distance learning courses.

Taking online the first time?

SmarterMeasure is a diagnostic tool which helps students identify if they are at-risk of not doing well in an online, hybrid and/or technology rich course. The SmarterMeasure Learning Readiness Indicator is a web-based tool that measures: on-screen reading rate and recall, technical competency, individual attributes, life factors, preferred learning styles, and typing speed and accuracy. The SmarterMeasure Learning Readiness Indicator can be accessed at <http://www.midland.edu/students/academics/smartermeasure.php>. Upon completion, a detailed report is provided. For additional information, please contact the Department of Distance Learning at (432) 685-5537.

### **Online Courses and Canvas**

You've registered for your Online Course, now what?

1. Contact your instructor. Email your instructor to let him/her know you've enrolled. You can find your instructor's email address from the online list or by checking the course schedule. You may or may not receive a return email from your instructor.
2. All Midland College students have

a Midland College email account. (VCT students do not.) If this is your first class, email from your classes will be directed there. Go to the MC Email web page to determine your username and password and then follow the link to login to your email account.

3. Go to the Midland College Bookstore's website to find out what books are needed for your class.
4. Within one business day after you register for your course a Canvas account will be created for you. The exception is VCT students who will not have an account until the day before classes begin.
5. Determine your Canvas user ID and password to login to Canvas.
6. The online courses in which you are enrolled should become available to you by 8:00 a.m. of the first class day.
7. If you can not login using the suggested login method try retrieving your password. Your password will most likely be sent to your Midland College email account. If you still can not login please click on the Help link on the Canvas login page.
8. The online courses in which you are enrolled should become available to you by 8:00 a.m. of the first class day.
9. Do not wait for an email from your instructor. On the first day of the term you should log in to Canvas and access your course.

### **Helpful Links**

Online Instructors' Email Addresses  
Midland College Course Schedules  
Student Email

### **Resources**

Adobe Acrobat Reader  
Microsoft Powerpoint Viewer  
Midland College Bookstore  
Midland College Library Online Resources

# ***Special Programs, Resources and Enrichment***

## **Special Programs**

### **Travel Study Programs**

Travel courses offer an exciting learning laboratory full of experiences, opportunities, and connections. They are also a great way to earn extra credits. Midland College offers several national and international travel courses across several disciplines. For information on current offerings, contact the International Studies Office (432) 685-6828.

### **Adult Education**

The Department of Adult Education (AE) offers a variety of programs to help adults increase their academic and workforce skills. Students are provided with the opportunity to improve their skills in reading, writing, math, science, social studies, language arts, and English. There are no fees for any AE program. An orientation class is required before students enter the instructional classes. Individuals must be at least 17 years of age to enroll. Call the AE Department at (432) 685-6819 for procedures and documentation requirements.

#### **Adult Education Class Locations**

In addition to Midland College, classes are held at various locations including Midland College Cogdell Learning Center, WorkforceSolutions-Permain Basin and Williams Regional Technical Training Center, Ft. Stockton.

Midland College AE is involved in community partnerships with MISD, MISD Even Start, Casa de Amigos and Midland Need to Read programs. Additional class sites and community partnerships are established as

determined by needs and funding. For further information, call (432) 685-6819 or check out the Adult Education page on the Midland College website.

#### **GED®**

These classes are designed for persons who have not completed high school. Men and women study individual materials that are on their own level and progress at their own speed. Students preparing to take the GED® test are given instruction in reading, writing, math, social studies, and science through instructor-led, computer-assisted, and independent study. Some students need minimal preparation, while others may attend classes for a year or longer. Students are encouraged to take a section of the GED® test whenever they and the instructor feel the results will be positive. In order to receive a Texas Certificate of High School Equivalency, a student must pass all tests with a combined score of 2250 (450 Average) and with no one test scoring below 410. Successful completion of the GED® test may be necessary for job qualification, or it also may qualify the student for college or technical school admission. Call (432) 685-6819 for more information.

#### **English as a Second Language (ESL)**

ESL (English as a Second Language), refers to the study of English by non-native speakers. Classes provide students with the opportunity to improve their speaking, reading, writing and listening English language skills. These skills are taught in conjunction with life skills to help the student function fully in the community. Multiple levels of instruction are available. Call (432) 684-5323 for more ESL information.

## **ESL History & Government**

This is an ESL class for Resident Legal Aliens who want immigration and naturalization information to prepare for United States citizenship. The focus of this class is American history and government. Resident aliens are prepared for United States citizenship with individualized academic instruction. Class size is limited and students wishing to participate must call the ABE office, at (432) 684-5323, for class information.

## **Resources**

### **Murray Fasken Learning Resource Center (LRC)**

The LRC is a repository of 61,549 books and bound journals, 122,386 e-books, 98,248 microforms, 3,421 DVDs, videos, and CDs, and 162 magazine, journal, and newspaper subscriptions, which support the Midland College curricula. Multidisciplinary databases published by EBSCO, Gale, Bowker, CredoRef and others are available to students both on- and off-campus. The LRC is a participant in TexShare programs for enhanced access to learning resources. Special subject collections include Health Sciences and Law. The collection is primarily for students, staff and faculty use. Materials are available for checkout through current Midland College ID cards. Library holdings are described by an electronic catalog, enabling author, title, subject, and keyword searches. Labs in the LRC provide word processing and related software. The LRC's web site ([www.midland.edu/lrc](http://www.midland.edu/lrc)) is extensive. Included are library research tutorials, the library catalog of holdings, description of library policies and services and extensive links to hundreds of recommended websites and databases for most academic subjects.

Student Use Computer Labs

### **The college provides computers for student use in the following locations:**

- Lobby of the Murray Fasken Learning Resource Center
- Room 213B-Fasken LRC (General Purpose Lab)
- Room 107-WRTTC
- Room 182 Technical Center NE (Language Lab)
- Room 110-Technology Center (Information Technology Lab)
- Room 138-Technology Center (Math Lab)
- Room 149-Technology Center (Information Technology Lab)
- Room 185-Allison Fine Arts Bldg. (Journalism Lab)
- Room 244-Davidson Family Health Sciences Building (Health Science Lab)
- Room 125-SSC Career Center

### **Facility Reservations**

The Administrative Assistant to the Vice President of Administrative Services serves as reservations officer of all public use of facilities on campus. Sponsors of organizations desiring to schedule events on campus should contact the Administrative Assistant to the Vice President of Administrative Services to reserve appropriate facilities for a function. For more information about what facilities are available to the public, visit [www.midland.edu/facilities](http://www.midland.edu/facilities) or contact (432) 685-4530.

### **Multi-Use Computer Lab**

Multi-level computer instruction assists students with the English language as well as provides instruction in general academics (reading, math, science, social studies, language arts). Instruction is available to better prepare individuals for the workforce.

# Workforce Education

## Business and Economic Development Center (BEDC)

The Midland College Business and Economic Development Center (BEDC) is located at the Midland College Cogdell Learning Center at 201 W. Florida. The BEDC promotes economic development in the community by providing comprehensive management, financial, and technical assistance and training to small businesses, entrepreneurial ventures, and non-profit organizations in the form of seminars and free, confidential counseling. In addition, the BEDC is a HUD-Approved Housing Counseling Agency. The BEDC also provides free one-on-one housing and credit counseling to the public. The BEDC teaches the HUD-recommended Pre-Purchase Homeownership Education course. For more information, visit [www.midland.edu/bedc](http://www.midland.edu/bedc) or contact the BEDC at (432) 684-4309.

## Business Training

Customized training opportunities are available for entities within the private and/or public sector through the Midland College Workforce Continuing Education Department. Diverse training opportunities include, but are not limited to: technical training, software training, supervisory and management training, and vocational training. The adaptable nature of this training program provides local business and industry a great tool to meet their staff development needs. For more information please call (432) 681-6301.

## Workforce Continuing Education

Workforce Continuing Education offers certification and mandatory licensure updates and seminars for the professional. Classes

have also been developed for students to enhance their occupational skills or retrain for other career opportunities.

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.

Midland College works with individuals, and groups to plan continuing education courses, seminars and forums.

Continuing Education Unit (CEU) Courses - Initial job skills, skills upgrading, instructional classes for career certifications and retraining are the main focus of these courses.

## Health Sciences Continuing Education

A multi-faceted program offering educational courses with clinical experiences for entry-level health careers, such as Certified Nurses Assistant and Phlebotomy. In addition to course offerings, this program is approved as a provider by the Texas Department of State Health Services in the areas of: Massage Therapy, Marriage and Family Therapists, Emergency Management (EMS), Texas State Board of Social Worker Examiners, Texas State Board of Professional Counselors, also, the National Athletic Trainers Association Board of Certification, and the Texas Department of Aging and Disability for Nurses Aide and Medication Administration for the Nurse Aide to provide educational activities to those licensed or certified in the State of Texas or nationally. West Texas AHEC introduces students to career opportunities in healthcare, as well as provides information on a variety of health-related topics. The program strives to motivate young people in rural and underserved areas to choose a career in the healthcare field. For further information, regarding courses or seminars offered in the Health Sciences Continuing Education department, please call (432) 681-6354 or (432) 681-6305.

## Transportation Training

This program provides individuals with the proper training in order to obtain a CDL License to operate a commercial motor vehicle safely within the rules and regulations set out by the Department of Transportation. We offer a four-week program that is 160 hours and consists of instruction in the classroom. Training is provided in pretrip, post-trip and backing. The last 80 hours involve actual hands-on driving by the student. Upon completion of the class, the student will receive a Class A License with the ability of obtaining endorsements in Hazmat, Doubles and Triples and Tankers.

Customized courses, to fit the needs of individual companies, are provided in various transportation areas, such as contract training ranging from 90 to 120 hours or one-day 10 hour safety classes with specific training in hours of service, hazardous materials and transportation security awareness.

Job placement assistance is available to qualified students who seek a career in the Transportation Industry. The program is located the Advanced Technology Center, 3200 W. Cuthbert, (432) 681-6317.

## Petroleum Professional Development Center

The Petroleum Professional Development Center (PPDC) located at 221 N. Main Street, in downtown Midland, is a unique educational facility designed specifically for the local oil and gas industry. The PPDC offers Continuing Education Unit courses designed to help oil and gas industry professionals stay current in their technical fields. Dynamic interaction between the community, the college, and industry enables the PPDC to provide high quality instruction in meeting the training needs of the community it serves. For more information please call (432) 683-2832 or visit [www.midland.edu/ppdc](http://www.midland.edu/ppdc).

## Workforce Education, Community Programs, Continuing Education Policies and Registration Information

### Tuition and Fees

Tuition and fees must be paid in full by 12:00 p.m. (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 Continuing Education course schedule. Tuition and fees are based on the number of course hours, instruction costs, and equipment and building use.

\*Fees: Out-of-state fees may apply and will be noted in course information. An out-of-state resident is defined as a United States citizen, 18 years-of-age or older, who has not been a resident of Texas during the 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, by phone or online at the following locations:

***<http://www.midland.edu/general/payments/>***

### **Main Campus**

3600 N. Garfield  
(432) 685-4518

### **Advanced Technology Center**

3200 W. Cuthbert  
(432) 681-6326 or 681-6330

## **Refund/Cancellation Policy**

Courses that lack sufficient enrollment will be cancelled by 12:00 p.m. (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 Continuing Education 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 p.m. (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 (ID) 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 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 (Personal Enrichment is excluded from state-reporting requirements).

## **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. There is a \$15 fee for each additional or replacement certificate requested.



**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.

**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 a.m.-7:00 p.m. and Friday 8:00 a.m. - 4:30 p.m. For more information call (432) 685-4545.

**Parking Permits**

Students enrolled in Continuing Education 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 Continuing Education office, Scharbauer Student Center, Room 214.

Students taking Continuing Education courses at the Advanced Technology Center or the Petroleum Professional Development Center do not need a parking permit.



## Personal & Community Enrichment

### Midland College Alumni Association

The mission of the Midland College Alumni Association is to build strong engaging relationships with current and former students, as well as employees and retirees. Whether you have taken a personal enrichment class, a course for business training or worked toward a degree, you're a distinguished alumni at Midland College. We hope that you will join us . . . and it's FREE!

Alumni Relations Office  
139 Pevehouse Administration Building  
(432) 685-4765

[www.midland.edu/alumni](http://www.midland.edu/alumni)  
[alumni@midland.edu](mailto:alumni@midland.edu)

### Community Programs Continuing Education

The Community Programs Continuing Education department has a long history of providing learning opportunities in the community. Courses occur throughout the year, vary in duration, and occur on-and off-campus. Courses provided fall under three categories:

**Personal Enrichment** courses include dance, music, drawing, painting, language, health/fitness, and other special interest courses. In addition, a multitude of online course offerings are available. If interested in online courses, visit [www.ed2go.com/midlandcollege](http://www.ed2go.com/midlandcollege) to review over 250 course offerings.

**College Classics** is a program that provides a low-cost, non-credit opportunity for citizens 50 and over to broaden their knowledge in areas of interest in an informal educational setting. Classes are offered on the Midland College campus and will be taught by Midland College faculty and members of the community who volunteer their time and want to share their expertise in a variety of areas.

**Kids' College** is a summer enrichment program for students who will be completing the first through sixth grades. The curriculum has been developed to offer courses for introduction and enhancement, rather than for in-depth study. Every year, over 1,000 children participate in Kids' College.

For information about any of the mentioned course offerings, call (432) 685-4518.

## Davidson Distinguished Lecture Series

This series presents, twice a year, speakers whose academic accomplishments, civic leadership, and/ or public achievements will interest, enrich, and enlighten Midland students and citizens. Departments and other groups also schedule guest lecturers and speakers to promote student interest in current topics.



Michio Kaku, Spring 2014

## **Phyllis & Bob Cowan Performing Arts Series**

This series presents, twice each year, cultural and artistic performances of international interest and scope to stimulate and inspire the Midland arts community which prides itself on a rich tradition of excellence in the performing arts.



**Texas Jamm Band featuring Members of  
George Strait's Ace in the Hole Band,  
Fall 2013**

## **Al G. Langford Chaparral Center**

This 5,000 seat capacity coliseum provides a setting for athletic events, performances, shows and conferences. It is the primary location of the College's Davidson Distinguished Lecture Series and Phyllis & Bob Cowan Performing Arts Series. In addition to removable flooring appropriate for athletic events, the Al G. Langford Chaparral Center is supported by flexible stage, curtain and lighting structures that may be arranged to suit the nature of the event and the size of the audience. For additional information, contact the Al G. Langford Chaparral Center Director at (432) 685-4582.

## **Dollye Neal Chapel**

The Dollye Neal Chapel was created and endowed through the generosity of Dollye Neal Ballenger as "a place apart" on the main Midland College campus for staff, faculty, students, supporters and officials. The Chapel has no religious affiliation and is open weekdays to all providing a proper setting for private meditation and reflection. It also serves as a venue for small events such as weddings and student and faculty meetings suited to the Chapel's special environment. The Dollye Neal Chapel is complemented by Hall's Way, a pedestrian bridge that connects the College campus to the adjacent Midland Community Theatre. For information regarding the Dollye Neal Chapel, telephone (432) 685-4765.

## **McCormick Gallery**

Given as a gift by Colonel and Mrs. Walter B. Smith, in memory of her parents, W.F. and Mary McIntyre McCormick, and her brother George D. McCormick, the McCormick Gallery was established in 1978. The gallery is located in the main foyer of the Allison Fine Arts Building and annually hosts many exhibits of works in a wide range of media. For additional information regarding the McCormick Gallery, telephone (432) 685-4765.



## Studio 3600

Studio 3600 is a Midland College studio gallery within the McCormick Gallery. It offers a special series of exhibitions held at least twice a year featuring primarily the work of Midland College students who have displayed exceptional growth and originality. These shows allow students to display a body of work rather than individual works usually seen in end-of-the-semester student shows. The Studio 3600 Series is flexible and is also able to offer space to local artists who need more exposure; at other times, it can showcase works by a number of artists working around a central theme. Opening receptions are held at noon and feature a light lunch. These receptions attract large and receptive audiences.

Additional student and faculty art work is on permanent display throughout the F. Marie Hall Academic Building.

## Midland College Tennis Center and Pro Shop

Faculty (and their immediate family) and students have access to 18 tennis courts but there is no lighting for night time play. A current MC identification card is required for free play. Scheduling of a tennis court is done by going to the Pro Shop. Please do not call to schedule court time. The public is welcome to use the courts for a \$2 court fee. Pro Shop hours of operation are Monday through Friday from 9:00 a.m. to 6:00 p.m.; Saturday 9:00 a.m. to 5:00 p.m.; Sunday 1:00 p.m. to 4:00 p.m. For more information please call (432) 687-4046.



## Music Ensembles

### The Midland College Orchestra

The Midland College Orchestra is open to all experienced instrumental students. The orchestra performs many concerts during the year both in Midland and throughout the Permian Basin. Scholarships are available by audition to any student regardless of major. Students should contact Rabon Bewley, (432) 685-4643 or [rbewley@midland.edu](mailto:rbewley@midland.edu), to schedule a visit and audition.

### The Midland College Jazz Ensemble

The Midland College Jazz Ensemble is open to all experienced instrumental students. The jazz ensemble performs numerous concerts during the year both in Midland and throughout the Permian Basin. The jazz ensemble also performs at select home basketball games. Scholarships are available by audition to any student, regardless of major. Students should contact Rabon Bewley, (432) 685-4643 or [rbewley@midland.edu](mailto:rbewley@midland.edu), to schedule a visit and audition.

The Midland College Orchestra and Jazz Ensemble are premier instrumental groups performing on the MC campus, in Midland, and in the surrounding communities on performance and recruiting tours. These ensembles will seek performance exchanges with our sister cities in England and China.

### **Chap Singers**

Chap Singers is the vocal ensemble at Midland College. This ensemble performs a varied style of music from Broadway plays to movie scores and pop music. The choir sings both on and off campus every semester, with audiences including public schools, service clubs, and even individuals hosting community functions. All the singers in this organization are also a part of the Midland College Chorale. Students should contact Bert Bostic, (432) 685- 4624 or [bbostic@midland.edu](mailto:bbostic@midland.edu), to schedule a visit and audition.

### **Midland College Chorale**

Midland College Chorale is composed of Midland College students and members of the Midland community. The Chorale performs an annual Christmas Concert of varied literature-both sacred and secular/ classical and contemporary. They also join forces with other choirs in the community—for instance, the Midland Odessa Symphony and Chorale—in performing Major Chorale works such as Opera and Oratorio Choruses. The 2005-06 Chorale performed the following: “Christmas Oratorio”, Camille St. Saens; “A Day for Dancing”, Lloyd Pfautsch; “Christmas Cantata”, Daniel Pinkham; “Requiem”, Marcel Duruflé; and “Coronation Mass in C Major”, W.A. Mozart. Students should contact Bert Bostic, (432) 685-4624 or [bbostic@midland.edu](mailto:bbostic@midland.edu), to schedule a visit and audition.



# Academic Information

## Student Academic Information

### Student Classification and Load

Student classification is defined as follows:

Freshman	1-29 semester hours
Sophomore	30-59 semester hours
Junior	60-89 semester hours
Senior	90 semester hours or above

The normal student load during a regular semester is 12 to 15 hours with a maximum of 19 hours. Maximum load during the summer session is 7 hours for each six-week term. Appeals for an overload should be directed to the Vice President of Instruction or a designee.

The following guide is offered to help evaluate the number of hours a working student should try to complete in one semester.

Hours worked per week	Suggested Semester Hours
40	3-6
30	9-12
20	12-15
15	15-17

## Scholastic Standards

Student retention is essential to the Midland College mission and every effort is made to promote student success. Each student's scholastic performance is evaluated each regular semester. The standard is achievement of a 2.0 GPA and completion of at least half of the semester hours attempted. A student is in good scholastic standing if he/ she has no previous academic record at Midland College or has met the minimum scholastic standard.

A student who falls below the minimum scholastic standard will be placed on scholastic probation and will be allowed to enroll for a maximum of 12 semester credit hours in the next regular semester. A student who fails to meet the minimum scholastic standard for the last two regular semesters will be placed on enrollment restriction and will not be allowed to enroll for more than 6 semester credit hours in a regular semester. A student will be notified when placed on scholastic probation or enrollment restriction. To remove this restriction, a student must complete 6 semester credit hours during a regular semester or 2 consecutive summer sessions with a 2.0 GPA. A student will not be placed on scholastic probation or enrollment restriction as a result of scholastic performance during summer sessions. However, scholastic performance during summer sessions may be used to remove scholastic probation or enrollment restriction. Only semester credit hours and grade points earned at Midland College are used for calculations of scholastic standing. Upon student request, a counselor/advisor may grant an exemption to the enrollment limits resulting from scholastic probation or enrollment restriction. If a student's request for exemption is denied, he/she may appeal this decision in writing to the Vice President of Instruction or his/her designee.

## Grades

A grade is assigned for each credit course which a student completes, and a passing grade may be earned only if the student is enrolled for the duration of the course. The instructor of record determines all grades for a course. The method of determining a grade is included in the syllabus that is presented to students at the beginning of the course.

**Grades or transcript notations and their corresponding rating values are as follows:**

<b><u>Grade</u></b>	<b><u>Rating</u></b>	<b><u>Transcript or GPA Value</u></b>
A	Excellent	4 grade points per semester hour
B	Above Average	4 grade points per semester hour
C	Average	2 grade points per semester hour
D	Passing	1 grade point per semester hour
F	Failing	0 grade points per semester hour
I	Incomplete	Not computed in GPA
P	Pass for P/F option	Not included in GPA
W	Withdrew Officially	Not included in GPA
AU	Audit	Not included in GPA
CR	Credit for Examination	Not included in GPA
N	No Grade Reported	Not computed in GPA
*	Repeat of Course	Included in GPA
( )	Course Repeated	Not included in cumulative GPA
[ ]	Developmental Course	Included in semester GPA only
@	(After Grade) Articulated Course	Not computed in GPA
H	(After Grade) Honors Designation	Honors Course

A semester hour is the standard unit of measurement of college work. Semester hours are assigned to courses based on instructional hours per course in lecture, laboratory and/ or external learning experience as approved by the Texas Higher Education Coordinating Board. The second digit of the course number indicates the semester-hour credit. Course numbers beginning with “0” are not college-credit courses.

Grade point averages (GPA) are computed by dividing the total number of grade points accumulated by the total number of semester hours attempted. Grades of “W” are not included in calculations of grade averages, and incomplete grades are not included until the final grades have been recorded.

## **Honors Program**

The Midland College Honors Program provides an enhanced, creative, and supportive learning environment and special recognition for talented students. The curriculum includes interdisciplinary humanities courses, special honors sections, and independent honors contracts in regular classes. These opportunities provide a flexible and individualized program designed to develop the special abilities and interests of the participants. Graduation as a “Midland College Scholar” is possible with 12 semester hours of honors credit including one humanities course HUMA 1301 or 1302. Other students in the program, but with fewer credits, will receive “Honors” designation on their transcripts. For further information and application forms go to Midland College Website [midland.edu/honors](http://midland.edu/honors) or contact Director Dr. Paula Marshall-Gray, MHAB 155, (432) 685-6811, or contact the Division office MHAB 176 at (432) 685-6830.

## Honor Roll

The honor roll is published after the fall and spring semesters. The purpose of the honor roll is to recognize academic achievements for full-time and part-time students enrolled in 6 or more credit hours. Students earning a semester GPA of 4.0 will be included on the President's List; those earning 3.50 to 3.99 will be included on the Dean's List. Only credit level coursework is calculated in the GPA.

## Graduation/Degree Posting

Each spring, Midland College holds commencement to recognize those students who have completed degree and certificate programs during the course of the year. All students who have completed graduation requirements for an associate's degree or a certificate of at least 24 hours, are encouraged to participate in the commencement ceremony in May. A student who has not completed all graduation requirements may participate in commencement if:

1. he/she lacks nine semesters credit hours or less of required course-work;
2. all non-course requirements for graduation have been met;

Exceptions may be made by the Vice President of Instruction.

Students must file an application for graduation early in the semester in which they will complete their coursework. The application may only be filed by the student or college official either in the Registrar's office or online. Students who plan to participate in the May ceremony must apply for graduation by March 1. Students are also responsible for filing all transcripts from other colleges with the Registrar.

All students who meet completion requirements for a Certificate/Degree will be

processed and awarded.

Degrees and certificates are posted to transcripts only after the student has completed all requirements. Transcript postings are made at the end of the Spring, Summer and Fall semesters.

Graduation with Honors or High Honors is calculated by the Midland College Registrar. The GPA is determined by using only Midland College courses. For the printed graduation program, the calculation is made only on those courses that have been completed through the fall semester preceding spring graduation. For posting to the transcript, all Midland College courses are used to determine Honors status.

## Permian Basin Higher Education Alliance

The Permian Basin Higher Education Alliance is a unique partnership with Odessa College. It allows students from Midland to take courses at Odessa College at the in-district tuition rate and vice versa.

The following programs are offered by Odessa College to Midland students:

- Culinary Arts
- Industrial Machine
- Radiologic Technology
- Surveying

The following programs are offered by Midland College to Odessa College students:

- Air Conditioning, Heating and Refrigeration Technology
- Aviation Maintenance
- Drafting/Computer Graphics
- Respiratory Care

For Midland College programs, please refer to the appropriate department for contact information.



# Upper Level Degrees

## Bachelor of Applied Technology in Organizational Management

Midland College offers a four-year degree, a Bachelor of Applied Technology in Organizational Management.

The bachelor degree serves professionals with Associates of Applied Science degrees and is designed to broaden career opportunities by providing the core courses and managerial training to help technical specialists advance into management positions.

The program provides a career ladder for students who have already completed their Associates of Applied Science, or extensive coursework in a career/technical field.

### Overall objectives include:

1. The development of leaders who can identify opportunities, demonstrate the ability to embrace change, take the initiative to apply new technologies and the courage to empower others in the enterprise to achieve greater positive results.
2. The preparation of students for success in positions such as technology project managers, new business entrepreneurs, customer service managers, and to take other roles in small to midsize companies that require a cross-functional understanding of business operations in a complex and challenging global economy. Upper division management course work focuses our students' perspective of operations, decision-making, and requires an understanding of different facets of an enterprise operation. In addition to the common body of knowledge in management, students will be introduced

to information technology in enterprise management, organizational design and management, leadership, fiscal and ethical aspects of management, human resource management, and the emerging technologies required to manage in a competitive business environment.

### Who to Contact:

Julia Vickery — (432) 685-4704  
*Student Development Coordinator*

## Midland College's University Center

Midland College provides opportunities to earn upper-level degrees without leaving Midland. Or, students can have a seamless transfer to a partner university.

For further information regarding the University Center, please contact the Office of the Vice President of Instruction, Dr. Rex Peebles, at (432) 685-4552.

## Bachelor Program

Midland College Business Studies Division  
Bachelor of Applied Technology in  
Organizational Management

For more information, contact Julia Vickery at (432) 685-4704

## Bachelor & Master Programs

### Sul Ross State University

Bachelor of Science in Biology

Bachelor of Science in Natural Resource  
Management

Bachelor of Science in Earth Science

Contact Lady Jena Carey at (432) 685-6454

**Texas Tech University Health Sciences Center**

Master of Physician Assistant Studies  
A separate application is required.  
Contact Ms. Debbie Christensen at  
(432) 620-9905

**The University of Texas of the Permian Basin**

Bachelor of Arts in Child and Family Studies  
Bachelor of Arts in English  
Bachelor of Arts in History  
Bachelor of Arts in Humanities  
Bachelor of Arts in Multidisciplinary Studies  
Bachelor of Arts in Spanish  
EC-Grade 4 Teacher Certification  
Grades 8-12 Teacher Certification  
Contact Mr. Hector Govea at (432) 552-2635

**Western Governors University**

Over 50 Bachelor's and Master's Degree programs in:  
Business  
Health Professions  
Information Technology  
Teachers College  
For more information about WGU's degrees  
Contact Mr. Bob Rustad at (239) 980-2263  
[www.wgu.edu/transferstudent](http://www.wgu.edu/transferstudent)

All University Center books are available at the Midland College Bookstore.

**Transfer Programs**

Midland College partners with area universities to provide special transfer opportunities just for Midland College students. These transfer agreements are designed to provide a seamless transfer to those institutions.

Angelo State University's Access ASU Program

Texas Tech University's Pathways Program  
University of Texas of the Permian Basin's Direct Connect Program

UT Dallas Comet Connection Program

For information on these partner programs, contact Jeremy Martinez at (432) 685-5523.

# Course Transfer Guide

Midland College	Angelo State University	Howard Payne University	Lubbock Christian University	Sul Ross State University	Texas A&M University	Texas Tech University	University of Texas of the Permian Basin	University of Texas at Austin
ACCT 2401	ACC 2301	ACC 2311	ACC 2301	ACC 2330	ACCT 229	ACCT 2300	ACCT 2301	ACC 311
ACCT 2402	ACC 2302	ACC 2321	ACC 2302	ACC 2331	ACCT 230	ACCT 2301	ACCT 2302	ACC 312
ARTS 1301	ART 1301	ART 1361		ART 1301		ART 1309	ARTS 1301	ARH 301
ARTS 1303	ART 2301		ART 2309		ARTS 149	ART 1310		ARH 302
ARTS 1304	ART 2302				ARTS 150	ART 2311		ARH 303
BIOL 1406	BIO 1480	BIO 1459			BIOL 111 & 123	BIOL 1403	BIOL 1306/1106	
BIOL 1407	BIO elective	BIO 1469			BIOL 112 & 124	BIOL 1404	BIOL 1307/1107	
BIOL 1408		BIO 1409	BIO 1401					
BIOL 2401	BIO 2423 & 2424	BIO 2489	BIO 2401	BIO 2404		ZOOL 2403		BIO 416K
BIOL 2402	BIO 2423 & 2424	BIO 2499	BIO 2402	BIO 2405		ZOOL 2404		BIO 416L
BIOL 2421				BIO 2406				
BUSI 1301		BUS 1311	BUA 1300		MGMT 105			
BUSI 2301			BUSI 4301		MGMT 212			
CHEM 1411	CHEM 1411	CHE 1479	CHE 1107/1307	CHEM 1401	CHEM 101/Lab	CHEM1307/1107	CHEM 1311 & 1111	CH 301 & 204A
CHEM 1412	CHEM 1412	CHE 1489	CHE 1108/1308	CHEM 1402	CHEM 102/Lab	CHEM1308/1108	CHEM 1312 & 1112	CH 302 & 204B
CHEM 2423	CHEM 2153 & 2353	CHE 2331/2139		CHEM 2401	CHEM 227 & 237			CH 310M & 110K
CHEM 2425		CHE 2341/2149			CHEM 228 & 238			
COMM 1307	JOUR 2305	RTV 1311			JOUR 102	MCOM 1300	COMM 1307	RTF 305
COMM 2311		DRL 2312			JOUR 203	JOUR 2310	COMM 2311	J 315
COMM 2327								
CRIJ 1301	CRIJ 1301	CRJ 1310		CJ 1301			CRIM 2336	
CRIJ 1307		CRJ 1320		CJ 1305				
DRAM 1310	DRAM 1311	THR 1311	THA 1361		THAR 101	THA 2303		TD 301
DRAM 1351	DRAM 1321	THR 2371	THA 2302	THEA 1301	THAR 110	THA 2302	DRAM 2302	TD 313C
ECON 2301	ECO 2301	ECO 2321	ECO 2301	ECO 2305	ECON 203	ECO 2302	ECON 2301	ECO 304L
ECON 2302	ECO 2302	ECO 2311	ECO 2302	ECO 2300	ECON 202	ECO 2301	ECON 2302	ECO 304K
ENGL 1301	ENGL 1301	ENG 1311	ENGL 1301	ENG 1301	ENGL 104	ENGL 1301	ENGL 1301	RHE 306
ENGL 1302	ENGL 1302	ENG 1312	ENGL 1302	ENG 1302	ENGL 203	ENGL 1302	ENGL 1302	RHE 309K
ENGL 2322	ENG LIT		ENG 4315		ENGL 231	ENGL LIT	ENGL 2322	E316K
ENGL 2323	ENG LIT		ENG 4323		ENGL 232	ENGL LIT	ENGL 2323	E316K
ENGL 2326	ENG LIT	ENG 2373				ENGL LIT		E316K
ENGL 2327	ENG 2324		ENG 3313		ENGL 227	ENGL LIT	ENGL 2327	E316K
ENGL 2328	ENG LIT		ENG 3315		ENGL 228	ENGL LIT	ENGL 2328	E316K
ENGL 2331	ENG 2325	ENG 2353	ENG 2301			ENGL LIT		E316K
ENGL 2332	ENG LIT			ENG 2302	ENGL 221	ENGL LIT		E316K
ENGL 2333	ENG LIT			ENG 2303	ENGL 222	ENGL LIT		E316K
FREN 1411	FREN 1301	FRE 1411		FREN 1401	FREN 101	FREN 1501		FR 506
FREN 1412	FREN 1302	FRE 1412		FREN 1402	FREN 102	FREN 1502		FR 507
GEOG 1301								
GEOG 1303		GEG 2310		GEOG 1302	GEOG 202			GRG 305
GEOL 1403	GEOL 1401	GEO 1419		GEOL 1401	GEOL 101	GEOL 1303	GEOL1301/1101	GEO 401
GEOL 1404	GEOL 1402	GEO 1429		GEOL 1402	GEOL 106	GEOL 1304	GEOL 1302/1102	GEO 405

**Note:** This is not a complete listing of transferable courses.

It is also recommended that you contact your advisor to verify transferability of Midland College coursework and requirements for your major.

**\*MUST TAKE BOTH SEMESTERS AT MC IN ORDER TO TRANSFER.**

# Course Transfer Guide

Midland College	Angelo State University	Howard Payne University	Lubbock Christian University	Sul Ross State University	Texas A&M University	Texas Tech University	University of Texas of the Permian Basin	University of Texas at Austin
GOVT 2305	GOVT 2301	*POS 2311	POS 2301	*PS 2305	*POLS 206	POLS 1301	*PLSC 2305	GOV 310L
GOVT 2306	GOVT 2302	*POS 2321	POS 2302	*PS 2306	*POLS 207	POLS 2302	*PLSC 2306	GOV 312L
HIST 1301	HIST 1301	HIS 1310	HIST 2301	HIST 1301	HIST 105	HIST 2300	HIST 1301	HIS 315K
HIST 1302	HIST 1302	HIS 1320	HIST 2302	HIST 1302	HIST 106	HIST 2301	HIST 1302	HIS 315L
HIST 2301					HIST 226			
HIST 2321				HIST 2301	HIST 103	HIST 2322	HIST 2321	
HIST 2322				HIST 2302	HIST 104	HIST 2323	HIST 2322	
MATH 1314	MATH 1302	MAT 1351	MAT 1311	MATH 1315	MATH 102	MATH 1320	MATH 1314	M 301
MATH 1316	MATH 1303		MAT 1312	MATH 1316	MATH 103	MATH 1321		M 304E
MATH 1324	MATH 1311		MAT 1315		MATH 141	MATH 1330	MATH 1324	M 303D
MATH 1325	MATH 1312		MAT 1316	MATH 1325	MATH 142	MATH 1331	MATH 1325	M 303K
MATH 1342	MATH elective		BUA 2310	MATH 1342	STAT 201	MATH 2300		M 316
MATH 1348	MATH 1321					MATH 1350		M305G
MATH 1350	MATH 1341	MAT 1371				MATH 2370		M 316K
MATH 2412	MATH 1367	MAT 1381	MAT 1313		MATH 150	MATH 1550	MATH 2412	M 405G
MATH 2413	MATH 2331	MAT 2351	MAT 1402	MATH 2413	MATH 151	MATH 1351	MATH 2413	M 408K
MATH 2414	MATH 2332	MAT 2361	MAT 1403	MATH 2414	MATH 152	MATH 1352	MATH 2414	M 408L
MATH 2415		MAT 2371	MAT 2404	MATH 2415	MATH 253	MATH 2350	MATH 2415	M 408M
MUSI 1306	MUS 1341	MUS 1353			MUSC 201	MUHL 1308	MUSI 1306	MUS 302L
MUSI 1310	MUS 1342							MUS 307
PHIL 1301	PHIL 2301	PHI 1310		PHIL 1301	PHIL 251	PHIL 2300		PHL 301
PHIL 2303	PHIL 2321	PHI 1311	ENG 3307	PHIL 1303	PHIL 240	PHIL 2310	PHIL 2303	PHL 312
PHIL 2306	2306 PHIL 2311		ENG 3304	PHIL 1302	PHIL 111	PHIL 2320		PHL 318
PHYS 1401	1401 PHYS 1421	PHY 1419	PHYS 1303/1103	PHYS 1401	PHYS 201	PHYS 1403	PHYS 1401	PHY 302K & 102M
PHYS 1402	PHYS 1422	PHY 1429	PHYS 1304/1104	PHYS 1402	PHYS 202	PHYS 1404	PHYS 1402	PHY 302L & 102N
PHYS 1415	PS 1101							PSY FLAB
PHYS 2425	PHYS 1441	PHY 2439	PHY 2301	PHYS 2401	PHYS 218	PHYS 1408	PHYS 2325	PHY 303K & 103M
PHYS 2426	PHYS 2442	PHY 2449	PHY 2302	PHYS 2402	PHYS 219	PHYS 2401	PHYS 2326	PHY 303L & 103N
PSYC 2301	PSY 2301	PSY 1311	PSY 1300	PSY 1302	PSYC 107	PSY 1300	PSYC 1301	PSY 301
PSYC 2308						PSY 2301		PSY 304
SOCI 1301	SOC 2301	SOC 1311	SOC 1300	SOC 2303	SOCI 205	SOC 1301	SOCI 1301	SOC 302
SOCI 2301		PSY 2311	SOC 2240	SOC 2305		SOC 2331		
SOCI 1306	SOCI 2303	SOC 2322	SOC 2320			SOC 1320		SOC 308
SOCW 2361	SOCI 2305	SOC 1315	SWK 2300			SW 2301	SOWK 2361	SW 310
SPAN 1411	SPAN 1301	SPA 1411	FOL 1401	SPAN 1401	SPAN 101	SPAN 1501	SPAN 1411	SPN 406
SPAN 1412	SPAN 1302	SPA 1412	FOL 1402	SPAN 1402	SPAN 102	SPAN 1502	SPAN 1412	SPN 407
SPAN 2311	SPAN 2311/2312		FOL 2301		SPAN 201	SPAN 2301	SPAN 2311/2312	SPN 312K/312L
SPCH 1311	COMM 1351	COM 1310		COMM 1303	COM 101	COMS 1300		
SPCH 1315	COMM 2301		COM 2311		COM 203	COMS 2300	COMM 1315	CMS 305
SPCH 1318		COM 2320	COM 2313			COMS 1301	COMM 1318	CMS 315M
SPCH 1321			COM 3340				COMM 1321	CMS 306M
SPCH 1342		COM 2344						

**Note:** This is not a complete listing of transferable courses.

It is also recommended that you contact your advisor to verify transferability of Midland College coursework and requirements for your major.

**\*MUST TAKE BOTH SEMESTERS AT MC IN ORDER TO TRANSFER.**

# Degree Requirements

## General Requirement

Beginning in the fall of 2013, all new students to Midland College must enroll in and complete with a “C” or greater EDUC 1200/PSYC 1200. The 2-credit-hour course is designed to help students with the transition to and the completion of college. Beginning in fall 2013, all students who were deficient in two or more courses of TSI (reading, writing and math) are required to enroll in and complete with a “C” or greater PREP 0170. The course is designed to help students complete developmental education. A student will not be TSI complete unless they complete with a “C” or better PREP 0170.

All degrees must contain a minimum of 15 hours of general education courses. The Bachelor’s degree, Associate of Arts, Science, Teaching, and General Studies degrees require completion of the Core Curriculum. Degree requirements must be completed within four years of start of program. Students who do not finish within the time limit, must complete requirements for a catalog that is still within the four year period.

### Bachelor Degree

To receive a Bachelor of Applied Technology (BAT) degree, a student must:

- a. Successfully complete all upper and lower level courses required in the degree program (minimum of 120 semester credit hours).
- b. Complete an approved Associate of Applied Science (AAS) degree from a Texas college or equivalent.
- c. Complete at least 48 credits of upper-level coursework in accordance with an approved degree plan
- d. Complete a minimum of 42 general education semester credit hours according to the approved core curriculum established by Midland College for its associate of arts, associate of science and bachelor degrees
- e. Have maintained an overall minimum GPA of 2.0 (on a 4.0 scale) for all course work attempted for the bachelor program and have a grade of “C” or better in each junior and senior level course.
- f. Complete at least 30 semester credit hours at Midland College. These hours must include a minimum of 24 semester

credit hours in 3000 or 4000 level courses.

- g. Satisfy the requirements of the Texas Success Initiative.
- h. File an intent to graduate with the Registrar.
- i. Clear all financial obligations to Midland College.
- j. Meet all other College policies for graduation.

### Associate of Arts and Associate of Science Degrees

To receive an Associate of Arts (AA) or Science (AS) degree, a student must:

- a. Complete one of the regular degree plans as listed in the catalog and approved by the appropriate dean.
- b. Satisfy core curriculum requirements.
- c. Twenty-five percent of the required hours must be from Midland College. A maximum of 75% of the required semester credit hours may be achieved through post secondary level non-traditional credit, including written examination, professional certification, and military service training/education. Non-traditional credit must apply to specific courses.

- d. Have overall minimum GPA of 2.0.
- e. Satisfy the requirements of the Texas Success Initiative.
- f. File an intent to graduate with the Registrar.
- g. Clear all financial obligations to Midland College.

### **Associate of Arts in Teaching**

To receive an Associate of Arts in Teaching (AAT), a student must:

- a. Successfully complete all courses required in the degree program.
- b. Complete the Core Curriculum.
- c. Complete a minimum of 60 semester credit hours 25 percent of which must be from Midland College. A maximum of 75% of the required semester credit hours may be achieved through post secondary level non-traditional credit, including written examination, professional certification, and military service training/education. Non-traditional credit must apply to specific courses.
- d. Have overall minimum GPA of 2.0.
- e. Satisfy the requirements of the Texas Success Initiative.
- f. File an intent to graduate with the Registrar.
- g. Clear all financial obligations to Midland College.

### **Associate of Applied Science Degree**

To receive an Associate of Applied Science degree (AAS), a student must:

- a. Complete one of the regular degree plans as listed in the catalog and approved by the appropriate dean.
- b. Satisfy general education requirements.
- c. Twenty-five percent of the required hours must be of Midland College course work. A maximum of 75% of the required semester credit hours may be achieved through post secondary level non-

traditional credit, including written examination, professional certification, and military service training/education. Non-traditional credit must apply to specific courses.

- d. Have overall minimum GPA of 2.0.
- e. Satisfy the requirements of the Texas Success Initiative.
- f. File an intent to graduate with the Registrar.
- g. Clear all financial obligations to Midland College.

### **Associate of Arts or Sciences in General Studies**

Students not wishing to receive an associate degree in a specific major may be granted an Associate of Arts or Sciences in General Studies (AAGS or ASGS - A student may receive only one General Studies degree. A student must:

- a. Complete a minimum of 60 semester credit hours 25 percent of which must be from Midland College. A maximum of 75% of the required semester credit hours may be achieved through post secondary level non-traditional credit, including written examination, professional certification, and military service training/education. Non-traditional credit must apply to specific courses.
- b. Complete the Core Curriculum.
- c. Have overall minimum GPA of 2.0.
- d. Satisfy requirements of the Texas Success Initiative.
- e. File an intent to graduate with the Registrar.
- f. Clear all financial obligations to Midland College.
- g. In addition to the Core, complete the requirements below with the differences for each degree.

# — Additional Course Requirements —

## Associate of Arts

1 Course/3 Semester Credit Hours  
in  
Social and Behavioral Sciences  
AND

2 Courses/6 Semester Credit Hours  
in  
Visual and Performing Arts  
and Humanities

## Associate of Science

3 Courses/9 Semester Credit Hours  
in  
Mathematics and Natural Science

# — Areas From Which Courses Must Be Drawn —

### Mathematics and Natural Science

- Math (MATH)
- Biology (BIOL)
- Chemistry (CHEM)
- Geology (GEOL)
- Physics (PHYS)

### Social and Behavioral Sciences

- Anthropology (ANTH)
- Economics (ECON)
- Geography (GEOG)
- History (HIST)
- Government (GOVT)
- Psychology (PSYC)
- Sociology (SOCI)

### Visual and Performing Arts and Humanities

- English (ENGL, 2000 level courses)
- Philosophy (PHIL)
- Humanities (HUMA)
- Spanish (SPAN, 2000 level courses)
- Latin (LATI, 2000 level courses)
- German (GERM, 2000 level courses)
- French (FREN, 2000 level courses)
- Art (ARTS)
- Drama/Theatre (DRAM)
- Music

### •Additional Associate Degrees

To receive an additional associate degree, a student must:

- a. complete the course of study for that degree;
- b. have an overall minimum GPA of 2.0;
- c. satisfy requirements of the Texas Higher Education Assessment unless exempted;
- d. file an intent to graduate with the Registrar; and
- e. clear all financial obligations to Midland College.

**In addition, at least 25 percent of the semester credit hours for the degree must be taken at Midland College and must not apply toward any previous degree.**

# Core Curriculum Course List

All degrees with the exception of the AAS require students to complete the Core Curriculum. The Core Curriculum was established by the Texas legislature and the Texas Higher Education Coordinating Board to facilitate the transfer of courses between state supported institutions of higher education in Texas and to provide students with the basis of a liberal education. In order to obtain most degrees from a state supported institution in Texas, a student must complete the Core Curriculum. Thus, once a student has completed the Core Curriculum at one institution, it has been completed at all state supported institutions. Courses are chosen from the following areas. Consult degree programs for specific requirements. The required number of semester credit hours is noted in parenthesis beside each area.

## 010 - Communications (9)

**ENGL 1301 - Composition I 3 Hours**

**ENGL 1302 - Composition II 3 Hours**

or

**ENGL 2311 - Technical and Business Writing 3 Hours**

**One course chosen from**

SPCH 1311 - Introduction to Speech Communication .....	3 Hours
SPCH 1315 - Public Speaking .....	3 Hours
SPCH 1318 - Interpersonal Communication.....	3 Hours
SPCH 1321 - Business and Professional Speaking .....	3 Hours

## 020 - Mathematics (3)

MATH 1314 - College Algebra .....	3 Hours
MATH 1316 - Trigonometry .....	3 Hours
MATH 1324 - Mathematics for Business & Social Sciences I.....	3 Hours
MATH 1342 - Statistics .....	3 Hours
MATH 1414 - College Algebra .....	4 Hours
MATH 2412 - Pre-Calculus .....	4 Hours
MATH 2413 - Calculus I .....	4 Hours
MATH 2414 - Calculus II .....	4 Hours
MATH 2415 - Calculus III .....	4 Hours

## 030 - Natural Sciences (8)

BIOL 1406 - Biology for Science Majors I .....	4 Hours
BIOL 1407 - Biology for Science Majors II .....	4 Hours
BIOL 1408 - Introduction to Biology I .....	4 Hours
BIOL 1409 - Introduction to Biology II .....	4 Hours
BIOL 2401 - Anatomy and Physiology I .....	4 Hours
BIOL 2402 - Anatomy and Physiology II .....	4 Hours



BIOL 2421 - Microbiology for Science Majors.....	4 Hours
CHEM 1405 - Introductory Chemistry .....	4 Hours
CHEM 1411 - General Inorganic Chemistry I.....	4 Hours
CHEM 1412 - General Inorganic Chemistry II .....	4 Hours
GEOL 1401 - Earth Sciences I.....	4 Hours
GEOL 1403 - Physical Geology .....	4 Hours
GEOL 1404 - Historical Geology.....	4 Hours
GEOL 1405 - Environmental Geology.....	4 Hours
GEOL 1447 - Meteorology .....	4 Hours
PHYS 1401 - College Physics I .....	4 Hours
PHYS 1402 - College Physics II .....	4 Hours
PHYS 1403 - Stars and Galaxies.....	4 Hours
PHYS 1404 - Solar System.....	4 Hours
PHYS 1415 - Physical Science I.....	4 Hours
PHYS 1417 - Physical Science II.....	4 Hours
PHYS 2425 - University Physics I.....	4 Hours
PHYS 2426 - University Physics II.....	4 Hours

## 040 - Humanities (3)

ENGL 2321 - British Literature (single-semester course) .....	3 Hours
ENGL 2322 - British Literature I.....	3 Hours
ENGL 2323 - British Literature II.....	3 Hours
ENGL 2326 - American Literature (single-semester course) .....	3 Hours
ENGL 2327 - American Literature I.....	3 Hours
ENGL 2328 - American Literature II .....	3 Hours
ENGL 2331 - World Literature (single-semester course).....	3 Hours
ENGL 2332 - World Literature I.....	3 Hours
ENGL 2333 - World Literature II.....	3 Hours
ENGL 2342 - Forms of Literature I.....	3 Hours
ENGL 2343 - Forms of Literature II.....	3 Hours
FREN 2311 - Intermediate French I.....	3 Hours
FREN 2312 - Intermediate French II.....	3 Hours
GERM 2311 - Intermediate German I .....	3 Hours
GERM 2312 - Intermediate German II .....	3 Hours
HUMA 1301 - Humanities I .....	3 Hours
HUMA 1302 - Humanities II .....	3 Hours
LATI 2311 - Intermediate Latin I (3rd semester Latin).....	3 Hours
LATI 2312 - Intermediate Latin II (4th semester Latin).....	3 Hours
PHIL 1301 - Introduction to Philosophy .....	3 Hours
PHIL 2303 - Introduction to Logic .....	3 Hours
PHIL 2306 - Ethics .....	3 Hours
SPAN 2311 - Intermediate Spanish I.....	3 Hours
SPAN 2312 - Intermediate Spanish II .....	3 Hours

## 050 - Visual and Performing Arts (3)

ARTS 1301 - Art Appreciation .....	3 Hours
ARTS 1303 - Art History I.....	3 Hours
ARTS 1304 - Art History II.....	3 Hours
DRAM 1310 - Theatre Appreciation .....	3 Hours
DRAM 2361 - History of the Theatre I.....	3 Hours
DRAM 2362 - History of the Theatre II.....	3 Hours
DRAM 2366 - Introduction to Film.....	3 Hours
MUSI 1306 - Music Appreciation.....	3 Hours
MUSI 1308 - Survey of Music Literature .....	3 Hours
MUSI 1309 - Survey of Music Literature II .....	3 Hours
MUSI 1310 - American Music: Rock 'n' Roll Music.....	3 Hours

## 060 - 070 - 080 - Social and Behavioral Sciences (15)

### U.S. History (6):

HIST 1301 - United States History To 1877 .....	3 Hours
HIST 1302 - United States History Since 1877.....	3 Hours
HIST 2301 - Texas History .....	3 Hours

### Government/Political Science (6):

GOVT 2305 - Federal Government.....	3 Hours
GOVT 2306 - Federal and State Government II .....	3 Hours

### Other Social/Behavioral Sciences (3):

ANTH 2302 - Introduction to Archeology .....	3 Hours
ANTH 2351 - Cultural Anthropology.....	3 Hours
COMM 2300 - Media Literacy and Society .....	3 Hours
ECON 2301 - Principles of Macroeconomics.....	3 Hours
ECON 2302 - Principles of Microeconomics.....	3 Hours
GEOG 1303 - World Regional Geography.....	3 Hours
HIST 2311 - Western Civilization I .....	3 Hours
HIST 2312 - Western Civilization II .....	3 Hours
PSYC 2301 - Introduction to Psychology.....	3 Hours
SOCI 1301 - Introduction to Sociology.....	3 Hours
SOCI 1306 - Social Problems .....	3 Hours

## 090 - Fitness and Wellness (1)

KINE 1100 - Physical Fitness: Coed .....	1 Hour
KINE 1101 - Physical Fitness: Women.....	1 Hour
KINE 1102 - Physical Fitness: Men .....	1 Hour
KINE 1103 - Physical Fitness: Circuit Weight Training.....	1 Hour
KINE 1104 - Physical Fitness: Walk/Jog .....	1 Hour
KINE 1105 - Physical Fitness: Individualized Fitness.....	1 Hour
KINE 1106 - Physical Fitness: Pilates .....	1 Hour
KINE 1107 - Physical Fitness: Swimming .....	1 Hour
KINE 1108 - Physical Fitness: Step Aerobics.....	1 Hour
KINE 1109 - Physical Fitness: Kick-boxing Aerobics.....	1 Hour
KINE 1110 - Physical Fitness: Water Aerobics .....	1 Hour
KINE 1113 - Physical Fitness: Yoga .....	1 Hour
KINE 1117 - Aikido.....	1 Hour
KINE 1118 - Tae Kwon Do .....	1 Hour
KINE 1119 - Judo.....	1 Hour
KINE 1120 - Self Defense .....	1 Hour
KINE 1125 - Basketball .....	1 Hour
KINE 1126 - Bowling .....	1 Hour
KINE 1127 - Golf .....	1 Hour
KINE 1130 - Tennis.....	1 Hour
KINE 1131 - Volleyball.....	1 Hour

**Total : 42 semester credit hours**

# General Education Course List

Students pursuing an AAS degree must complete 15 semester credit hours of general education requirements. Courses must be chosen from the following areas. Minimum semester credit hour requirements for each area are listed in parenthesis. Consult degree programs for specific requirements.

## Communications

ENGL 1301 - Composition I.....	3 Hours
SPCH 1311 - Introduction to Speech Communication.....	3 Hours
SPCH 1315 - Public Speaking.....	3 Hours
SPCH 1318 - Interpersonal Communication.....	3 Hours
SPCH 1321 - Business and Professional Speaking .....	3 Hours

## Humanities/Fine Arts (3)

ARTS 1301 - Art Appreciation.....	3 Hours
ARTS 1303 - Art History I.....	3 Hours
ARTS 1304 - Art History II.....	3 Hours
DRAM 1310 - Theatre Appreciation.....	3 Hours
DRAM 2361 - History of the Theatre I .....	3 Hours
DRAM 2362 - History of the Theatre II .....	3 Hours
DRAM 2366 - Introduction to Film .....	3 Hours
MUSI 1306 - Music Appreciation .....	3 Hours
MUSI 1308 - Survey of Music Literature.....	3 Hours
MUSI 1309 - Survey of Music Literature II.....	3 Hours
MUSI 1310 - American Music: Rock 'n' Roll Music.....	3 Hours
ENGL 1302 - Composition II.....	3 Hours
ENGL 2321 - British Literature (single-semester course).....	3 Hours
ENGL 2322 - British Literature I.....	3 Hours
ENGL 2323 - British Literature II.....	3 Hours
ENGL 2326 - American Literature (single-semester course).....	3 Hours
ENGL 2327 - American Literature I.....	3 Hours
ENGL 2328 - American Literature II.....	3 Hours
ENGL 2331 - World Literature (single-semester course).....	3 Hours
ENGL 2332 - World Literature I .....	3 Hours
ENGL 2333 - World Literature II .....	3 Hours
ENGL 2342 - Forms of Literature I .....	3 Hours
ENGL 2343 - Forms of Literature II .....	3 Hours
FREN 2311 - Intermediate French I.....	3 Hours
FREN 2312 - Intermediate French II.....	3 Hours
GERM 2311 - Intermediate German I.....	3 Hours
GERM 2312 - Intermediate German II.....	3 Hours
HUMA 1301 - Humanities I.....	3 Hours
HUMA 1302 - Humanities II.....	3 Hours
LATI 2311 - Intermediate Latin I (3rd semester Latin) .....	3 Hours

LATI 2312 - Intermediate Latin II (4th semester Latin) .....	3 Hours
PHIL 1301 - Introduction to Philosophy .....	3 Hours
PHIL 2303 - Introduction to Logic .....	3 Hours
PHIL 2306 - Ethics .....	3 Hours
SPAN 2311 - Intermediate Spanish I .....	3 Hours
SPAN 2312 - Intermediate Spanish II .....	3 Hours

### **Social/Behavioral Sciences (3)**

ANTH 2302 - Introduction to Archeology .....	3 Hours
ANTH 2351 - Cultural Anthropology .....	3 Hours
COMM 2300 - Media Literacy and Society .....	3 Hours
ECON 2301 - Principles of Macroeconomics .....	3 Hours
ECON 2302 - Principles of Microeconomics.....	3 Hours
GEOG 1303 - World Regional Geography .....	3 Hours
GOVT 2305 - Federal Government .....	3 Hours
GOVT 2306 - Federal and State Government II .....	3 Hours
HIST 1301 - United States History To 1877 .....	3 Hours
HIST 1302 - United States History Since 1877.....	3 Hours
HIST 2301 - Texas History .....	3 Hours
HIST 2311 - Western Civilization I .....	3 Hours
HIST 2312 - Western Civilization II .....	3 Hours
HIST 2321 - World Civilizations I .....	3 Hours
HIST 2322 - World Civilizations II .....	3 Hours
PSYC 2301 - Introduction to Psychology.....	3 Hours
SOCI 1301 - Introduction to Sociology .....	3 Hours
SOCI 1306 - Social Problems .....	3 Hours

### **Natural Science/Mathematics (3)**

BIOL 1406 - Biology for Science Majors I .....	4 Hours
BIOL 1407 - Biology for Science Majors II .....	4 Hours
BIOL 1408 - Introduction to Biology I .....	4 Hours
BIOL 1409 - Introduction to Biology II .....	4 Hours
BIOL 1424 - Systematic Botany.....	4 Hours
BIOL 2401 - Anatomy and Physiology I .....	4 Hours
BIOL 2402 - Anatomy and Physiology II .....	4 Hours
BIOL 2421 - Microbiology for Science Majors .....	4 Hours
CHEM 1405 - Introductory Chemistry.....	4 Hours
CHEM 1411 - General Inorganic Chemistry I .....	4 Hours
CHEM 1412 - General Inorganic Chemistry II .....	4 Hours
GEOG 1401 - Earth Sciences I.....	4 Hours
GEOG 1403 - Physical Geology .....	4 Hours
GEOG 1404 - Historical Geology.....	4 Hours
GEOG 1405 - Environmental Geology .....	4 Hours
GEOG 1447 - Meteorology .....	4 Hours
MATH 1314 - College Algebra .....	3 Hours

MATH 1316 - Trigonometry.....	3 Hours
MATH 1324 - Mathematics for Business & Social Sciences I.....	3 Hours
MATH 1342 - Statistics .....	3 Hours
MATH 1414 - College Algebra .....	4 Hours
MATH 2412 - Pre-Calculus .....	4 Hours
MATH 2413 - Calculus I.....	4 Hours
MATH 2414 - Calculus II.....	4 Hours
MATH 2415 - Calculus III.....	4 Hours
PHYS 1401 - College Physics I .....	4 Hours
PHYS 1402 - College Physics II .....	4 Hours
PHYS 1403 - Stars and Galaxies .....	4 Hours
PHYS 1404 - Solar System .....	4 Hours
PHYS 1415 - Physical Science I.....	4 Hours
PHYS 1417 - Physical Science II.....	4 Hours
PHYS 2425 - University Physics I.....	4 Hours
PHYS 2426 - University Physics II.....	4 Hours

An additional six semester credit hours from courses listed above (6)

Total : 15 semester credit hours

# Degrees, Certificates and Pre-Major Transfer Guides

## Organizational Management (Bachelor of Applied Technology)

*Dean*                      176 MHAB              685-6830

**Norma Duran**            176 MHAB              685-6830  
*Division Secretary*

### **Faculty**

Amme Cole                101 TC                  685-5563  
Ryan Peckham            153 TC                  686-4611

### **Advisor**

Julia Vickery             238 SSC                685-4704

### **Organizational Management, B.A.T.**

The Bachelor of Applied Technology in Organizational Management (BAT-OM) program is designed to broaden career opportunities for students and better their chances for promotion to supervisory positions within the workplace. The program provides a career ladder for students who have completed their Associates of Applied Science coursework requirements in areas related to Business, Health Care, Information Systems, Public Service and most technical trades. For a complete listing of approved A.A.S. degrees please refer to our website: [www.midland.edu/bachelor](http://www.midland.edu/bachelor). Degrees not listed may be considered on an individual basis. Program objectives include developing leaders who can identify opportunities, demonstrate the ability to embrace change, take the initiative to apply new technologies and the courage to empower others in an organization to achieve greater positive results. The Organizational Management program also prepares students for positions as project managers, entrepreneurs, customer service managers, and other roles requiring an understanding of management operations in complex and challenging global economies. The BAT-OM degree represents successful completion of a minimum of 120 semester credit hours (sch) , consisting of 30 sch of technical specialty credit awarded for completion of an approved AAS degree or equivalent, 42 sch of Core Curriculum as shown in the Core Curriculum Course List, and 48 sch of upper division courses including 36 sch of required courses covering common aspects of applied management, and 12 sch of specialty electives from the areas of public administration, banking, electronic commerce, entrepreneurship, international business, and the oil and gas industry.

## Requirements for admission to the Organizational Management Program:

1. general admission to Midland College;
2. compliance with Texas Success Initiative requirements (TSI); and
3. an approved (AAS) degree from a Texas college or equivalent.

Please visit our internet website at [www.midland.edu/bachelor](http://www.midland.edu/bachelor) for complete information about admissions, or call Julia Vickery at Student Development Coordinator (432) 685-4704.

Students who have been admitted to the program and are within 15 sch of completing their AAS degrees may enroll in upper-division courses upon satisfactory completion of:

- a. ENGL 1301 and ENGL 1302
- b. SPCH 1321 (may substitute any speech course from the general education requirements) and
- c. MATH 0372 or an equivalent score on a math placement examination.

All BAT-OM students are required to complete a proctored assessment of student readiness for Organizational Management courses with a score of at least 70% before credit will be given for any TMGT course. The instrument includes readiness for online learning in Blackboard, basic mathematic skills, and a library resource tutorial. The assessment may be repeated after remediation until passed. During remediation the student will need dean approval to register in subsequent TMGT courses.

Students may not enroll in more than 6 sch of upper-division courses before completing an AAS degree or equivalent. Successful completion of upper-division courses requires a grade of "C" or better.

## Course Progression

The following is the suggested sequence of courses for the degree which must be completed within six years. TMGT 4320, TMGT 4385 and TMGT 4396 must be taken as senior classes.

### Semester I

- TMGT 3303 - Managerial Communications  
3 Hours
- TMGT 3305 - Organizational Theory and Practice  
3 Hours
- TMGT 3311 - Human Resources Management  
3 Hours
- TMGT 3347 - Ethics and Corporate Social Responsibility  
3 Hours

**Credit Hours: 12**

### Semester II

- TMGT 3307 - Operations Management  
3 Hours
- TMGT 3309 - Marketing for Managers  
3 Hours
- TMGT 3354 - Leadership  
3 Hours
- Organizational Management Elective  
3 Hours

**Credit Hours: 12**



### **Semester III**

- TMGT 3355 - Mediation and Negotiation  
3 Hours
- +TMGT 4396 - Project Management  
3 Hours
- Organizational Management Elective  
3 Hours
- TMGT 3304 - Finance for Managers  
3 Hours

**Credit Hours: 12**

### **Semester IV**

- TMGT 3310 - Decision Making  
3 Hours
- TMGT 3391 - Information Technology in  
Enterprise Management  
3 Hours
- +TMGT 4320 - Organizational Design  
and Management Seminar  
3 Hours
- Organizational Management Elective  
3 Hours

**Credit Hours: 12**

**Total Semester Credit Hours: 48**

### **Organizational Management Electives**

- +TMGT 3302 - Business and Economic  
Statistics  
3 Hours
- +TMGT 3336 - Legal Issues for Managers  
3 Hours
- +TMGT 3337 - Economics for Managers  
3 Hours
- +TMGT 3338 - Accounting for Managers  
3 Hours
- TMGT 3352 - Entrepreneurship  
3 Hours
- TMGT 3353 - International Business  
3 Hours
- TMGT 3356 - Oil and Gas Industry  
3 Hours
- TMGT 3357 - Introduction to Public  
Administration  
3 Hours
- +TMGT 3358 - Network Security  
Management  
3 Hours
- TMGT 4303 - Electronic Commerce  
3 Hours
- +TMGT 4385 - Organizational  
Management Internship  
3 Hours
- +TMGT 4386 - Organizational  
Management Internship  
3 Hours

# Air Conditioning, Heating & Refrigeration Technology

**Curt Pervier**                    143 TC                    685-4677  
*Dean*

**Fonda Bowen**                    143 TC                    685-4676  
*Division Secretary*

## **Faculty**

Jaroy Roberts                    187 TC                    685-4687

The Air Conditioning, Heating, and Refrigeration Technology program prepares students for careers as industry technicians. Curriculum is designed to develop skills, attitudes, and competencies necessary for installing and servicing air conditioning, refrigeration, and heating equipment. Specific areas of training include residential and commercial air conditioning, gas and electric heating, commercial refrigeration, and air conditioning and heating systems design. Midland College offers an Associate of Applied Science Degree consisting of 62 semester credit hours and a certificate consisting of 32 semester credit hours in this program. The degree option takes approximately two years to complete, and the certificate takes approximately one year to complete. Students interested in this program should contact the Technical Studies Division office to obtain additional information and/or acquire a degree or certificate plan. In order to receive the Associate of Applied Science Degree in Air Conditioning, Heating and Refrigeration and/or the Air Conditioning, Heating and Refrigeration Service Technician Certificate, students will be required to take the Industry Competency Exam (ICE).

## **Air Conditioning, Heating & Refrigeration Technology, A.A.S.**

The following is the suggested sequence of courses for the following degree and certificates. Courses requiring a prerequisite or co-requisite are marked by a +. Courses that do not have a prerequisite do not have to be taken in order. For example, since DFTG 1309 is not a prerequisite for HART 1401, DFTG 1309 does not have to be taken first.. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their degrees or certificates.

## Associate of Applied Science

### Semester I

- HART 1401 - Basic Electricity for HVAC  
4 Hours
- HART 1407 - Refrigeration Principles  
4 Hours
- MCHN 1320 - Precision Tools and  
Measurement  
3 Hours
- OSHT 1301 - Introduction to Safety and  
Health Technology  
3 Hours

**Credit Hours: 14**

### Semester II

- HART 1441 - Residential Air Conditioning  
4 Hours
- HART 2449 - Heat Pumps  
4 Hours
- DFTG 1305 - Technical Drafting  
3 Hours
- Humanities/Fine Arts  
3 Hours
- Social/Behavioral Sciences  
3 Hours

**Credit Hours: 17**

### Semester III

- HART 2434 - Advanced Air Conditioning  
Controls  
4 Hours
- HART 2442 - Commercial Refrigeration  
4 Hours
- General Education Elective  
3 Hours
- Natural Sciences/Mathematics  
3 Hours
- Speech  
3 Hours

**Credit Hours: 17**

### Semester IV

- HART 2445 - Air Conditioning Systems  
Design  
4 Hours
- HART 1445 - Gas and Electric Heating  
4 Hours
- Elective - HART or Technical Specialty  
Elective  
3-4 Hours
- Elective - HART or Technical Specialty  
Elective  
3-4 Hours

**Credit Hours: 14-16**

**Total Semester Credit Hours: 62-64**

## **Air Conditioning, Heating and Refrigeration Service Technician Certificate**

The following is the suggested sequence of courses for the following degree and certificates. Courses requiring a prerequisite or co-requisite are marked by a +. Courses that do not have a prerequisite do not have to be taken in order. For example, since DFTG 1309 is not a prerequisite for HART 1401, DFTG 1309 does not have to be taken first. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their degrees or certificates.

### **Semester I**

- HART 1401 - Basic Electricity for HVAC  
4 Hours
- HART 1407 - Refrigeration Principles  
4 Hours
- +HART 1441 - Residential Air Conditioning  
4 Hours
- +HART 1445 - Gas and Electric Heating  
4 Hours

**Credit Hours: 16**

### **Semester II**

- +HART 2434 - Advanced Air Conditioning Controls  
4 Hours
- +HART 2442 - Commercial Refrigeration  
4 Hours
- +HART 2445 - Air Conditioning Systems Design  
4 Hours
- +HART 2449 - Heat Pumps  
4 Hours

**Credit Hours: 16**

**Total Semester Credit Hours: 32**

## Alcohol & Drug Abuse Counseling

**Margaret Wade**      125 AHSF      685-4615  
*Dean*

**Elizabeth Corll**      124 AHSF      685-4612  
*Division Secretary*

**Brenda Smith**      124 AHSF      685-6413  
*Division Secretary*

**Chesly Herd**      128 AHSF      685-4729  
*Program Director*

Midland College offers an Alcohol and Drug Abuse Counseling (ADAC) Program of study covering the 12 core functions of Alcohol and Drug Abuse Counseling. The certification program offers courses necessary to qualify as Counselor Intern with the Texas Department of State Health Services. The Associate of Applied Science Degree program offers a course of study in ADAC along with basic courses that would be applicable to a career in alcohol and drug abuse counseling. Refer to Department of Health website for licensure requirements [www.dshs.state.tx.us](http://www.dshs.state.tx.us). The function of the alcohol and drug abuse counselor includes assisting the client in recognizing substance abuse, in providing insight and motivation, providing positive reinforcement, professional guidance, and assistance and support in order to develop and/or maintain a responsible and functional lifestyle. The degree and certificate in this field offered by Midland College and the courses needed to achieve these credentials are presented in the following sections. Students interested in this program should contact the Program Director or Division office to obtain additional information and/or acquire a degree or certificate plan. Exceptions to prerequisites require approval of Program Director. \*To enroll in DAAC 2166, DAAC 2167, DAAC 2271, DAAC 2272, no more than six semester credit hours of DAAC classes may be taken from a college other than Midland College without permission of the Alcohol and Drug Abuse Counseling Program Director.

### Alcohol and Drug Abuse Counseling, A.A.S.

The following is the suggested sequence of courses for this degree. The general sequence of course shown below should be followed. Part-time students may require more than four semesters to complete their degree or certificate.

## Associate of Applied Science

### Semester I

- DAAC 1319 - Introduction to Alcohol and Other Drug Addiction  
3 Hours
- DAAC 1311 - Counseling Theories  
3 Hours
- DAAC 1309 - Assessment Skill of Alcohol and Other Drug Addictions  
3 Hours
- ENGL 1301 - Composition I  
3 Hours
- PSYC 2301 - Introduction to Psychology  
3 Hours

**Credit Hours: 15**

### Semester II

- DAAC 2330 - Multicultural Counseling  
3 Hours
- +DAAC 2307 - Addicted Family Intervention  
3 Hours
- +DAAC 2441 - Counseling Alcohol and Other Drug Addictions  
4 Hours
- +ENGL 1302 - Composition II  
3 Hours
- +PSYC 2314 - Life-Span Growth and Development  
3 Hours

**Credit Hours: 16**

### Semester III

- +PSYT 2331 - Abnormal Psychology  
3 Hours
- +DAAC 2454 - Dynamics of Group Counseling  
4 Hours
- +DAAC 2166 - Practicum I  
1 Hour
- +DAAC 2271 - Core Functions  
2 Hours
- Speech  
3 Hours
- SOCI 1301 - Introduction to Sociology  
3 Hours
- **or**
- SOCI 1306 - Social Problems  
3 Hours

Credit Hours: 16

### Semester IV

- PSYT 2345 - Principles of Behavior Modification and it's Management  
3 Hours
- +DAAC 2167 - Practicum II  
1 Hour
- +DAAC 2272 - Case Presentation Method  
2 Hours
- PSYT 1372 - Relationship Skills  
3 Hours
- General Elective  
3 Hours
- Natural Sciences/Mathematics  
3 Hours

**Credit Hours: 15**

**Total Semester Credit Hours: 62**

## **Enhanced Skills Certificate - Alcohol & Drug Abuse Counseling**

The following is the suggested sequence of courses for this degree. A + indicates those courses that have a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, DAAC 1309 does not have to be taken before DAAC 1311 since DAAC 1309 is not a prerequisite for DAAC 1311. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their degree or certificate.

### **Semester I**

- +DAAC 1380 - Cooperative Education  
3 Hours

Credit Hours: 3

### **Semester II**

- +DAAC 1381 - Cooperative Education II  
3 Hours

Credit Hours: 3

### **Semester III**

- +DAAC 2380 - Cooperative Education III  
3 Hours

Credit Hours: 3

### **Semester IV**

- +DAAC 2381 - Cooperative Education IV  
3 Hours

Credit Hours: 3

**Total Semester Credit Hours: 12**

# Anthropology

Dean 176 MHAB 685-6830

**Norma Duran** 176 MHAB 685-6830  
*Division Secretary*

## Faculty

Paula Marshall-Gray 155 MHAB 685-6811

## Anthropology Pre-Major Transfer

The program below is suggested for students who wish to receive a major in Anthropology and transfer to a four-year college.

The following is the suggested sequence of courses. The general sequence of courses shown below should be followed. Part-time students may take more than four semesters to complete the course work.

## Pre-Major Transfer Guides

### Semester I

- ENGL 1301 - Composition I  
3 Hours
- ANTH 2351 - Cultural Anthropology  
3 Hours
- U.S. History  
3 Hours
- Natural Sciences  
4 Hours
- Fitness and Wellness  
1 Hour

**Credit Hours: 14**

### Semester II

- ENGL 1302 - Composition II  
3 Hours
- ANTH 2302 - Introduction to Archeology  
3 Hours
- U.S. History  
3 Hours
- Natural Sciences  
4 Hours
- Mathematics  
3-4 Hours

**Credit Hours: 16-17**



### **Semester III**

- ANTH 2301 - Physical Anthropology (Lecture) 3 Hours
- ANTH 2101 - Physical Anthropology (Lab) 1 Hour - Optional
- GOVT 2305 - Federal Government 3 Hours
- Humanities 3 Hours
- Modern Languages Elective from the Humanities Section of the Core Curriculum List or a General Elective from the Core Curriculum Course List (3-4 Hours) Select a Modern Language for the AA degree or a General Elective for the AS degree.
- Social and Behavioral Sciences 3 Hours

**Credit Hours: 15-17**

### **Semester IV**

- GOVT 2306 - Federal and State Government II 3 Hours
- GEOG 1303 - World Regional Geography 3 Hours
- Visual/Performing Arts (Art History is recommended.) 3 Hours
- Modern Language (Choose from the Humanities section of the Core Curriculum Course List) 3-4 Hours
- Speech (SPCH) (Choose from the Communications section of the Core Curriculum Course List) 3 Hours

**Credit Hours: 15-16**

**Total Semester Credit Hours: 60-64**

## Arts

**William G. Feeler**    137 AFA    685-4626  
*Dean*

**Lula Lee**    141 AFA    685-4624  
*Division Secretary*

### Faculty

Michael Hubbard    189 AFA    685-4652  
Kent Moss    195 AFA    685-4654  
Dagan Sherman    191 AFA    685-4653

The purpose of the Arts Department is to meet the individual needs of those students pursuing professional art degrees and careers and of those students in the community who wish to explore their interests and talents for their own enjoyment and fulfillment. Students who intend to earn an advanced degree are encouraged to plan their program carefully to meet the requirements of the senior college or university to which they intend to transfer.

### Arts Pre-Major Transfer

The courses listed below are suggested for students who wish to major in the Arts and transfer to a four-year college. Please note that courses that require prerequisites are denoted by a plus sign (+).

The following is the suggested sequence of courses. The general sequence of courses shown below should be followed. Part-time students may require more than four semesters to complete course work.

## Pre-Major Transfer Guides

### Semester I

- Studio Arts (Select five studio courses in ARTS, including at least one course in Design, Drawing, Painting, and Sculpture or Ceramics.)    3 Hours
  - Speech (Select a Speech (SPCH) course from the Communications section of the Core Curriculum Course List.)    3 Hours
  - ARTS 1303 - Art History I    3 Hours
  - ENGL 1301 - Composition I    3 Hours
  - U.S. History    3 Hours
- Credit Hours: 15**

## **Semester II**

- Studio Arts (Select five studio courses in ARTS, including at least one course in Design, Drawing, Painting, and Sculpture or Ceramics.)  
3 Hours
- ARTS 1304 - Art History II  
3 Hours
- +ENGL 1302 - Composition II  
3 Hours
- U.S. History  
3 Hours
- MATH 1314 - College Algebra  
3 Hours

**Credit Hours: 15**

## **Semester III**

- Studio Arts (Select five studio courses in ARTS, including at least one course in Design, Drawing, Painting, and Sculpture or Ceramics.)  
3 Hours
- Studio Arts (Select five studio courses in ARTS, including at least one course in Design, Drawing, Painting, and Sculpture or Ceramics.)  
3 Hours
- Humanities  
3 Hours
- GOVT 2305 - Federal Government  
3 Hours
- Natural Sciences  
4 Hours

**Credit Hours: 16**

## **Semester IV**

- Studio Arts (Select five studio courses in ARTS, including at least one course in Design, Drawing, Painting, and Sculpture or Ceramics.)  
3 Hours
- Other Social/Behavioral Sciences  
3 Hours
- GOVT 2306 - Federal and State Government II  
3 Hours
- Natural Sciences  
4 Hours
- Fitness and Wellness  
1 Hour

**Credit Hours: 14**

**Total Semester Credit Hours: 60**

## Automotive Technology

**Curt Pervier**                    143 TC                    685-4677  
*Dean*

**Fonda Bowen**                    143 TC                    685-4676  
*Division Secretary*

**Pete Avalos**                    CTB                    620-0246  
*Program Chair*

### **Faculty**

Lance Campbell                    ATC                    681-6349

James McCutcheon                    CTB                    620-0246

The Automotive Technology program prepares students for careers as Automotive Service Excellence (ASE) certified automotive technicians. Midland College is a National Automotive Technicians Education Foundation (NATEF) certified program, and the curriculum is designed to prepare students for successful completion of the ASE examinations. Specific areas of training include electrical systems, electronic controls, brake systems, suspension and steering, heating and air conditioning, engine performance, engine repair, manual drive trains and axles, automatic transmissions/transaxles, and automotive shop management. An Associate of Applied Science Degree in Automotive Technology consists of 64-66 semester credit hours and takes approximately two years to complete. Four certificate options are also available consisting of 19-24 semester credit hours and taking approximately one year to complete. Students interested in this program should contact the Technical Studies Division office to obtain additional information and/or acquire a degree or certificate plan.

### **Automotive Technology, A.A.S.**

The following is the suggested sequence of courses for the following degree and certificates. A + indicates courses with a prerequisite or co-requisite. Courses that do not have a prerequisite do not have to be taken in order. Part-time students may require more than four semesters to complete their degrees or certificates. Nevertheless, the general sequence should still be followed.

## Associate of Applied Science

### Semester I

- AUMT 1305 - Introduction to Automotive Technology  
3 Hours
- +AUMT 1307 - Automotive Electrical Systems  
3 Hours
- +AUMT 1310 - Automotive Brake Systems  
3 Hours
- MCHN 1320 - Precision Tools and Measurement  
3 Hours
- OSHT 1301 - Introduction to Safety and Health Technology  
3 Hours

**Credit Hours: 15**

### Semester II

- + AUMT 1316 - Suspension and Steering  
3 Hours
- +AUMT 1345 - Automotive Heating and Air Conditioning  
3 Hours
- +AUMT 2317 - Engine Performance Analysis I  
3 Hours
- Speech 3 Hours (Select a Speech (SPCH) course from the Communications section of the General Education Course List.)
- Humanities/Fine Arts  
3 Hours

**Credit Hours: 15**

### Semester III

- +AUMT 1319 - Automotive Engine Repair  
3 Hours
- +AUMT 2313 - Manual Drive Train and Axle  
3 Hours
- +AUMT 2321 - Automotive Electrical Lighting and Accessories  
3 Hours
- +AUMT 2325 - Automatic Transmission and Transaxle  
3 Hours
- Natural Science/Mathematics  
3-4 Hours

**Credit Hours: 15-16**

### Semester IV

- +AUMT 2334 - Engine Performance Analysis II  
3 Hours
- +AUMT 2437 - Automotive Electronics  
4 Hours
- +AUMT 1306 - Automotive Engine Removal and Installation  
3 Hours
- +AUMT 1380 - Cooperative Education - Auto/Automotive Mechanic/Technician  
3 Hours
- Social/Behavioral Sciences  
3 Hours
- General Education Elective  
3-4 Hours

**Credit Hours: 19-20**

**Total Semester Credit Hours: 64-66**

## Basic Automotive Certificate

The following is the suggested sequence of courses for the following degree and certificates. A + indicates courses with a prerequisite or co-requisite. Courses that do not have a prerequisite do not have to be taken in order. Part-time students may require more than four semesters to complete their degrees or certificates. Nevertheless, the general sequence should still be followed.

### Semester I

- AUMT 1305 - Introduction to Automotive Technology  
3 Hours
- +AUMT 1307 - Automotive Electrical Systems  
3 Hours
- +AUMT 1310 - Automotive Brake Systems  
3 Hours
- MCHN 1320 - Precision Tools and Measurement  
3 Hours

**Credit Hours: 12**

### Semester II

- +AUMT 1316 - Suspension and Steering  
3 Hours
- +AUMT 1345 - Automotive Heating and Air Conditioning  
3 Hours
- +AUMT 2317 - Engine Performance Analysis I  
3 Hours

**Credit Hours: 9**

**Total Semester Credit Hours: 21**

## Advanced Automotive Certificate

The following is the suggested sequence of courses for the following degree and certificates. A + indicates courses with a prerequisite or co-requisite. Courses that do not have a prerequisite do not have to be taken in order. Part-time students may require more than four semesters to complete their degrees or certificates. Nevertheless, the general sequence should still be followed.

### Semester I

- +AUMT 1306 - Automotive Engine Removal and Installation  
3 Hours
- +AUMT 2313 - Manual Drive Train and Axle  
3 Hours
- +AUMT 2321 - Automotive Electrical Lighting and Accessories  
3 Hours

**Credit Hours: 9**

### Semester II

- +AUMT 2325 - Automatic Transmission and Transaxle  
3 Hours
- +AUMT 2334 - Engine Performance Analysis II  
3 Hours
- +AUMT 2437 - Automotive Electronics  
4 Hours

**Credit Hours: 10**

**Total Semester Credit Hours: 19**

## Collision and Repair Certificate

The following is the suggested sequence of courses for the following degree and certificates. A + indicates courses with a prerequisite or co-requisite. Courses that do not have a prerequisite do not have to be taken in order. Part-time students may require more than four semesters to complete their degrees or certificates. Nevertheless, the general sequence should still be followed.

### Semester I

- AUMT 1305 - Introduction to Automotive Technology  
3 Hours
- ABDR 1431 - Basic Refinishing  
4 Hours
- +ABDR 1458 - Intermediate Refinishing  
4 Hours
- MCHN 1320 - Precision Tools and Measurement  
3 Hours

**Credit Hours: 14**

### Semester II

- +AUMT 1316 - Suspension and Steering  
3 Hours
- +AUMT 1307 - Automotive Electrical Systems  
3 Hours
- +ABDR 2449 - Advanced Refinishing  
4 Hours

**Credit Hours: 10**

**Total Semester Credit Hours: 24**

## Aviation Maintenance Technology

**Curt Pervier**                    143 TC                    685-4677  
*Dean*

**Fonda Bowen**                    143 TC                    685-4676  
*Division Secretary*

**Tommy Branon**                  Airport "E"                563-8952  
*Program Chair*

### **Faculty**

Ed Munoz                          Airport "E"                563-8952

Chad Farris                        Airport "E"                563-8952

The Aviation Maintenance Technology program prepares students for careers as aviation airframe technicians, or aviation powerplant technicians. Specific areas of training include aircraft structure inspection and testing; federal aviation regulations; aircraft and electronic flight instrument systems; aircraft auxiliary systems; aircraft welding; aircraft electrical systems; hydraulic, pneumatic, and fuel systems; and occupational safety and health codes. Two certificate options are available consisting of 40 semester credit hours and taking approximately one to two years to complete. Upon successful completion of the Airframe Certificate and/or the Powerplant Certificate, students are qualified to take the applicable Federal Aviation Administration (FAA) licensure examination. For both certificate options, students must have a high school diploma or equivalent, pass the TEAS test and furnish their own hand tools. To obtain additional information and/or to acquire a certificate plan, students should contact the Technical Studies Division office.



## Airframe Certificate

The following is the suggested sequence of courses for the following certificates. However, courses that do not have a prerequisite do not have to be taken in order. For example, AERM 1203 does not have to be taken before AERM 1315 since AERM 1203 is not a prerequisite for AERM 1315. Nevertheless, the general sequence should still be followed. Part-time students may require more than five semesters to complete their certificates. Both the Airframe and Powerplant Certificates require completion of the General Classes listed in Semester I.

### Semester I General Classes

- AERM 1203 - Shop Practices  
2 Hours
- AERM 1205 - Weight and Balance  
2 Hours
- AERM 1208 - Federal Aviation Regulations  
2 Hours
- AERM 1210 - Ground Operations  
2 Hours
- AERM 1314 - Basic Electricity  
3 Hours
- AERM 1315 - Aviation Science  
3 Hours

**Credit Hours: 14**

### Semester II Airframe Certificate

- +AERM 1352 - Aircraft Sheet Metal  
3 Hours
- +AERM 1349 - Hydraulic, Pneumatic, and Fuel Systems  
3 Hours

- +AERM 1253 - Aircraft Welding  
2 Hours
- +AERM 1241 - Wood, Fabric, and Finishes  
2 Hours
- +AERM 1243 - Instruments and Navigation/  
Communication  
2 Hours

**Credit Hours: 12**

### Semester III

- +AERM 1247 - Airframe Auxiliary Systems  
2 Hours
- +AERM 1254 - Aircraft Composites  
2 Hours
- +AERM 1345 - Airframe Electrical Systems  
3 Hours
- +AERM 1350 - Landing Gear Systems  
3 Hours
- AERM 2231 - Airframe Inspection  
2 Hours
- +AERM 2233 - Assembly and Rigging  
2 Hours

**Credit Hours: 14**

**Total Semester Credit Hours: 40**

## **Powerplant Certificate**

The following is the suggested sequence of courses for the following certificates. However, courses that do not have a prerequisite do not have to be taken in order. For example, AERM 1203 does not have to be taken before AERM 1315 since AERM 1203 is not a prerequisite for AERM 1315. Nevertheless, the general sequence should still be followed. Part-time students may require more than five semesters to complete their certificates. Both the Airframe and Powerplant Certificates require completion of the General Classes listed in Semester I.

### **Semester I General Classes**

- AERM 1203 - Shop Practices  
2 Hours
- AERM 1205 - Weight and Balance  
2 Hours
- AERM 1208 - Federal Aviation Regulations  
2 Hours
- AERM 1210 - Ground Operations  
2 Hours
- AERM 1314 - Basic Electricity  
3 Hours
- AERM 1315 - Aviation Science  
3 Hours

**Credit Hours: 14**

## **Semester II Powerplant Certificate**

- +AERM 1357 - Fuel Metering and Induction Systems  
3 Hours
- +AERM 2447 - Aircraft Reciprocating Engine Overhaul  
4 Hours
- +AERM 1444 - Aircraft Reciprocation Engines  
4 Hours
- +AERM 2352 - Aircraft Powerplant Inspection  
3 Hours

**Credit Hours: 14**

### **Semester III**

- AERM 1251 - Aircraft Turbine Engine Theory  
2 Hours
- +AERM 1340 - Aircraft Propellers  
3 Hours
- +AERM 1456 - Aircraft Powerplant Electrical  
4 Hours
- +AERM 2351 - Aircraft Turbine Engine Overhaul  
3 Hours

**Credit Hours: 12**

**Total Semester Credit Hours: 40**

# Biology

**Margaret Wade**      125 AHSF      685-4615  
*Dean*

**Elizabeth Corll**      124 AHSF      685-4612  
*Division Secretary*

**Brenda Smith**      124 AHSF      685-6413  
*Division Secretary*

## **Faculty**

Amelia Belizaire      156 FSB      685-6755

Dan Elias      255 FSB      685-6761

Tomas Hernandez      152 FSB      685-6751

Claudia Hinds      252 FSB      685-6758

Paul Mangum      102 FSB      685-6731

Ethel Matthews      104 FSB      685-6733

Marlana Mertens      253 FSB      685-6759

Miranda Poage      155 FSB      685-6754

Joey Schenkman      105 FSB      685-6734

## **Lab Instructor**

Cindy Cochran      103 FSB      685-6732

Sandy Robinson      106 FSB      685-6735

Courses in the Department of Biology are designed to meet the needs of undergraduate students who are preparing to enter the fields of professional biology and biological research, to teach biology, or those who wish to prepare for admission to dental and medical schools, and for training in medical technology and nursing. Courses in the department offer other students an appreciation and understanding of the concepts of biology. The student who expects to enter a profession in dentistry, medicine, optometry, pharmacy, veterinary medicine, or some related profession which requires graduation from a specialized college should check carefully the entrance requirements for the college to which he expects to transfer after two years at Midland College.

## Biology Pre-Major Transfer

The courses listed below are suggested for students who wish to major in Biology and transfer to a four-year college.

The following is the suggested sequence of courses. The general sequence of courses shown below should be followed. Part-time students may require more than four semesters to complete course work.

### Pre-Major Transfer Guide

#### Semester I

- BIOL 1406 - Biology for Science Majors I  
4 Hours
- ENGL 1301 - Composition I  
3 Hours
- CHEM 1411 - General Inorganic Chemistry I  
4 Hours
- Mathematics  
3 Hours

**Credit Hours: 14**

#### Semester II

- +BIOL 1407 - Biology for Science Majors II  
4 Hours
- +ENGL 1302 - Composition II  
3 Hours
- +CHEM 1412 - General Inorganic Chemistry II  
4 Hours
- U.S. History  
3 Hours

**Credit Hours: 14**

#### Semester III

- +BIOL 2421 - Microbiology for Science Majors  
4 Hours
- GOVT 2305 - Federal Government  
3 Hours
- U.S. History  
3 Hours
- Speech  
3 Hours
- Humanities  
3 Hours

Credit Hours: 16

#### Semester IV

- Science Elective  
4 Hours
- Visual & Performing Arts  
3 Hours
- Other Social/Behavioral Sciences  
3 Hours
- GOVT 2306 - Federal and State Government II  
3 Hours
- Fitness & Wellness  
1 Hour
- General Elective (Choose from courses in Core Curriculum Course List)  
3 Hours

**Credit Hours: 17**

**Total Semester Credit Hours: 61**

# Business Administration

*Dean*                      176 MHAB      685-6830

**Norma Duran**            176 MHAB      685-6830  
*Division Secretary*

## **Faculty**

Doug Avery                197 TC          685-4689  
Omar Belazi               154 TC          685-4659  
Dale Westfall             158 TC          685-4658

The Business Administration program provides: (1) Courses at the freshman and sophomore levels which will transfer to senior colleges; (2) Training for developing a marketable skill for immediate employment; and (3) Curriculum and training for upgrading current skills and positions. Curriculum has been developed to meet the needs of local industry by providing students with initial training and skill improvement. Specific areas of training include business principles, accounting and financial theory, economics, business and professional speaking, computer software applications, business law, and office administration principles.

Several options are available in the Business Administration program. Degree programs consist of 61-62 semester credit hours and take approximately two years to complete.

Certificate programs consist of 37 semester credit hours and take approximately one year to one-and-a-half years to complete. Students interested in this program should contact the Business Studies Division to obtain additional information and formulate a personalized sequence of study.

The following is the suggested sequence of courses. The following general sequence of courses shown below should be followed when possible. Part-time students may require more than four semesters to complete course work.

## **Pre-Major Transfer Guide**

Students should meet with the Dean, or Business Administration faculty advisor, to devise an individualized plan for optimum transferability to the receiving university program of your choice.

## **Business Administration Pre-Major Transfer**

### **Semester I**

- ENGL 1301 - Composition I  
3 Hours
- MATH 1324 - Mathematics for Business & Social Sciences I  
3 Hours
- HIST 1301 - United States History To 1877  
3 Hours
- Natural Science  
4 Hours
- BCIS 1405 - Business Computer Applications  
4 Hours

**Credit Hours: 17**

### **Semester II**

- + ENGL 1302 - Composition II  
3 Hours
- Visual and Performing Arts  
3 Hours
- +MATH 1325 - Mathematics for Business & Social Sciences II  
3 Hours
- HIST 1302 - United States History Since 1877  
3 Hours
- Natural Science  
4 Hours

**Credit Hours: 16**

### **Semester III**

- ACCT 2401 - Principles of Accounting  
4 Hours
- Approved Elective from Core Curriculum Course List  
3 Hours
- ECON 2301 - Principles of Macroeconomics  
3 Hours
- GOVT 2305 - Federal Government  
3 Hours
- Humanities  
3 Hours

**Credit Hours: 16**

### **Semester IV**

- +ACCT 2402 - Principles of Accounting II  
4 Hours
- ECON 2302 - Principles of Microeconomics  
3 Hours
- GOVT 2306 - Federal and State Government II  
3 Hours
- SPCH 1321 - Business and Professional Speaking  
3 Hours
- KINE - Fitness and Wellness  
1 Hour

**Credit Hours: 14**

**Total Semester Credit Hours: 63**

## Small Business Management, A.A.S.

Students seeking a two-year credential focused on entrepreneurial skills and related educational background, or preparing for the BAT in Organizational Management should follow this degree plan.

### Semester I

- BCIS 1405 - Business Computer Applications  
4 Hours
- BMGT 1327 - Principles of Management  
3 Hours
- BUSI 1301 - Business Principles  
3 Hours
- ENGL 1301 - Composition I  
3 Hours
- HIST 1302 - United States History Since 1877  
3 Hours

**Credit Hours: 16**

### Semester II

- ACNT 1403 - Introduction to Accounting I  
4 Hours
- ENGL 1302 - Composition II  
3 Hours
- MATH 1314 - College Algebra  
3 Hours
- **or**
- MATH 1324 - Mathematics for Business & Social Sciences I  
3 Hours
- Speech (Choose a SPCH course from the Communications section of the General Education Course List)  
3 Hours

- MRKG 1311 - Principles of Marketing  
3 Hours

**Credit Hours: 16**

### Semester III

- BUSI 2301 - Business Law  
3 Hours
- BUSG 1303 - Principles of Finance  
3 Hours
- BUSG 1315 - Small Business Operations  
3 Hours
- ECON 2301 - Principles of Macroeconomics  
3 Hours
- **or**
- ECON 2302 - Principles of Microeconomics  
3 Hours
- GOVT 2305 - Federal Government  
3 Hours

**Credit Hours: 15**

### Semester IV

- BMGT 2341 - Strategic Management  
3 Hours
- Business Elective or Elective from the General Education Course List  
3 Hours
- GOVT 2306 - Federal and State Government II  
3 Hours
- ITSW 1404 - Introduction to Spreadsheets  
4 Hours

**Credit Hours: 13**

**Total Semester Credit Hours: 60**

## Small Business Management Certificate

Students seeking a certificate reflecting competence in applied business skills should follow this degree plan.

### Semester I

- BCIS 1405 - Business Computer Applications 4 Hours
- BMGT 1327 - Principles of Management 3 Hours
- BUSI 1301 - Business Principles 3 Hours
- POFT 1301 - Business English 3 Hours

**Credit Hours: 13**

### Semester II

- ACNT 1403 - Introduction to Accounting I 4 Hours
- BUSI 2301 - Business Law 3 Hours
- MRKG 1311 - Principles of Marketing 3 Hours
- POFT 1325 - Business Mathematics and Machine Applications 3 Hours

**Credit Hours: 13**

### Semester III

- BMGT 2341 - Strategic Management 3 Hours

- BUSG 1303 - Principles of Finance 3 Hours
- BUSG 1315 - Small Business Operations 3 Hours
- ITSW 1404 - Introduction to Spreadsheets 4 Hours

**Credit Hours: 13**

**Total Semester Credit Hours: 39**

### **Note(s):**

BUSG 2380, BUSG 2381 - Cooperative Education - Business, General may be substituted for Business specialty courses or electives with appropriate learning objectives. Requires approval of Dean of Business Studies.

## Small Business Start-up Certificate

### Semester I

- BCIS 1405 - Business Computer Applications 4 Hours
- BMGT 2341 - Strategic Management 3 Hours
- BUSG 1303 - Principles of Finance 3 Hours
- BUSG 1315 - Small Business Operations 3 Hours
- MRKG 1311 - Principles of Marketing 3 Hours

**Total Semester Credit Hours: 16**



# Business Systems

**Curt Pervier**                    143 TC        685-4677  
*Dean*

**Fonda Bowen**                    143 TC        685-4676  
*Division Secretary*

## **Faculty**

Sylvia Brown                    124 TC        685-4717  
Raquel Segovia                160 TC        685-4786

For program information, please call (432) 685-4717.

The Business Systems program is designed to prepare students for careers as office professionals, administrative assistants, office managers, and executive assistants. Graduates of the program will possess competencies in the latest office management techniques and computer software applications. The curriculum is designed to provide training in current technology, and acquire skills and knowledge for adapting to a variety of changing business conditions. Specific areas of training include office procedures, business communications, accounting/bookkeeping, and software applications in word processing, presentation media, spreadsheet preparation, and database manipulation. Midland College offers a Business Systems AAS Degree option, a Certificate option, and an Advanced Certificate option. The AAS Degree option consists of a minimum of 61 semester credit hours and takes approximately two years to complete. The Business Systems Administrative Clerk Certificate consists of 17 semester credit hours can be completed in one semester and is intended for those students who wish to develop a marketable skill for immediate employment and/or upgrade their present skills. The Business Systems Administrative Assistant Certificate option consists of 28-35 semester credit hours and takes approximately three semesters (12 months) to complete. Options include specialization in bookkeeping, desktop publishing, medical office technology, or legal office technology. Students interested in any of the Business Systems options should contact the Business Studies Division office to formulate a sequence of courses to meet their individual needs.

## Business Systems, A.A.S.

The following is the suggested sequence of courses for this degree. The general sequence of courses shown below should be followed when possible. Part-time students may require more than four semesters to complete their degree.

### Associate of Applied Science

Students seeking a two-year credential focused on business office skills and related educational background, or preparing for the BAT in Organizational Management should follow this degree plan.

#### Semester I

- POFI 1204 - Computer Fundamentals  
2 Hours
- POFT 1227 - Introduction to Keyboarding  
2 Hours
- POFT 1309 - Administrative Office  
Procedures I  
3 Hours
- POFT 1301 - Business English  
3 Hours
- POFT 1325 - Business Mathematics and  
Machine Applications  
3 Hours

**Credit Hours: 13**

#### Semester II

- +ITSW 1401 - Introduction to Word  
Processing  
4 Hours
- +ITSW 1404 - Introduction to Spreadsheets  
4 Hours

- +ITSW 1407 - Introduction to Database  
4 Hours
- **or**
- +ITSW 1410 - Presentation Media Software  
4 Hours
- Natural Science/Mathematics  
3-4 Hours

**Credit Hours: 15-16**

#### Semester III

- +ACNT 1403 - Introduction to Accounting I  
4 Hours
- +POFT 2312 - Business Correspondence  
and Communications  
3 Hours
- **or**
- BMGT 1305 - Communications in  
Management  
3 Hours
- +POFI 2440 - Advanced Word Processing  
4 Hours
- Social/Behavioral Sciences Elective  
3 Hours
- General Education Elective  
3-4 Hours

**Credit Hours: 17-18**

#### Semester IV

POFT 2380 - Cooperative Education-  
Administrative/ Secretarial, General Science  
may be substituted for Business Systems  
specialty courses or electives with appropriate  
learning objectives. Requires approval of  
Dean of Business Studies

- POFT 2431 - Administrative Systems  
4 Hours (Spring only)

- \*SPCH 1321 - Business and Professional Speaking  
3 Hours
- Humanities/Fine Arts  
3-4 Hours
- Business Systems Elective  
3-4 Hours
- Business Systems Elective  
3-4 Hours

**Credit Hours: 16-19**

**Total Semester Credit Hours: 61-66**

## Administrative Assistant Certificate

Please note that courses that require prerequisites are denoted by a plus sign (+). The Business Systems Certificate Program offers a one year (12 months) or three semester program leading to a certificate. Students will complete a minimum of 30 hours in courses designed to prepare individuals for office careers in administrative, computer assistant, medical, or legal areas. Satisfactory completion of the program qualifies the individual to obtain employment in an office environment. The curriculum provides individuals with necessary knowledge in office practices and principles and with current microcomputer and other automated equipment in performing office tasks.

### Semester I

- +ITSW 1401 - Introduction to Word Processing  
4 Hours
- POFI 1204 - Computer Fundamentals  
2 Hours
- POFT 1301 - Business English  
3 Hours

- POFT 1309 - Administrative Office Procedures I  
3 Hours

**Credit Hours: 12**

### Semester II

- POFT 1325 - Business Mathematics and Machine Applications  
3 Hours
- Business Systems Elective  
3-4 Hours
- Business Systems Elective  
3-4 Hours
- Business Systems Elective  
3-4 Hours

**Credit Hours: 12-15**

### Semester III - Choose one area of Emphasis:

#### Bookkeeping Emphasis

- +ACNT 1403 - Introduction to Accounting I  
4 Hours
- ACCT 2401 - Principles of Accounting I  
4 Hours
- or**
- +ACNT 1411 - Introduction to Computerized Accounting  
4 Hours

#### Desktop Emphasis

- +POFI 2431 - Desktop Publishing for the Office  
4 Hours (Spring only)
- IMED 1316 - Web Design I  
3 Hours

- LGLA 1317 - Law Office Technology  
3 Hours (Spring only)
- LGLA 1345 - Civil Litigation  
3 Hours (Fall only)
- ITSE 2313 - Web Authoring  
3 Hours
- ITSW 1407 - Introduction to Database  
4 Hours

**Credit Hours: 6-8**

**Total Semester Credit Hours: 30-35**

**Approved Business Systems Electives -  
see course descriptions for details**

POFT 2380 - Cooperative Education-  
Administrative/ Secretarial, General Science  
may be substituted for Business Systems  
specialty courses or electives with appropriate  
learning objectives. Requires approval of  
Dean of Business Studies.

- ACCT 2401 - Principles of Accounting I  
4 Hours
- ACNT 1403 - Introduction to Accounting I  
4 Hours
- ACNT 1411 - Introduction to Computerized  
Accounting  
4 Hours
- BCIS 1405 - Business Computer  
Applications  
4 Hours
- BMGT 1305 - Communications in  
Management  
3 Hours
- HPRS 1106 - Essentials of Medical  
Terminology  
1 Hour
- ITSC 1409 - Integrated Software  
Applications I  
4 Hours
- ITSW 1410 - Presentation Media Software  
4 Hours
- ITSW 2434 - Advanced Spreadsheets  
4 Hours
- LGLA 1317 - Law Office Technology  
3 Hours
- LGLA 1345 - Civil Litigation  
3 Hours
- POFI 2401 - Word Processing  
4 Hours
- POFI 2431 - Desktop Publishing for the  
Office  
4 Hours
- POFI 2440 - Advanced Word Processing  
4 Hours
- POFM 1302 - Medical Software Applications  
3 Hours
- POFT 2333 - Advanced Document  
Formatting and Skill Building  
3 Hours
- POFT 2380 - Cooperative Education-  
Administrative/ Secretarial, General Science  
3 Hours
- POFT 2401 - Document Formatting and  
Skill Building  
4 Hours

## Legal Emphasis

### Administrative Clerk Certificate

The Business Systems Administrative Clerk Certificate offers the basic office skills for many entry-level office positions in a single semester consisting of 17 semester credit hours.

### Course Progression

The following is the suggested sequence of courses for this certificate. Please note that courses that require prerequisites are denoted by a plus sign (+). Courses with no prerequisite do not have to be taken in order, but the following general sequence should still be followed when possible. Part-time students may require more than one semester to complete their certificate.

### Semester I

- +ITSW 1401 - Introduction to Word Processing 4 Hours
- POFI 1204 - Computer Fundamentals 2 Hours
- POFT 1227 - Introduction to Keyboarding 2 Hours
- POFT 1301 - Business English 3 Hours
- POFT 1309 - Administrative Office Procedures I 3 Hours
- POFT 1325 - Business Mathematics and Machine Applications 3 Hours

**Total Semester Credit Hours: 17**

# Chemistry

**Margaret Wade**      125 AHSF      685-4615  
*Dean*

**Elizabeth Corll**      124 AHSF      685-4612  
*Division Secretary*

**Brenda Smith**      124 AHSF      685-6413  
*Division Secretary*

## Faculty

John Anderson      202 FSB      685-6737  
Pat Nandakumar      204 FSB      685-6738  
Thomas Ready      201 FSB      685-6748  
Julio Valladares      205 FSB      685-6739

## Chemistry Pre-Major Transfer

Courses in this program are designed to fulfill the requirements for a major in chemistry. Any student who intends to transfer to another college or university is advised to consult the college catalog and the transfer requirements of that school. Different schools and different departments may have special conditions that might affect the choice of courses. The courses listed below are suggested for students who wish to major in Chemistry and transfer to a four-year college.

The following is the suggested sequence of courses for this degree. The general sequence of courses shown below should be followed. Part-time students may require more than four semesters to complete their course work.

## Pre-Major Transfer Guide

### Semester I

- CHEM 1411 - General Inorganic Chemistry I  
4 Hours
- +MATH 1316 - Trigonometry  
3 Hours
- or
- +MATH 2412 - Pre-Calculus  
4 Hours
- PHYS 1401 - College Physics I  
4 Hours
- or
- +PHYS 2425 - University Physics I  
4 Hours
- ENGL 1301 - Composition I  
3 Hours

**Credit Hours: 14-15**

### Semester II

- +CHEM 1412 - General Inorganic Chemistry II  
4 Hours
- +ENGL 1302 - Composition II  
3 Hours
- U.S. History  
3 Hours
- +PHYS 1402 - College Physics II  
4 Hours
- or
- +PHYS 2426 - University Physics II  
4 Hours

**Credit Hours: 14**

### Semester III

- +CHEM 2423 - Organic Chemistry I  
4 Hours
- Humanities  
3 Hours
- U.S. History  
3 Hours
- Speech 3 Hours
- GOVT 2305 - Federal Government  
3 Hours

**Credit Hours: 16**

### Semester IV

- +CHEM 2425 - Organic Chemistry II  
4 Hours
- Visual & Performing Arts  
3 Hours
- GOVT 2306 - Federal and State Government II  
3 Hours
- Social & Behavioral Sciences  
3 Hours
- Fitness & Wellness  
1 Hour
- Math or Science Elective  
3-4 Hours

**Credit Hours: 17-18**

**Total Semester Credit Hours: 61-63**

# Child Care and Development

*Dean*

**Kay Floyd**                      206 DFHS      685-4600  
*Division Secretary*

**Tanya Primera**                      HLGC      685-4574  
*Director*

The Child Care and Development Program offers students an in-depth study of children. The curriculum is designed to develop basic skills, attitudes, and competencies necessary for working effectively with children in group settings. Students learn by observing and participating in the on-going activities of the Midland College Helen L. Greathouse Children’s Center and Midland College Child Care Center at Manor Park. The Centers provide the necessary lab experiences which are required for all child development courses.

## Infant and Toddler Care Provider Certificate

Early Childhood Programs                      3 Hours

### Certificate Requirements

- CDEC 1319 - Child Guidance                      3 Hours
- CDEC 1323 - Observation and Assessment                      3 Hours
- CDEC 1321 - The Infant and Toddler                      3 Hours
- TECA 1318 - Wellness of the Young Child                      3 Hours
- TECA 1354 - Child Growth and Development                      3 Hours
- CDEC 1319 - Child Guidance                      3 Hours
- CDEC 1323 - Observation and Assessment                      3 Hours
- TECA 1311 - Educating Young Children                      3 Hours
- TECA 1318 - Wellness of the Young Child                      3 Hours
- TECA 1354 - Child Growth and Development                      3 Hours

## School Age Care Provider Certificate

### Certificate Requirements

- CDEC 1313 - Curriculum Resources for                      3 Hours
- CDEC 1319 - Child Guidance                      3 Hours

## Pre-Kindergarten Aide Certificate

### Certificate Requirements

- CDEC 1313 - Curriculum Resources for



- CDEC 2341 - The School Age Child  
3 Hours
- TECA 1318 - Wellness of the Young Child  
3 Hours
- TECA 1354 - Child Growth and Development  
3 Hours

## Children with Special Needs Care Provider Certificate

### Certificate Requirements

- CDEC 1323 - Observation and Assessment  
3 Hours
- CDEC 1319 - Child Guidance  
3 Hours
- CDEC 1359 - Children with Special Needs  
3 Hours
- CDEC 2340 - Instructional Techniques for Children with Special Needs  
3 Hours
- TECA 1318 - Wellness of the Young Child  
3 Hours
- TECA 1354 - Child Growth and Development  
3 Hours

### Administrative Certificate

The degree and certificate in this field offered by Midland College and the courses needed to achieve these credentials are presented in the following sections. Students interested in this program should contact the Division office to obtain additional information and/or acquire a degree or certificate plan.

The following is the suggested sequence of

courses for this degree. A + indicates courses with a prerequisite or corequisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, TECA 1303 does not have to be taken before TECA 1311 since TECA 1303 is not a prerequisite for TECA 1311. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their degrees.

(Meets the Texas Department of Family and Protective Services, director qualifications for licensed child care operations.)  
Certificate Requirements

- CDEC 1313 - Curriculum Resources for Early Childhood Programs  
3 Hours
- CDEC 1319 - Child Guidance  
3 Hours
- CDEC 2326 - Administration of Programs for Children I  
3 Hours
- CDEC 2328 - Administration of Programs for Children II  
3 Hours
- +CDEC 2336 - Administration of Programs for Children III  
3 Hours
- or**
- BUSG 2309 - Small Business Management  
3 Hours
- TECA 1311 - Educating Young Children  
3 Hours
- TECA 1318 - Wellness of the Young Child  
3 Hours

# Communication

**William G. Feeler**      137 AFA      685-4626  
*Dean*

**Lula Lee**                141 AFA      685-4624  
*Division Secretary*

## **Faculty**

Kent Moss                195 AFA      685-4654  
Bob Templeton        183 AFA      685-4655

## **Communication Pre-Major Transfer**

Communication courses give a practical foundation in basic communication skills necessary for admittance to a senior college major program in journalism or mass communications. A variety of courses is offered including mass communications, reporting, editing, feature and editorial writing, photography, public relations, and advertising. The program also includes the active production of school publications. As electives for non-communication majors, these courses serve as outlets for creative talent and school service and enable students to become more discerning consumers of the mass media. The courses listed below are suggested for students who wish to major in Communications and transfer to a four-year college.

The general sequence of courses shown below should be followed. Part-time students may require more than four semesters to complete their course work.

## Pre-Major Transfer Guide

### Semester I

- ENGL 1301 - Composition I  
3 Hours
- U.S. History  
3 Hours
- GOVT 2305 - Federal Government  
3 Hours
- COMM 1307 - Introduction to Mass Communications  
3 Hours
- COMM 1129 - Publications  
1 Hour
- Visual and Performing Arts  
3 Hours

**Credit Hours: 16**

### Semester II

- +ENGL 1302 - Composition II  
3 Hours
- U.S. History  
3 Hours
- GOVT 2306 - Federal and State Government II  
3 Hours
- COMM 2300 - Media Literacy and Society  
3 Hours
- COMM 2311 - News Gathering and Writing  
3 Hours
- COMM 1130 - Publications  
1 Hour

**Credit Hours: 16**

### Semester III

- Modern & Classical Languages or Elective (Select a Modern or Classical Language for the AA degree or an Elective for the AS degree.)  
3 Hours
- COMM 2315 - News Gathering and Writing II  
3 Hours
- Natural Sciences  
4 Hours
- English Literature  
3 Hours
- Speech  
3 Hours

**Credit Hours: 16**

### Semester IV

- Modern & Classical Languages or English Literature (Choose from the Humanities section of the Core Curriculum Course List)  
3 Hours
- Natural Sciences  
4 Hours
- Mathematics  
3 Hours
- Communications Elective (Choose from COMM 1318, COMM 2301, COMM 2305, COMM 2316, COMM 2327, COMM 2330, COMM 2332 or COMM 2339)  
3 Hours
- Fitness and Wellness  
1 Hour

**Credit Hours: 14**

**Total Semester Credit Hours: 62**

# Computer Graphics Technology (Drafting)

**Curt Pervier**            143 TC            685-4677  
*Dean*

**Fonda Bowen**            143 TC            685-4676  
*Division Secretary*

## Computer Graphics Technology (Drafting), A.A.S.

The Computer Graphics Technology program prepares students for careers in the fields of process piping, structural and architectural design, mapping, and desktop publishing. The curriculum is designed to develop skills in design, estimating, inspection, and illustration of complex assemblies of electrical, mechanical, and scientific equipment. The program includes state-of-the-art training in digital publishing, 3-D animation, technical drafting, computer-aided drafting, architectural drafting, topographical drafting, pipe drafting, and civil drafting. An Associate of Applied Science (AAS) Degree and one certificate option is available. The AAS Degree consists of 60-62 semester credit hours and takes approximately two years to complete. The certification option consists of 21 semester credit hours and takes approximately one year to complete. Students interested in this program should contact the Technical Studies Division office to obtain additional information and/or acquire a degree or certificate plan.

The following is the suggested sequence of courses for the following degree and certificate. A + indicates courses with a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their degrees or certificates.

## Associate of Applied Science

### Semester I

- DFTG 1305 - Technical Drafting  
3 Hours
- +DFTG 1309 - Basic Computer-Aided  
Drafting  
3 Hours
- MCHN 1320 - Precision Tools and  
Measurement  
3 Hours
- OSH 1301 - Introduction to Safety and  
Health Technology  
3 Hours
- Speech  
3 Hours

**Credit Hours: 15**

### Semester II

- +DFTG 2340 - Solid Modeling/Design  
3 Hours
- +DFTG 1317 - Architectural Drafting -  
Residential  
3 Hours
- +DFTG 2302 - Machine Drafting  
3 Hours
- Natural Science/Mathematics  
3-4 Hours
- DFTG 1325 - Blueprint Reading and  
Sketching  
3 Hours

**Credit Hours: 15-16**

### Semester III

- DFTG 1302 - Introduction to Technical  
Animation and Rendering  
3 Hours
- DFTG 2321 - Topographical Drafting  
3 Hours
- DFTG Elective  
3 Hours
- DFTG 2323 - Pipe Drafting  
3 Hours
- Humanities/Fine Arts Elective  
3 Hours

**Credit Hours: 15**

### Semester IV

- +DFTG 2338 - Final Project - Advanced  
Drafting  
3 Hours
- DFTG Elective  
3 Hours
- Social/Behavioral Sciences  
3 Hours
- General Elective  
3 Hours
- General Education Core Elective  
3 Hours

**Credit Hours: 15**

**Total Semester Credit Hours: 60-61**

# Computer Graphics Certificate

The Computer Graphics Technology program prepares students for careers in the fields of process piping, structural and architectural design, mapping, and desktop publishing. The curriculum is designed to develop skills in design, estimating, inspection, and illustration of complex assemblies of electrical, mechanical, and scientific equipment. The program includes state-of-the-art training in digital publishing, 3-D animation, technical drafting, computer-aided drafting, architectural drafting, topographical drafting, pipe drafting, and civil drafting. An Associate of Applied Science (AAS) Degree and one certificate option is available. The AAS Degree consists of 60-62 semester credit hours and takes approximately two years to complete. The certification option consists of 21 semester credit hours and takes approximately one year to complete. Students interested in this program should contact the Technical Studies Division office to obtain additional information and/or acquire a degree or certificate plan.

The following is the suggested sequence of courses for the following degree and certificate. A + indicates courses with a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their degrees or certificates.

## Semester I

- DFTG 1305 - Technical Drafting  
3 Hours
- +DFTG 1309 - Basic Computer-Aided Drafting  
3 Hours
- +MCHN 1320 - Precision Tools and Measurement  
3 Hours

**Credit Hours: 9**

## Semester II

- DFTG 2340 - Solid Modeling/Design  
3 Hours
- DFTG 1302 - Introduction to Technical Animation and Rendering  
3 Hours
- DFTG Elective  
3 Hours
- DFTG Elective  
3 Hours

**Credit Hours: 12**

**Total Semester Credit Hours: 21**

# Cosmetology

## *Dean*

**Kay Floyd**                    206 DFHS      685-4600  
*Division Secretary*

**J. Michael Fields**            159 TC        685-6723  
*Program Chair*

## **Faculty**

Sylvia Stephens            159 TC        685-6722

**Carolyn Sutton**            159 TC        685 6721  
*Lab Supervisor*

**Jeri Ingram**                159 TC        685-6723  
*Lab Manager*

The Cosmetology program prepares students for careers as licensed cosmetologists. Midland College is certified by the Texas Department of Licensing and Regulations as a cosmetology training provider, and the curriculum is designed to prepare students for successful completion of the Texas Cosmetology Operator licensure examination. Specific areas of training include hair design, hair care, nail technology, skin care/facials, hair coloring, chemical reformation and salon development. Cosmetology Operator courses are offered from 8:00 a.m. to 5:00 p.m., Monday through Thursday. The Operator Certificate consists of 42 semester credit hours and takes one year (12 months) to complete. In addition to courses toward the Operator examination, Midland College also offers courses leading to the Cosmetology Instructor License through the Health Sciences Continuing Education Department. In order to ensure successful reading comprehension of licensure examination material and proper course sequencing as stipulated by the Texas Department of Licensing and Regulations, students must complete a Midland College Application for Admission and contact the program advisor before enrolling in Cosmetology courses. Students who enroll in the Cosmetology program at Midland College and who already possess a current Texas Cosmetology Operator License are eligible to receive automatic college credit for courses in the Operator Certificate. Please contact program personnel for additional information.

# Cosmetology Operator Certificate

## Semester I

- CSME 1443 - Manicuring and Related Theory  
4 Hours
- CSME 1505 - Fundamentals of Cosmetology  
5 Hours
- CSME 1553 - Chemical Reformation and Related Theory  
5 Hours
- CSME 2302 - Introduction to Application of Hair Color  
3 Hours

**Credit Hours: 17**

## Semester II

- CSME 1447 - Principles of Skin Care/ Facials and Related Theory  
4 Hours
- CSME 1410 - Introduction to Hair Cutting and Related Theory  
4 Hours
- CSME 2401 - The Principles of Hair Coloring and Related Theory  
4 Hours

**Credit Hours: 12**

## Semester III

- CSME 1254 - Artistry of Hair Design I  
2 Hours
- CSME 2410 - Advanced Hair Cutting and Related Theory  
4 Hours
- CSME 2441 - Preparation for the State Licensing Examination  
4 Hours
- CSME 2343 - Salon Development  
3 Hours

**Credit Hours: 13**

**Total Semester Credit Hours: 42**



# Criminal Justice

*Dean*                      176 MHAB      685-6830

**Norma Duran**            176 MHAB      685-6830  
*Division Secretary*

**Robert Peetz**            174 TC          685-4685  
*Lead Faculty*

## Criminal Justice, A.S.

The Criminal Justice/Law Enforcement program is designed to prepare students for the complex responsibilities of policing a community. It is intended to give the students knowledge in legal issues, human nature, social problems and attitudes that differ from their own. Midland College offers two degree options and one certificate option in this area. The Associate of Science (AS)- Criminal Justice degree is designed to provide courses at the freshman and sophomore levels for students pursuing a baccalaureate degree with a major or minor in criminal justice. The Associate of Applied Science (AAS)-Law Enforcement degree provides education and training for developing a marketable skill in law enforcement and may qualify the graduate for admission into a Bachelor of Applied Technology or Bachelor of Applied Science program at certain colleges or universities. A Law Enforcement Certificate is offered for individuals who need to document certain course work. All degree and certificate options include instruction in both law enforcement and corrections that is designed to challenge students, facilitate critical thinking and problem solving skills and facilitate learning. The AAS and AS Degree programs consist of 60-61 semester credit hours and can be completed in two years. The Law Enforcement Certificate consists of 25 semester credit hours and can be completed in one year. Students interested in these programs should contact the Business Studies Division Dean or the criminal justice faculty. The courses listed below are suggested for students who wish to earn an Associate of Science degree at Midland College. An official degree plan must be filed before graduation. For additional information on degree plans, contact the faculty or Dean. The Texas Higher Education Coordinating Board has designated five courses in the Criminal Justice Field of Study (CJFOS) These courses comprise a core of courses that are guaranteed to transfer to upper-level institutions and apply towards a baccalaureate degree in criminal justice. These courses are CRIJ 1301, CRIJ 1306, CRIJ 1310, CRIJ 2313 and CRIJ 2328. The transferability of other courses is within the discretion of the upper-level institution. Implementation of the CJFOS does not affect the number of courses or credit hours required for completing a degree or certificate at Midland College.

The following is the suggested sequence of courses for this degree. Please note that courses that require prerequisites are denoted by a plus sign (+) and those with an asterisk (\*) are part of the approved core curriculum. Courses with no prerequisite do not have to be taken in order, but the following general sequence should still be followed when possible. Part-time students may require more than four semesters to complete their degree.

Students transferring to another institution should follow this degree plan.

**Semester I**

- CRIJ 1301 - Introduction to Criminal Justice  
3 Hours
- \*ENGL 1301 - Composition I  
3 Hours
- Speech  
3 Hours
- \*MATH 1342 - Statistics  
3 Hours
- \*GOVT 2305 - Federal Government  
3 Hours
- \* KINE Activity Course  
1 Hour

**Credit Hours: 16**

**Semester II**

- CRIJ 1306 - Court Systems and Practices  
3 Hours
- CRIJ 1310 - Fundamentals of Criminal Law  
3 Hours
- +\*ENGL 1302 - Composition II  
3 Hours
- Visual and Performing Arts  
3 Hours
- \*GOVT 2306 - Federal and State  
Government II  
3 Hours

**Credit Hours: 15**

**Semester III**

- CRIJ 2313 - Correctional Systems and  
Practices  
3 Hours
- Criminal Justice Elective  
3 Hours
- Natural Sciences  
4 Hours
- \*HIST 1301 - United States History To  
1877  
3 Hours
- \*PSYC 2301 - Introduction to Psychology  
3 Hours
- or**
- \*SOCL 1301 - Introduction to Sociology  
3 Hours

**Credit Hours: 16**

**Semester IV**

- +CRIJ 2328 - Police Systems and Practices  
3 Hours
- \*HIST 1302 - United States History Since  
1877  
3 Hours
- Natural Sciences  
4 Hours
- Humanities  
3 Hours

**Credit Hours: 13**

**Total Semester Credit Hours: 60**

# Law Enforcement, A.A.S

The Associate of Applied Science - Law Enforcement (AAS) degree option gives students greater flexibility in coursework, having more electives, a greater number of criminal justice courses and fewer academic courses than the Associate of Science Degree. Graduates from an accredited college or university holding a baccalaureate degree may receive an AAS degree in Law Enforcement upon successful completion of thirty (30) semester hours of criminal justice courses and by completing appropriate leveling courses as determined by the Dean or Faculty. The degrees and certificate in this field offered by Midland College and the courses needed to achieve these credentials are included in the following sections. The following is the suggested sequence of courses for these degrees and certificates. Please note that courses that require prerequisites are denoted by a plus sign (+) and those with an asterisk (\*) are part of the approved general education curriculum. Courses with no prerequisite do not have to be taken in order, but the following general sequence should still be followed when possible. Part-time students may require more than four semesters to complete their degree.

Students seeking the AAS in Law Enforcement should follow this degree plan:

<b><u>Semester I</u></b>	<b><u>Semester II</u></b>
• CRIJ 1301 - Introduction to Criminal Justice 3 Hours	• CRIJ 1306 - Court Systems and Practices 3 Hours
• CRIJ 1307 - Crime in America 3 Hours	• CRIJ 1310 - Fundamentals of Criminal Law 3 Hours
• CRIJ 2314 - Criminal Investigation 3 Hours	• Criminal Justice Elective (2Electives may be CRIJ, CJSA, CJLE, CJCR, HMSY or LGLA courses) 3 Hours
• *ENGL 1301 - Composition I 3 Hours	• +*ENGL 1302 - Composition II 3 Hours
• *SPCH 1321 - Business and Professional Speaking 3 Hours	• *GOVT 2305 - Federal Government 3 Hours
• *KINE Activity Course 1 Hour	
<b>Credit Hours: 16</b>	<b>Credit Hours: 15</b>

### **Semester III**

- CRIJ 2313 - Correctional Systems and Practices  
3 Hours
- CRIJ 2323 - Legal Aspects of Law Enforcement  
3 Hours
- \*GOVT 2306 - Federal and State Government II  
3 Hours
- Criminal Justice Elective  
(Electives may be CRIJ, CJSA, CJLE, CJCR, HMSY or LGLA courses.)  
3 Hours
- Natural Science/Mathematics  
3-4 Hours

**Credit Hours: 15-16**

### **Semester IV**

- CJSA 2323 - Criminalistics  
3 Hours

- +CRIJ 2328 - Police Systems and Practices  
3 Hours
- Criminal Justice Elective (Electives may be CRIJ, CJSA, CJLE, CJCR, HMSY or LGLA courses.)  
3 Hours
- \*PSYC 2301 - Introduction to Psychology  
3 Hours
- Humanities/Fine Arts Elective  
3 Hours

**Credit Hours: 15**

**Total Semester Credit Hours: 61-62**

CJSA 1382 - Cooperative Education  
- Criminal Justice Studies, CJSA 2382 - Cooperative Education - Criminal Justice Studies may be substituted for Criminal Justice specialty courses or electives with appropriate learning objectives. Requires approval of Dean of Business Studies.



# Law Enforcement Certificate

The degrees and certificate in this field offered by Midland College and the courses needed to achieve these credentials are included in the following sections.

The following is the suggested sequence of courses for these degrees and certificates.

Please note that courses that require prerequisites are denoted by a plus sign (+) and those with an asterisk (\*) are part of the approved general education curriculum. Courses with no prerequisite do not have to be taken in order, but the following general sequence should still be followed when possible. Part-time students may require more than four semesters to complete their degree.

Students seeking a technical certificate in Law Enforcement should follow this plan:

<b>Course Progression</b>	<b><u>Semester II</u></b>
<p><b><u>Semester I</u></b></p> <ul style="list-style-type: none"> <li>• CRIJ 1301 - Introduction to Criminal Justice 3 Hours</li> <li>• CRIJ 2313 - Correctional Systems and Practices 3 Hours</li> <li>• *GOVT 2305 - Federal Government 3 Hours</li> <li>• *KINE Activity Course 1 Hour</li> </ul> <p style="text-align: right;"><b>Credit Hours: 10</b></p>	<ul style="list-style-type: none"> <li>• CRIJ 1306 - Court Systems and Practices 3 Hours</li> <li>• CRIJ 1310 - Fundamentals of Criminal Law 3 Hours</li> <li>• +CRIJ 2328 - Police Systems and Practices 3 Hours</li> <li>• Criminal Justice Elective 3 Hours</li> </ul> <p style="text-align: right;"><b>Credit Hours: 12</b></p> <p style="text-align: right;"><b>Total Semester Credit Hours: 22</b></p>

# Diagnostic Medical Sonography

**Robert Dent**            210 DFHS    685-4589  
*Acting Dean*

**Kay Floyd**            206 DFHS    685-4600  
*Division Secretary*

**Elizabeth Brown**    108 DFHS    685-5572  
*Program Chair*

**Laurie Fitzgerald**    110 DFHS    685-4760  
*Clinical Director*

Diagnostic Medical Sonography is an allied health specialty utilizing high frequency sound waves to aid in the diagnosis of disease. Sonographers are important members of the diagnostic imaging team. The sonographer works independently to obtain appropriate images of anatomy and pathology and conveys this information to physicians to assist in the care and treatment of patients.

The Diagnostic Medical Sonography program is designed to provide the necessary education through academic instruction and professional training to develop advanced medical imaging skills and prepare the graduate for employment in the field of sonography. Applicants with prior associate in applied science degrees in radiography, respiratory care, nuclear medicine and/or nursing are eligible for a certificate or degree. A class is admitted each fall. Applicants are encouraged but not required to complete as many non-sonography courses as possible prior to entering the program. Accepted students must take all sonography courses in sequential order and must pass all required courses with a minimum grade of "C".

Special Admission Requirements: The Midland College Diagnostic Medical Sonography program has a limited enrollment based on specific admission criteria. For information regarding the admission criteria call the Health Sciences Division office. Each prospective student will be counseled by sonography program faculty as scheduled through the Health Sciences office. Current immunizations are required prior to beginning sonography courses. Health insurance is required. Students must be certified in cardiopulmonary resuscitation (CPR).

## Diagnostic Medical Sonography, A.A.S.

The degree and certificate in this field offered by Midland College and the courses needed to achieve these credentials are presented in the following sections. Students interested in this program should contact the division office to obtain additional information and/or acquire a degree or certificate plan.

The following is the suggested sequence of courses for this degree. However, courses that do not have a prerequisite do not have to be taken in order but they must be taken by the semester listed. Sonography (DMSO) courses must be taken according to the suggested sequence. Part-time students may require more than four semesters to complete their degrees.

### **Semester I**

- PHYS 1415 - Physical Science I (PHYS 1401 may be substituted for this course.)  
4 Hours
- BIOL 2401 - Anatomy and Physiology I  
4 Hours
- Speech  
3 Hours
- MATH 1314 - College Algebra  
3 Hours
- HPRS 1106 - Essentials of Medical Terminology  
1 Hour

**Credit Hours: 15**

### **Semester II**

- +BIOL 2402 - Anatomy and Physiology II  
4 Hours
- DMSO 1302 - Basic Ultrasound Physics  
3 Hours
- DMSO 1360 - Clinical I  
3 Hours
- DMSO 1405 - Sonography of Abdominopelvic Cavity  
4 Hours

**Credit Hours: 14**

### **Semester III**

- Humanities/Fine Arts  
3 Hours
- PSYC 2301 - Introduction to Psychology  
3 Hours

- +DMSO 1361 - Clinical II  
3 Hours
- DMSO 2353 - Sonography of Superficial Structures  
3 Hours

**Credit Hours: 12**

### **Semester IV**

- ENGL 1301 - Composition I  
3 Hours
- +DMSO 1442 - Intermediate Ultrasound Physics  
4 Hours
- +DMSO 2405 - Sonography of Obstetrics/Gynecology  
4 Hours

- +DMSO 2460 - Clinical III  
4 Hours

**Credit Hours: 15**

### **Semester V**

- DMSO 2351 - Doppler Physics  
3 Hours
- +DMSO 2354 - Neurosonology  
3 Hours
- DMSO 2357 - Advanced Ultrasound Professionalism and Registry Review  
3 Hours

- +DMSO 2461 - Clinical IV  
4 Hours

**Credit Hours: 13**

**Total Semester Credit Hours: 69**

# Advanced Technical Certificate - Diagnostic Medical Sonography

The degree and certificate in this field offered by Midland College and the courses needed to achieve these credentials are presented in the following sections. Students interested in this program should contact the division office to obtain additional information and/or acquire a degree or certificate plan.

The following is the suggested sequence of courses for this degree. However, courses that do not have a prerequisite do not have to be taken in order but they must be taken by the semester listed. Sonography (DMSO) courses must be taken according to the suggested sequence. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their degrees.

## Semester I

- PHYS 1415 - Physical Science I (PHYS 1401 may be substituted for this course.  
4 Hours
- MATH 1314 - College Algebra  
3 Hours

**Credit Hours: 7**

## Semester II

- DMSO 1302 - Basic Ultrasound Physics  
3 Hours
- DMSO 1360 - Clinical I  
3 Hours
- DMSO 1405 - Sonography of Abdominopelvic Cavity  
4 Hours

**Credit Hours: 10**

## Semester III

- +DMSO 1361 - Clinical II  
3 Hours
- DMSO 2353 - Sonography of Superficial Structures  
3 Hours

**Credit Hours: 6**

## Semester IV

- +DMSO 1442 - Intermediate Ultrasound Physics  
4 Hours
- +DMSO 2405 - Sonography of Obstetrics/Gynecology  
4 Hours
- +DMSO 2460 - Clinical III  
4 Hours

**Credit Hours: 12**

## Semester V

- DMSO 2351 - Doppler Physics  
3 Hours
- +DMSO 2354 - Neurosonology  
3 Hours
- DMSO 2357 - Advanced Ultrasound Professionalism and Registry Review  
3 Hours
- +DMSO 2461 - Clinical IV  
4 Hours

**Credit Hours: 13**

**Total Semester Credit Hours: 48**



# Diesel Technology

**Curt Pervier**                    143 TC        685-4677  
*Dean*

**Fonda Bowen**                    143 TC        685-4676  
*Division Secretary*

**Pete Avalos**                    CTB            620-0246  
*Program Chair*

## **Faculty**

James McCutcheon            CTB            620-0246

The Diesel Technology program prepares students for Careers as Diesel Service technicians. Midland College is a National Automotive Technicians Education Foundation (NATEF) certified program, and the curriculum is designed to prepare students for successful completion of both Diesel and ASE examinations. Specific areas of training include electrical systems, electronic controls, brake systems, suspension and steering, heating and air conditioning, engine performance, engine repair, manual drive trains and axles, automatic transmissions/transaxles, and diesel/automotive shop management. An Associate of Applied Science Degree in Diesel Technology consists of 61-62 semester credit hours and takes approximately two years to complete. One certificate option is available consisting of 24 semester credit hours and taking approximately one year to complete. Students interested in this program should contact the Technical Studies Division office to obtain additional information and/or acquire a degree or certificate plan.

## **Diesel Technology, A.A.S.**

The following is the suggested sequence of courses for the following degree and certificate. A+ indicates courses with a prerequisite or co-requisite. Courses that do not have a prerequisite have to be taken in order. Part-time students may require more than four semesters to complete their degrees or certificates. Nevertheless, the general sequence should still be followed.

### **Semester I**

- DEMR 1305 - Basic Electrical Systems 3 Hours
- DEMR 1317 - Basic Brake Systems 3 Hours
- DEMR 1329 - Preventive Maintenance 3 Hours
- MCHN 1320 - Precision Tools and Measurement 3 Hours
- OSHT 1301 - Introduction to Safety and Health Technology 3 Hours
- +DEMR 1335 - Automatic Power Shift and Hydrostatic Transmissions I 3 Hours
- +DEMR 2312 - Diesel Engines Testing and Repair II 3 Hours
- +DEMR 2332 - Electronic Controls 3 Hours
- Natural Science/Mathmatics 3-4 Hours

**Credit Hours: 15-16**

### **Semester IV**

- +DEMR 1380 - Cooperative Education 3 Hours
- +DEMR 2334 - Advanced Diesel Tune-Up and Troubleshooting 3 Hours
- +DEMR - Elective (Students may obtain written and driving skills to test for the Texas Commercial Drivers Licence exam by taking DEMR 1329 and then DEMR 1403 as an elective.) 3-4 Hours
- Social/Behavioral Sciences 3 Hours
- General Education Elective 3 Hours
- +DEMR 1310 - Diesel Engine Testing and Repair I 3 Hours
- DEMR 1330 - Steering and Suspension I 3 Hours
- DEMR 1323 - Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair 3 Hours
- Speech 3 Hours
- Humanities/Fine Arts 3 Hours

**Credit Hours: 15-16**

**Total Semester Credit Hours: 60-62**

**Credit Hours: 15**

### **Semester III**

- +DEMR 1321 - Power Train I 3 Hours

# Diesel Certificate

## Semester I

- DEMR 1305 - Basic Electrical Systems  
3 Hours
- DEMR 1310 - Diesel Engine Testing and Repair I  
3 Hours
- DEMR 1317 - Basic Brake Systems  
3 Hours
- DEMR 1329 - Preventive Maintenance  
3 Hours

**Credit Hours: 12**

## Semester II

- DEMR 1330 - Steering and Suspension I  
3 Hours
- DEMR 1323 - Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair  
3 Hours
- +DEMR - Elective 3-4 Hours (Students may obtain written and driving skills to test for the Texas Commercial Drivers Licence exam by taking DEMR 1329 and then DEMR 1403 as an elective.)
- +DEMR 2334 - Advanced Diesel Tune-Up and Troubleshooting  
3 Hours

**Credit Hours: 12-13**

**Total Semester Credit Hours: 24-25**



# Drama

William G. Feeler      137 AFA      685-4626  
Dean

Lula Lee                      141 AFA      685-4624  
Division Secretary

Faculty                      130 AFA      686-4205  
Timothy Jebesen

Midland College theatre students have an opportunity to study, work, and perform with a staff of professionals. Both the academic and the production aspects of theatre are studied in depth, and students are given the opportunity to practically apply their studies by participating in Midland College and Midland Community Theatre productions. All phases of theatre production are explored in a healthy, supportive, and artistic environment.

## Drama Pre-Major Transfer

The course of study enables the student to be properly prepared for more advanced study. The courses listed below are suggested for students who wish to major in Drama and transfer to a four-year college.

The following is the suggested sequence of courses for this degree. However, courses that do not have a prerequisite do not have to be taken in order. For example, HIST 1301 does not have to be taken before HIST 1302 since HIST 1301 is not a prerequisite for HIST 1302. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their course work.

### Pre-Major Transfer Guide

- DRAM 1120 - Rehearsal and Performance I  
1 Hour

### Semester I

- Speech  
3 Hours

- ENGL 1301 - Composition I

3 Hours

**Credit Hours: 16**

- U.S. History

3 Hours

### Semester II

- DRAM 1330 - Stagecraft I

3 Hours

- +ENGL 1302 - Composition II

3 Hours

- DRAM 1351 - Acting I

3 Hours

- U.S. History

3 Hours

- DRAM 2331 - Stagecraft II

3 Hours

- DRAM 1121 - Rehearsal and Performance II  
1 Hour
- MATH 1314 - College Algebra  
3 Hours
- Other Social/Behavioral Sciences  
3 Hours
- +ENGL 2342 - Forms of Literature I  
3 Hours
- Modern & Classical Languages  
3 Hours
- or**
- Drama  
3 Hours

**Credit Hours: 16**

**Semester III**

- DRAM 1310 - Theatre Appreciation  
3 Hours
- DRAM 2121 - Rehearsal and Performance IV  
1 Hour
- GOVT 2305 - Federal Government  
3 Hours
- Modern & Classical Languages  
3 Hours
- or**
- Drama  
3 Hours
- Natural Sciences  
4 Hours
- Fitness and Wellness  
1 Hour

**Credit Hours: 14**

**Total Semester Credit Hours: 60**

(Select a Modern or Classical Language for the AA degree or select a Drama Course from DRAM 1352, DRAM 2336, DRAM 2361, DRAM 2362, or DRAM 2366.)

- Natural Sciences  
4 Hours

**Credit Hours: 14**

**Semester IV**

- GOVT 2306 - Federal and State Government II  
3 Hours



# Education - Associate of Arts in Teaching

Dean 176 MHAB 685-6830

Division Secretary 176 MHAB 685-6830

**Mary Braselton** 168 MHAB 685-6822  
Program Director

The Associate of Arts in Teaching (AAT) degree is a Texas Higher Education Coordinating Board-approved degree program consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. The Associate of Arts in Teaching degree also meets the requirements for paraprofessionals who work in Texas public schools. Students may choose one of two AAT options depending on the teacher certification level desired. The two Education courses (1301 and 2101), each include a 16 hour field experience.

Students are encouraged to consult the program Director before enrolling in courses. An official degree check should be completed the semester before graduation.

## Associate of Arts in Teaching - Leading to Initial Texas Teacher Certification 8-12, EC-12 Other than Special Education

The following is the suggested sequence of courses for these degrees. The general sequence of courses shown below should be followed. Part-time students may take more than four semesters to complete the degree.

### Semester I

- ENGL 1301 - Composition I  
3 Hours
- EDUC 1301 - Introduction to the Teaching Professions  
3 Hours
- U.S. History  
3 Hours
- Natural Sciences  
4 Hours
- Fitness and Wellness  
1 Hour

**Credit Hours: 14**

### Semester II

- +ENGL 1302 - Composition II  
3 Hours
- Other Social/Behavioral Sciences  
3 Hours
- U.S. History  
3 Hours
- Natural Sciences  
4 Hours
- +MATH 1314 - College Algebra  
3 Hours

**Credit Hours: 16**

### **Semester III**

- GOVT 2305 - Federal Government  
3 Hours
- +EDUC 2301 - Introduction to Special  
Populations  
3 Hours
- Humanities  
3 Hours
- Teaching Field Electives (Select courses in  
the field/s you plan to teach in.)  
6 Hours

**Credit Hours: 15**

### **Semester IV**

- GOVT 2306 - Federal and State  
Government II  
3 Hours
- Speech  
3 Hours
- Visual and Performing Arts  
3 Hours
- Teaching Field Electives (Select courses in  
the field/s you plan to teach in.)  
6 Hours

**Credit Hours: 15**

**Total Semester Credit Hours: 60**

## **Associate of Arts in Teaching - Leading to Initial Texas Teacher Certification EC-6, 4-8, EC-12 Special Education**

### **Semester I**

- ENGL 1301 - Composition I  
3 Hours
- EDUC 1301 - Introduction to the Teaching  
Professions  
3 Hours
- U.S. History  
3 Hours
- Natural Sciences  
4 Hours
- Fitness and Wellness  
1 Hour

**Credit Hours: 14**

### **Semester II**

- +ENGL 1302 - Composition II  
3 Hours
- PSYC 2301 - Introduction to Psychology  
3 Hours
- U.S. History  
3 Hours
- Natural Sciences  
4 Hours
- +MATH 1314 - College Algebra  
3 Hours

**Credit Hours: 16**

**Semester III**

- GOVT 2305 - Federal Government  
3 Hours
- +EDUC 2301 - Introduction to Special  
Populations  
3 Hours
- +MATH 1350 - Fundamentals of  
Mathematics I  
3 Hours
- Humanities  
3 Hours
- Speech  
3 Hours

**Credit Hours: 15**

**Semester IV**

- GOVT 2306 - Federal and State  
Government II  
3 Hours
- Natural Science Elective  
4 Hours
- +MATH 1351 - Fundamentals of  
Mathematics II  
3 Hours
- Visual and Performing Arts  
3 Hours
- PSYC 2308 - Child Psychology  
3 Hours
- or**
- Natural Science Elective  
3-4 Hours

**Credit Hours: 16-17**

**Total Semester Credit Hours: 61-62**





# Emergency Medical Services

**Robert Dent** 210 DFHS 685-4589  
*Acting Dean*

**Kay Floyd** 206 DFHS 685-4600  
*Division Secretary*

**Leland Hart** A32 AMS 685-5571  
*Program Chair*

## **Faculty**

Tracy Davis A33 AMS 685-5551

Emergency Medical Services is a Health Science profession recognized by the American Medical Association. A competent member of this profession will recognize, assess, and manage medical emergencies under the direction of a physician and primarily provide pre-hospital emergency care to acutely ill patients by ambulance service and secondarily in other appropriate settings (such as hospitals). Midland College offers an associate degree (2 years) or individualized courses preparing students to write the Texas Department of State Health Services examination for Basic Emergency Medical Technician (EMT) after the first eight (8) semester hours and the Texas Department of State Health Services exam for EMT-Paramedic after completion of EMT training and an additional 35 semester hours (12 months) of course work.

The Midland College Emergency Medical Technician-Paramedic program has been awarded initial accreditation by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoA EMSP) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The degree and certificate in this field offered by Midland College and the courses needed to achieve these credentials are presented in the following sections. Students interested in this program should contact the Division office to obtain additional information and/or acquire a degree or certificate plan.

**Special Admission Requirements:** The Emergency Medical Services program has a limited enrollment based on specific admission criteria. For information regarding the admission criteria, see the program brochure or the Emergency Medical Services program director.

The following is the suggested sequence of courses for this degree. However, courses that do not have a prerequisite do not have to be taken in order. Emergency Medical Services (EMSP) courses must be taken according to the suggested sequence. Part-time students may require more than five semesters to complete their degrees.

## **Emergency Medical Services, A.A.S.**

The following is the suggested sequence of courses for this degree. However, courses that do not have a prerequisite do not have to be taken in order. Emergency Medical Services (EMSP) courses must be taken according to the suggested sequence. Part-time students may require more than five semesters to complete their degrees.

### **Semester I**

- BIOL 2401 - Anatomy and Physiology I  
4 Hours
  - HPRS 1106 - Essentials of Medical Terminology  
1 Hour
  - EMSP 1360 - EMT Clinical  
3 Hours
  - EMSP 1501 - Emergency Medical Technician – Basic  
5 Hours
- EMSP 1356 - Patient Assessment and Airway Management  
3 Hours
  - EMSP 1438 - Introduction to Advanced Practice  
4 Hours
  - EMSP 2260 - Paramedic Clinical I  
2 Hours

**Credit Hours: 13**

### **Semester IV**

- EMSP 1147 - Pediatric Advanced Life Support  
1 Hour
- EMSP 2135 - Advanced Cardiac Life Support  
1 Hour
- EMSP 2243 - Assessment Based Management  
2 Hours
- +EMSP 2262 - Paramedic Clinical II  
2 Hours
- EMSP 2444 - Cardiology  
4 Hours

**Credit Hours: 10**

### **Semester II**

- +BIOL 2402 - Anatomy and Physiology II  
4 Hours
- ENGL 1301 - Composition I  
3 Hours
- Humanities/Fine Arts  
3 Hours
- PSYC 2301 - Introduction to Psychology  
3 Hours
- Speech  
3 Hours

**Credit Hours: 16**

### **Semester III**

- EMSP 1145 - International Trauma Life Support  
1 Hour
- EMSP 1355 - Trauma Management  
3 Hours

## Semester V

- +EMSP 2163 - Paramedic Clinical III  
1 Hour
- EMSP 2248 - Emergency Pharmacology  
2 Hours
- +EMSP 2263 - Paramedic Clinical IV  
2 Hours
- EMSP 2338 - EMS Operations  
3 Hours
- EMSP 2434 - Medical Emergencies  
4 Hours

**Credit Hours: 12**

**Total Semester Credit Hours: 64**

## **Emergency Medical Technician Certificate**

### Semester I

- BIOL 2401 - Anatomy and Physiology I  
4 Hours
- or**
- HPRS 1106 - Essentials of Medical Terminology  
1 Hour
- EMSP 1360 - EMT Clinical  
3 Hours
- EMSP 1501 - Emergency Medical Technician – Basic  
5 Hours
- Speech  
3 Hours

**Total Semester Credit Hours: 16**

## **Emergency Medical Services - Intermediate Certificate**

### Semester I

- BIOL 2401 - Anatomy and Physiology I  
4 Hours
- or**
- EMSP 1145 - International Trauma Life Support  
1 Hour
- EMSP 1355 - Trauma Management  
3 Hours
- EMSP 1356 - Patient Assessment and Airway Management  
3 Hours
- EMSP 1438 - Introduction to Advanced Practice  
4 Hours
- EMSP 2260 - Paramedic Clinical I  
2 Hours

**Credit Hours: 17**

### Semester II

- EMSP 2262 - Paramedic Clinical II  
2 Hours
- EMSP 2434 - Medical Emergencies  
4 Hours

**Credit Hours: 6**

**Total Semester Credit Hours: 23**

# Paramedic Certificate

## Semester I

- BIOL 2401 - Anatomy and Physiology I  
4 Hours
- **or**
- EMSP 1360 - EMT Clinical  
3 Hours
- EMSP 1501 - Emergency Medical Technician – Basic  
5 Hours

**Credit Hours: 12**

## Semester II

- EMSP 1145 - International Trauma Life Support  
1 Hour
- EMSP 1355 - Trauma Management  
3 Hours
- EMSP 1356 - Patient Assessment and Airway Management  
3 Hours
- EMSP 1438 - Introduction to Advanced Practice  
4 Hours
- EMSP 2260 - Paramedic Clinical I  
2 Hours

**Credit Hours: 13**

## Semester III

- EMSP 1147 - Pediatric Advanced Life Support  
1 Hour
- EMSP 2135 - Advanced Cardiac Life Support  
1 Hour

- EMSP 2243 - Assessment Based Management  
2 Hours

- +EMSP 2262 - Paramedic Clinical II  
2 Hours

- EMSP 2444 - Cardiology  
4 Hours

**Credit Hours: 10**

## Semester IV

- +EMSP 2163 - Paramedic Clinical III  
1 Hour

- EMSP 2248 - Emergency Pharmacology  
2 Hours

- +EMSP 2263 - Paramedic Clinical IV  
2 Hours

- EMSP 2338 - EMS Operations  
3 Hours

- EMSP 2434 - Medical Emergencies  
4 Hours

**Credit Hours: 12**

**Total Semester Credit Hours: 47**

# Energy Technology

**Curt Pervier**      143 TC      685-4677  
*Dean*

**Fonda Bowen**      143 TC      685-4676  
*Division Secretary*

**Tracy Gandy**      134 TC      685-4637  
*Program Chair*

## **Faculty**

Lynn Bryant      119 ATC      681-6347  
David Kemp      WRTTC      432-336-7882

The Energy Technology program prepares students for careers as technicians with energy companies in the West Texas region. The curriculum is designed to provide training in the electrical and mechanical aspects of the installation, operation, and maintenance of systems used in petroleum exploration and production.

Graduates will be able to perform mechanical and electrical installation, troubleshooting, and maintenance of complex industrial automation. Job titles may include Field Service Technician, Technical Operator, Hoist and Winch Operator, Instrument Maker and Repairer, Maintenance Mechanic, Oil Well Service Operator, Instrument Maintenance Technician, Service Unit Operator, Wind Turbine Technician, Operations and Maintenance Technician, and Energy Auxiliary Operator.

The Energy Technology program offers students an Associate of Applied Science (AAS degree) in Energy Technology. The program also offers Certificate options: Energy Technician, 17 SCH; Energy Technician II, 34 SCH; and Petroleum Energy Certificate, 49 SCH. Full-time students may complete degree requirements in two years, while Certificate options range from one to three semesters to complete. Part-time students may require more than the designated number of semesters to complete their degree.

Students interested in any of these degrees or certificates should contact the Business Studies Division office to obtain additional information and acquire a personalized degree or certificate plan.

The following is the suggested sequence of courses for these degrees and certificates. Please note that courses that require prerequisites are denoted by a plus sign (+) and those in bold are part of the general education curriculum. Courses without prerequisites do not have to be taken in order, but the following general sequence should still be followed when possible.

## Energy Technology - Petroleum, A.A.S.

### Semester I

- ELMT 1305 - Basic Fluid Power  
3 Hours
- ENER 1330 - Basic Mechanical Skills for  
Energy  
3 Hours
- BCIS 1405 - Business Computer  
Applications  
4 Hours
- or**
- POFI 1204 - Computer Fundamentals  
2 Hours
- and**
- POFI 1270 - Field Reports and Data  
Transfer  
2 Hours
- TECM 1301 - Industrial Mathematics  
3 Hours

**Credit Hours: 16**

### Semester II

- CETT 1402 - Electricity Principles  
4 Hours
- +INTC 2336 - Distributed Control and  
Programmable Logic  
3 Hours
- ELMT 2370 - Pumps and Electromechanical  
Drives  
3 Hours
- ELMT 2371 - Electromechanical  
Troubleshooting  
3 Hours

- ITNW 1425 - Fundamentals of Networking  
Technologies  
4 Hours

**Credit Hours: 17**

### Semester III

- General Education Elective  
3 Hours
- Humanities/Fine Arts  
3 Hours
- Natural Science/Mathematics  
3-4 Hours
- PTRT 1301 - Introduction to Petroleum  
Industry  
3 Hours
- PTRT 1309 - Corrosion Basics  
3 Hours

**Credit Hours: 15-16**

### Semester IV

- Social/Behavioral Science  
3 Hours
- Choose one of the following: SPCH 1311,  
SPCH 1315, SPCH 1318 or SPCH 1321  
3 Hours
- PTRT 1324 - Petroleum Instrumentation  
3 Hours
- PTRT 2371 - Petroleum Geology for Non-  
Geologists  
3 Hours
- or**
- GEOL 1403 - Physical Geology  
4 Hours

- PTRT 1307 - Recovery and Production Methods

3 Hours

**Credit Hours: 15-16**

**Total Semester Credit Hours: 63-65**

ELMT 2380, 2381 Cooperative Education - Electromechanical Technology/ Electromechanical Engineering Technology may be substituted for Petroleum or Wind specialty courses with appropriate learning objectives. Requires approval of Dean of Business Studies.

## Energy Technician Certificate

### Energy Technology Recommended Course Sequence

- ELMT 1305 - Basic Fluid Power  
3 Hours
- ENER 1330 - Basic Mechanical Skills for Energy  
3 Hours
- INMT 1317 - Industrial Automation  
3 Hours
- BCIS 1405 - Business Computer Applications  
4 Hours
- or**
- POFI 1270 - Field Reports and Data Transfer  
2 Hours
- and**
- POFI 1204 - Computer Fundamentals  
2 Hours
- TECM 1301 - Industrial Mathematics  
3 Hours

**Total Semester Credit Hours: 16**

## Energy Technician Certificate II

### Energy Technology Recommended Course Sequence

#### Semester I

- ELMT 1305 - Basic Fluid Power  
3 Hours
- ENER 1330 - Basic Mechanical Skills for Energy  
3 Hours
- INMT 1317 - Industrial Automation  
3 Hours
- BCIS 1405 - Business Computer Applications  
4 Hours
- or**
- POFI 1204 - Computer Fundamentals  
2 Hours
- and**
- POFI 1270 - Field Reports and Data Transfer  
2 Hours
- TECM 1301 - Industrial Mathematics  
3 Hours

**Credit Hours: 16**

#### Semester II

- CETT 1402 - Electricity Principles  
4 Hours
- +INTC 2336 - Distributed Control and Programmable Logic  
3 Hours
- ELMT 2370 - Pumps and Electromechanical Drives  
3 Hours

- ELMT 2371 - Electromechanical Troubleshooting 3 Hours
  - ITNW 1425 - Fundamentals of Networking Technologies 4 Hours
- Credit Hours: 17**
- ELMT 2370 - Pumps and Electromechanical Drives 3 Hours
  - ELMT 2371 - Electromechanical Troubleshooting 3 Hours
  - ITNW 1425 - Fundamentals of Networking Technologies 4 Hours
- Total Semester Credit Hours: 33**

## **Petroleum Energy Technician Certificate**

**Credit Hours: 17**

### **Semester I**

- ELMT 1305 - Basic Fluid Power 3 Hours
- ENER 1330 - Basic Mechanical Skills for Energy 3 Hours
- INMT 1317 - Industrial Automation 3 Hours
- POFI 1270 - Field Reports and Data Transfer 2 Hours
- TECM 1301 - Industrial Mathematics 3 Hours

**Credit Hours: 14**

### **Semester II**

- CETT 1402 - Electricity Principles 4 Hours
- INTC 2336 - Distributed Control and Programmable Logic 3 Hours

### **Semester III**

- PTRT 1301 - Introduction to Petroleum Industry 3 Hours
- PTRT 1307 - Recovery and Production Methods 3 Hours
- PTRT 1309 - Corrosion Basics 3 Hours
- PTRT 1324 - Petroleum Instrumentation 3 Hours
- PTRT 2371 - Petroleum Geology for Non-Geologists 3 Hours
- or**
- GEOL 1403 - Physical Geology 4 Hours

**Credit Hours: 15-16**

**Total Semester Credit Hours: 46-47**



# English

**William G. Feeler** 137 AFA 685-4626  
*Dean*

**Lula Lee** 141 AFA 685-4624  
*Division Secretary*

## Faculty

Diane Allen 134 AFA 685-6458  
Brendan Egan 136 AFA 685-4638  
Pamela Howell 181 AFA 685-4628  
Terry Jolliffe 197 AFA 686-5568  
Glenda Lindsey-Hicks 177 TC 685-4627  
Laura McKenzie WRTTC (432) 336-7882  
Karen Pape 120 AFA 685-5595  
Mary Williams 144 AFA 685-4631



The courses listed below are suggested for students who wish to major in English and transfer to a four-year college.

The following is the suggested sequence of courses. A + denotes courses with a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, HIST 1301 does not have to be taken before HIST 1302 since HIST 1301 is not a prerequisite for HIST 1302. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their course work

## English Pre-Major Transfer

The courses listed below are suggested for students who wish to major in English and transfer to a four-year college.

The following is the suggested sequence of courses. A + denotes courses with a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, HIST 1301 does not have to be taken before HIST 1302 since HIST 1301 is not a prerequisite for HIST 1302. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their course work

## Pre-Major Transfer Guide

### Semester I

- ENGL 1301 - Composition I  
3 Hours
- U.S. History  
3 Hours
- Speech  
3 Hours
- Modern & Classical Language Elementary I or English Literature (Select a Modern or Classical Language for the AA degree or select either ENGL 2307 or ENGL 2311 for the AS degree.)  
3-4 Hours
- Visual and Performing Arts  
3 Hours

**Credit Hours: 15-16**

### Semester II

- ENGL 1302 - Composition II  
3 Hours
- U.S. History  
3 Hours
- Modern & Classical Language Elementary I or English Literature (Select a Modern or Classical Language for the AA degree or select either ENGL 2307 or ENGL 2311 for the AS degree.)  
3-4 Hours
- MATH 1314 - College Algebra  
3 Hours
- Other Social/Behavioral Sciences  
3 Hours

**Credit Hours: 15-16**

### Semester III

- English Literature  
6 Hours
- Natural Sciences  
4 Hours
- Modern & Classical Language Intermediate I or General Elective (Select Modern or Classical Language for the AA degree or another course for the AS degree.)  
3 Hours
- GOVT 2305 - Federal Government  
3 Hours

**Credit Hours: 16**

### Semester IV

- English Literature  
3 Hours
- Natural Sciences  
4 Hours
- Modern & Classical Language Intermediate I or General Elective (Select Modern or Classical Language for the AA degree or another course for the AS degree.)  
3 Hours
- GOVT 2306 - Federal and State Government II  
3 Hours
- Fitness and Wellness  
1 Hour

**Credit Hours: 14**

**Total Semester Credit Hours: 60-62**

# Fire Science Technology

**Robert Dent**                    210 DFHS      685-4589  
*Acting Dean*

**Kay Floyd**                    206 DFHS      685-4600  
*Division Secretary*

**Mark Kuhn**                    198 TC        685-6757  
*Program Chair*

The Fire Science Technology program prepares students for careers in the fire service field with municipal fire departments, insurance inspection agencies, industrial safety firms, the U.S. Forest Service, and the U.S. Department of Defense. The curriculum is designed to meet the needs of personnel currently employed in fire service positions and those desiring preparation for employment.

Midland College is licensed by the Texas Commission on Fire Protection for Basic Firefighter Certification in Texas. The Midland College Regional Fire Academy consists of seven courses, and requires two semesters to complete. A new academy "Class" begins in the fall semester of every year. A Firefighter Certificate is granted upon successful completion of the academy. Students meeting all eligibility requirements will be qualified to take the State of Texas certification examination for Basic Firefighter. Enrollment is limited; please contact the Program Director or the Technical Studies Division office for details.

The Associate of Applied Science degree program consists of 61-64 semester credit hours. The following is the suggested sequence of courses for this degree. Please note that courses requiring prerequisites are denoted by a plus sign (+). Part-time students may require more than four semesters to complete their degree.

## Fire Science Technology, A.A.S.

The Associate of Applied Science degree program consists of 61-64 semester credit hours. The following is the suggested sequence of courses for this degree. Please note that courses requiring prerequisites are denoted by a plus sign (+). Part-time students may require more than four semesters to complete their degree.

### Associate of Applied Science

- +FIRS 1413 - Fire Certification III  
4 Hours

#### Semester I

- FIRS 1401 - Firefighter Certification I  
4 Hours
- Speech  
3 Hours
- +FIRS 1407 - Firefighter Certification II  
4 Hours

**Credit Hours: 15**

## **Semester II**

- +FIRS 1419 - Firefighter Certification IV  
4 Hours
- +FIRS 1423 - Firefighter Certification V  
4 Hours
- +FIRS 1329 - Firefighter Certification VI  
3 Hours
- +FIRS 1433 - Firefighter Certification VII  
4 Hours

**Credit Hours: 15**

## **Semester III**

- FIRT 1307 - Fire Prevention Codes and Inspections  
3 Hours
- FIRT 1309 - Fire Administration I  
3 Hours
- BCIS 1405 - Business Computer Applications  
4 Hours
- General Education Elective  
3-4 Hours
- Humanities/Fine Arts  
3 Hours

**Credit Hours: 16-17**

## **Semester IV**

- FIRT 2380 - Cooperative Education - Fire Protection and Safety Technology/Technician  
3 Hours
- FIRT Elective  
3 Hours
- Natural Science/Mathematics  
3-4 Hours

- General Elective  
3-4 Hours
- Social & Behavioral Science Elective  
3 Hours

**Credit Hours: 15-17**

**Total Semester Credit Hours: 61-64**

## **Firefighter Certificate**

### **Semester I**

- FIRS 1401 - Firefighter Certification I  
4 Hours
- +FIRS 1407 - Firefighter Certification II  
4 Hours
- +FIRS 1413 - Fire Certification III  
4 Hours

**Credit Hours: 12**

### **Semester II**

- +FIRS 1419 - Firefighter Certification IV  
4 Hours
- +FIRS 1423 - Firefighter Certification V  
4 Hours
- +FIRS 1329 - Firefighter Certification VI  
3 Hours
- +FIRS 1433 - Firefighter Certification VII  
4 Hours

**Credit Hours: 15**

**Total Semester Credit Hours: 27**

# Geology

**Margaret Wade**      125 AHSF      685-4615  
*Dean*

**Elizabeth Corll**      124 AHSF      685-4612  
*Division Secretary*

**Brenda Smith**      124 AHSF      685-6413  
*Division Secretary*

## **Faculty**

Joan Gawloski      121 AHSF      685-4630  
Keonho Kim      119 AHSF      685-4739



Geology is designed to acquaint the student with the processes, applications, and techniques of earth science. It is suitable for someone who intends to complete a Bachelor's degree in geology or a related field like oceanography, meteorology, geophysics, or environmental science. Students who seek a degree in science education at either the elementary or secondary level may wish to emphasize geology in their degree plans.

For non-majors, geology courses offer a greater understanding of the world that enhances one's appreciation of surface features, environmental concerns, resource utilization, and the grandeur of immense changes through time.

## **Geology Pre-Major Transfer**

The courses listed below are suggested for students who wish to major in Geology and transfer to a four-year college.

The following is the suggested sequence of courses for this degree. A + indicates courses with a prerequisite or a corequisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, HIST 1301 does not have to be taken before HIST 1302 since HIST 1301 is not a prerequisite for HIST 1302. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their course work.

## Pre-Major Transfer Guide

### Semester I

- GEOL 1403 - Physical Geology  
4 Hours
- CHEM 1411 - General Inorganic Chemistry I  
4 Hours
- **or**
- PHYS 1401 - College Physics I  
4 Hours
- ENGL 1301 - Composition I  
3 Hours
- Mathematics  
3 Hours

**Credit Hours: 14**

### Semester II

- +GEOL 1404 - Historical Geology  
4 Hours
- +CHEM 1412 - General Inorganic Chemistry II  
4 Hours
- **or**
- +PHYS 1402 - College Physics II  
4 Hours
- +ENGL 1302 - Composition II  
3 Hours
- Mathematics **or**
- Natural Science Elective  
3-4 Hours

**Credit Hours: 14-15**

### Semester III

- +GEOL 2409 - Mineralogy  
4 Hours
- Speech  
3 Hours
- U.S. History  
3 Hours
- GOVT 2305 - Federal Government  
3 Hours
- Mathematics **or**
- Natural Science Elective  
3-4 Hours

**Credit Hours: 16-17**

### Semester IV

- Humanities  
3 Hours
- Visual & Performing Arts  
3 Hours
- GOVT 2306 - Federal and State Government II  
3 Hours
- Fitness & Wellness  
1 Hour
- Other Social and Behavioral Sciences  
3 Hours
- U.S. History  
3 Hours

**Credit Hours: 16**

**Total Semester Credit Hours: 60-62**

# Government/Political Science

Dean 176 MHAB 685-6830

**Norma Duran** 176 MHAB 685-6830  
*Division Secretary*

## Faculty

Fernando Lee Almaguer 169 MHAB 685-6823  
 Simon Cornell 167 MHAB 685-6821  
 Terry Gilmour 160 MHAB 685-6816  
 Janet Groth WRTTC 432-336-7882  
 Sondra Richards 159 MHAB 685-6815

## Government/Political Science Pre-Major Transfer

The program of study below is suggested for students who wish to major in Government/Political Science and transfer to a four-year college.

The following is the suggested sequence of courses for these degrees. A + indicates courses with a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, GOVT 2305 does not have to be taken before GOVT 2306 since GOVT 2305 is not a prerequisite for GOVT 2306. Nevertheless, the general sequence should still be followed. Part-time students may take more than four semesters to complete the degree.

### Pre-Major Transfer Guide

### Semester II

#### Semester I

- ENGL 1301 - Composition I  
3 Hours
- GOVT 2305 - Federal Government  
3 Hours
- Mathematics  
3 Hours
- Natural Sciences  
4 Hours
- Fitness & Wellness  
1 Hour

- +ENGL 1302 - Composition II  
3 Hours
- GOVT 2306 - Federal and State Government II  
3 Hours
- Speech  
3 Hours
- Natural Science  
4 Hours
- Other Social/Behavioral Sciences  
3 Hours

**Credit Hours: 14**

**Credit Hours: 16**

**Semester III**

- U.S. History 3 Hours
  - GOVT 2304 - Introduction to Political Science 3 Hours
  - Humanities 3 Hours
  - AA Modern Language or Elective 3-4 Hours
- (Select a Modern Language for the AA degree or a general elective for the AS degree.)
- General Elective 3 Hours

**Credit Hours: 15-16**

**Semester IV**

- U.S. History 3 Hours
  - Government Elective 3 Hours
  - Visual & Performing Arts 3 Hours
  - Modern Language or Elective 3-4 Hours
- (Select a Modern Language for the AA degree or a general elective for the AS degree.)
- General Elective 3 Hours

**Credit Hours: 15-16**

**Total Semester Credit Hours: 60-62**





# Health Information Management

**Robert Dent**                    210 DFHS      685-4589  
*Acting Dean*

**Kay Floyd**                    206 DFHS      685-4600  
*Division Secretary*

**Melinda Teel**                228 DFHS      685-5573  
*Program Chair*

## **Faculty**

Shawnda Meshirer    106 AHSF      685-5578

This program is designed to prepare students to work with health information in hospitals, insurance companies, law firms, physicians' offices, long-term care agencies, rehabilitation centers and psychiatric and other health care facilities. The graduate will maintain, organize, analyze and generate health information for patient treatment, reimbursement, planning, quality assessment and research to ensure quality health care through quality information. New classes begin each summer and courses must be taken sequentially for progression in the program. Applicants are required to complete prerequisite courses and complete TSI requirements prior to entering the program. Current immunizations are required after admission but prior to beginning professional practice experience classes. To be eligible for graduation from the Health Information Technology (HITT) program, the student must complete the prescribed courses with a minimum grade of "C" have a cumulative grade point average of 2.0, pass a written final exit exam, satisfy all college financial obligations, and return all school property. All HITT courses must be completed within four years of degree completion. (Students attending part time are encouraged to complete all general education and prerequisites as the four year time span begins upon admission to the program.) Upon successful completion of the requirements, the student will be awarded an Associate of Applied Science degree in Health Information Management. This program is fully accredited by the Commission on Accreditation for Health Information and Informatics and Information Management Education (CAHIIM) in cooperation with the American Health Information Management Association (AHIMA). Students completing this competency-based two-year program will be eligible to apply to write the national qualifying examination for certification as a Registered Health Information Technician (RHIT). The following certificate options are available: Coding and Billing, Health Data Coordinator, Health Data Specialist-Healthcare Facility, Health Data Specialists-Physician Practice, Clinical/Practitioner Consultant, Implementation Manager, Practice Workflow and Redesign Specialist, Technical Software and Implementation Specialist and Trainer.

The degree and certificates in this field offered by Midland College and the courses needed to achieve these credentials are presented in the following sections. Students interested in this program should contact the Division office or review the program website to obtain additional information and/or acquire a degree or certificate plan. Specialty courses must be taken in sequence. For more information about this program visit [www.midland.edu/hitt](http://www.midland.edu/hitt)

Special Admission Requirements: The Midland College Health Information Technology

program has a limited enrollment based on specific admission criteria. For information regarding available admission criteria, review the program website listed above. A downloadable Admission Packet is available online and must be submitted to the HITT office prior to acceptance into the program. Each prospective student will be counseled by program faculty. Students may take the following courses prior to acceptance into the program: HITT 1205, HITT 1311, HITT 1353, HPRS 2301, SCIT 1407, and SCIT 1408.

## Health Information Management, A.A.S.

The following is the suggested sequence of courses for this degree. However, courses that do not have a prerequisite do not have to be taken in order. Nevertheless, the general sequence should still be followed. HITT courses must be taken according to the suggested sequence. Part-time students may require more than four semesters to complete their degrees.

### Prerequisite Courses

- |  |   |         |
|--|---|---------|
|  | • ENGL 1301 - Composition I                           | 3 Hours |
| • HITT 1205 - Medical Terminology I                  |   |         |
|  | 2 Hours   |         |
|  | • BIOL 2402 - Anatomy and Physiology II               | 4 Hours |
| • BCIS 1405 - Business Computer Applications         | <b>or</b>   |         |
|  | • SCIT 1408 - Applied Human Anatomy and Physiology II | 4 Hours |
| • BIOL 2401 - Anatomy and Physiology I               |   |         |
|  | 4 Hours   |         |
| <b>or</b>  |   |         |
| • SCIT 1407 - Applied Human Anatomy and Physiology I |   |         |
|  | 4 Hours   |         |
- (A Math/Science elective is required for those students with SCIT 1407 and SCIT 1408. See Semester III courses.)

**Credit Hours: 13**

(A Math/Science elective is required for those students with SCIT 1407 and SCIT 1408. See Semester III courses.)

**Credit Hours: 10**

### Semester II

- |  |         |
|--|---------|
| • HITT 1353 - Legal and Ethical Aspects of Health Information Management | 3 Hours |
| • HITT 1345 - Health Care Delivery Systems                               | 3 Hours |
| • HITT 2327 - Vendor Specific HIT Systems                                | 3 Hours |
| • HPRS 2301 - Pathophysiology  | 3 Hours |

### Semester I

- |   |         |
|---|---------|
| • HITT 1301 - Health Data Content and Structure | 3 Hours |
| • HITT 1311 - Health Information Systems        | 3 Hours |

- Humanities/Visual and Performing Arts Elective  
3 Hours

**Credit Hours: 15**

**Semester III**

- HITT 2335 - Coding and Reimbursement Methodologies  
3 Hours
- Math/Natural Science Elective (Required for students taking SCIT 1407 and SCIT 1408. See Prerequisite Semester and Semester 1.)  
3-4 Hours

**Credit Hours: 3-7**

**Semester IV**

- HITT 1341 - Coding and Classification Systems  
3 Hours
- HITT 1342 - Ambulatory Coding  
3 Hours
- HITT 2160 - Clinical I  
1 Hour
- HITT 2239 - Health Information Organization and Supervision  
2 Hours
- PSYC 2301 - Introduction to Psychology  
3 Hours

**Credit Hours: 12**

**Semester V**

- HITT 2361 - Clinical II  
3 Hours

- HITT 2340 - Advanced Medical Billing and Reimbursement  
3 Hours

- HITT 2443 - Quality Assessment and Performance Improvement  
4 Hours

- Speech (Choose an SPCH Course in the Communications Section of the General Education Course List)  
3 Hours

**Credit Hours: 13**

**Total Semester Credit Hours: 66-70**

**Coding and Billing Certificate**

**Prerequisite Courses**

- BCIS 1405 - Business Computer Applications  
4 Hours
- or**
- ITSC 1409 - Integrated Software Applications I  
4 Hours
- HITT 1205 - Medical Terminology I  
2 Hours
- BIOL 2401 - Anatomy and Physiology I  
4 Hours
- or**
- SCIT 1407 - Applied Human Anatomy and Physiology I  
4 Hours

**Credit Hours: 10**

## **Semester I**

- HITT 1301 - Health Data Content and Structure  
3 Hours
- HITT 1341 - Coding and Classification Systems  
3 Hours
- HITT 1342 - Ambulatory Coding  
3 Hours
- HITT 1353 - Legal and Ethical Aspects of Health Information Management  
3 Hours
- BIOL 2402 - Anatomy and Physiology II  
4 Hours
- **or**
- SCIT 1408 - Applied Human Anatomy and Physiology II  
4 Hours

**Credit Hours: 16**

## **Semester II**

- HITT 1167 - Field Experience – Coding  
1 Hour
- HITT 1311 - Health Information Systems  
3 Hours
- HITT 1345 - Health Care Delivery Systems  
3 Hours
- HITT 2335 - Coding and Reimbursement Methodologies  
3 Hours
- HITT 2340 - Advanced Medical Billing and Reimbursement  
3 Hours

- HPRS 2301 - Pathophysiology  
3 Hours

**Credit Hours: 16**

**Total Semester Credit Hours: 42**

## **Health Data Coordinator**

### **Certificate**

- HITT 1205 - Medical Terminology I  
2 Hours
- HITT 1311 - Health Information Systems  
3 Hours
- HITT 1353 - Legal and Ethical Aspects of Health Information Management  
3 Hours
- HITT 2335 - Coding and Reimbursement Methodologies  
3 Hours
- ENGL 1301 - Composition I  
3 Hours
- BCIS 1405 - Business Computer Applications  
4 Hours

POFT 1227 Introduction to Keyboarding is suggested for students with less than 40 words per minute typing speed.

**Total Semester Credit Hours: 18**

## Health Data Specialist - Health Care Facility

### Semester I

- HITT 1205 - Medical Terminology I  
2 Hours
- HITT 1353 - Legal and Ethical Aspects of Health Information Management  
3 Hours
- HITT 1301 - Health Data Content and Structure  
3 Hours
- HITT 1311 - Health Information Systems  
3 Hours
- BCIS 1405 - Business Computer Applications  
4 Hours

**Credit Hours: 15**

### Semester II

- HITT 1260 - Clinical - Health Information/ Medical Record Technician  
2 Hours
- HITT 2335 - Coding and Reimbursement Methodologies  
3 Hours
- HITT 2327 - Vendor Specific HIT Systems  
3 Hours
- SPCH 1318 - Interpersonal Communication  
3 Hours
- or**
- SPCH 1321 - Business and Professional Speaking  
3 Hours

- ENGL 1301 - Composition I  
3 Hours
- or**
- POFT 1301 - Business English  
3 Hours

**Credit Hours: 14**

**Total Semester Credit Hours: 29**

POFT 1227 Introduction to Keyboarding is suggested for students with less than 40 words per minute typing speed.

## Health Data Specialist - Physician Practice

### Semester I

- HITT 1205 - Medical Terminology I  
2 Hours
- HITT 1353 - Legal and Ethical Aspects of Health Information Management  
3 Hours
- HITT 2335 - Coding and Reimbursement Methodologies  
3 Hours
- ENGL 1301 - Composition I  
3 Hours
- or**
- POFT 1301 - Business English  
3 Hours
- BCIS 1405 - Business Computer Applications  
4 Hours

**Credit Hours: 15**

## **Semester II**

- HITT 1260 - Clinical - Health Information/  
Medical Record Technician  
2 Hours
- HITT 1311 - Health Information Systems  
3 Hours
- HITT 1391 - Special Topics - Documentation  
for Medical Practices  
3 Hours
- SPCH 1318 - Interpersonal Communication  
3 Hours
- or**
- SPCH 1321 - Business and Professional  
Speaking  
3 Hours
- ACCT 2401 - Principles of Accounting I  
4 Hours
- or**
- POFT 2312 - Business Correspondence and  
Communications  
3 Hours

**Credit Hours: 14-15**

**Total Semester Credit Hours: 29-30**

POFT 1227 Introduction to Keyboarding is suggested for students with less than 40 words per minute typing speed.  
Clinical/Practitioner Consultant

### **Certificate**

- HITT 1311 - Health Information Systems  
3 Hours
- HITT 2313 - Working with Health IT Systems  
3 Hours
- HITT 2323 - Health IT Leadership  
3 Hours

- HITT 2351 - Networking and Health  
Information Exchange  
3 Hours
- HITT 2353 - Work Flow Analysis and  
Redesign of Health IT Systems  
3 Hours

**Total Semester Credit Hours: 18**

## **Implementation Manager**

### **Certificate**

- HITT 1202 - The Culture of Health Care  
2 Hours
- HITT 1212 - History of Health Information  
Technology in the United States  
2 Hours
- HITT 1306 - Language of Health Care and  
Public Health  
3 Hours
- HITT 2222 - Team Dynamics in Health  
Professions  
2 Hours
- HITT 2323 - Health IT Leadership  
3 Hours
- HITT 2326 - Project Management for Health  
Professions  
3 Hours
- HITT 2353 - Work Flow Analysis and  
Redesign of Health IT Systems  
3 Hours

**Total Semester Credit Hours: 18**

## **Practice Workflow and Redesign Specialist**

### **Certificate**

- HITT 1202 - The Culture of Health Care  
2 Hours
- HITT 1204 - IT for Health Professionals  
2 Hours
- HITT 1306 - Language of Health Care and Public Health  
3 Hours
- HITT 1311 - Health Information Systems  
3 Hours
- HITT 2224 - Usability and Human Factors for Health Professions  
2 Hours
- HITT 2326 - Project Management for Health Professions  
3 Hours
- HITT 2353 - Work Flow Analysis and Redesign of Health IT Systems  
3 Hours
- HITT 2239 - Health Information Organization and Supervision  
2 Hours
- HITT 2313 - Working with Health IT Systems  
3 Hours
- HITT 2311 - Configuring EHRs  
3 Hours
- HITT 2327 - Vendor Specific HIT Systems  
3 Hours
- HITT 2329 - Installation and Maintenance of Health IT Systems  
3 Hours
- HITT 2351 - Networking and Health Information Exchange  
3 Hours

**Total Semester Credit Hours: 22**

**Total Semester Credit Hours: 22**

## **Technical Software and Implementation Specialist**

### **Certificate**

- HITT 1204 - IT for Health Professionals  
2 Hours
- HITT 1306 - Language of Health Care and Public Health  
3 Hours

## Trainer

- HITT 2221 - E.H.R. Training Methods  
2 Hours

## Certificate

- HITT 1202 - The Culture of Health Care  
2 Hours
  - HITT 1204 - IT for Health Professionals  
2 Hours
  - HITT 1306 - Language of Health Care and Public Health  
3 Hours
  - HITT 1311 - Health Information Systems  
3 Hours
  - HITT 2224 - Usability and Human Factors for Health Professions  
2 Hours
  - HITT 2239 - Health Information Organization and Supervision  
2 Hours
  - HITT 2328 - Introduction to Health Care and Public Health in the United States  
3 Hours
- Total Semester Credit Hours: 19**





# History

*Dean* 176 MHAB 685-6830

**Norma Duran** 176 MHAB 685-6830  
*Division Secretary*

**William Morris** 157 MHAB 685-6810  
*Henry Professor of History*

## Faculty

Frank DeLaO 156 MHAB 685-6812

Todd Houck 170 MHAB 685-6824

Paula Marshall-Gray 155 MHAB 685-6811

Damon Kennedy 157 MHAB 685-6813

## History Pre-Major Transfer

The program below is suggested for students who wish to major in History and transfer to a four-year college.

The following is the suggested sequence of courses. A + indicates courses with a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, GOVT 2305 does not have to be taken before GOVT 2306 since GOVT 2305 is not a prerequisite for GOVT 2306. Nevertheless, the general sequence should still be followed. Part-time students may take more than four semesters to complete course work.

Pre-Major Transfer Guide

### Semester I

- ENGL 1301 - Composition I  
3 Hours
- HIST 1301 - United States History To 1877  
3 Hours
- Mathematics  
3 Hours
- Natural Sciences  
4 Hours
- Fitness and Wellness  
1 Hour

**Credit Hours: 14**

### Semester II

- +ENGL 1302 - Composition II  
3 Hours
- HIST 1302 - United States History Since 1877  
3 Hours
- Speech 3  
Hours
- Natural Science  
4 Hours
- Other Social/Behavioral Sciences  
3 Hours

**Credit Hours: 16**

**Semester III**

- GOVT 2305 - Federal Government  
3 Hours
- History Elective  
3 Hours
- Humanities  
3 Hours
- Modern Languages or General Elective  
(Select a Modern Language for the AA  
degree or an elective for the AS degree.)  
3-4 Hours
- General Elective  
3 Hours

**Credit Hours: 15-16**

**Semester IV**

- GOVT 2306 - Federal and State  
Government II  
3 Hours
- History Elective  
3 Hours
- Visual and Performing Arts  
3 Hours
- Modern Languages or General Elective  
(Select a Modern Language for the AA  
degree or an elective for the AS degree.)  
3-4 Hours
- Elective  
3 Hours

**Credit Hours: 15-16**

**Total Semester Credit Hours: 60-62**



# Information Technology

**Curt Pervier**            143 TC        685-4677  
*Dean*

**Fonda Bowen**            143 TC        685-4676  
*Division Secretary*

**Marty Villareal**        128 TC        685-5566  
*Program Chair*

## **Faculty**

Adriana Lumpkin        109 TC        685-4743  
Vickie Pickett            107 TC        686-4204  
Anita Shellenberger    WRTTC       432/336-7882

## **Lab Instructors**

Nancy Scharf            110 TC        685-4672

The Information Technology (IT) program prepares students for careers in desktop support and troubleshooting, computer network installation and troubleshooting, database design and administration, and computer programming. The curriculum is designed to develop skills, attitudes, and competencies for achieving employment, upgrading existing skills or preparing for further study at a university.

The IT program offers students an Associate of Applied Science (A.A.S.) in Information Technology with an emphasis in Network Systems Management or an emphasis in Computer Programming. Students can also receive certificates in the following:

- Cisco Networking (CCNA) Certificate through the MC Cisco Networking Academy
- A+/Network+ Technician
- Database Management (Oracle)
- IT Support Specialist
- Computer Programming

Students interested in any of these degrees or certificates should contact the Applied Technology office to obtain additional information.

## **Computer Science Pre-Major Transfer**

The following is the suggested sequence of courses for these degrees and certificates. Please note that courses that require prerequisites are denoted by a plus sign (+) and those with an asterisk (\*) are part of the general education curriculum. Courses with no prerequisite do not have to be taken in order, but the following general sequence should still be followed when possible. Part-time students may require more than the designated number of semesters to complete their degree.

## Computer Science Pre-Major Transfer Guide

### Semester I

- ENGL 1301 - Composition I  
3 Hours
- COSC 1336 - Programming Fundamentals I  
3 Hours
- HIST 1301 - United States History To 1877  
3 Hours
- MATH 2413 - Calculus I  
4 Hours
- Natural Science  
4 Hours

**Credit Hours: 17**

### Semester II

- +COSC 1337 - Programming Fundamentals II  
3 Hours
- HIST 1302 - United States History Since 1877  
3 Hours
- SPCH 1321 - Business and Professional Speaking  
3 Hours
- Humanities  
3 Hours
- Natural Science  
4 Hours

**Credit Hours: 16**

### Semester III

- +COSC 2336 - Programming Fundamentals III  
3 Hours
- +ENGL 1302 - Composition II  
3 Hours
- GOVT 2305 - Federal Government  
3 Hours
- Other Social/Behavioral Sciences  
3 Hours
- COSC 1330 - Computer Programming  
3 Hours

**Credit Hours: 15**

### Semester IV

- GOVT 2306 - Federal and State Government II  
3 Hours
- Fitness and Wellness  
1 Hour
- PHYS 1401 - College Physics I  
4 Hours
- COSC 2330 - Advanced Structured Languages  
3 Hours
- Visual and Performing Arts  
3 Hours

**Credit Hours: 14**

**Total Semester Credit Hours: 62**

## Information Technology Network Systems Management Emphasis (A.A.S.)

The emphasis in Network Systems Management provides students with a foundation of classroom education and hands-on experience with network systems commonly found in business environments. A graduate of our program will have demonstrated how to install, configure, secure, administer and troubleshoot network systems. Other areas of focus include how to manage users, shared resources and a working knowledge of network components such as switches and routers that make up today's voice and data networks. Industry certification is strongly encouraged to assist with employment.

### Semester 1

- COSC 1336 - Programming Fundamentals I  
3 Hours
- BCIS 1405 - Business Computer Applications  
4 Hours
- or**
- ITSC 1409 - Integrated Software Applications I  
4 Hours
- ITNW 1425 - Fundamentals of Networking Technologies  
4 Hours
- CPMT 1351 - IT Essentials: PC Hardware and Software  
3 Hours
- EDUC 1200 - Effective Learning  
2 Hours
- or**
- PSYC 1200 - Effective Learning  
2 Hours

**Credit Hours: 16**

### Semester II

- ITNW 1458 - Network+  
4 Hours
- ITSC 1315 - Project Management Software  
3 Hours
- ITSC 1407 - UNIX Operating System I  
4 Hours
- ITSE 2409 - Database Programming  
4 Hours
- Humanities/Fine Arts  
3 Hours

**Credit Hours: 18**

### Semester III

- ITNW 1313 - Computer Virtualization  
3 Hours
- ITNW 1454 - Implementing and Supporting Servers  
4 Hours
- ITCC 1340 - Switching Basics  
3 Hours
- ENGL 1301 - Composition I  
3 Hours
- Natural Science/Mathematics  
3-4 Hours

**Credit Hours: 16-17**

### **Semester IV**

- ITCC 1308 - Introduction to Voice-over Internet Protocol (VoIP)  
3 Hours
- ITSY 2400 - Operating System Security  
4 Hours
- ITSE 2313 - Web Authoring  
3 Hours
- SPCH 1321 - Business and Professional Speaking  
3 Hours
- Social/Behavioral Sciences  
3 Hours

**Credit Hours: 16**

**Total Semester Credit Hours: 66-67**

### **IT Support Specialist Certificate**

This certificate will prepare students for the information technology (IT) field, especially related to IT support specialist and helpdesk entry positions. Students will monitor, secure and administer network resources, as well as demonstrate technical skills and ability in analyzing, assessing, diagnosing and troubleshooting hardware, software, network and other desktop issues. IT Support Specialists work in many different industries, including IT, education, finance, healthcare and telecommunications. Additionally, students may apply this certificate as a step toward the IT Network Systems Management Emphasis A.A.S. degree.

### **Semester I**

- COSC 1336 - Programming Fundamentals I  
3 Hours

- BCIS 1405 - Business Computer Applications  
4 Hours
- or**
- ITSC 1409 - Integrated Software Applications I  
4 Hours
- ITNW 1425 - Fundamentals of Networking Technologies  
4 Hours
- CPMT 1351 - IT Essentials: PC Hardware and Software  
3 Hours
- ITSE 2409 - Database Programming  
4 Hours

**Credit Hours: 18**

### **Semester II**

- ITNW 1458 - Network+  
4 Hours
- ITSC 1407 - UNIX Operating System I  
4 Hours
- ITCC 1340 - Switching Basics  
3 Hours
- ITSY 2400 - Operating System Security  
4 Hours

**Credit Hours: 15**

**Total Semester Credit Hours: 33**

## A+/Network+ Technician Certificate

Individuals who complete this certificate will use their skills to support basic network operations and troubleshoot network systems. Graduates of this program are prepared to take the tests for the vendor-neutral CompTIA A+, Network+, and iNet+ certifications and are positioned to prepare for more intensive training and certification. Credits earned in this program can be applied to the IT Support Specialist Certificate or IT Network Systems Management Emphasis A.A.S. degree.

### Semester I

- CPMT 1351 - IT Essentials: PC Hardware and Software  
3 Hours
  - ITNW 1425 - Fundamentals of Networking Technologies  
4 Hours
- Credit Hours: 7

### Semester II

- ITNW 1458 - Network+  
4 Hours
  - ITNW 1313 - Computer Virtualization  
3 Hours
  - ITNW 1454 - Implementing and Supporting Servers  
4 Hours
- Credit Hours: 11

**Total Semester Credit Hours: 18**

## Networking Certificate Cisco (CCNA)

This certificate prepares students to take the Cisco Certified Networking Associate (CCNA) exam, which leads to CCNA certification. Four modules cover networking fundamentals, routing protocols and concepts, LAN switching and wireless, and accessing the WAN. Students will learn basic network configuration, operations of LANs and WANs, IP addressing, routing and switching configuration, network security configuration and Cisco's Command Line Interface (CLI). The four modules are sequential and each must be completed successfully in order to transfer to the next module. The Networking Academy provides web-based content, online assessment, student performance tracking, hands-on lab, support and preparation for CCNA certification.

Credits earned in this program can be applied to the IT Support Specialist Certificate or the IT Network Systems Management Emphasis A.A.S. degree.

Examples of jobs for which students may be qualified after program completion include

- Network Security Specialist
- Field Engineer
- Network Administrator
- Network Analyst

### Semester I

- ITCC 1401 - Cisco Exploration 1-Network Fundamentals  
4 Hours
- ITCC 1404 - Cisco Exploration 2-Routing Protocols and Concepts  
4 Hours

**Credit Hours: 8**

## **Semester II**

- ITCC 2408 - Cisco Exploration 3 –LAN Switching and Wireless  
4 Hours
- ITCC 2410 - Cisco Exploration 4 – Accessing the WAN  
4 Hours

**Credit Hours: 8**

**Total Semester Credit Hours: 16**

## **Information Technology Computer Programming Emphasis - Associate of Applied Science**

The IT A.A.S. with an emphasis in computer programming is intended to prepare students for a career or further study in industry-specific programming. A computer programmer will analyze, design, develop, test, implement and maintain computer applications to meet business needs. It is the job of the computer programmer to design and update the software that runs on the computer. A programmer codes the changes and then tests and debugs the software. This program focuses on the development of problem-solving skills that are essential to understanding computer systems and finding solutions to challenges and skills that are in demand in a variety of industries, from private corporations to government agencies and more. Throughout the computer programming degree program, students will be taught several programming languages, database design and web development.

## **Semester I**

- COSC 1336 - Programming Fundamentals I  
3 Hours

- BCIS 1405 - Business Computer Applications  
4 Hours

**or**

- ITSC 1409 - Integrated Software Applications I  
4 Hours

- ITNW 1425 - Fundamentals of Networking Technologies  
4 Hours

- CPMT 1351 - IT Essentials: PC Hardware and Software  
3 Hours

- EDUC 1200 - Effective Learning  
2 Hours

**or**

- PSYC 1200 - Effective Learning  
2 Hours

**Credit Hours: 16**

## **Semester II**

- COSC 1330 - Computer Programming  
3 Hours
- COSC 1337 - Programming Fundamentals II  
3 Hours
- ITSC 1315 - Project Management Software  
3 Hours
- ITSE 2409 - Database Programming  
4 Hours
- Natural Science/Mathematics  
3-4 Hours

**Credit Hours 16-17**



### **Semester III**

- ENGL 1301 - Composition I  
3 Hours
- SPCH 1321 - Business and Professional Speaking  
3 Hours
- COSC 2336 - Programming Fundamentals III  
3 Hours
- COSC 2330 - Advanced Structured Languages  
3 Hours
- ITSC 1407 - UNIX Operating System I  
4 Hours

**Credit Hours: 16**

### **Semester IV**

- ITSC 1370 - Smartphone Programming  
3 Hours
- BCIS 2390 - Systems Analysis & Design  
3 Hours
- ITSE 2313 - Web Authoring  
3 Hours
- ITSE 1356 - Extensible Markup Language (XML)  
3 Hours
- Humanities/Fine Arts  
3 Hours
- Social/Behavioral Sciences  
3 Hours

**Credit Hours: 18**

**Total Semester Credit Hours: 66-67**

### **Computer Programming Certificate**

The Computer Programming certificate is designed to enable working professionals to upgrade their programming skills or make a career change. Recipients of this certificate will develop the critical thinking skills integral to computer programming including problem analysis, solutions design and program testing in various programming languages. Throughout the computer programming certificate program, students will be taught several programming languages, SQL for databases and HTML for web design.

### **Semester I**

- COSC 1336 - Programming Fundamentals I  
3 Hours
- BCIS 1405 - Business Computer Applications  
4 Hours
- or**
- ITSC 1409 - Integrated Software Applications I  
4 Hours
- ITNW 1425 - Fundamentals of Networking Technologies  
4 Hours
- CPMT 1351 - IT Essentials: PC Hardware and Software  
3 Hours
- ITSE 2409 - Database Programming  
4 Hours

**Credit Hours: 18**

**Semester II**

- COSC 1330 - Computer Programming  
3 Hours
- COSC 1337 - Programming Fundamentals II  
3 Hours
- ITSC 1370 - Smartphone Programming  
3 Hours
- ITSE 2313 - Web Authoring  
3 Hours
- ITSC 1407 - UNIX Operating System I  
4 Hours

**Credit Hours 16**

**Total Semester Credit Hours: 34**

**Database Management Certificate  
(Oracle)**

This certificate prepares students to work with businesses to design, implement and administer databases. Students will be exposed to a variety of database development, programming and query techniques. Graduates of this program are prepared to take the tests for the Oracle Database SQL Fundamentals and the Oracle Database Administration I industry certifications and are positioned to prepare for more intensive training and certification.

**Semester I**

- COSC 1336 - Programming Fundamentals I  
3 Hours
- BCIS 1405 - Business Computer Applications  
4 Hours

**or**

- ITSC 1409 - Integrated Software Applications I  
4 Hours
- ITNW 1425 - Fundamentals of Networking Technologies  
4 Hours
- CPMT 1351 - IT Essentials: PC Hardware and Software  
3 Hours
- ITSE 1445 - Introduction to Oracle SQL  
4 Hours

**Credit Hours: 18**

**Semester II**

- ITSE 2356 - Oracle Database Administration I  
3 Hours
- ITSE 2454 - Advanced Oracle PL/SQL  
4 Hours
- ITSE 1356 - Extensible Markup Language (XML)  
3 Hours
- ITSE 2313 - Web Authoring  
3 Hours
- ITSC 1407 - UNIX Operating System I  
4 Hours

**Credit Hours: 17**

**Total Semester Credit Hours: 35**

# Kinesiology/Physical Education

**Margaret Wade**      125 AHSF      685-4615  
*Dean*

**Elizabeth Corll**      124 AHSF      685-4612  
*Division Secretary*

**Brenda Smith**      124 AHSF      685-6413  
*Division Secretary*

**Ann Leach**      119 PE      685-4579  
*Program Director*

**Kimberly Graham**      PE      685-6896  
*Fitness Center Attendant*

## **Faculty**

David Coleman      140 PE      685-5561

Tammie Jimenez      106 PE      685-4650

Sonya Mikeska      Training Room PE      685-4715

Delnor Poss      112 PE      685-4576

Tommy Ramos      132 PE      685-4701

## Kinesiology/Physical Education Pre-Major Transfer

The program listed below is suggested for students who wish to major in Kinesiology/Physical Education and transfer to a four-year college.

The following is the suggested sequence of courses. A + indicates courses with a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, GOVT 2305 does not have to be taken before GOVT 2306 since GOVT 2305 is not a prerequisite for GOVT 2306. Nevertheless, the general sequence should still be followed. Part-time students may take more than four semesters to complete course work.

## Pre-Major Transfer Guides

### Semester I

- ENGL 1301 - Composition I  
3 Hours
- KINE 1301 - Introduction to Physical Education, Fitness, and Sport  
3 Hours
- KINE 1103 - Physical Fitness: Circuit Weight Training  
1 Hour
- U.S. History  
3 Hours
- BIOL 1406 - Biology for Science Majors I  
4 Hours
- **or**
- BIOL 2401 - Anatomy and Physiology I  
4 Hours

**Credit Hours: 14**

### Semester II

- +ENGL 1302 - Composition II  
3 Hours
- Kinesiology Lecture Elective  
3 Hours
- MATH 1314 - College Algebra  
3 Hours
- U.S. History  
3 Hours
- BIOL 1407 - Biology for Science Majors II  
4 Hours
- **or**
- BIOL 2402 - Anatomy and Physiology II  
4 Hours

**Credit Hours: 16**

### Semester III

- Kinesiology Lecture Elective  
3 Hours
  - +KINE 2103 - Physical Fitness: Circuit Weight Training  
1 Hour
  - Kinesiology Activity Elective  
1 Hour
  - Other Social/Behavioral Sciences  
3 Hours
  - GOVT 2305 - Federal Government  
3 Hours
  - Humanities  
3 Hours
- Credit Hours: 14**

### Semester IV

- Kinesiology Lecture Elective  
3 Hours
  - Kinesiology Activity Elective  
1 Hour
  - General Elective  
3 Hours
  - Speech  
3 Hours
  - GOVT 2306 - Federal and State Government II  
3 Hours
  - Visual and Performing Arts  
3 Hours
- Credit Hours: 16**

**Total Semester Credit Hours: 60**

# Long Term Care Administration

**Robert Dent**                      210 DFHS      685-4589  
*Acting Dean*

**Kay Floyd**                        206 DFHS      685-4600  
*Division Secretary*

**Ed Penz**                            203 DFHS      685-4595  
*Program Chair*

Midland College is approved by the Texas Department of Human Services, Long Term Care Credentialing to offer the five courses and the internship program to those seeking to become Licensed Nursing Home Administrators in the State of Texas. Five courses are offered via the internet and are available through the Midland College website ([www.midland.edu](http://www.midland.edu)) using the Blackboard program. For details regarding the internship through Midland College call (432) 685-4595. In order to become a Licensed Long Term Care Administrator in the State of Texas, an individual must possess a bachelor's degree, complete the five academic courses and the 1,000 clock hour internship, make application to the state and successfully pass the National Association of the Board of Examiners for Nursing Home Administrators (NAB) exam and the Texas State Standards Exam.

## Long Term Care Administration Certificate

The following is the suggested sequence of courses for this certificate. Part-time students may require more than four semesters to complete the certificate.

### Semester I

- LTCA 1312 - Resident Care in the Long Term Care Facility  
3 Hours
- LTCA 2310 - Environment of the Long Term Care Facility  
3 Hours
- LTCA 1313 - Organization and Management of Long Term Care Facilities  
3 Hours

**Credit Hours: 9**

### Semester II

- LTCA 2314 - Long Term Care Law  
3 Hours
- LTCA 2315 - Financial Management of Long Term Care Facilities  
3 Hours
- HPRS 2321 - Medical Law and Ethics for Health Professions  
3 Hours

**Credit Hours: 9**

### **Semester III**

Credit may be awarded if the 1,000 hour internship is completed with a state approved preceptor.

- LTCA 2686 - Internship A  
6 Hours  
**Credit Hours: 6**

### **Semester IV**

Credit may be awarded if the 1,000 hour internship is completed with a state approved preceptor.

- LTCA 2689 - Internship B 6 Hours  
**Credit Hours: 6**  
**Total Semester Credit Hours: 30**



# Mathematics

**Margaret Wade**      125 AHSF      685-4615  
*Dean*

**Elizabeth Corll**      124 AHSF      685-4612  
*Division Secretary*

**Brenda Smith**      124 AHSF      685-6413  
*Division Secretary*

## **Faculty**

Michael Dixon      109 AHSF      685-4616

Sonia Ford      115 AHSF      685-4525

Kyle Kundomal      116 AHSF      685-4710

Linda Penny      106 AHSF      685-4622

Joseph Severino      107 AHSF      685-4568

Lori Thomas      104 AHSF      685-4618

There are three main objectives of the Department of Mathematics: to provide a sound curriculum for students who wish to pursue a career in mathematics or mathematical education; to provide adequate training for students in science, engineering, and occupational technical programs; and to provide math courses to satisfy general degree requirements. MatLab is used/required in the calculus series.

## **Mathematics Pre-Major Transfer**

The courses listed below are suggested for students who wish to major in Mathematics and transfer to a four-year college.

The following is the suggested sequence of courses. A + indicates courses with either a prerequisite or co-requisite. Courses without a prerequisite do not have to be taken in order. For example, HIST 1301 does not have to be taken before HIST 1302 since HIST 1301 is not a prerequisite for HIST 1302. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete course work.

## Pre-Major Transfer Guide

### Semester I

- +MATH 2413 - Calculus I  
4 Hours
- ENGL 1301 - Composition I  
3 Hours

- Natural Sciences  
4 Hours
- U.S. History  
3 Hours

**Credit Hours: 14**

### Semester II

- +MATH 2414 - Calculus II  
4 Hours
- +ENGL 1302 - Composition II  
3 Hours

- Natural Sciences  
4 Hours
- U.S. History  
3 Hours

**Credit Hours: 14**

### Semester III

- +MATH 2415 - Calculus III  
4 Hours
- Speech  
3 Hours
- GOVT 2305 - Federal Government  
3 Hours

- Humanities  
3 Hours

- Math or Science Elective  
4 Hours

**Credit Hours: 17**

### Semester IV

- +MATH 2420 - Differential Equations  
4 Hours

- GOVT 2306 - Federal and State  
Government II  
3 Hours

- Other Social/Behavioral Sciences  
3 Hours

- Fitness and Wellness  
1 Hour

- Visual and Performing Arts  
3 Hours

- General Elective  
3-4 Hours

**Credit Hours: 17-18**

**Total Semester Credit Hours: 62-63**



# Modern & Classical Languages

**William G. Feeler**      137 AFA      685-4626  
*Dean*

**Lula Lee**      141 AFA      685-4624  
*Division Secretary*

## Faculty

Donna Patterson      175 TC      685-4629  
 Duberlinda Mauricio      175 TC      685-4562

## Modern & Classical Languages Pre-Major Transfer

The courses listed below are suggested for students who wish to major in Modern & Classical Languages and transfer to a four-year college.

The following is the suggested sequence of courses. A + indicates a course with either a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, HIST 1301 does not have to be taken before HIST 1302 since HIST 1301 is not a prerequisite for HIST 1302. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their degree or certificate.

### Pre-Major Transfer Guide

#### Semester I

- ENGL 1301 - Composition I  
3 Hours
- U.S. History  
3 Hours
- Speech  
3 Hours
- Modern & Classical Languages Elementary I  
3-4 Hours
- Visual and Performing Arts  
3 Hours

#### Semester II

- +ENGL 1302 - Composition II  
3 Hours
- U.S. History  
3 Hours
- Modern & Classical Languages Elementary II  
3-4 Hours
- MATH 1314 - College Algebra  
3 Hours
- Other Social/Behavioral Sciences  
3 Hours

**Credit Hours: 15-16**

**Credit Hours: 15-16**

### Semester III

- English Literature  
3 Hours
- Natural Sciences  
4 Hours
- Modern & Classical Language Intermediate I  
3 Hours
- GOVT 2305 - Federal Government  
3 Hours

**Credit Hours: 13**

### Semester IV

- General Electives  
6 Hours
- Natural Sciences  
4 Hours
- Modern & Classical Language Intermediate II  
3 Hours
- GOVT 2306 - Federal and State Government II  
3 Hours
- Fitness and Wellness  
1 Hour

**Credit Hours: 17**

**Total Semester Credit Hours: 60-62**



# Music

**William G. Feeler**      137 AFA      685-4626  
*Dean*

**Lula Lee**                141 AFA      685-4624  
*Division Secretary*

## Faculty

Rabon Bewley            122 AFA      685-4643

Bert Bostic                136a AFA     685-6446

Nicholas Elderkin        147 AFA      685-4644

Michael Jordan            134 AFA      685-4647

The Department of Music is a member of the Texas Association of Schools of Music and offers courses corresponding to its recommended curriculum.

Music courses are open to all students. See Tuition and Fees section of this catalog for voice/instrument instruction charges.

Students planning to transfer to a particular university should arrange their programs to meet the requirements of the college to which they plan to transfer.

## Music Pre-Major Transfer

The courses listed below are suggested for students who wish to major in Music and transfer to a four-year college.

The following is the suggested sequence of courses. A + indicates courses with a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, HIST 1301 does not have to be taken before HIST 1302 since HIST 1301 is not a prerequisite for HIST 1302. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete course work.

### Pre-Major Transfer Guide

#### Semester I

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• MUAP - Applied Music (Major)<br/>2 Hours</li> </ul>  | <ul style="list-style-type: none"> <li>in MUSI 1308 (Survey of Music Literature I). Both MUSI 1301 and MUSI 1306 are considered preparatory courses for music majors and do not count toward the degree's credit load)<br/>3 Hours</li> </ul> |
| <ul style="list-style-type: none"> <li>• MUSI 1311 - Music Theory I<br/>(All music majors should pass the music entrance exam or MUSI 1301 (Fundamentals of Music) before beginning Semester I. In addition, students who do not pass the history portion of the music entrance exam must enroll in MUSI 1306 (Appreciation of Music) before enrolling</li> </ul> | <ul style="list-style-type: none"> <li>• MUEN - Music Ensemble<br/>1 Hour</li> <li>• MUSI 1181 - Class Piano I (Piano majors enroll in Voice Instruction (MUAP 1179/ MUAP 1180) instead of Class Piano I/II.)<br/>1 Hour</li> </ul>           |

- ENGL 1301 - Composition I  
3 Hours
- MATH 1314 - College Algebra  
3 Hours
- Fitness and Wellness  
1 Hour

**Credit Hours: 14**

**Semester II**

- MUAP - Applied Music II (Major)  
2 Hours
- MUSI 1312 - Music Theory II  
3 Hours
- MUEN - Music Ensemble  
1 Hour
- MUSI 1182 - Class Piano II  
1 Hour
- ENGL 1302 - Composition II  
3 Hours
- Speech  
3 Hours
- U.S. History  
3 Hours

**Credit Hours: 16**

**Semester III**

- MUAP - Applied Music III (Major)  
2 Hours
- MUSI 2311 - Music Theory III  
3 Hours
- MUSI 1308 - Survey of Music Literature  
3 Hours

- MUEN - Music Ensemble  
1 Hour
- English Literature  
3 Hours
- GOVT 2305 - Federal Government  
3 Hours

**Credit Hours: 15**

**Semester IV**

- MUAP - Applied Music IV (Major)  
2 Hours
- MUSI 2312 - Music Theory IV  
3 Hours
- MUSI 1309 - Survey of Music Literature II  
3 Hours
- MUEN - Music Ensemble  
1 Hour
- GOVT 2306 - Federal and State Government II  
3 Hours
- Other Social/Behavioral Sciences  
3 Hours

**Credit Hours: 15**

**Total Semester Credit Hours: 60**

# Nursing-Associate

**Dr. Robert Dent** 210 DFHS 685-4589  
*Acting Dean*

**Kay Floyd** 206 DFHS 685-4600  
*Division Secretary*

**Carmen Edwards** 234 DFHS 686-4822  
*Program Chair*

## Faculty

Kim Bezinque 215 DFHS 685-4741

Laurie Brannigan 213 DFHS 685-4602

Cindy Cuny 223 DFHS 685-4661

Lucinda Koonce 218 DFHS 685-4593

Lynn Mock 214 DFHS 685-4590

Dian White 219 DFHS 685-4594



**Accreditation Status:** The Midland College Associate Degree Nursing (A.D.N.) program is approved by the Texas Board of Nursing (BON), located at 333 Guadalupe, Suite 3-460, Austin, Texas 78701; phone 512-305-7400. The nursing curriculum plan is approved by the Texas Higher Education Coordinating Board (THECB). The program is accredited by the Accreditation Commission for Education in Nursing (ACEN). ACEN may be reached at 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326; phone 866-747-9965 or 404-975-5000.

**Program Options:** The curriculum of the Midland College Associate Degree Nursing program prepares graduates for entry-level nursing practice as a professional nurse. Upon completion of the program, receiving approval for licensure by the BON, and successful completion of the licensing exam, NCLEX-R.N., the graduate is licensed as a registered nurse (R.N.).

Midland College offers generic and transition options to obtain the associate degree in applied science (A.A.S.) for nursing. The transition option is for licensed vocational nurses (L.V.N.s) who seek career mobility. The generic option is for students entering the field of nursing. Both options require the same general education courses to complete the degree. The degree plans specify the required nursing courses for generic and transition students. The transition option awards the L.V.N. credit for vocational nursing licensure as part of the degree requirements. L.V.N.s can complete the transition track in three semesters, after earning all of the general education credits for the degree. The generic option requires a minimum of five semesters to complete, including prerequisite requirements.

**Program Locations:** The generic option is taught at the Midland College main campus. The L.V.N. to A.D.N. transition option is taught at the Midland College main campus and transmitted via interactive video to Ft. Stockton's Williams Regional Technical Training Center (WRTTC). Students in the Ft. Stockton area can take these nursing courses and selected general education courses at the WRTTC. Additionally, clinical instruction is an important component of the nursing program. Therefore, various hospitals, clinics and community agencies are used each semester for the clinical component. The F. Marie Hall SimLife Center

at Midland College is used for simulated learning experiences. Students are responsible for their own transportation for class and clinical assignments.

**Academic Advisement:** The A.D.N. program uses selective admission criteria. Admission to the college does not guarantee admission into the nursing program. Initial academic advisement should begin with a college counselor to ensure all college requirements are met. Prospective nursing students are encouraged to confer with the nursing department for program-specific advisement. The official degree plan for nursing begins with program admission. Application deadlines for the generic option are May 25 for admission for the fall semester, and September 25 for admission for the spring semester. Transition applicants should have their files complete by April 1. The number of students admitted each semester depends upon resources and faculty availability.

**Admission Requirements - Generic and Transition Options:** After admission to Midland College, an applicant to the A.D.N. program must meet these additional requirements:

1. High school diploma or GED.
2. Minimum score of 79 on the TOEFL iBT (Test of English as a Foreign Language). This requirement is for students born and educated through high school outside the United States. The TOEFL score is valid for two years.
3. Completion of requirements for the college's Texas Success Initiative (TSI) unless an exception has been granted.
4. Satisfactory score on the nursing entrance examination, The Test of Essential Academic Skills (TEAS), most current versions. The minimum acceptable score is in the academic preparedness category of Proficient. The exam can be taken once per admission cycle. See the nursing department for further information
5. All course work for the degree must be passed with a grade of "C" or better. Applicants should submit the A.D.N. application and provide transcripts of all college work to the nursing department. Additionally, applicants must provide the nursing department with the following documentation before full acceptance in the program is granted: (Contact the department for further information.)
  1. Record of required immunizations and tuberculosis screening.
  2. A negative urine drug test.
  3. Documentation of CPR training in a Professional Rescuer course.

Training must be current at the time of the application deadline and maintained throughout the nursing program.

BIOL 2401 Anatomy and Physiology I and BIOL 2402 Anatomy and Physiology II must be current within five years of program admission.

RNSG 1201 Pharmacology may be taken prior to acceptance into the nursing program if the student has taken BIOL 2401 Anatomy and Physiology I, and has taken, or is enrolled in BIOL 2402 Anatomy and Physiology II. See the nursing department to discuss options if either or both courses are older than the five-year limit.

Generic option applicants must complete the prerequisite courses listed in the degree plan. All general education courses for the degree may be taken prior to the semester in which they are listed; however, they must be taken no later than the semester they appear on the curriculum plan.

Transition option applicants must hold a current license to practice nursing as an L.V.N. in the State of Texas. Applicants must complete all of the general education course requirements for the degree prior to taking the nursing courses in the first semester of the program.

**Selection for Admission:** Admission to the program is competitive. Ranking generic applicants is based on the number of general education courses completed in the A.D.N. degree plan and the grade earned in those courses. Fully qualified L.V.N. to A.D.N. Transition applicants are accepted based upon application date until the class is filled. In the event of a tie, and the class is full, the decision for admission will be the TEAS score.

**Other Program Requirements:** Students must comply with all school and nursing program policies. Professional liability insurance is required and is paid for as part of college fees. Health and accident insurance is required throughout the program. A criminal background check will be conducted prior to final approval for program admission, and students are required to pay the fees associated with fingerprint analysis and the criminal background check through the BON. A person who has been convicted of or received deferred adjudication for anything other than a minor traffic violation, has been diagnosed with mental illness or has a history of substance abuse should contact the BON prior to seeking program admission. Eligibility questions can be discussed with the nursing program chair.

**Assessment Technologies Institute (ATI):** The nursing program uses ATI teaching, learning and evaluation products throughout the program. Students pay fees each semester to access the materials. Content mastery tests are administered periodically and may be used as part of a course grade. Students take the Comprehensive Predictor exam a few weeks prior to graduation to assess readiness for NCLEX-R.N. ATI is required of all students.

**Graduation Requirements:** The THECB requires a capstone experience in the degree plan. The program has identified the faculty-approved exit exam as the capstone. In addition to completing all course requirements in the degree plan, the candidate for graduation must

- score satisfactorily on the exit exam or prescribe alternative;
- complete the NCLEX-R.N. review course the same semester as graduation;
- score satisfactorily on the BON's nursing jurisprudence exam;
- satisfy all college financial obligations;
- complete a degree application in the registrar's office by the specified deadline; and
- return any borrowed school property.

Participating in graduation and pinning ceremonies is optional but encouraged.

## **Nursing, A.A.S.**

The following is the suggested sequence of courses for this degree. A + indicates courses with either prerequisites or co-requisites. However, courses that do not have a prerequisite do not have to be taken in order. Nevertheless, the general sequence should still be followed.

Nursing (RNSG) courses must be taken according to the suggested sequence. If the student has not completed the nonnursing courses prior to admission, these courses must be taken according to the suggested sequence.

## Associate of Applied Science in Nursing

### Prerequisite Courses

- BIOL 2401 - Anatomy and Physiology I  
4 Hours
- HPRS 1106 - Essentials of Medical Terminology  
1 Hour
- PSYC 1200 - Effective Learning  
2 Hours
- or**
- EDUC 1200 - Effective Learning  
2 Hours
- PSYC 2301 - Introduction to Psychology  
3 Hours

**Credit Hours: 10**

### Semester I

- RNSG 1105 - Nursing Skills I  
1 Hour
- RNSG 1108 - Dosage Calculations for Nursing  
1 Hour
- RNSG 1162 - Clinical - Foundations  
1 Hour
- RNSG 1215 - Health Assessment  
2 Hours
- RNSG 1413 - Foundations for Nursing Practice  
4 Hours
- RNSG 1201 - Pharmacology  
2 Hours
- BIOL 2402 - Anatomy and Physiology II  
4 Hours

**Credit Hours: 15**

### Semester II

- RNSG 1163 - Clinical - Mental Health  
1 Hour
- RNSG 1360 - Clinical - Medical Surgical Nursing I  
3 Hours
- RNSG 1341 - Common Concepts of Adult Health  
3 Hours
- RNSG 2213 - Mental Health Nursing  
2 Hours
- BIOL 2420 - Microbiology for Non-Science Majors  
4 Hours  
(BIOL 2421 may be substituted for this class.)
- PSYC 2314 - Life-Span Growth and Development  
3 Hours

**Credit Hours: 16**

### Semester III

- RNSG 1412 - Nursing Care of the Childbearing and Childrearing Family  
4 Hours
- RNSG 1443 - Complex Concepts of Adult Health  
4 Hours
- RNSG 2260 - Clinical - Medical Surgical Nursing II  
2 Hours
- RNSG 2361 - Clinical - Maternal/Child Nursing  
3 Hours
- ENGL 1301 - Composition I  
3 Hours

**Credit Hours: 16**



## **Semester IV**

- RNSG 2130 - Professional Nursing Review and Licensure Preparation  
1 Hour
- RNSG 2163 - Clinical - Leadership and Management  
1 Hour
- RNSG 2221 - Professional Nursing: Leadership and Management  
2 Hours
- RNSG 2331 - Advanced Concepts of Adult Health  
3 Hours
- RNSG 2362 - Clinical - Medical-Surgical Nursing III  
3 Hours
- Humanities/Fine Arts  
3 Hours

**Credit Hours: 13**

**Total Semester Credit Hours: 70**

+Prerequisites may include admission to the program, completion of the previous level's sequence or permission of program director.

## **Nursing, A. A. S. - Licensed Vocational Nurse to Associate Degree Nursing Option**

The following is the suggested sequence of courses for this degree. A + indicates courses with either prerequisites or co-requisites. However, courses that do not have a prerequisite do not have to be taken in order. Nevertheless, the general sequence should still be followed.

Nursing (RNSG) courses must be taken according to the suggested sequence. If the student has not completed the nonnursing courses prior to admission, these courses must be taken according to the suggested sequence.

### **Prerequisite Courses**

- BIOL 2401 - Anatomy and Physiology I  
4 Hours
- BIOL 2402 - Anatomy and Physiology II  
4 Hours
- BIOL 2420 - Microbiology for Non-Science Majors (BIOL 2421 may be substituted for this class.)  
4 Hours
- ENGL 1301 - Composition I  
3 Hours
- Humanities/Fine Arts Elective from the General Education course list
- PSYC 1200 - Effective Learning  
2 Hours
- or**
- EDUC 1200 - Effective Learning  
2 Hours
- PSYC 2301 - Introduction to Psychology  
3 Hours
- PSYC 2314 - Life-Span Growth and Development  
3 Hours

**Credit Hours: 26**

### **Semester I**

- RNSG 1140 - Professional Nursing Skills for Articulating Students  
1 Hour

- RNSG 1160 - Clinical - Transition Option I  
1 Hour
- RNSG 1201 - Pharmacology  
2 Hours
- RNSG 1517 - Concepts of Professional  
Nursing Practice I for Articulating Students  
5 Hours

**Credit Hours: 9**

### **Awarded Credit**

After completion of RNSG 1227 and RNSG 2261, credit will be awarded for the courses listed below.

- HPRS 1106 - Essentials of Medical  
Terminology  
1 Hour
- RNSG 1105 - Nursing Skills I  
1 Hour
- RNSG 1108 - Dosage Calculations for  
Nursing  
1 Hour
- RNSG 1162 - Clinical - Foundations  
1 Hour
- RNSG 1215 - Health Assessment  
2 Hours
- RNSG 1413 - Foundations for Nursing  
Practice  
4 Hours

**Credit Hours: 10**

### **Semester II**

- RNSG 1341 - Common Concepts of Adult  
Health  
3 Hours
- RNSG 1443 - Complex Concepts of Adult  
Health  
4 Hours
- RNSG 2360 - Clinical - Transition Option II  
3 Hours

**Credit Hours: 10**

### **Semester III**

- RNSG 2130 - Professional Nursing Review  
and Licensure Preparation  
1 Hour
- RNSG 2221 - Professional Nursing  
Leadership and Management  
2 Hours
- RNSG 2331 - Advanced Concepts of Adult  
Health  
3 Hours
- RNSG 2363 - Clinical - Transition Option III  
3 Hours

**Credit Hours: 9**

**Total Semester Credit Hours: 64**

# Nursing-Vocational

## Midland Program

**Robert Dent**      210 DFHS      685-4589  
*Acting Dean*

**Kay Floyd**      206 DFHS      685-4600  
*Division Secretary*

**Darla Poole**      157 TC      685-5594  
*Interim Program Chair*

### Faculty

Paula Callo      157 TC      685-4787  
Donna Hayes      157 TC      686-1270  
Carla Hooker      WRTTC      432/336-7882  
Mary Khaki      157 TC      685-6437  
Norma Luna      WRTTC      432/336-7882



Midland College offers Vocational Nursing Programs on the Midland Campus and through the Williams Regional Technical Training Center (WRTTC) in Ft. Stockton. The Vocational Nursing Program is a one-year (12 month) program leading to a certificate. Satisfactory completion of the program qualifies the individual to apply to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) which in turn, allows the individual to become licensed to practice as a vocational nurse. The curriculum prepares the graduate to work in an acute or long term care facility, nursing agency or physician's office. Requirements for graduation include completing all courses with a minimum grade of "C", taking the end of program achievement test and satisfying all college financial requirements. Requirements to write the licensure examination include written application, payment of fees, certification by program director and graduation from the program.

**Special Admission Requirements:** The Vocational Nursing programs have limited enrollments based on specific admission criteria. For information regarding the admission criteria, see the program brochure or program representatives. Students interested in one of these programs should contact either the Division Office in Midland or the WRTTC in Ft. Stockton to obtain additional information and/or acquire a certificate plan.

The following is the suggested sequence of courses for this degree. A + indicates a course with either a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. Nevertheless, the general sequence should still be followed. Vocational Nursing (VNSG) courses must be taken according to the suggested sequence. Part-time students may require more than four semesters to complete their certificates.

# Nursing - Vocational Certificate

The following is the suggested sequence of courses for this degree. A + indicates a course with either a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. Nevertheless, the general sequence should still be followed. Vocational Nursing (VNSG) courses must be taken according to the suggested sequence. Part-time students may require more than four semesters to complete their certificates.

## Semester I

- HPRS 1106 - Essentials of Medical Terminology  
1 Hour
- HPRS 2200 - Pharmacology for Health Professions  
2 Hours
- VNSG 1230 - Maternal-Neonatal Nursing  
2 Hours
- VNSG 1409 - Nursing in Health and Illness II  
4 Hours
- VNSG 2431 - Advanced Nursing Skills  
4 Hours

**Credit Hours: 17**

## Semester III

- RNSG 1108 - Dosage Calculations for Nursing  
1 Hour
- VNSG 1260 - Clinical I  
2 Hours
- VNSG 1304 - Foundations of Nursing  
3 Hours
- VNSG 1320 - Anatomy and Physiology for Allied Health (BIOL 2401 and BIOL 2402 may be substituted for this course.)  
3 Hours
- VNSG 1323 - Basic Nursing Skills  
3 Hours
- VNSG 1400 - Nursing in Health and Illness I  
4 Hours
- VNSG 1126 - Gerontology  
1 Hour
- VNSG 1219 - Leadership and Professional Development  
2 Hours
- VNSG 1234 - Pediatrics  
2 Hours
- VNSG 1410 - Nursing in Health and Illness III  
4 Hours
- VNSG 2562 - Clinical III  
5 Hours

**Credit Hours: 14**

**Credit Hours: 19**

**Total Semester Credit Hours: 50**

## Semester II

- VNSG 1201 - Mental Health and Mental Illness  
2 Hours

# Paralegal

Dean 176 MHAB 685-6830

**Norma Duran** 176 MHAB 685-6830  
Division Secretary

For program information please call (432) 685-4657.

The Paralegal studies program prepares students for careers as assistants or aides in the legal profession. Upon completion of this curriculum, the paralegal graduate will qualify to work under the supervision of a lawyer. Specific areas of training include legal research and writing, case screening and evaluation, civil litigation, probate administration, office management, accounting, servicing and filing of legal documents, and preparation of legal forms.

Students have the option of either an Associate of Applied Science degree which consists of 61 semester credit hours and takes approximately two years to complete, or a Beginning Legal Technician Certificate which consists of 19 semester credit hours and takes approximately one year to complete. A graduate from an accredited college or university holding a baccalaureate degree may receive an AAS Degree upon successful completion of approximately thirty (30) semester hours of specialty courses and any appropriate leveling courses as determined by the Division Dean.

## Paralegal, A.A.S.

The following is the suggested sequence of courses for this degree and certificate. Please note that courses that require prerequisites are denoted by a plus sign (+) and those with an asterisk (\*) are part of the approved general education curriculum. Courses with no prerequisite do not have to be taken in order, but the following general sequence should still be followed when possible. Part-time students may require more than four semesters to complete their degree.

Students seeking a technical degree in paralegal studies should follow this plan:

<b><u>Semester I</u></b>	Processing	4 Hours <b>or both</b>
• *GOVT 2305 - Federal Government 3 Hours	• POFI 1204 - Computer Fundamentals 2 Hours	
• *ENGL 1301 - Composition I 3 Hours	<b>and</b> • POFT 1227 - Introduction to Keyboarding 2 Hours	
• ITSC 1409 - Integrated Software Applications I 4 Hours	• LGLA 1311 - Introduction to Law 3 Hours (Fall only)	
<b>or</b> • +ITSW 1401 - Introduction to Word		

- LGLA 1345 - Civil Litigation  
3 Hours (Fall only)

**Credit Hours: 16**

### **Semester II**

- \*GOVT 2306 - Federal and State Government II  
3 Hours
- LGLA 1301 - Legal Research and Writing  
3 Hours (Spring only)
- LGLA 1313 - Introduction to Paralegal Studies  
3 Hours (Spring only)
- LGLA 1317 - Law Office Technology  
3 Hours (Spring only)

- Paralegal Studies Elective  
3 Hours

**Credit Hours: 15**

### **Semester III**

- LGLA 2331 - Advanced Legal Research and Writing  
3 Hours (Fall only)

- Accounting Elective  
3-4 Hours

- Natural Sciences/Mathematics  
3-4 Hours

- Paralegal Studies Elective  
3 Hours

- Humanities/Fine Arts  
3 Hours

**Credit Hours: 15-17**

### **Semester IV**

- BUSI 2301 - Business Law  
3 Hours

- LGLA 2305 - Interviewing and Investigating  
3 Hours (Spring only)

- LGLA 2335 - Advanced Civil Litigation  
3 Hours (Spring only)

- LGLA 2380 OR 2381 - Cooperative Education Paralegal/Assistant  
3 Hours

- or**
- Paralegal Studies Elective  
3 Hours

- or**
- Approved Substitute  
3 Hours

**Credit Hours: 15**

**Total Semester Credit Hours: 61-63**

LGLA 2380 OR 2381 - Cooperative Education Paralegal/Assistant may be substituted for Paralegal specialty courses with appropriate learning objectives. Requires approval of Dean of Business Studies.

## Beginning Legal Technician Certificate

The following is the suggested sequence of courses for this degree and certificate. Please note that courses that require prerequisites are denoted by a plus sign (+) and those with an asterisk (\*) are part of the approved general education curriculum. Courses with no prerequisite do not have to be taken in order, but the following general sequence should still be followed when possible. Part-time students may require more than four semesters to complete their degree. Students seeking a technical certificate in Paralegal studies should follow this plan:

### Semester I

- \*ENGL 1301 - Composition I  
3 Hours
  
- ITSC 1409 - Integrated Software Applications I  
4 Hours
  
- or**
- +ITSW 1401 - Introduction to Word Processing  
4 Hours
  
- or both**
- POFI 1204 - Computer Fundamentals  
2 Hours
  
- and**
- POFT 1227 - Introduction to Keyboarding  
2 Hours
  
  
- LGLA 1311 - Introduction to Law  
3 Hours (Fall only)
  
- LGLA 1345 - Civil Litigation  
3 Hours (Fall only)

**Credit Hours: 13**

### Semester II

- LGLA 1313 - Introduction to Paralegal Studies  
3 Hours (Spring only)
  
- LGLA 2380 OR 2381 - Cooperative Education Paralegal/Assistant  
3 Hours
  
- or**
- Paralegal Studies Elective  
3 Hours

**Credit Hours: 6**

**Total Semester Credit Hours: 19**

### **Note(s):**

LGLA 2380 OR 2381 - Cooperative Education Paralegal/Assistant may be substituted for Paralegal specialty courses with appropriate learning objectives. Requires approval of Dean of Business Studies. National Association of Legal Assistants (NALA)

In the semester prior to graduation, students become eligible to take the NALA Certified Legal Assistant Examination (CLA). Full-time students and/or those taking all legal assistant courses may qualify for student membership in national organizations and other professional paralegal associations.

# Physics

**Margaret Wade**      125 AHSF      685-4615  
*Dean*

**Elizabeth Corll**      124 AHSF      685-4612  
*Division Secretary*

**Brenda Smith**      124 AHSF      685-6413  
*Division Secretary*

**Faculty**  
*Tom O'Hara*      110 AHSF      685-4617

## Physics Pre-Major Transfer

The courses listed below are suggested for students who wish to major in Physics and transfer to a four-year college.

The following is the suggested sequence of courses. A + indicates a course with a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, HIST 1301 does not have to be taken before HIST 1302 since HIST 1301 is not a prerequisite for HIST 1302. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their course work.

### Pre-Major Transfer Guide

#### Semester I

- +MATH 2413 - Calculus I  
4 Hours
- ENGL 1301 - Composition I  
3 Hours
- U.S. History  
3 Hours
- GOVT 2305 - Federal Government  
3 Hours
- Fitness and Wellness  
1 Hour

**Credit Hours: 14**

#### Semester II

- +MATH 2414 - Calculus II  
4 Hours
- +ENGL 1302 - Composition II  
3 Hours
- U.S. History  
3 Hours
- GOVT 2306 - Federal and State Government II  
3 Hours
- Science or Math Elective  
4 Hours

**Credit Hours: 17**



**Semester III**

- + PHYS 2425 - University Physics I 4 Hours
- + MATH 2415 - Calculus III 4 Hours
- Speech 3 Hours
- Humanities 3 Hours
- + MATH 2420 - Differential Equations 4 Hours
- Other Social/Behavioral Sciences 3 Hours
- Visual and Performing Arts 3 Hours
- General Elective 3 Hours

**Credit Hours: 14**

**Credit Hours: 17**

**Total Semester Credit Hours: 62**

**Semester IV**

- + PHYS 2426 - University Physics II 4 Hours



# Psychology

Dean 176 MHAB 685-6830

**Norma Duran** 176 MHAB 685-6830  
*Division Secretary*

## Faculty

David Edens (*Social Work Advisor*)  
 158 MHAB 685-6814  
 Donna Thompson 173 MHAB 685-6827  
 Andrea Zabel 172 MHAB 685-6826

## Psychology Pre-Major Transfer

The program below is suggested for students who wish to major in Psychology and transfer to a four-year college.

The following is the suggested sequence of courses. A + indicates courses with a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, GOVT 2305 does not have to be taken before GOVT 2306 since GOVT 2305 is not a prerequisite for GOVT 2306. Nevertheless, the general sequence should still be followed. Part-time students may take more than four semesters to complete course work.

### Pre-Major Transfer Guide

#### Semester I

- ENGL 1301 - Composition I  
3 Hours
- PSYC 2301 - Introduction to Psychology  
3 Hours
- U.S. History  
3 Hours
- BIOL 1406 - Biology for Science Majors I  
4 Hours
- Fitness and Wellness 1 Hour

**Credit Hours: 14**

#### Semester II

- +ENGL 1302 - Composition II  
3 Hours
- Psychology elective  
3 Hours
- U.S. History  
3 Hours
- +BIOL 1407 - Biology for Science Majors II  
4 Hours
- +MATH 1314 - College Algebra  
3 Hours

**Credit Hours: 16**

**Semester III**

- GOVT 2305 - Federal Government  
3 Hours
- Humanities  
3 Hours
- Modern Language or General Elective  
(Select a Modern Language for the AA degree  
or a General Elective for the AS degree.)  
3-4 Hours
- Elective  
3 Hours
- SOCI 1301 - Introduction to Sociology  
3 Hours

**Credit Hours: 15-16**

**Semester IV**

- GOVT 2306 - Federal and State  
Government II  
3 Hours
- PSYC - Psychology Elective  
3 Hours
- Visual and Performing Arts  
3 Hours
- Modern Language or General Elective  
(Select a Modern Language for the AA degree  
or a General Elective for the AS degree.)  
3-4 Hours
- Speech  
3 Hours

**Credit Hours: 15-16**

**Total Semester Credit Hours: 60-62**



# Radiography

Dean 210 DFHS 685-4600

**Kay Floyd** 206 DFHS 685-4600  
*Division Secretary*

Radiographers operate x-ray machines in the diagnosis of disease, and may go on to specialize in CT scanning, MRI or other related fields. Satisfactory completion of the program qualifies the graduate to take the certifying examination of the American Registry of Radiologic Technologists and to apply for MRT certification by the Texas Department of State Health Services. This course is accredited by the Joint Review Committee on Education in Radiology Technology. A balanced curriculum combines classroom and laboratory instruction with supervised practicums at local medical imaging centers.

Special Admission Requirements: The Radiography Program has limited enrollment based on specific admission criteria. Students seeking information on the admission criteria should contact the Midland College Health Sciences Division or the Odessa College Health Science Division.



# Respiratory Care

**Robert Dent**                    210 DFHS    685-4589  
*Acting Dean*

**Kay Floyd**                    206 DFHS    685-4600  
*Division Secretary*

**Robert Weidmann**        A34 AMS     685-5549  
*Program Chair*

**Stan Middleton**            A31 AMS     685-5570  
*Clinical Director*

Respiratory care is an allied health specialty employed in the diagnostic and therapeutic management of patients with respiratory system abnormalities. The program is designed to provide the necessary education required for a thorough understanding and proficiency in all aspects of respiratory care. New classes begin each Fall and courses must be taken sequentially for progression in the program. Applicants are strongly encouraged to complete as many non-respiratory courses as possible prior to entering the program. Specific admission criteria are listed in the brochure, or call the Health Sciences Division for information. The student must achieve a minimum grade of "C" in all Respiratory and Biology courses, a cumulative grade point average of 2.0 and pass a written and/or clinical simulation final exit exam to be eligible for graduation. Clinicals will be scheduled with Midland/Odessa health care facilities and others as available. The Midland College Respiratory Care Program is accredited by the Committee on Accreditation for Respiratory Care (CoARC). Respiratory Care students satisfactorily completing the program will receive an Associate of Applied Science (A.A.S.) degree. These students will be eligible for the Certified Respiratory Therapist (CRT) Entry-Level Exam, which after successful completion will allow the graduate to sit for the Registered Respiratory Therapist/Advanced Practitioner (RRT) exam.

The degree in this field offered by Midland College and the courses needed to achieve this credential are presented in the following sections. Students interested in this program should contact the Division office to obtain additional information and/or acquire a degree.

Special Admission Requirements: The Midland College Respiratory Care Program has a limited enrollment based on specific admission criteria. For information regarding the admission criteria, see the program brochure. Each prospective student will be counseled by either the program director or the clinical director as scheduled through the Health Sciences Division Office.

## **Respiratory Care Technical Standards**

Respiratory Care students/practitioners are expected to master the following technical standards of the profession:

- utilize both visual and auditory monitoring equipment safely and effectively;
- assess and record changes in patient status using visual, auditory, and tactile senses;
- troubleshoot patient/equipment systems;

- effectively and appropriately communicate and relate with patients, their families, and members of the health care team using oral and/or written means;
- possess strength and mobility sufficient to support and transport patients as well as equipment;
- perform Respiratory Care procedures while wearing personal protective equipment (mask, gown, gloves, etc.);
- safely and effectively prioritize workload;
- perform CPR (bag/mask ventilation, chest compressions); and
- utilize intellectual ability to adapt to changing patients' conditions.

## Respiratory Care, A.A.S.

The following is the suggested sequence of courses for this degree. A + indicates courses with a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. Nevertheless, the general sequence should still be followed. Respiratory Care (RSPT) courses must be taken according to the suggested sequence. Part-time students may require more than four semesters to complete their degrees.

### Prerequisite Courses

• BIOL 2401 - Anatomy and Physiology I 4 Hours	<b><u>Semester II</u></b>	
• +BIOL 2402 - Anatomy and Physiology II 4 Hours	• HPRS 1106 - Essentials of Medical Terminology	1 Hour
	• RSPT 1213 - Basic Respiratory Care Pharmacology	2 Hours
	<b>Credit Hours: 8</b>	
<b><u>Semester I</u></b>		
• RSPT 1260 - Clinical I 2 Hours	• +RSPT 1360 - Clinical II	3 Hours
• RSPT 1307 - Cardiopulmonary Anatomy and Physiology 3 Hours	• +RSPT 1411 - Respiratory Care Procedures II	4 Hours
• RSPT 1410 - Respiratory Care Procedures I 4 Hours	• RSPT 2310 - Cardiopulmonary Disease	3 Hours
	<b>Credit Hours: 13</b>	
• RSPT 1425 - Respiratory Care Sciences 4 Hours		
	<b>Credit Hours: 13</b>	

**Semester III**

- +RSPT 1160 - Clinical III  
1 Hour
  - RSPT 2305 - Pulmonary Diagnostics  
3 Hours
  - RSPT 2255 - Critical Care Monitoring  
2 Hours
  - +RSPT 2360 - Clinical V  
3 Hours
- Credit Hours: 13**
- Credit Hours: 4**

**Semester IV**

- RSPT 1141 - Respiratory Home Care/  
Rehabilitation  
1 Hour
  - +RSPT 1161 - Clinical IV  
1 Hour
  - RSPT 2135 - Pediatric Advanced Life  
Support  
1 Hour
  - RSPT 2353 - Neonatal/Pediatric  
Cardiopulmonary Care  
3 Hours
  - ENGL 1301 - Composition I  
3 Hours
  - Social/Behavioral Sciences  
3 Hours
  - RSPT 2130 - Respiratory Care Examination  
Preparation  
1 Hour
  - RSPT 2247 - Specialties in Respiratory Care  
2 Hours
  - +RSPT 2361 - Clinical VI  
3 Hours
- Credit Hours: 12**
- Credit Hours: 6**

**Semester V**

- BIOL 2420 - Microbiology for Non-Science  
Majors (BIOL 2421 may be substituted for  
this course.)  
4 Hours
  - Humanities/Fine Arts  
3 Hours
  - RSPT 2139 - Advanced Cardiac Life Support  
1 Hour
- Total Semester Credit Hours: 69**

# Speech

**William G. Feeler**      137 AFA      685-4626  
*Dean*

**Lula Lee**      141 AFA      685-4624  
*Division Secretary*

## Faculty

Katherine Allen      127 AFA      685-6409  
 Tyler Tindall      125 AFA      685-4637

## Speech Pre-Major Transfer

The courses listed below are suggested for students who wish to major in Speech and transfer to a four-year college.

The following is the suggested sequence of courses. A + indicates a course with a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, HIST 1301 does not have to be taken before HIST 1302 since HIST 1301 is not a prerequisite for HIST 1302. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their course work.

### Pre-Major Transfer Guide

#### Semester I

- Speech (Select from SPCH 1311, SPCH 1315, SPCH 1318, SPCH 1321, SPCH 2301, SPCH 2333, and SPCH 2341.)  
 3 Hours

- ENGL 1301 - Composition I  
 3 Hours

- U.S. History  
 3 Hours

- Natural Sciences  
 4 Hours

- Visual and Performing Arts  
 3 Hours

**Credit Hours: 16**

#### Semester II

- Speech (Select from SPCH 1311, SPCH 1315, SPCH 1318, SPCH 1321, SPCH 2301, SPCH 2333 and SPCH 2341.)  
 3 Hours

- +ENGL 1302 - Composition II  
 3 Hours

- MATH 1314 - College Algebra  
 3 Hours

- U.S. History  
 3 Hours

- Natural Sciences  
 4 Hours

**Credit Hours: 16**



**Semester III**

- Speech (Select from SPCH 1311, SPCH 1315, SPCH 1318, SPCH 1321, SPCH 2301, SPCH 2333 and SPCH 2341.)

3 Hours

- Modern & Classical Languages

3-4 Hours

- GOVT 2305 - Federal Government

3 Hours

- English Literature

3 Hours

**Credit Hours: 15-16**

- Modern & Classical Languages

3-4 Hours

- GOVT 2306 - Federal and State Government II

3 Hours

- Other Social/Behavioral Sciences

3 Hours

- KINE

1 Hour

**Credit Hours: 13-14**

**Total Semester Credit Hours: 60-62**

**Semester IV**

- Speech (Select from SPCH 1311, SPCH 1315, SPCH 1318, SPCH 1321, SPCH 2301, SPCH 2333 and SPCH 2341.)

3 Hours



# Sociology

Dean 176 MHAB 685-6830

Norma Duran 176 MHAB 685-6830  
Division Secretary

## Faculty

David Edens 158 MHAB 685-6814  
Mike Schneider 171 MHAB 685-6825

## Sociology Pre-Major Transfer

The program below is suggested for students who wish to major in Sociology and transfer to a four-year college.

The following is the suggested sequence of courses. A + indicates courses with a prerequisite or a co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, GOVT 2305 does not have to be taken before GOVT 2306 since GOVT 2305 is not a prerequisite for GOVT 2306. Nevertheless, the general sequence should still be followed. Part-time students may take more than four semesters to complete the course work.

### Pre-Major Transfer Guide

#### Semester I

- ENGL 1301 - Composition I  
3 Hours
- SOCI 1301 - Introduction to Sociology  
3 Hours
- U.S. History  
3 Hours
- Natural Sciences  
4 Hours
- Fitness and Wellness  
1 Hour

**Credit Hours: 14**

#### Semester II

- +ENGL 1302 - Composition II  
3 Hours
- Social Science Elective  
3 Hours
- U.S. History  
3 Hours
- Natural Sciences  
4 Hours
- Speech  
3 Hours

**Credit Hours: 16**

**Semester III**

- SOCI 1306 - Social Problems  
3 Hours
- GOVT 2305 - Federal Government  
3 Hours
- Humanities  
3 Hours
- Modern Language or General Elective  
(Select a Modern Language for the AA degree or a General Elective for the AS degree.)  
3-4 Hours
- Mathematics  
3 Hours

**Credit Hours: 15-16**

**Semester IV**

- Sociology Elective  
3 Hours
- GOVT 2306 - Federal and State Government II  
3 Hours
- Visual and Performing Arts  
3 Hours
- Modern Language or General Elective  
(Select a Modern Language for the AA degree or a General Elective for the AS degree.)  
3-4 Hours
- General Elective  
3 Hours

**Credit Hours: 15-16**

**Total Semester Credit Hours: 60-62**



# Welding Technology

**Curt Pervier**                      143 TC                      685-4677  
*Dean*

**Fonda Bowen**                      143 TC                      685-4676  
*Division Secretary*

## **Faculty**

Scott Cranford                      ATC                      681-6320  
Dan Ledbetter                      189 TC                      685-4681

The Welding program prepares students for careers in welding fabrication, welding manufacturing, and/or welding repair. The curriculum is designed to develop skills, attitudes, and competencies in welding processes including oxy-fuel welding and cutting, gas metal arc welding, gas tungsten arc welding, and shielded metal arc welding. In addition, students will receive training in welding safety, blueprint reading, metallurgy, and layout and fabrication. An Associate of Applied Science Degree and three certificate options are available. The Associate of Applied Science Degree consists of 64-65 semester credit hours and takes approximately two years to complete. Each certificate consists of 18-21 semester credit hours and takes approximately one year to complete. To receive a Welding Technology certificate, students must maintain a 2.5 grade point average. Students interested in this program should contact the Technical Studies Division office to obtain additional information and/or acquire a degree or certificate plan.

## **Welding Technology, A.A.S**

The following is the suggested sequence of courses for the following degree and certificates. A + indicates courses which have a prerequisite or co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, WLDG 1521 does not have to be taken before WLDG 1553 since WLDG 1521 is not a prerequisite for WLDG 1553. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their degrees.

## Associate of Applied Science

### Semester I

- WLDG 1521 - Introduction to Welding Fundamentals  
5 Hours
- +WLDG 1557 - Intermediate Shielded Metal Arc Welding (SMAW)  
5 Hours
- MCHN 1320 - Precision Tools and Measurement  
3 Hours
- Humanities/Fine Arts  
3 Hours

Credit Hours: 16

### Semester II

- WLDG 1553 - Intermediate Layout and Fabrication  
5 Hours
- +WLDG 1530 - Introduction to Gas Metal Arc Welding (GMAW)  
5 Hours
- **or**
- +WLDG 1534 - Introduction to Gas Tungsten Arc Welding (GTAW)  
5 Hours
- OSHT 1301 - Introduction to Safety and Health Technology  
3 Hours
- Speech  
3 Hours

Credit Hours: 16

### Semester III

- +WLDG 2543 - Advanced Shielded Metal Arc Welding (SMAW) 5 Hours
- +WLDG 1530 - Introduction to Gas Metal Arc Welding (GMAW)  
5 Hours
- **or**
- +WLDG 1534 - Introduction to Gas Tungsten Arc Welding (GTAW)  
5 Hours
- DFTG 1305 - Technical Drafting  
3 Hours
- Natural Sciences/Mathematics  
3-4 Hours

Credit Hours: 16-17

### Semester IV

- +WLDG 2547 - Advanced Gas Metal Arc Welding (GMAW)  
5 Hours
- **or**
- +WLDG 2551 - Advanced Gas Tungsten Arc Welding (GTAW)  
5 Hours
- +WLDG 2506 - Intermediate Pipe Welding  
5 Hours
- Humanities/Fine Arts  
3 Hours
- Social/Behavioral Sciences  
3 Hours

Credit Hours: 16

Total Semester Credit Hours: 64-65

## Welding Technology Basic Certificate

The following is the suggested sequence of courses for the following degree and certificates. A + indicates courses which have a prerequisite or co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, WLDG 1521 does not have to be taken before WLDG 1553 since WLDG 1521 is not a prerequisite for WLDG 1553. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their degrees.

### Semester I

- WLDG 1521 - Introduction to Welding Fundamentals  
5 Hours
- +WLDG 1557 - Intermediate Shielded Metal Arc Welding (SMAW)  
5 Hours
- OSH 1301 - Introduction to Safety and Health Technology  
3 Hours

**Credit Hours: 13**

### Semester II

- +WLDG 1525 - Introduction to Oxy-Fuel Welding and Cutting  
5 Hour
- MCHN 1320 - Precision Tools and Measurement  
3 Hours

**Credit Hours: 8**

**Total Semester Credit Hours: 21**

## Welding Technology Intermediate Certificate

The following is the suggested sequence of courses for the following degree and certificates. A + indicates courses which have a prerequisite or co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, WLDG 1521 does not have to be taken before WLDG 1553 since WLDG 1521 is not a prerequisite for WLDG 1553. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their degrees.

### Semester I

- +WLDG 1530 - Introduction to Gas Metal Arc Welding (GMAW)  
5 Hours
- +WLDG 1534 - Introduction to Gas Tungsten Arc Welding (GTAW)  
5 Hours

**Credit Hours: 10**

### Semester II

- WLDG 1553 - Intermediate Layout and Fabrication  
5 Hours
- +WLDG 2543 - Advanced Shielded Metal Arc Welding (SMAW)  
5 Hours

**Credit Hours: 10**

**Total Semester Credit Hours: 20**

## Welding Technology Advanced Certificate

The following is the suggested sequence of courses for the following degree and certificates. A + indicates courses which have a prerequisite or co-requisite. However, courses that do not have a prerequisite do not have to be taken in order. For example, WLDG 1521 does not have to be taken before WLDG 1553 since WLDG 1521 is not a prerequisite for WLDG 1553. Nevertheless, the general sequence should still be followed. Part-time students may require more than four semesters to complete their degrees.

### Semester I

- +WLDG 2506 - Intermediate Pipe Welding  
5 Hours
- +WLDG 2547 - Advanced Gas Metal Arc Welding (GMAW)  
5 Hours
- or
- +WLDG 2551 - Advanced Gas Tungsten Arc Welding (GTAW)  
5 Hours

**Credit Hours: 10**



### Semester II

- +WLDG 2535 - Advanced Layout and Fabrication  
5 Hours
- +WLDG 2553 - Advanced Pipe Welding  
5 Hours

**Credit Hours: 10**

**Total Semester Credit Hours: 20**

# Additional Disciplines

## Accounting

*Dean*                      176 MHAB      685-6830

**Norma Duran**            176 MHAB      685-6830  
*Division Secretary*

### Faculty

Dale Westfall              158 TC          685-4658

For program information please call (432) 685-6830.

Accounting courses help prepare students for careers in the field of accounting and business. The curriculum is designed to develop several skills, attitudes, and competencies necessary for careers as entry-level accounting assistants in business, industry, and government. Specific areas of training include accounting theory, practice, and other related business administration activities. While Midland College does not currently award degrees or certificates in accounting, several courses are offered as part of other programs such as Business Administration, Business Systems, Information Technology, and Organizational Management. Students interested in accounting should contact the Business Studies Division office to obtain additional information.

ACCT 2401 - Principles of Accounting I

ACCT 2402 - Principles of Accounting II

ACNT 1329 - Accounting Payroll and Business Tax Accounting

ACNT 1331 - Federal Income Tax: Individual

ACNT 1392 - Special Topics in Accounting Technician

ACNT 1403 - Introduction to Accounting I

ACNT 1411 - Introduction to Computerized Accounting

ACNT 1413 - Computerized Accounting Applications

ACNT 2370 - Petroleum Accounting

ACNT 2382 - Cooperative Education-Accounting Technician

ACNT 2383 - Cooperative Education-Accounting Technician



## Adult and Developmental Education

**Lynda Webb**                      206A HLGC Annex                      685-6884  
*Dean*

**Karen Harris**                      206 HLGC Annex                      685-4799  
*Division Secretary*

**Alma Brannan**                      MHAB 115                      685-6413  
*Math Lab Coordinator/faculty*

**Patricia Zeigler**                      MHAB 161                      685-6817  
*ABE Secretary*

**Blanca Licon**                      Cogdell Learning Center                      684-4100  
*ESL Coordinator*

**Julie Burke**                      MHAB 163                      685-6818  
*GED Coordinator*

**Sara Peterson**                      TC Annex 182                      685-4718  
*Coordinator Reading Lab*

### **Faculty**

Gena Nicholson                      119 MHAB                      685-6803

Connie Sanchez                      121 MHAB                      685-6804

Karen Vest                      116 MHAB                      685-6800

Adult and Developmental Education courses are designed to strengthen students' basic skills in reading, writing, and math in order to achieve academic success in transitioning into college level coursework, as well as passing the GED® test and preparing for the THEA Developmental classes provide multi-level, computer-based instruction to strengthen basic skills in a variety of areas. Instruction is customized to meet the individual needs of each student. For more information, please call 685-6819.

### **Adult Education**

Adult Education (AE) offers a variety of programs to help adults increase their academic and workforce skills. Students are provided with the opportunity to improve their skills in reading, math, science, social studies, language arts, and English. ABE classes are held at various locations including the main campus, Cogdell Learning Center and at the WRTTC in Fort Stockton There are no fees for any AE program. An enrollment and orientation class is required before students enter the instructional classes. Individuals must be at least 17 years of age to enroll. Call the AE Department at (432) 685-6819 for procedures and documentation requirements.

## Integrated Reading and Writing

**Lynda Webb**      206A HLGCC      685-6884  
*Dean*

**Faculty**              183 TC              685-4667  
*Darla Coffman*

Midland College Integrated Reading and Writing (IRWD) courses are designed to provide learning opportunities of several kinds:

- developmental instruction for those who need to do compensatory work in order to reach reading and writing competence in compliance with the Texas Success Initiative;
- work in comprehension, writing skills, vocabulary and reading rate for students wishing to enhance their college reading, writing, and studying abilities; and work to enhance comprehension, vocabulary and reading rates in a specified area of study or major.

## Economics

*Dean*                      176 MHAB              685-6830

**Norma Duran**        176 MHAB              685-6830  
*Division Secretary*

### **Faculty**

Doug Avery              152 TC                  685-5520  
Omar Belazi              154 TC                  685-4656  
Janet Groth              WRTTC              (432) 336-7882, ext. 113

For program information please call (432) 685-6830.

Economics courses provide students with an understanding of macroeconomic and microeconomic theory. Curriculum is designed to prepare students with knowledge of the U.S. economy and economic operations of individual firms and industries. Courses are intended to be taken by those students pursuing Midland College Associate degrees, the Bachelor of Applied Technology degree, and those wishing to transfer to other colleges and universities.

### **Courses offered:**

ECON 2301 - Principles of Macroeconomics  
ECON 2302 - Principles of Microeconomics

# Engineering

**Margaret Wade**    125 AHSF    685-4615  
*Dean*

**Brenda Smith**    124 AHSF    685-6413  
*Division Secretary*

For program information please call (432) 685-4615.

Midland College is a participant in the Texas Voluntary Transfer Compact for Engineering. The purpose of this compact is to facilitate the transfer process for students pursuing bachelor's degrees in civil, electrical, industrial or mechanical engineering. Students should consult the engineering school of their choice to determine requirements for the baccalaureate degree in engineering.

## **Courses offered:**

- ENGR 1201 Introduction to Engineering
- ENGR 2301 Statics
- ENGR 2302 Dynamics

# Geography

*Dean*                    176 MHAB    685-6830

**Norma Duran**    176 MHAB    685-6830  
*Division Secretary*

## **Faculty**

Michael Makowsky    174 MHAB    685-6828

Geography courses are suggested for students studying in the social sciences and especially planning to become social studies teachers. They are also an option in the Social Science area of the Core Curriculum.

- GEOG 1301 - Physical Geography
- GEOG 1303 - World Regional Geography

## Humanities

**William G. Feeler**    137 AFA            685-4626  
*Dean*

**Lula Lee**                141 AFA            685-4624  
*Division Secretary*

### Faculty

Laura McKenzie        WRTTC            336-7882 ext. 111

Midland College Humanities courses are designed to provide students with a culturally rich experience in the study of a wide range of subjects that enhance the intellect and aesthetic experience of humans: the history of human study and exploration, philosophy, religion, history, literature, music, and the arts and sciences. HUMA 1301 and HUMA 1302 are core options in the area of Humanities. The Humanities courses are a key element of the Honors Cap Program as well.

## Philosophy

**William G. Feeler**    137 AFA            685-4626  
*Dean*

**Lula Lee**                141 AFA            685-4624  
*Division Secretary*

Philosophy courses are surveys of humanity's attempt to answer the questions of where do we come from, how we should live, and where we are going. They also help develop rational thought and critical thinking. PHIL 1301, PHIL 2303, and PHIL 2306 are also options in the Humanities area of the Core Curriculum.

## Photography (see Communication or Arts)

**William G. Feeler**    137 AFA    685-4626  
*Dean*

**Lula Lee**    141 AFA    685-4624  
*Division Secretary*

### Faculty

**Kent Moss**    195 AFA    685-4654

Photography courses at Midland College offer experiences for students from introductory through advanced levels. Photography credit may be applied to majors in art, communication, or chosen as electives. Many of our photographers are simply enthusiasts who pursue the medium for personal pleasure. All four black and white courses include darkroom time. Each student will have the ability to produce photographs from subjects they shoot and the opportunity to submit images for publication in our newspaper, magazines, and student shows. Photography courses are offered through either the Communication Department or the Art Department.



# Student Success MPower

**Mindy Flowers** HLGC 205A 685-6885  
*Director*

Midland College offers several courses to help improve student study habits and ensure student success.

## **Courses offered include:**

PREP 0170 Basic College Study Skills  
EDUC 1200/PSYC 1200 Effective Learning

Midland College requires that students who fail two more more TSI requirements will be enrolled into a PREP 0170 course during their first semester. PREP 0170 is designed to assist college students with the necessary skills needed for academic success and for success in life. PREP 0170 will allow students to explore who they are, where they come from and present options for where they are headed. PREP 0170 will concentrate on areas of success such as motivation, self-esteem, time management, critical thinking, active learning, study skills, decision making, relationship building and personal care.

Midland College's quality enhancement plan (QEP) is the development and delivery of an enhanced, carefully designed student success seminar. It is the intention of Midland College that this course becomes required of all first-time college students. EDUC 1200/PSYC 1200 Academic Course Guide Manual course description: A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

# Course Descriptions

## Guide to Course Abbreviations

### College-level Credit Courses

Courses numbered 1100-4399 are college-level credit courses. A credit course is a part of an approved educational program or major. The credit awarded by Midland College for completion of most courses is accepted as a completion of a portion of an appropriate educational sequence leading to a Certificate, Associate Degree, or Baccalaureate Degree. The second number in the four-digit sequence represents the number of semester credit hours (SCH) awarded for a particular course. For example, COMM 1307 is a 3 semester credit hour course in Communication, and ACNT 2401 is a 4 semester credit hour course in Accounting.

### Developmental Education Courses

Courses numbered 0100-0399 are offered for credit but do not count toward completion of a program or major. These are designed for students who score lower than college-level on English, Math, and Reading placement exams. For each student who fails to meet passing standards on placement exams, Midland College has established a program to advise the student and determine a plan regarding the sequence of developmental education courses necessary to assure the readiness of that student in performing freshman-level academic course work.

### Key to Course Codes

Some subjects may have more than one course code.

Accounting.....	ACCT, ACNT	Fire Science Technology.....	EMAP, FIRS, FIRT
Adult and Developmental Education.....	ABE, DVLP, MATH, SSP	Geography.....	GEOG
Agriculture.....	AGRI	Geology.....	GEOL
Air Conditioning, Heating and Refrigeration Technology.....	MCHN, OSHT, HART	Government/Political Science.....	GOVT
Alcohol & Drug Abuse Counseling.....	DAAC	Health Information Technology.....	HITT
Anthropology.....	ANTH	Health Sciences.....	HPRS
Arts.....	ARTS	History.....	HIST
Automotive Technology.....	OSHT, MCHN, ABDR, AUMT	Humanities.....	HUMA
Aviation Maintenance Technology.....	AERM	Information Technology.....	ITSE, ITSY
Biology.....	BIOL	Kinesiology/Physical Education.....	KINE
Business Administration BMGT, BUSA, BUSG, BUSI, MRKG		Paralegal Studies.....	LGLA
Business Systems.....	ITSW, POFI, POFM, POFT	Long Term Care Administration.....	LTCA
Chemistry.....	CHEM	Mathematics.....	MATH
Child Care and Development.....	CDEC, TECA	Modern & Classical Languages: American Sign Language.....	SGNL
Communication.....	COMM	Modern & Classical Languages: French.....	FREN
Computer Graphics Technology ARTC, ARTV, DFTG, OSHT, GRPH, MCHN		Modern & Classical Languages: German.....	GERM
Cosmetology.....	CSME	Modern & Classical Languages: Latin.....	LATI
Criminal Justice/Law Enforcement.....	CJLE, CJSA, CRIJ, HMSY	Modern & Classical Languages: Spanish.....	SPAN
Diagnostic Medical Sonography.....	DMSO	Music.....	MUSI, MUAP, MUEN
Diesel Technology.....	MCHN, OSHT, DEMR	Nursing - Associate Degree.....	RNSG
Drama.....	DRAM	Nursing - Vocational.....	VNSG
Economics.....	ECON	Organizational Management (Upper Division courses) .....	TMGT
Education.....	EDUC	Paralegal Studies.....	LGLA
Emergency Medical Services.....	EMSP	Philosophy.....	PHIL
Energy Technology.....	CETT, ELMT, ENER, ITNC, ITNW, OSHT, POFI, PTRT, TECM	Physics.....	ENGR, PHYS
English.....	ENGL	Psychology.....	PSYC, PSYT
English Second Language.....	ESL	Radiography.....	RADR
		Reading.....	READ
		Respiratory Care.....	RSPT
		Sociology.....	SOCI
		Speech.....	SPCH
		Welding Technology.....	MCHN, OSHT, WLDG

# Course Descriptions

Numbers in parentheses identify the number of classroom and lab hours per week. For example, (3-2) indicates three hours in the classroom plus two hours in the lab. When present, a third number indicates clinical, practicum or internship hours.

## Accounting

### **ACCT 2401 - Principles of Accounting I**

#### **4 Hours (3-3)**

This course is designed to present a general knowledge of accounting principles and procedures for the sole proprietorship and partnership form of business organization. Topics and problems include the complete accounting cycle, accounting systems and special purpose journals, internal controls and merchandising transactions, and the preparation of financial statements in accordance with generally accepted accounting principles. The student will study short-term liquid assets, including uncollectible accounts and notes receivable; several methods of inventory valuation and their effect upon operations; current liabilities and payroll accounting, including employer payroll taxes; the acquisition, depreciation (several methods), and disposal of plant property and equipment; intangible assets; and natural resources. Also studied are the accrual and cash bases of accounting and the effects of inflation and price-level changes.

### **ACCT 2402 - Principles of Accounting II**

#### **4 Hours (3-3)**

A continuation of ACCT 2401, this course includes the study of corporate financial accounting data for cost control and management decision making. The student is required to learn accounting methodology used by corporations to account for stocks, bonds, treasury stock, and investments. The student will learn how to prepare all the corporate financial statements. The student will use financial statement analysis to determine a firm's liquidity, profitability, and solvency, and to track trends. The student will learn the basics of manufacturing cost accounting and product costing, as well as basic planning and control tools such as break-even and marginal analysis. The course of study will include the planning and budgeting function, including cash budgeting and the use of standard costs for cost control. The student will learn the variable costing method, incremental cost analysis, and the use of present value and other techniques to analyze alternatives such as capital expenditures, make-or-buy, sales mix and other managerial accounting decision making techniques. Prerequisites: ACCT 2401 or instructor permission.

### **ACNT 1329 - Accounting Payroll and Business Tax Accounting**

#### **3 Hours (3-0)**

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. Student will calculate employee payroll, employer related taxes and prepare related tax forms; and maintain payroll records required under current laws.



### **ACNT 1331 - Federal Income Tax: Individual**

#### **3 Hours (3-0)**

A study of the federal tax law for preparation of individual income tax returns. Students will prepare federal income tax forms and related schedules for individuals.

### **ACNT 1392 - Special Topics in Accounting Technician**

#### **3 Hours (3-0)**

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. Special topics include: Governmental & Not-for-Profit Accounting, Auditing, and Intermediate Accounting. Prerequisites: ACCT 2402 or instructor permission.

### **ACNT 1403 - Introduction to Accounting I**

#### **4 Hours (3-3)**

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 reconciliations, and payroll. Students will define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle; prepare financial statements; and apply accounting concepts related to cash and payroll. Corequisites: ITSW 1404 or instructor permission.

### **ACNT 1411 - Introduction to Computerized Accounting**

#### **4 Hours (3-3)**

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. Students will utilize an application software to perform accounting tasks; maintain records and prepare and analyze reports for a business entity; complete a comprehensive project; and explain the components of general ledger software. Prerequisites: ACNT 1403 or ACCT 2401 or instructor permission.

### **ACNT 1413 - Computerized Accounting Applications**

#### **4 Hours (3-3)**

Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making. Students will utilize general ledger, spreadsheet and/or database software for accounting and management applications; and complete a comprehensive project. Prerequisites: ACCT 2401 or ACNT 1403 or instructor permission.

### **ACNT 2370 - Petroleum Accounting**

#### **3 Hours (3-0)**

The student will acquire a basic understanding of the accounting for successful efforts and full-cost companies. Focus of the course will be in the areas of pre-drilling operations, undeveloped properties, drilling and development activities, oil and gas revenues, depreciation and amortization, tax, and joint operations. Prerequisites: ACCT 2401 or instructor permission.

## **ACNT 2382 - Cooperative Education-Accounting Technician**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and the student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience. Prerequisites: ACCT 2401 or instructor permission. This course may be repeated if topics and learning outcomes vary.

## **ACNT 2383 - Cooperative Education-Accounting Technician**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and the student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the work experience. Prerequisites: ACCT 2401 or instructor permission. This course may be repeated if topics and learning outcomes vary.

## **Adult and Developmental Education**

### **IRWD 0370 - Integrated Reading & Writing I**

#### **3 Hours (3-1)**

READ TSI 200 or less, COMPASS 0-63. This course surveys a variety of reading materials. Students will learn to locate explicit textual information, draw inferences, and describe, and evaluate the information within the across multiple texts of varying lengths. Students will learn how to use vocabulary effectively, describe and apply insights gained from reading and writing a variety of texts. Students will learn effective editing strategies, generate ideas from texts, and recognize and apply the conventions of Standard English. This course is not for college credit. The reading TSI score will calculate placement in this course.

Corequisites: PREP 0170

### **IRWD 0371 - Integrated Reading & Writing II**

#### **3 Hours (3-1)**

READ TSI 201-229, COMPASS 64-80. This course surveys a variety of reading materials. Students will learn to locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within the across multiple texts of varying lengths. Students will learn how to use vocabulary effectively, describe and apply insights gained from reading and writing a variety of texts. Students will learn effective editing strategies, generate ideas from texts, recognize and apply the conventions of Standard English, and compose college-level writing assignments. This course is not for college credit. The reading TSI score will calculate placement in this course. Students in this course are required to take a co-requisite PREP 0170 student success course. Corequisites: PREP 0170

## **IRWD 0372 - Integrated Reading & Writing III**

### **3 Hours (3-1)**

TSI complete in Reading. Writing TSI THEA 0-219, COMPASS 0-59 and writing score of 5. This course explores a variety of writing modalities specific to college-level assignments. Students will generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies. Students will learn effective editing strategies, generate ideas from texts, recognize and apply the conventions of Standard English, and compose college-level writing assignments. This course is not for college credit. The student will be placed into this course if there is not TSI hold for reading.

## **MATH 0471 - Foundations of Mathematical Reasoning**

### **4 Hours (4-0)**

This is a quantitative literacy-based course to be taught in conjunction with a Student Success class. Students will complete the 4 contact hours and transfer into a credit statistics course. Corequisites: EDUC 1200

## **Agriculture**

### **AGRI 1407 - Agronomy**

#### **4 Hours (3-3)**

Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control. Course fee.

### **AGRI 1419 - Introductory to Animal Science**

#### **4 Hours (3-3)**

Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses. Course fee.

## **Air Conditioning, Heating and Refrigeration Technology**

### **HART 1380 - Cooperative Education**

#### **3 Hours (1-0-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. The student is required to work for wages at least 20 hours per week in air conditioning, refrigeration or a related field. This course may be repeated if topics and learning outcomes vary.

## **HART 1391 - Special Topics in Heating, Air Conditioning, and Refrigeration Technologies/Technicians**

### **3 Hours (2-2)**

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.

## **HART 1401 - Basic Electricity for HVAC**

### **4 Hours (3-3)**

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. This course, and HART 1407 must be taken first as the prerequisite to all the HART classes.

## **HART 1407 - Refrigeration Principles**

### **4 Hours (3-3)**

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. This course, and HART 1401 must be taken first as the prerequisite for all the other HART courses.

## **HART 1441 - Residential Air Conditioning**

### **4 Hours (3-3)**

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Prerequisites: HART 1401 and HART 1407.

## **HART 1445 - Gas and Electric Heating**

### **4 Hours (3-3)**

A study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. The student will be introduced to proper testing and troubleshooting techniques. The class will cover proper wiring, gas controls, thermostats, spark ignition and venting procedures. Prerequisites: HART 1401 and HART 1407.

## **HART 2380 - Cooperative Education**

### **3 Hours (1-0-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. The student is required to work for wages at least 20 hours per week in air conditioning, refrigeration or a related field. This course may be repeated if topics and learning outcomes vary.

## **HART 2434 - Advanced Air Conditioning Controls**

### **4 Hours (3-3)**

Theory and application of electrical control devices, electromechanical controls and/or pneumatic controls. This course covers the proper methods for troubleshooting electrical control devices and control circuits. The student will study the correct wiring for components such as lock-out relays, oil failure controls, and thermostats. The student will be introduced to solid state controls and their functions. Prerequisites: HART 1401.

## **HART 2436 - Air Conditioning Troubleshooting**

### **4 Hours (3-3)**

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Prerequisites: HART 1401 and HART 1407.

## **HART 2442 - Commercial Refrigeration**

### **4 Hours (3-3)**

Theory of and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines. Prerequisites: HART 1401 and HART 1407.

## **HART 2445 - Air Conditioning Systems Design**

### **4 Hours (4-0)**

A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. This course covers psychometrics and design procedures developed to select proper equipment for air conditioning systems. The student will be introduced to Manual J for heating and cooling loads. The student will also study proper duct sizing and design techniques. Capstone course. Prerequisites: HART 1401 or Instructor Approval.

## **HART 2449 - Heat Pumps**

### **4 Hours (3-3)**

A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Prerequisites: HART 1401 and HART 1407.

## **Alcohol & Drug Abuse Counseling**

### **DAAC 1309 - Assessment Skill of Alcohol and Other Drug Addictions**

#### **3 Hours (3-0)**

Examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan. Prepares the student to appropriately explain assessment results and individual rights to clients. Prerequisites/Corequisites: DAAC 1319.

## **DAAC 1311 - Counseling Theories**

### **3 Hours (3-0)**

An introduction to major theories of various treatment modalities including Reality therapy, Psycho-dynamic, grief therapy, Client-centered therapy, Rational-Emotive Therapy, cognitive-behavioral approaches such as life skills training, behavior modification, and the introduction to experiential therapies as they relate to detoxification, residential, outpatient, and extended treatment. Prerequisites/Corequisites: DAAC 1319.

## **DAAC 1319 - Introduction to Alcohol and Other Drug Addiction**

### **3 Hours (3-0)**

Causes and consequences of addiction as they are related to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented.

## **DAAC 1380 - Cooperative Education**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and the student. Under supervision of the college and employer, the student combines classroom learning with work experience. The knowledge, skills and attitudes directly related to the profession will guide the student through the work experience. Prerequisites: Proof of Licensed Chemical Dependency Counselor Intern status.

## **DAAC 1381 - Cooperative Education II**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and the student. Under supervision of the college and employer, the student combines classroom learning with work experience. The knowledge, skills and attitudes directly related to the profession will guide the student through the work experience. Prerequisites: 'P' in DAAC 1380.

## **DAAC 2166 - Practicum I**

### **1 Hour (0-10)**

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course will focus on the 12 core functions of the addictions counselor and help prepare for the State of Texas oral exam. Student liability insurance purchased through Midland College is required for students enrolled in DAAC 2166. Prerequisites: Successful completion of 18 semester hours of DAAC specialty courses, passing with an average of at least a 3.0 in all DAAC courses. Corequisites: DAAC 2271.

## **DAAC 2167 - Practicum II**

### **1 Hour (0-10)**

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course will focus on the case presentation that is required for licensure in Texas. Student liability insurance purchased through Midland College is required for students enrolled in DAAC 2167. Prerequisites: Successful completion of 18 semester hours of DAAC specialty courses, passing with an average of at least a 3.0 in all DAAC courses and completion of DAAC 2166. Corequisites: DAAC 2272.

## **DAAC 2271 - Core Functions**

### **2 Hours (2-0)**

Classroom lectures will prepare the student for written and oral testing. The registration process and completion of an Oral Presentation that meets the guidelines of the certification board. In addition, these workplace experiences will be processed in the classroom. Students will categorize previously learned knowledge from prior DAAC courses into a framework that will be applied for the counseling and state examination experience. Corequisites: DAAC 2166.

## **DAAC 2272 - Case Presentation Method**

### **2 Hours (2-0)**

Classroom lectures will prepare the student for written and oral testing at the state level and the registration process and completion of a Case Presentation that meets the guidelines of the certification board. In addition, these workplace experiences will be processed in the classroom. Prerequisites: DAAC 2271. Corequisites: DAAC 2167.

## **DAAC 2307 - Addicted Family Intervention**

### **3 Hours (3-0)**

An introduction to the family as a dynamic system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. Discuss the impact of mood altering substances and behaviors and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective. Prerequisites/Corequisites: DAAC 1319.

## **DAAC 2330 - Multicultural Counseling**

### **3 Hours (3-0)**

Cross-cultural competency skills and cultural diversity-training for specific use with persons of a different race or ethnicity than the counselor. Courses and class activities will be focused on specific race-ethnicity based cultures and subcultures, reducing or ameliorating the effects of racism, and development of specific cross-cultural competencies.

### **DAAC 2380 - Cooperative Education III**

#### **3 Hours (1-0-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and the student. Under supervision of the college and employer, the student combines classroom learning with work experience. The knowledge, skills and attitudes, directly related to the profession will guide the student through the work experience. Prerequisites: "P" in DAAC 1380.

### **DAAC 2381 - Cooperative Education IV**

#### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and the student. Under supervision of the college and employer, the student combines classroom learning with work experience. The knowledge, skills and attitudes, directly related to the profession will guide the student through the work experience. Prerequisites: "P" in DAAC 2380.

### **DAAC 2441 - Counseling Alcohol and Other Drug Addictions**

#### **4 Hours (3-3)**

This course will focus on special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Design and utilization of treatment planning using a treatment team approach will be introduced. Confidentiality and ethical issues will be reviewed and practiced. Prerequisites/Corequisites: DAAC 1319.

### **DAAC 2454 - Dynamics of Group Counseling**

#### **4 Hours (3-3)**

An introduction to the patterns and dynamics of group interactions across the life span. Focus includes group therapy, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual, group growth, and behavior. Effective group facilitation skills and techniques used to address special population issues and needs are covered.

Effective case management and record keeping are addressed.

Prerequisites/Corequisites: DAAC 2441.



# **Anthropology**

## **ANTH 2101 - Physical Anthropology (Lab)**

### **1 Hour (0-2)**

Students will be able to demonstrate knowledge of proper lab techniques when examining, measuring and identifying skeletal remains (or replications) of the primate population; illustrate a knowledge of the primate population and classification systems through laboratory exercises; evaluate generic data regarding genotypic and phenotypic frequencies; demonstrate a knowledge of the skeletal structure of the primate population; and understand proper techniques for acquisition, analysis, storage and interpretation of remains of both human and non-human primates.

## **ANTH 2301 - Physical Anthropology (Lecture)**

### **3 Hours (3-0)**

Students will be able to demonstrate through discussion and writing knowledge of basic terminology, concepts, theories and research methods used by physical anthropologists in the biological study of culture; demonstrate through discussion and writing the emergence of evolutionary theory; demonstrate through discussion and writing knowledge of the evolutionary process and development of early hominines and the genus Homo; critically appraise scientific theories regarding humankind's cultural development in regard to the evolutionary process; and critically appraise issues of human variation and adaptation.

## **ANTH 2302 - Introduction to Archeology**

### **3 Hours (3-0)**

This course is an overview of human origins and biocultural adaptations. This is an introduction to methods and theory in the excavation and interpretation of material remains of past cultures.

## **ANTH 2351 - Cultural Anthropology**

### **3 Hours (3-0)**

The students will study human culture in historical perspective by examining the development of culture as well as comparing present cultures.

## **ANTH 2389 - Internship in Anthropology**

### **3 Hours (0-7)**

The internship program is designed to give students practical hands-on experience in one of the fields of anthropology. See the department faculty for current semester details.

## **Arts**

### **ARTS 1301 - Art Appreciation**

#### **3 Hours (3-0)**

A general education course open to all students. This course includes design principles from the layman's point of view and critical evaluation of selected works of painting, sculpture, architecture, and industrial design related to everyday life.

### **ARTS 1303 - Art History I**

#### **3 Hours (3-0)**

The student surveys painting, sculpture, architecture, and the decorative arts from prehistoric times to the 14th century. This class requires extensive ability in reading and writing.

Prerequisites: Student must have satisfied the TSI readiness requirement in reading.

### **ARTS 1304 - Art History II**

#### **3 Hours (3-0)**

The student surveys painting, sculpture, architecture, and the decorative arts from the 14th century to the present. This class requires extensive ability in reading and writing.

Prerequisites: Student must have satisfied the TSI readiness requirement in reading.

### **ARTS 1311 - Design I**

#### **3 Hours (2-4)**

Emphasis is upon two-dimensional design; student experiences include the fundamentals of line, color, form, texture, shape, space, and arrangement.

### **ARTS 1312 - Design II**

#### **3 Hours (2-4)**

Continuation of ARTS 1311 with emphasis placed on student study of the three-dimensional concepts. Prerequisites: ARTS 1311.

### **ARTS 1316 - Drawing I**

#### **3 Hours (2-4)**

A beginning course in which the student investigates a variety of media, techniques, and subjects. Students explore perceptual and descriptive possibilities with consideration of drawing as a developmental process and as an end in itself.

### **ARTS 1317 - Drawing II**

#### **3 Hours (2-4)**

Expansion of ARTS 1316 that allows the student to stress the expressive and conceptual aspects of drawing including the human figure within a spatial environment.

Prerequisites: ARTS 1316.

### **ARTS 2311 - Design III**

#### **3 Hours (2-4)**

An advanced investigation in which students explore the problems of two-dimensional form with emphasis on individual expression.

### **ARTS 2316 - Painting I**

#### **3 Hours (2-4)**

The student explores the potentials of painting media with emphasis on color and composition.

### **ARTS 2317 - Painting II**

#### **3 Hours (2-4)**

Continuation of ARTS 2316 with emphasis on individual student's expression.

Prerequisites: ARTS 2316.

### **ARTS 2323 - Drawing III**

#### **3 Hours (2-4)**

A life drawing course in which the student learns the structure and action of the human figure.

Prerequisites: ARTS 1316 or ARTS 2316

### **ARTS 2324 - Drawing IV**

#### **3 Hours (2-4)**

A continuation of ARTS 2323 with emphasis on the student's individual expression.

Prerequisites: ARTS 2323.

### **ARTS 2326 - Sculpture I**

#### **3 Hours (2-4)**

An exploration of various sculptural approaches in which the student works in a variety of media including additive and subtractive techniques.

### **ARTS 2327 - Sculpture II**

#### **3 Hours (2-4)**

A continuation of ARTS 2326 with emphasis on student's individual expression.

Prerequisites: ARTS 2326.

### **ARTS 2333 - Printmaking I**

#### **3 Hours (2-4)**

An introduction for the student into the basic printmaking processes including etching, monotype, and relief.

### **ARTS 2334 - Printmaking II**

#### **3 Hours (2-4)**

Opportunities for specialization and experimentation by the student in printmaking processes.

Prerequisites: ARTS 2333.

### **ARTS 2341 - Art Metals I**

#### **3 Hours (2-4)**

Basic techniques for the student working with nonferrous metals.

### **ARTS 2342 - Art Metals II**

#### **3 Hours (2-4)**

Further investigation by the student of advanced techniques and processes.

Prerequisites: ARTS 2341.

### **ARTS 2346 - Ceramics I**

#### **3 Hours (2-4)**

An introduction for the student to basic ceramic processes.

### **ARTS 2347 - Ceramics II**

#### **3 Hours (2-4)**

Opportunities for specialization by the student in ceramic processes.

Prerequisites: ARTS 2346.

### **ARTS 2348 - Digital Arts I**

#### **3 Hours (2-4)**

An introduction to graphic design principles and typography with emphasis upon digital imaging. The course enables students to explore the creation and manipulation of images with a computer. Course content includes use of digital camera, flatbed and film scanners, Adobe Photoshop software, and printer.

### **ARTS 2349 - Digital Arts II**

#### **3 Hours (2-4)**

Advanced graphic design principles and techniques with emphasis upon digital imaging. The course enables students to explore more expressive and interpretive use of imagery and to practice commercial application as well. Course increases students' exposure to software programs beyond Adobe Photoshop. Prerequisites: ARTS 2348.

### **ARTS 2356 - Photography I**

#### **3 Hours (2-4)**

(also COMM 1318) An introductory course for beginners in black and white photography.

Students learn basic techniques of camera functions, film development, print processing and design fundamentals.

### **ARTS 2357 - Photography II**

#### **3 Hours (2-4)**

(also COMM 1319) A continuation of ARTS 2356 with emphasis on photography applied to publications. Students work with more complex subjects and techniques in order to communicate their ideas through photographic images.

Prerequisites: COMM 1318 or ARTS 2356.

## **ARTS 2366 - Watercolor I**

### **3 Hours (2-4)**

Exploration of the potentials of water based media by the student with emphasis on color and composition.

## **ARTS 2367 - Watercolor II**

### **3 Hours (2-4)**

This course is an extension of ARTS 2366 and subject to all the conditions of that course. Prerequisites: ARTS 2366.

## **Automotive Technology**

### **ABDR 1431 - Basic Refinishing**

#### **4 Hours (2-4)**

An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of trim and replacement parts.

### **ABDR 1458 - Intermediate Refinishing**

#### **4 Hours (2-4)**

Expanded training in mixing and spraying of automotive topcoats. Emphasis on formula ingredient, reducing, thinning, and special spraying techniques. Introduction to partial panel refinishing techniques and current industry paint removal techniques.

Prerequisites: ABDR 1431

### **ABDR 2449 - Advanced Refinishing**

#### **4 Hours (2-4)**

Application of multi-stage refinishing techniques. Advanced skill development solving refinishing problems. Application of multi-stage refinishing techniques with emphasis on formula mixing and special spraying techniques. Prerequisites: ABDR 1458

### **AUMT 1305 - Introduction to Automotive Technology**

#### **3 Hours (2-4)**

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities and basic automotive maintenance. May be taught manufacturer-specific.

### **AUMT 1306 - Automotive Engine Removal and Installation**

#### **3 Hours (2-4)**

Fundamentals of engine inspection, removal and installation procedures. May be taught manufacturer specific. Prerequisites: AUMT 1305 or instructor approval.

## **AUMT 1307 - Automotive Electrical Systems**

### **3 Hours (2-4)**

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.

Corequisites: AUMT 1305 or instructor approval.

## **AUMT 1310 - Automotive Brake Systems**

### **3 Hours (2-4)**

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.

Corequisites: AUMT 1305 or instructor approval.

## **AUMT 1316 - Suspension and Steering**

### **3 Hours (2-4)**

Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. May be taught manufacturer specific. Prerequisites: AUMT 1305 or instructor approval.

## **AUMT 1319 - Automotive Engine Repair**

### **3 Hours (2-4)**

Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. Corequisites: AUMT 1305 or instructor approval.

## **AUMT 1345 - Automotive Heating and Air Conditioning**

### **3 Hours (2-4)**

Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. May be taught manufacturer specific.

Prerequisites: AUMT 1305 or instructor approval.

## **AUMT 1380 - Cooperative Education - Auto/Automotive Mechanic/ Technician**

### **3 Hours (1-0-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. Enrollment must be approved by the instructor.

## **AUMT 2301 - Automotive Management**

### **3 Hours (3-1)**

Instruction in human relations, customer relations, and customer satisfaction. Emphasis on management techniques and building relationships between the service department and the customer.

## **AUMT 2313 - Manual Drive Train and Axle**

### **3 Hours (2-4)**

A study of automotive clutches, clutch operation devices, standard transmissions, transaxles and rear axles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. May be taught manufacturer specific. Prerequisites: AUMT 1305 or instructor approval.

## **AUMT 2317 - Engine Performance Analysis I**

### **3 Hours (2-4)**

Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught manufacturer specific. Prerequisites: AUMT 1307 or instructor approval.

## **AUMT 2321 - Automotive Electrical Lighting and Accessories**

### **3 Hours (2-4)**

Repair of automotive electrical subsystems, lighting, instrumentation, and accessories. Emphasis on accurate diagnosis and proper repair methods using various troubleshooting skills and techniques. May be taught manufacturer specific. Prerequisites: AUMT 1307 or instructor approval.

## **AUMT 2325 - Automatic Transmission and Transaxle**

### **3 Hours (2-4)**

A study of the operation, hydraulic principles, and related circuits of modern automatic transmission and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. May be taught manufacturer specific. Prerequisites: AUMT 1307 or instructor approval.

## **AUMT 2334 - Engine Performance Analysis II**

### **3 Hours (2-4)**

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. Prerequisites: AUMT 2317 or instructor approval.

### **AUMT 2428 - Automotive Service**

#### **4 Hours (2-4)**

Mastery of automotive vehicle service and component systems repair. Emphasis on mastering current automotive competencies covered in related theory courses. Maybe taught manufacturer specific.

### **AUMT 2437 - Automotive Electronics**

#### **4 Hours (3-4)**

Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. May be taught manufacturer specific. Prerequisites: AUMT 1307 or instructor approval.

### **AUMT 2455 - Automotive Engine Machining**

#### **4 Hours (2-4)**

In-depth coverage of precision engine rebuilding, cylinder reconditioning and crack repair. Instruction in machines and equipment necessary to complete an engine repair. May be taught with manufacturer-specific instructions.

## **Aviation Maintenance Technology**

### **AERM 1203 - Shop Practices**

#### **2 Hours (1-4)**

An introduction to the correct use of hand tools and equipment, precision measurement, identification of aircraft hardware, and the fabrication of fluid lines and tubing. Emphasis on procedures for testing, heat treating, and inspection of aircraft structures. General Course for Aviation Maintenance

### **AERM 1205 - Weight and Balance**

#### **2 Hours (1-2)**

A study of the Federal Aviation Administration (FAA) required subjects relating to the weighing of aircraft, the performance of weight and balance calculations, and appropriate maintenance record entries. General Course for Aviation Maintenance

### **AERM 1208 - Federal Aviation Regulations**

#### **2 Hours (1-2)**

A course in the use and understanding of the Federal Aviation Administration and aircraft manufacturer's publications, forms, and records; and the exercise of mechanic privileges within prescribed limitations. General Course for Aviation Maintenance



## **AERM 1210 - Ground Operations**

### **2 Hours (1-4)**

An introductory course in fuels, servicing methods and procedures, aircraft movement, securing and operations of aircraft, external power equipment, aircraft cleaning, and corrosion control. General Course for Aviation Maintenance

## **AERM 1241 - Wood, Fabric, and Finishes**

### **2 Hours (1-2)**

A course in the use and care of various covering materials, finishes, and wood structures including approved methods and procedures. Prerequisites: General Courses.

## **Aviation Maintenance Technology**

### **AERM 1243 - Instruments and Navigation/Communication**

#### **2 Hours (1-2)**

A study of aircraft instruments and electronic flight instrument systems including testing and installing instruments; inspecting, checking, and troubleshooting navigation and communication systems; and inspecting and repairing antennas and electronic equipment installations. Prerequisites: General Courses.

## **AERM 1247 - Airframe Auxiliary Systems**

### **2 Hours (1-3)**

Topics address airframe auxiliary systems including the operation and repair of position and warning systems, cabin atmospheric control systems, ice and rain control systems for aircraft and engines, and fire detection and protection systems. Prerequisites: General Courses.

## **AERM 1251 - Aircraft Turbine Engine Theory**

### **2 Hours (1-4)**

Theory, history, and servicing of turbine engines to include lubrication, instrumentation, auxiliary power units, and exhaust systems.

## **AERM 1253 - Aircraft Welding**

### **2 Hours (1-2)**

Skill development in repair procedures for steel, magnesium, brass, and aluminum materials used in aircraft assembly and selection and application of appropriate methods of welding, brazing, and soldering. Fundamentals of safety procedures are also addressed. Prerequisites: General Courses.

## **AERM 1254 - Aircraft Composites**

### **2 Hours (1-3)**

Comprehensive concepts of the inspection and repair of composite, fabric, core and laminated structural materials including doors, windows, bonded structures, and interior furnishings. Safety procedures to include the handling and storage of composite materials will also be addressed. Prerequisites: General Courses.

## **AERM 1314 - Basic Electricity**

### **3 Hours (2-3)**

A study of aircraft electrical systems and their requirements including the use of the ammeter, voltmeter, and ohmmeter; series and parallel circuits; inductance and capacitance; magnetism; converting alternating current (AC) to direct current (DC); controlling devices; maintenance and servicing of aircraft batteries; and reading and interpreting aircraft electrical diagrams to include solid state devices and logic functions. General Course for Aviation Maintenance

## **AERM 1315 - Aviation Science**

### **3 Hours (2-2)**

Fundamentals of mathematics, physics, and drawing as they apply to aircraft principles and operations as required by the federal Aviation Administration for airframe and powerplant mechanics. General Course for Aviation Maintenance

## **AERM 1340 - Aircraft Propellers**

### **3 Hours (3-3)**

Fundamentals of construction of propellers. Skill development in inspection, servicing, and repair of fixed-pitch, constant-speed, and feathering propellers and governing systems. Instruction in removal, balancing, and installation of propellers. Prerequisites: General Courses.

## **AERM 1345 - Airframe Electrical Systems**

### **3 Hours (2-3)**

A study of airframe electrical systems including installation, removal, disassembly, and repair of electrical components and related wiring. Prerequisites: General Courses.

## **AERM 1349 - Hydraulic, Pneumatic, and Fuel Systems**

### **3 Hours (2-4)**

Skill development in inspecting, servicing, and maintaining aircraft fluid systems including hydraulics, pneumatics and fuel. Application of basic concepts through detailed maintenance procedures. Prerequisites: General Courses.

## **AERM 1350 - Landing Gear Systems**

### **3 Hours (2-3)**

Inspection, servicing, overhaul, and repair of fixed and retractable landing gear systems. In-depth coverage of systems, components, and operation. Prerequisites: General Courses.

## **AERM 1352 - Aircraft Sheet Metal**

### **3 Hours (1-7)**

A course in inspection and repair of sheet metal structures including forming, layout, and bending of sheet metal and identification, selection, and installation of rivets and fasteners. Prerequisites: General Courses.

## **AERM 1357 - Fuel Metering and Induction Systems**

### **3 Hours (2-4)**

A study of fuel metering and induction systems used on reciprocating and turbine engines including fuel metering systems, carburetors, induction systems, heat exchangers, and cooling systems. Prerequisites: General Courses.

## **AERM 1444 - Aircraft Reciprocation Engines**

### **4 Hours (3-2)**

A study of reciprocating engines and their development, operating principles, and theory. Instruction in engine instruments, lubricating, and exhaust systems. Prerequisites: General Courses.

## **AERM 1456 - Aircraft Powerplant Electrical**

### **4 Hours (3-4)**

Theory, operation, and maintenance of powerplants including electrical, ignition, starting, and fire protection systems. Prerequisites: General Courses.

## **AERM 2231 - Airframe Inspection**

### **2 Hours (1-2)**

A study of the materials and procedures for completing a One Hundred Hour Inspection as per Federal Aviation Regulations and manufacturers' service information.

## **AERM 2233 - Assembly and Rigging**

### **2 Hours (1-2)**

An advanced course in assembly and rigging of fixed and rotary-wing aircraft. Prerequisites: General Courses.

## **AERM 2351 - Aircraft Turbine Engine Overhaul**

### **3 Hours (2-4)**

Topics address inspection, disassembly, reassembly, and replacement of gas turbine engines, sections, and components and operational troubleshooting and analysis. Prerequisites: General Courses.

## **AERM 2352 - Aircraft Powerplant Inspection**

### **3 Hours (2-2)**

In-depth coverage of methods and procedures for completing airworthiness and conformity inspections on aircraft powerplants. Capstone course. Prerequisites: General Courses.

## **AERM 2447 - Aircraft Reciprocating Engine Overhaul**

### **4 Hours (2-8)**

A study of reciprocating engine overhaul including measurement and inspection procedures. Instruction in removal and installation, checks, servicing, and repair of engines. Prerequisites: General Courses.

# **Biology**

## **BIOL 1322 - Nutrition & Diet Therapy**

### **3 Hours (3-0)**

Study of the chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications. May not be used as a core science requirement.

Prerequisites: TSI Complete in Reading and Math.

## **BIOL 1406 - Biology for Science Majors I**

### **4 Hours (3-3)**

This general biology course (first semester) is devoted to principles shared by all organisms. These principles are cell biology, energy, genetics, evolution, and ecology. Prerequisites: TSI complete in Reading and Math. Grade of "C" or greater in Intermediate Algebra.

## **BIOL 1407 - Biology for Science Majors II**

### **4 Hours (3-3)**

This general biology course (second semester) is devoted to particular organisms. Much of the emphasis is on vertebrate biology. The principles studied are diversity, plant biology, animal biology, and behavior. Dissection required. Prerequisites: Grade of "C" or greater in BIOL 1406.

## **BIOL 1408 - Introduction to Biology I**

### **4 Hours (3-3)**

Fundamental principles of living organisms including physical and chemical properties of life, organization, and function. Concepts of reproduction, genetics, and the scientific method are included. This course is suitable as a required lab sciences for non-biology majors and may not be substituted for BIOL 1406. Prerequisites: TSI Complete in Reading and Math.

## **BIOL 1409 - Introduction to Biology II**

### **4 Hours (3-3)**

Fundamental principles of living organisms including evolutionary adaptation and classification. Concepts of evolution, ecology, and the scientific method are included. This course is suitable as a required lab science for nonbiology majors and may not be substituted for BIOL 1407.

Prerequisites: Grade of "C" or greater in BIOL 1408

## **BIOL 1424 - Systematic Botany**

### **4 Hours (3-3)**

Introduction to the identification, classification, and evolutionary relationships of vascular plants with emphasis on flowering plants. Includes the importance of herbaria, collection techniques, and the construction and use of taxonomic keys. Prerequisites: TSI Complete in Reading and Math.

## **BIOL 2106 - Environmental Biology Lab**

### **1 Hour (0-3)**

This course is designed to enable students to become proficient in human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems. Corequisites: BIOL 2306.

## **BIOL 2289 - Academic Cooperative**

### **2 Hours (2-3)**

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences/life sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. Prerequisites: BIOL 1406 and BIOL 1407 or BIOL 2401 and BIOL 2402.

## **BIOL 2306 - Environmental Biology**

### **3 Hours (3-0)**

This course is designed to enable students to become proficient in human interaction with and effect upon plant and animal communities. Conservation, pollution, energy, and other contemporary ecological problems. Prerequisites: TSI Complete in Reading and Math. Corequisites: BIOL 2106.

## **BIOL 2401 - Anatomy and Physiology I**

### **4 Hours (3-4)**

This course is designed to produce student proficiency in body organization, the skeletal system, the muscular system and the nervous system. Laboratory work will include dissection of a mammal. Dissection required. BIOL 1406 highly recommended. Prerequisites: TSI complete in Reading and Math.

## **BIOL 2402 - Anatomy and Physiology II**

### **4 Hours (3-4)**

This course is designed to enable students to become proficient in the following biological systems: the circulatory system with special emphasis on the blood and heart, the respiratory system, the digestive system, and the reproductive system. Laboratory work will include dissection of a mammal. Dissection required. Prerequisites: Requires "C" or greater in BIOL 2401.

## **BIOL 2404 - Human Anatomy and PHysiology (one semester)**

### **4 Hours (3-4)**

This is a one-semester course designed to enable students to become proficient in scientific terminology and concepts of the 11 biological systems. In laboratory exercises, students learn the anatomy of the skeletal system, muscular system, nervous system, endocrine system, circulatory system, respiratory system, digestive system and the reproductive system. This course is designed for non-science majors and SOME health science majors. It does not take the place of BIOL 2401 and/or BIOL 2402 (Anatomy and Physiology I and II) and may not be combined with either of these classes to meet core science or graduation requirements. BIOL 2404 lab required. Prerequisites: TSI complete in Reading

## **BIOL 2416 - Genetics**

### **4 Hours (3-4)**

This course is designed to enable students to become familiar with the following topics in genetics: the physical basis and the chemical basis of heredity, the laws of heredity and variation, mitotic and meiotic cell division, and the study of human diseases that are caused by genetic defects. Prerequisites: BIOL 1406 and BIOL 1407 or BIOL 2401 and 1402.

## **BIOL 2420 - Microbiology for Non-Science Majors**

### **4 Hours (3-4)**

Study of the morphology, physiology and taxonomy of representative groups of pathogenic and non-pathogenic microorganisms. Pure cultures of microorganisms grown on selected media re used in learning laboratory techniques. Includes a brief preview of food microbes, public health and immunology. Biology 2420 lab required. Prerequisites: TSI Complete in Reading and Math

## **BIOL 2421 - Microbiology for Science Majors**

### **4 Hours (3-4)**

The study of microbiology, including metabolism, structure, function, genetics and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts and the environment. Prerequisites: Grade of "C" or greater in BIOL 1406 or BIOL 2401 or CHEM 1405 or CHEM 1411

## **Business Administration**

### **BMGT 1301 - Supervision**

#### **3 Hours (3-0)**

The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills. Students will explain the role, characteristics, and skills of a supervisor; identify the principles of management at the supervisory level; identify and discuss the human relations skills necessary for supervision; explain motivational techniques; and cite examples of how motivational techniques can be used by a supervisor in a working environment.

### **BMGT 1305 - Communications in Management**

#### **3 Hours (3-0)**

Basic theory and processes of communication skills necessary for the management of an organization's workforce. Students will explain the communication process; identify and remedy major communication barriers; describe how communication contributes to effective management.

## **BMGT 1327 - Principles of Management**

### **3 Hours (3-0)**

A study of the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. Students will explain the processes involved in management strategy development; and develop an organizational strategic management plan.

## **BMGT 2341 - Strategic Management**

### **3 Hours (3-0)**

Concepts, terminology, principles, theories, and issues in the field of management. Students will explain various theories, processes, and functions of management; apply theories to a business environment; identify leadership roles in organizations; and describe elements of the communication process.

## **BUSA 1313 - Investments**

### **3 Hours (3-0)**

An overview of the theory and mechanics of business investment decisions and management of business financial assets using quantitative management techniques. Topics include time value of money, cash flow, capital budgeting, sources of funds, break-even analysis and investment decisions. Students will define terms related to investments; apply basic concepts and calculations to planning and control of investments; and identify analytical models used for financial decision-making.

## **BUSG 1191 - Special Topics in Business**

### **1 Hour (1-0)**

The student will gain exposure to a variety of topics that pertain to current issues and problems in the business administration field. This course may be repeated for additional credit using a different topic.

## **BUSG 1291 - Special Topics in Business**

### **2 Hours (2-0)**

The student will gain exposure to a variety of topics that pertain to current issues and problems in the business administration field. This course may be repeated for additional credit using a different topic.

## **BUSG 1303 - Principles of Finance**

### **3 Hours (3-0)**

Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money. Students will identify the processes and structures of monetary policy; relate the sources of capital to business, consumers, and government; define the time value of money and its relationship to credit; and describe the characteristics of financial intermediaries and related markets.

## **BUSG 1304 - Introduction to Financial Advising**

### **3 Hours (3-0)**

A study of the financial problems encountered by financial advisors when managing family financial affairs. Includes methods to advise clients on topics such as estate planning, retirement, home ownership, savings, and investment planning. The student will identify the concepts associated with the time value of money; identify the differences among various savings and investment programs and classes of securities; identify the options for personal insurance; describe retirement and estate planning techniques; explain owning versus renting real property; and describe consumer protection legislation.

## **BUSG 1315 - Small Business Operations**

### **3 Hours (3-0)**

How to operate a small business. Emphasizes management functions including planning, leading, organizing staffing, and controlling operations. Students will identify the aspects of operation a small business; describe human resource functions including employee developmental explain the elements of total quality management; and compare purchasing procedures, inventory control, and computerized operations between/among small businesses.

## **BUSG 1391 - Special Topics in Business**

### **3 Hours (3-0)**

The student will gain exposure to a variety of topics that pertain to current issues and problems in the business administration field. Prerequisites: 12 hours of business-related courses or permission of instructor. This course may be repeated for additional credit using a different topic.

## **BUSG 2380 - Cooperative Education - Business, General**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through work experience. This course may be repeated if topics and learning outcomes vary.

## **BUSG 2381 - Cooperative Education - Business, General**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through work experience. This course may be repeated if topics and learning outcomes vary.



## **BUSI 1301 - Business Principles**

### **3 Hours (3-0)**

Students will learn business operations, will develop a business vocabulary, and will direct their thinking to the field of business best suited to their interests and talents. Students will analyze the specialized fields within the business organization, such as management, accounting, personnel, marketing, and finance. Students will also explore the role of business in modern society.

## **BUSI 2301 - Business Law**

### **3 Hours (3-0)**

The student will develop an understanding of the legal framework of business and will develop an awareness of legal responsibilities and rights when dealing with persons and institutions in the business world. The student will understand the basic principles of law of torts, contracts, bailments and personal property. Special emphasis will be placed on sales contracts.

## **MRKG 1311 - Principles of Marketing**

### **3 Hours (3-0)**

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. Students will identify the marketing mix components in relation to market segmentation; explain the environmental factors which influence consumer and organizational decisionmaking processes; and outline a marketing plan.



# **Business Systems**

## **ITSW 1401 - Introduction to Word Processing**

### **4 Hours (3-3)**

An overview of the production of documents, tables, and graphics. The student will identify word processing terminology and concepts; create technical documents; format and edit documents; use simple tools and utilities; and print documents. Prerequisites: POFT 1227 or instructor permission.

## **ITSW 1404 - Introduction to Spreadsheets**

### **4 Hours (3-3)**

Instruction in the concepts, procedures, and importance of electronic spreadsheets. The student will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs and reports.

## **ITSW 1407 - Introduction to Database**

### **4 Hours (3-3)**

Introduction to database theory and the practical applications of a database. The student will identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries. Prerequisites: Knowledge of software files management and keyboarding skills.

## **ITSW 1410 - Presentation Media Software**

### **4 Hours (3-3)**

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. The student will identify presentation media terminology and concepts; create presentations using text, visual and/or sound elements; use effective compositions and style; prepare presentations for distribution on computers or other media; and modify sequence and slide master. Prerequisites: Knowledge of software file management and keyboarding skills.

## **ITSW 2434 - Advanced Spreadsheets**

### **4 Hours (3-3)**

This course is designed to provide an understanding of advanced functionality of electronic spreadsheets. The student will learn to create and design macros; use database and data analysis features; and devise solutions using linked worksheets. Prerequisites: ITSW 1404 or instructor permission.

## **POFI 1204 - Computer Fundamentals**

### **2 Hours (2-1)**

Computer applications specific software. Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency.

## **POFI 2401 - Word Processing**

### **4 Hours (3-3)**

Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency. Prerequisites: POFT 1227 or instructor permission.

## **POFI 2431 - Desktop Publishing for the Office**

### **4 Hours (3-3)**

In-depth coverage of desktop publishing terminology, text editing and use of design principles. Emphasis on layout techniques, graphics, multiple page displays and business applications. This course is designed to be repeated multiple times to improve student proficiency. Prerequisites: ITSW 1401 or instructor permission.

## **POFI 2440 - Advanced Word Processing**

### **4 Hours (3-3)**

Advanced word processing techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency. Prerequisites: ITSW 1401.

## **POFM 1302 - Medical Software Applications**

### **3 Hours (3-0)**

Medical software applications for the management and operation of health care information systems. Students will utilize medical software applications; manage patient database; process billing; maintain schedules; and generate reports.

## **POFT 1227 - Introduction to Keyboarding**

### **2 Hours (2-0)**

Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy. Students will demonstrate basic keyboarding techniques, with acceptable accuracy and speed of at least 30 words per minute.

## **POFT 1301 - Business English**

### **3 Hours (3-0)**

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Does not count toward major in "Psychology."

## **POFT 1309 - Administrative Office Procedures I**

### **3 Hours (3-0)**

Study of current office procedures, duties, and responsibilities applicable to an office environment.

## **POFT 1325 - Business Mathematics and Machine Applications**

### **3 Hours (3-1)**

Skill development in business math problem solving using electronic technology.

## **POFT 2312 - Business Correspondence and Communications**

### **3 Hours (3-0)**

Development of writing and presentation skills to produce effective business communications. Prerequisites: POFT 1301 or instructor permission.

## **POFT 2333 - Advanced Document Formatting and Skill Building**

### **3 Hours (2-4)**

A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making. Students will demonstrate proficient keyboarding techniques; apply mailability standards to business documents using word processing software; and implement decision-making skills. Prerequisites: POFT 1227 and POFT 2401.

## **POFT 2380 - Cooperative Education-Administrative/ Secretarial, General Science**

### **3 Hours (1-0-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through work experience. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable technical language of the occupation and the business or industry.

Prerequisites: Two Business Applications courses or instructor permission. This course may be repeated if topics and learning outcomes vary.

## **POFT 2401 - Document Formatting and Skill Building**

### **4 Hours (3-3)**

A continuation of keyboarding skills emphasizing acceptable speed, and accuracy levels and formatting documents. Prerequisites: POFT 1227 and ITSW 1401 or instructor permission.

## **POFT 2431 - Administrative Systems**

### **4 Hours (3-3)**

Advanced concepts of project management and office procedures integrating software applications. Prerequisites: ITSW 1401, ITSW 1404, ITSW 1407 and ITSW 1410.

# Chemistry

## **CHEM 1104 - Chemical Calculations**

### **1 Hour (1-0)**

Study of the mathematical application used in chemistry. Designed for science and engineering students. Lab fee required. Corequisites: CHEM 1411

## **CHEM 1405 - Introductory Chemistry**

### **4 Hours (3-4)**

This survey course for non-science majors will enable these students to comprehend the fundamental concepts of chemistry and will fulfill four credit hours of the lab science requirement. Prerequisites: TSI complete in Reading and Math.

## **CHEM 1411 - General Inorganic Chemistry I**

### **4 Hours (3-3)**

This course will enable students to become proficient in stoichiometry, chemical equations, atomic structure, chemical bonding, reactions, gas laws, liquids and solids, and solutions. A knowledge of algebra is needed. Prerequisites: TSI complete in Reading and Math. Corequisites: CHEM 1104

## **CHEM 1412 - General Inorganic Chemistry II**

### **4 Hours (3-3)**

This course will enable students to become proficient in acid-base theory, oxidation-reduction reactions, chemical kinetics, aqueous equilibria, electrochemistry, and organic chemistry. Prerequisites: "C" or greater in CHEM 1411.

## **CHEM 2289 - Academic Cooperative**

### **2 Hours (1-3)**

An instructional program designed to integrate on campus Study with practical hands-on work experience in the physical sciences. In conjunction with class seminars, the individual students will set specific goals and objectives in the scientific study of inanimate objects, processes of matter and energy, and associated phenomena. Instructor permission required.

## **CHEM 2401 - Analytical Chemistry I**

### **4 Hours (3-4)**

Principles and methods of quantitative chemical analysis dealing primarily with volumetric and gravimetric analysis and containing a brief introduction to physical methods. Prerequisites: A grade of "C" or greater in CHEM 1411. Corequisites: CHEM 1412.

## **CHEM 2423 - Organic Chemistry I**

### **4 Hours (3-4)**

This course will enable students to become proficient in the reactions and mechanisms of aliphatic and aromatic hydrocarbons, and their derivatives. Prerequisites: Grade of "C" or greater in CHEM 1412.

## **CHEM 2425 - Organic Chemistry II**

### **4 Hours (3-4)**

This course will enable students to become proficient in the reactions and mechanisms of alcohols, phenols, ethers, aldehydes and ketones, carboxylic acids, and amines.

Prerequisites: Grade of "C" or greater in CHEM 2423.

## **Child Care and Development**

### **CDEC 1313 - Curriculum Resources for Early Childhood Programs**

#### **3 Hours (2-2-0)**

This course is a study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

### **CDEC 1319 - Child Guidance**

#### **3 Hours (2-2-0)**

This course is an exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. An emphasis on positive guidance principles and techniques, family involvement and cultural influences is also covered. Practical application is gained through direct participation with children.

### **CDEC 1321 - The Infant and Toddler**

#### **3 Hours (2-2-0)**

This course is a study of appropriate infant and toddler programs, (birth to 3 years) including an overview of development, quality routines, appropriate environments, materials and activities and teaching/guidance techniques. Prerequisites: TECA 1354.

### **CDEC 1323 - Observation and Assessment**

#### **3 Hours (2-2-0)**

This course is a study of observation skills, assessment techniques, and documentation of children's development.

### **CDEC 1356 - Emergent Literacy for Early Childhood**

#### **3 Hours (2-2-0)**

This course is an exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum.

### **CDEC 1358 - Creative Arts for Early Childhood**

#### **3 Hours (2-2-0)**

This course is an exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

### **CDEC 1359 - Children with Special Needs**

#### **3 Hours (2-2-0)**

This course is a survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role and legislative issues.

### **CDEC 2307 - Math and Science for Early Childhood**

#### **3 Hours (2-2-0)**

This course is an exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

### **CDEC 2315 - Diverse Cultural/Multilingual Education**

#### **3 Hours (2-2-0)**

This course is an overview of multicultural education to include relationship with the family and community to develop awareness and sensitivity to diversity related to individual needs of children.

### **CDEC 2326 - Administration of Programs for Children I**

#### **3 Hours (2-4-0)**

This course is a practical application of management procedures for early care and education programs, including a study of planning, operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication will be covered.

### **CDEC 2328 - Administration of Programs for Children II**

#### **3 Hours (2-4-0)**

This course is an in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs. Prerequisites: CDEC 2326.

### **CDEC 2336 - Administration of Programs for Children III**

#### **3 Hours (2-4-0)**

This course is an advanced study of the skills and techniques in managing early child care education programs.

## **CDEC 2340 - Instructional Techniques for Children with Special Needs**

### **3 Hours (2-2-0)**

This course is an exploration of the development and implementation of curriculum for children with special needs.

## **CDEC 2341 - The School Age Child**

### **3 Hours (2-2-0)**

This course is a study of appropriate programs for the school age child (5 to 13 years) including an overview of development, appropriate environments, materials, activities and teaching/guidance techniques.

## **CDEC 2366 - Practicum in Child Development and Early Childhood**

### **3 Hours (0-0-21)**

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: Basic skills certificate or AAS majors only.

## **TECA 1303 - Families, School and Community**

### **3 Hours (3-0-0)**

This course is a study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. The course includes 15 hours of field experience.

## **TECA 1311 - Educating Young Children**

### **3 Hours (3-0-0)**

This course is an introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. The course includes 15 hours of field experience.

## **TECA 1318 - Wellness of the Young Child**

### **3 Hours (3-0-0)**

This course is a study of the factors that impact the wellbeing of the young child including healthy behavior, food, nutrition, fitness and safety practices. The focus is on local and national standards and legal implications of relevant policies and regulations. The course includes 15 hours of field experience.

## **TECA 1354 - Child Growth and Development**

### **3 Hours (3-0-0)**

This course is a study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. The course includes 15 hours of field experience.



## **Communication**

### **COMM 1129 - Publications**

#### **1 Hour (0-4)**

Working experience in publications. Students are required to be on the staff of at least one of the official college publications and to work under supervision a minimum of four hours weekly.

### **COMM 1130 - Publications**

#### **1 Hour (0-4)**

Working experience in publications. Students are required to be on the staff of at least one of the official college publications and to work under supervision a minimum of four hours weekly.

### **COMM 1307 - Introduction to Mass Communications**

#### **3 Hours (3-0)**

A survey of American mass communication functions with emphasis on development and current trends of print media, broadcasting, advertising, and public relations. Students are encouraged to become critical media consumers as well as to explore career possibilities in mass communications.

### **COMM 1318 - Photography I**

#### **3 Hours (2-4) (ALSO ARTS 2356)**

An introductory course for beginners in black and white photography. Students learn basic techniques of camera functions, film development, print processing and design fundamentals.

### **COMM 1319 - Photography II**

#### **3 Hours (2-4) (ALSO ARTS 2357)**

A continuation of COMM 1318 with emphasis on photography applied to publications. Students work with more complex subjects and techniques in order to communicate their ideas through photographic images. Prerequisites: COMM 1318

### **COMM 1335 - Survey of Radio/Television**

#### **3 Hours (3-0)**

Study of the development, regulation, economics, social impact, and industry practices in broadcasting and cable communication. Includes non-broadcast television, new technologies, and other communication systems.

### **COMM 2129 - Publications**

#### **1 Hour (0-4)**

Working experience in publications. Students are required to be on the staff of at least one of the official college publications and to work under supervision a minimum of four hours weekly.

## **COMM 2130 - Publications**

### **1 Hour (0-4)**

Working experience in publications. Students are required to be on the staff of at least one of the official college publications and to work under supervision a minimum of four hours weekly.

## **COMM 2289 - Academic Cooperative**

### **2 Hours (2-2)**

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.

## **COMM 2300 - Media Literacy and Society**

### **3 Hours (3-0)**

This class is designed to criticize and analyze the function, role and responsibility of the mass media in modern society from the consumer perspective. The course includes the ethical problems and issues facing each media format, with the effect of political, economic, and cultural factors on the operation of the media. Students will study the media influence throughout history on the formation of governments and private sector organizations. The course will explore the enrichment as well as negative consequences that media has brought to society.

## **COMM 2301 - Introduction to Technology and Human Communication**

### **3 Hours (3-0)**

A survey of emerging interactive communication technologies and their influence on human communication, including interpersonal, group decision-making, and public and private communication contexts.

## **COMM 2305 - News Editing**

### **3 Hours (3-3)**

A course in which copy editing, rewriting, proofreading, headline writing, and layout are emphasized. Lab work on newspaper and/or magazine required. Prerequisites: COMM 2309.

## **COMM 2311 - News Gathering and Writing**

### **3 Hours (3-3)**

A study of fundamental news gathering and writing in which the students learn the evaluation of news, news gathering problems, and techniques, writing leads, organizing stories, and overcoming grammatical and structural problems. Lab work on newspaper staff required.

## **COMM 2315 - News Gathering and Writing II**

### **3 Hours (3-0)**

A course in which the student learns to write newspaper and magazine feature and editorial material with emphasis on marketing of articles and research methods for article writing. Students study philosophy of news selection, ethics of communication, and responsibility in reporting. Work on the student newspaper or magazine is required.  
Prerequisites: COMM 2311 or consent of instructor.

## **COMM 2316 - Interviewing**

### **3 Hours (3-0)**

A course designed to enable the student to apply communication concepts in selected interview settings with emphasis on dyadic communication, questioning techniques, interview structure, and persuasion.

## **COMM 2327 - Principles of Advertising**

### **3 Hours (3-0)**

An overview of the broad field of advertising. This course acquaints students with the role of advertising in the American economy and society. Students study TV, radio, print advertising functions, and support advertising forms such as direct mail, transit, and outdoor media. Students create ads as part of an advertising campaign project.

## **COMM 2330 - Introduction to Public Relations**

### **3 Hours (3-0)**

A course exploring the history and development of public relations and presenting the theory and process of public relations-including the planning, implementation, and evaluation of PR campaigns.

## **COMM 2332 - Radio/Television News**

### **3 Hours (3-0)**

Preparation and analysis of news styles for the electronic media.

## **COMM 2339 - Writing for Radio, Television, & Film**

### **3 Hours (3-0)**

Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

## **COMM 2389 - Academic Cooperative**

### **3 Hours (3-3)**

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.

# **Computer Graphics Technology**

## **ARTC 1313 - Digital Publishing I**

### **3 Hours (2-4)**

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

## **DFTG 1302 - Introduction to Technical Animation and Rendering**

### **3 Hours (2-4)**

Basic study and introduction to 3D computer models and animation. Software: Autodesk 3D Max, Prerequisites: DFTG 2340

## **DFTG 1305 - Technical Drafting**

### **3 Hours (2-4)**

Introduction to the principles of drafting to include terminology and fundamentals, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. Software: AutoCAD

## **DFTG 1309 - Basic Computer-Aided Drafting**

### **3 Hours (2-4)**

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. Software: AutoCAD. Corequisites: DFTG 1305.

## **DFTG 1317 - Architectural Drafting - Residential**

### **3 Hours (2-4)**

Architectural drafting procedures, practices, terms and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods. Software: AutoCAD Architecture. Prerequisites: DFTG 1309.

## **DFTG 1325 - Blueprint Reading and Sketching**

### **3 Hours (3-0)**

An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings.

## **DFTG 1341 - Intermediate Technical Animation and Rendering**

### **3 Hours (2-4)**

Intermediate class in 3-D modeling and rendering techniques including lighting, staging, camera and special effects. Emphasizes 3-D modeling building blocks using primitives to create simple and complex architectural/mechanical models. Prerequisites: ARTV 1302

## **DFTG 1345 - Parametric Modeling and Design**

### **3 Hours (2-4)**

Parametric-based design software for 3D design and drafting. Software: Autodesk Inventor.  
Prerequisites: DFTG 2340.

## **DFTG 1391 - Special Topics in Drafting**

### **3 Hours (2-4)**

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.

## **DFTG 2302 - Machine Drafting**

### **3 Hours (2-4)**

Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes and precision drawings. Software: AutoCAD.  
Prerequisites: DFTG 1309.

## **DFTG 2306 - Machine Design**

### **3 Hours (2-4)**

Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. Software: Autodesk Inventor.  
Prerequisites: DFTG 2302 and DFTG 2340

## **DFTG 2319 - Intermediate Computer Aided Drafting**

### **3 Hours (2-4)**

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. Software: AutoCAD. Prerequisites: DFTG 1309.

## **DFTG 2321 - Topographical Drafting**

### **3 Hours (2-4)**

Plotting of surveyors field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses. Software: AutoCAD. Prerequisites: DFTG 1309

## **DFTG 2323 - Pipe Drafting**

### **3 Hours (2-4)**

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations and isometrics. Software: AutoCAD, CADWorx Plant, P & ID, & Equipment.  
Prerequisites: DFTG 1309

## **DFTG 2331 - Advanced Technology In Architectural Design & Drafting**

### **3 Hours (2-4)**

Use of Architectural specific software to execute the elements required in designing standard architecture exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential and light commercial architecture.

Software: Google Sketchup Pro, Autodesk Revit. Prerequisites: DFTG 1317

## **DFTG 2338 - Final Project - Advanced Drafting**

### **3 Hours (1-4)**

A drafting course in which students participate in a comprehensive project from conception to conclusion. Capstone course. Prerequisites: DFTG 1302.

## **DFTG 2340 - Solid Modeling/Design**

### **3 Hours (2-4)**

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Software: Autodesk Inventor. Prerequisites: DFTG 1309

## **DFTG 2345 - Advanced Pipe Drafting**

### **3 Hours (2-4)**

A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting, process flow diagrams; solve design implementation problems; apply appropriate codes and standards. Software: AutoCAD, CADWorx Plant, P & ID, & Equipment.

Prerequisites: DFTG 2323 and DFTG 2340.

## **DFTG 2380 - Cooperative Work Experience, I, II**

### **3 Hours (1-0-20)**

This course is a study of the basic career-related activities encountered in the area of Drafting. The individual is required to work for wages in a Drafting trade area for at least 20 hours per week under the supervision of the college and employer. Seminar meets one hour per week.

Prerequisites: Approval of Dean and concurrent enrollment in a Drafting-related course.

## **DFTG 2381 - Cooperative Work Experience, I, II**

### **3 Hours (1-0-20)**

This course is a study of the basic career-related activities encountered in the area of Drafting. The individual is required to work for wages in a Drafting trade area for at least 20 hours per week under the supervision of the college and employer. Seminar meets one hour per week.

Prerequisites: Approval of Dean and concurrent enrollment in a Drafting-related course.

## **GRPH 1359 - Object Oriented Computer Graphics**

### **3 Hours (2-4)**

Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use of the capabilities specific to vector (object oriented) drawing software to manipulate both text and graphics with emphasis on the use of bezier curves. Acquisition of images via scanning and the creative use of clip art is included.

## **Cosmetology**

### **CSME 1254 - Artistry of Hair Design I**

#### **2 Hours (0-7-0)**

Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques.

### **CSME 1410 - Introduction to Hair Cutting and Related Theory**

#### **4 Hours (2-8-0)**

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

### **CSME 1443 - Manicuring and Related Theory**

#### **4 Hours (2-5-0)**

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology.

### **CSME 1447 - Principles of Skin Care/Facials and Related Theory**

#### **4 Hours (2-5-0)**

In-depth coverage of the theory and practice of skin care, facials, and cosmetics.

### **CSME 1505 - Fundamentals of Cosmetology**

#### **5 Hours (3-8-0)**

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling and comb out.

### **CSME 1551 - Artistry of Hair, Theory and Practice**

**5 Hours (3-8-0)**

This course is an instruction in the artistry of hair design. Topics included in the course include theory, techniques, and application of hair design.

### **CSME 1553 - Chemical Reformation and Related Theory**

**5 Hours (3-8-0)**

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

### **CSME 2302 - Introduction to Application of Hair Color**

**3 Hours (3-4-0)**

Introduction of various basic hair color applications including all safety and sanitation procedures.

### **CSME 2343 - Salon Development**

**3 Hours (2-3-0)**

Application of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping.

### **CSME 2345 - Preparation for the State Licensing Practical Examination**

**3 Hours (1-7-0)**

This course is a preparation for the state licensing practical examination.

### **CSME 2401 - The Principles of Hair Coloring and Related Theory.**

**4 Hours (2-8-0)**

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.

### **CSME 2410 - Advanced Hair Cutting and Related Theory**

**4 Hours (2-8-0)**

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers.

### **CSME 2441 - Preparation for the State Licensing Examination**

**4 Hours (2-5-0)**

Preparation for the state licensing examination.



# **Criminal Justice/Law Enforcement**

## **CJLE 1327 - Interviewing and Report Writing for Criminal Justice Professions**

### **3 Hours (3-0)**

Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports. Students will demonstrate techniques for conducting interviews in support of incident investigations; collect information admissible in court using interview techniques; demonstrate appropriate note-taking skills; and create reports that convey all pertinent information.

## **CJLE 1333 - Traffic Law and Investigation**

### **3 Hours (3-0)**

Instruction in the basic principles of traffic control, traffic law enforcement, court procedures, and traffic law. Emphasis on the need for a professional approach in dealing with traffic law violators and the police role in accident investigation and traffic supervision. Students will identify background and underlying principles of the traffic law enforcement effort; describe the legal requirements which govern and control the making and enforcement of criminal laws and traffic laws in particular; explain the procedures to maximize the individual officer's personal safety during a stop, particularly in a criminal situation; explain the factors which influence the officer and violator during their face-to-face contact; explain the importance of meeting the objectives of a traffic program, i.e. reduction of traffic fatalities and prosecution of traffic offenses; and identify the various enforcement activities that lead to achieving an effective traffic program.

## **CJSA 1382 - Cooperative Education - Criminal Justice Studies**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Specific learning objectives directly related to a technical discipline guide the student through the paid work experience.

## **CJSA 1392 - Criminal Justice Special Topics**

### **3 Hours (3-0-0)**

Topics address recently identified current events, skills or knowledge pertinent to the field of criminal justice. Topics vary with each offering.

## **CJSA 2323 - Criminalistics**

### **3 Hours (3-0)**

Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination, etchings, casts and molds, glass fractures, use of microscope, and firearms identification. Students will explain the various aspects of theory and practice related to crime scene investigation and list the procedures used in the various types of evidence discovery and examination.

## **CJSA 2382 - Cooperative Education - Criminal Justice Studies**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Specific learning objectives directly related to a technical discipline guide the student through the paid work experience.

## **CRIJ 1301 - Introduction to Criminal Justice**

### **3 Hours (3-0)**

Introduction to the criminal justice system. Topics include the history, philosophy and ethical considerations of criminal justice; definitions of crime and development of appropriate vocabulary; the nature and impact of crime; components of the criminal justice system and an introduction to law and legal concepts.

## **CRIJ 1306 - Court Systems and Practices**

### **3 Hours (3-0)**

A study of the role of the judiciary in the criminal justice system. Topics include the structure of the Texas court system; prosecution of offenders; the right to counsel; pretrial release; grand jury processes; the adjudication of crimes; rules of evidence and sentencing using Texas statutes as illustrations.

## **CRIJ 1307 - Crime in America**

### **3 Hours (3-0)**

The study of crime problems and theories in historical perspective. Topics include social and other factors affecting crime; the impact of crime on society; crime trends; social characteristics of specific crimes; crime prevention and the crime victim.

## **CRIJ 1310 - Fundamentals of Criminal Law**

### **3 Hours (3-0)**

A study of the nature of criminal law. Topics include the philosophical and historical development of law; major definitions and concepts; classifications of laws and penalties and criminal responsibility using Texas statutes as illustrations.

## **CRIJ 1313 - Juvenile Justice System**

### **3 Hours (3-0)**

A study of the juvenile court process. Topics include specialized juvenile law; the roles of the juvenile court, police agencies and correctional agencies; theories concerning causes and treatment of delinquency using Texas statutes as illustrations.

## **CRIJ 2301 - Community Resources in Corrections**

### **3 Hours (3-0)**

An overview of diversionary practices and treatment programs utilized in the local setting. Topics include correctional theories and practices; selected models of corrections and future trends in community corrections using Texas statutes as illustrations.

## **CRIJ 2313 - Correctional Systems and Practices**

### **3 Hours (3-0)**

A study of the role of corrections in the criminal justice system. Topics include the history of corrections; organization and theory of correctional systems; institutional operations; alternatives to institutionalization; treatments and rehabilitation and current and future trends in correction.

## **CRIJ 2314 - Criminal Investigation**

### **3 Hours (3-0)**

A study of the theory of criminal investigations. Topics include the historical development of investigative techniques; the collection and preservation of evidence; sources and techniques of gathering information; the use of forensic science in criminal investigations; methods of conducting investigations and preparing cases for trial.

## **CRIJ 2323 - Legal Aspects of Law Enforcement**

### **3 Hours (3-0)**

A study of the legal authority of the police. Topics include responsibilities of and restraints upon the police; constitutional aspects of police work; laws of arrest, search and seizure and police liability using Texas statutes and cases as illustrations.

## **CRIJ 2328 - Police Systems and Practices**

### **3 Hours (3-0)**

An examination of police work as a profession. Topics include the organization of law enforcement systems; police discretion; ethics; police-community relations and current and future issues facing law enforcement professionals. This course is the capstone course for Associate of Applied Science-Law Enforcement degrees.

Prerequisites/Corequisites: CRIJ 1301; CRIJ 1306; CRIJ 1310; CRIJ 2313 or consent of instructor.

## **HMSY 1337 - Introduction to Homeland Security**

### **3 Hours (3-0)**

Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues. Students will list the key events and people that have affected homeland security; outline the specific roles that individuals and governmental agencies play in homeland security; and prepare a summary of programs and methods used to meet the homeland security needs of Texas and the United States.

## **HMSY 1342 - Understanding and Combating Terrorism**

### **3 Hours (3-0)**

Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism. Students will identify terrorist groups and organizations; examine terrorism's political, economic, and environmental impact on public administration and the private sector; identify the legal changes required to combat terrorism; and present the results of terrorism research.

## **HMSY 1343 - Weapons of Mass Destruction**

### **3 Hours (3-0)**

This course covers hazard and risk assessment, crime scene preservation, chemical agents, biological agents, radiological agents, explosive devices, detection-sampling and plume models, and personal protection methods. The critical role of first responders in weapons of mass destruction, mitigation, and survival will also be presented. Discussion will include historical events related to the use of weapons of mass destruction. Students will identify weapons of mass destruction and means of dissemination; and compare the different biological, chemical, and radiological materials used in weapons of mass destruction.

# **Diagnostic Medical Sonography**

## **DMSO 1302 - Basic Ultrasound Physics**

### **3 Hours (3-0-0)**

This course covers basic acoustical physics and acoustical waves in human tissue with an emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.

## **DMSO 1360 - Clinical I**

### **3 Hours (0-0-15)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience.

Prerequisites: Admission into the program.

## **DMSO 1361 - Clinical II**

### **3 Hours (0-0-18)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience.

Prerequisites: DMSO 1360.

## **DMSO 1405 - Sonography of Abdominopelvic Cavity**

### **4 Hours (3-2-0)**

This course is a detailed study of normal and pathological abdominal and pelvic structures as related to scanning techniques, patient history, and laboratory data, transducer selection, and scanning protocols.

## **DMSO 1442 - Intermediate Ultrasound Physics**

### **4 Hours (3-3-0)**

This course is a continuation of the study of acoustical physics. Topics include interaction of ultrasound with tissues, the mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects and image artifacts.

Methods of Doppler flow analysis may be introduced. Prerequisites: DMSO 1302.

## **DMSO 2351 - Doppler Physics**

### **3 Hours (3-0-0)**

This course emphasizes Doppler and hemodynamic principles relating to arterial and venous imaging and testing.

## **DMSO 2353 - Sonography of Superficial Structures**

### **3 Hours (3-0-0)**

This course is a detailed study of normal and pathological superficial structures as related to scanning techniques, patient history, and laboratory data, transducer selection, and scanning protocols. Prerequisites: DMSO 1405.

## **DMSO 2354 - Neurosonology**

### **3 Hours (3-0-0)**

This course is a detailed study of normal and pathological neonatal head structure. Prerequisites: DMSO 2353.

## **DMSO 2357 - Advanced Ultrasound Professionalism and Registry Review**

### **3 Hours (3-1-0)**

This capstone course covers the Sonographic profession principles and the scope of practice including legal and ethical issues and department management procedures. The following topics will also be covered in the course: application of advanced techniques and instrumentation; ergonomics of scanning and injury prevention; and essential concepts of registry review and preparation.

## **DMSO 2405 - Sonography of Obstetrics/Gynecology**

### **4 Hours (4-1-0)**

This course is a detailed study of the pelvis and obstetrics/ gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Prerequisites: DMSO 1405.

## **DMSO 2460 - Clinical III**

### **4 Hours (0-0-23)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: DMSO 1361.

## **Drama**

### **DRAM 1352 - Acting II**

#### **3 Hours (3-0)**

This course is a continuation of Acting I with further development of mind, body, and voice. Students will also learn the process of character analysis through the preparation and performance of scenes from plays. Prerequisites: DRAM 1351 or permission of the instructor.

## **DRAM 2120 - Rehearsal and Performance III**

### **1 Hour (0-3)**

This is a practicum course that is designed to provide students with hands-on practical experience in theatre. Students will be assigned to specific duties as either a cast or crew member for productions at Midland College and Midland Community Theatre. Work hours can be tailored to an individual's particular schedule. Students may repeat this course for up to four hours credit.

## **DRAM 2121 - Rehearsal and Performance IV**

### **1 Hour (0-3)**

This is a practicum course that is designed to provide students with hands-on practical experience in theatre. Students will be assigned to specific duties as either a cast or crew member for productions at Midland College and Midland Community Theatre. Work hours can be tailored to an individual's particular schedule. Students may repeat this course for up to four hours credit.

## **DRAM 2331 - Stagecraft II**

### **3 Hours (3-0)**

Study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization.

## **DRAM 2336 - Voice and Movement**

### **3 Hours (3-0)**

This course focuses on understanding the application of the performer's use of the voice and body as effective creative instruments of effective communication. It encourages an awareness of the need for vocal proficiency and teaches techniques to improve speaking and mobility on stage.

## **DRAM 2361 - History of the Theatre I**

### **3 Hours (3-0)**

This course covers the history of the theatre from the earliest times through the Renaissance, examining different aspects of the theatre such as historical staging and techniques, styles of acting, social and cultural context of drama, and themes and genres of plays produced.

## **DRAM 2362 - History of the Theatre II**

### **3 Hours (3-0)**

This course is a continuation of History of the Theatre I, covering the time period from the Renaissance to the present.

## **Economics**

### **ECON 2301 - Principles of Macroeconomics**

#### **3 Hours (3-0)**

The student will study macroeconomic concepts as they relate to the aggregate economy. Topics will include the public sector, GDP measurements, the Federal Reserve System, inflation and unemployment, and the different approaches to public policy.

### **ECON 2302 - Principles of Microeconomics**

#### **3 Hours (3-0)**

The students will study microeconomic theory and the operation of individual firms and industries. Topics will include supply and demand, opportunity costs, the concept of utility, cost curves and revenue curves, and the various forms of business organizations.

## **Education (Associate of Arts in Teaching)**

### **EDUC 1301 - Introduction to the Teaching Professions**

#### **3 Hours (3-1)**

An enriched integrated pre-service course designed to provide active recruitment and institutional support for students interested in a teaching career, Early Childhood (EC)-12. This Course meets State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Includes 16 contact hours of field experience.

Prerequisites: ENGL 1301

### **EDUC 2301 - Introduction to Special Populations**

#### **3 Hours (3-1)**

An enriched integrated pre-service course that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity and equity with an emphasis on factors that facilitate learning. Content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and includes 16 contact hours of field experience. Prerequisites: EDUC 1301.



# **Emergency Medical Services**

## **EMSP 1145 - International Trauma Life Support**

### **1 Hour (1-0-0)**

This course covers the theory and skills necessary for the management of trauma emergencies as specified by International Trauma Life Support (ITLS) guidelines.

## **EMSP 1147 - Pediatric Advanced Life Support**

### **1 Hour (1-0-0)**

This course covers the theory and skills necessary for the management of pediatric emergencies as specified by the American Heart Association guidelines. This course was designed to be repeated multiple times to improve student proficiency.

## **EMSP 1355 - Trauma Management**

### **3 Hours (2-2-0)**

This course is a detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries. Prerequisites: Admission to the program.

## **EMSP 1356 - Patient Assessment and Airway Management**

### **3 Hours (2-2-0)**

This course is a detailed study of the knowledge and skills required to perform patient assessment and airway management. Prerequisites: Admission to the program.

## **EMSP 1360 - EMT Clinical**

### **3 Hours (0-0-9)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experience is an unpaid learning experience. Prerequisites: Admission to the program.

## **EMSP 1438 - Introduction to Advanced Practice**

### **4 Hours (3-2-0)**

This course is an exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. Prerequisites: Admission to the program.

## **EMSP 1501 - Emergency Medical Technician – Basic**

### **5 Hours (4-4-0)**

This course is an introduction to the level of Emergency Medical Technician (EMT) - Basic. It includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Prerequisites: Admission to the program.

## **EMSP 2135 - Advanced Cardiac Life Support**

### **1 Hour (0-2-0)**

This course covers the theory and skills necessary for the management of cardiovascular emergencies as specified by the American Heart Association (AHA) guidelines. This course was designed to be repeated multiple times to improve student proficiency. Prerequisites: Admission to the program.

## **EMSP 2163 - Paramedic Clinical III**

### **1 Hour (0-0-3)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: EMSP 2262.

## **EMSP 2243 - Assessment Based Management**

### **2 Hours (2-1-0)**

This course is designed to provide instruction in comprehensive, assessment based patient care management. The course includes specific care in dealing with pediatric, adult, geriatric, and special needs patients. Prerequisites: Admission to the program.

## **EMSP 2248 - Emergency Pharmacology**

### **2 Hours (2-0-0)**

A comprehensive course covering all the utilization of medications in treating emergency situations.

## **EMSP 2260 - Paramedic Clinical I**

### **2 Hours (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Admission to the program.

## **EMSP 2262 - Paramedic Clinical II**

### **2 Hours (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: EMSP 2260.

## **EMSP 2263 - Paramedic Clinical IV**

### **2 Hours (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: EMSP 2262.

## **EMSP 2338 - EMS Operations**

### **3 Hours (3-0-0)**

This capstone course is a detailed study of the knowledge and skills required to safely manage the scene of an emergency. Prerequisites: Admission to the program.

## **EMSP 2434 - Medical Emergencies**

### **4 Hours (3-2-0)**

This course is a detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies. Prerequisites: Admission to the program.

## **EMSP 2444 - Cardiology**

### **4 Hours (3-2-0)**

This course covers assessment and management of patients with cardiac emergencies. Topics include basic dysrhythmia interpretation, recognition of 12-lead EKGs for field diagnosis, and electrical and pharmacological interventions. Prerequisites: Admission to the program.

## **Energy Technology**

### **CETT 1402 - Electricity Principles**

#### **4 Hours (3-3)**

Principles of electricity including proper use of test equipment, A/C and D/C circuits, and component theory and operation.

### **CETT 2380 - Cooperative Education - Computer Engineering Technology/ Technician**

#### **3 Hours (1-0-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience directly related to a technical discipline, specific learning objectives guide the student through work experience. Prerequisites: 12 semester credit hours. This course may be repeated if topics and learning outcomes vary.

### **ELMT 1305 - Basic Fluid Power**

#### **3 Hours (2-2)**

Basic fluid power course covering pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls. Students will identify fluid power symbols; demonstrate knowledge of basic fluid power theory; demonstrate knowledge of component operation; generate basic fluid power circuits; and demonstrate fluid power circuits using electrical and manual controls.

## **ELMT 2370 - Pumps and Electromechanical Drives**

### **3 Hours (2-2)**

A study of basic electro-mechanical devices found in energy-related equipment. Includes pumps, compressors, and components of mechanical power transmission systems. The student will describe the operation and characteristics of mechanical power transmission systems and troubleshoot problems with pumps, compressors, and mechanical drives.

## **ELMT 2371 - Electromechanical Troubleshooting**

### **3 Hours (2-2)**

Techniques used to troubleshooting various types of mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasizes the use of schematics and diagrams in conjunction with proper troubleshooting procedures. The student will apply proper test equipment for problem analysis; find test point locations and perform troubleshooting procedures using schematics and diagrams; isolate faults; and perform routine maintenance.

## **ELMT 2380, 2381 - Cooperative Education - Electromechanical Technology/ Electromechanical Engineering Technology**

### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. This course may be repeated if topics and learning outcomes vary.

## **ENER 1330 - Basic Mechanical Skills for Energy**

### **3 Hours (2-2)**

Basic mechanical skills using hand and power tools in an industrial environment. Topics include tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings, and basic shop calculations (English and metric). Also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, port-a-power, and come-alongs. Students will use basic hand, hand power, and stationary power tools; select appropriate Bill of Materials (BOM); interpret basic mechanical drawings and perform associated calculations; apply measuring tools; perform bench work including part layout, drilling, reaming, tapping, press fitting, location of hole centers; perform preventative maintenance on tools; describe basic lubrication practices; demonstrate basic rigging procedures; and employ good housekeeping, environmental awareness, safety procedures, sensory skills, and preventative maintenance.

## **INMT 1317 - Industrial Automation**

### **3 Hours (2-2)**

Applications of industrial automation systems, including identification of system requirements, equipment integration, motors, controllers and sensors. Covers set-up, maintenance and testing of the automated system.

## **INTC 2336 - Distributed Control and Programmable Logic**

### **3 Hours (2-2)**

An overview of distributed control systems including configuration of programmable logic controllers, smart transmitters, and field communicators. Functions of digital systems in a process control environment. Students will configure programmable logic controllers (PLC's) to perform various tasks; explain how programmable logic controllers control the process environment; operate and troubleshoot digital systems. Prerequisites: ELMT 1371 or Instructor permission.

## **OSHT 1301 - Introduction to Safety and Health Technology**

### **3 Hours (3-0)**

An introduction to the basic concepts of safety and health.

## **POFI 1270 - Field Reports and Data Transfer**

### **2 Hours (2-0)**

Essential computer application, writing, and computational skills required by the energy industry for completion of reports. The student will demonstrate computer applications, writing, and computational skills to produce reports used by the energy industry in various field-related activities.

## **PTRT 1301 - Introduction to Petroleum Industry**

### **3 Hours (2-2)**

An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries. Students will identify the concepts of exploration, production, refining, marketing, and transportation; and describe the terms and phrases associated with the petroleum industry.

## **PTRT 1307 - Recovery and Production Methods**

### **3 Hours (2-2)**

Petroleum recovery and production methods.

## **PTRT 1309 - Corrosion Basics**

### **3 Hours (2-2)**

Principles of corrosion such as basic electrochemistry processes. Addresses the deterioration of materials, devices, or pieces of oil field (or other) machinery/equipment. Emphasis on terminology associated with metallic and nonmetallic corrosion. Students will distinguish between the causes of corrosion; state methods by which corrosion can be identified, monitored, and controlled. Communicate potential field problems and recommend the most reliable solutions.

## **PTRT 1324 - Petroleum Instrumentation**

### **3 Hours (2-2)**

Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment.

## **PTRT 2371 - Petroleum Geology for Non-Geologists**

### **3 Hours (2-2)**

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. Also discussed is oil in the Permian Basin - trends, plays, and petroleum systems, surface and subsurface mapping methods, working with logs, sources of data, well-site operations, and formation evaluation. Students will explain geological concepts and processes as related to the exploration and exploitation of hydrocarbons; use a working knowledge of geology and associated terminology to effectively interact with engineers, geologists, landmen, and associated disciplines within the energy industry; utilize and evaluate surface and subsurface maps, well logs, well site and formation reservoir data.

## **TECM 1301 - Industrial Mathematics**

### **3 Hours (3-0)**

Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem solving techniques for equations and ratio/proportion applications. Students will convert between decimals and fractions; use measuring tools; calculate ratios and proportions in a technical application; transpose linear equations to solve for unknowns.

# Engineering

## **ENGR 1201 - Introduction to Engineering**

### **2 Hours (1-3)**

An introduction to the engineering profession with emphasis on technical communication and team-based engineering design. Corequisites: MATH 2413

## **ENGR 2301 - Statics**

### **3 Hours (3-0)**

Calculus-based study of composition and resolution of forces, equilibrium of force system, friction, centroids, and moments of inertia. Prerequisites: the first calculus-based physics course (PHYS 2425). Corequisites: a second course in calculus.

## ENGR 2302 - Dynamics

### 3 Hours (3-0)

Calculus-based study of dynamics of rigid bodies, force-mass- acceleration, work-energy, and impulse-momentum computation. Prerequisites: Statics (ENGR 2301). Corequisites: A third course in calculus (MATH 2415).

# English

## **ENGL 0171 - Intermediate Writing II**

### **1 Hour (0-1)**

Required for student taking ENGL 1301 under the “C” or better option. Student must make a “C” in this course and a “C” in ENGL 1301 to fulfill college writing readiness requirement.

## **ENGL 1301 - Composition I**

### **3 Hours (3-0)**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement and style. Focus on writing the academic essay as a vehicle for learning, communicating and critical analysis. Course assignments will include a minimum of 6,000 words of writing. Note: ENGL 1301 is a prerequisite for all 2000-level literature courses.

## **ENGL 1302 - Composition II**

### **3 Hours (3-0)**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual and multimedia texts; systematic evaluation, synthesis and documentation of information sources; and critical thinking about evidence and conclusions. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1301 or its equivalent.

## **ENGL 2307 - Creative Writing I**

### **3 Hours (3-0)**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting and/or drama.

## **ENGL 2308 - Creative Writing II**

### **3 Hours (3-0)**

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting and/or drama.

## **ENGL 2311 - Technical and Business Writing**

### **3 Hours (3-0)**

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters and descriptions of products and services. Includes practice of individual and collaborative processes involved in the creation of ethical and efficient documents. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1301.

## **ENGL 2314 - Technical & Business Writing I**

### **3 Hours (3-0)**

First semester of a study designed to enable students to organize and prepare materials for college-level scientific, technical, or business writing. Course assignments will include a minimum of 6000 words of writing. Prerequisites: ENGL 1301.

## **ENGL 2315 - Technical & Business Writing II**

### **3 Hours (3-0)**

Second semester of a study designed to enable students to organize and prepare materials for college-level scientific, technical, or business writing. Course assignments will include a minimum of 6000 words of writing. Prerequisites: ENGL 2314.

## **ENGL 2321 - British Literature (single-semester course)**

### **3 Hours (3-0)**

A survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical, linguistic and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1301 and ENGL 1302.



## **ENGL 2322 - British Literature I**

### **3 Hours (3-0)**

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama and fiction in relation to their historical, linguistic and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1301 and ENGL 1302.

## **ENGL 2323 - British Literature II**

### **3 Hours (3-0)**

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1301 and ENGL 1302.

## **ENGL 2326 - American Literature (single-semester course)**

### **3 Hours (3-0)**

A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1301 and ENGL 1302.

## **ENGL 2327 - American Literature I**

### **3 Hours (3-0)**

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1301 and ENGL 1302.

## **ENGL 2328 - American Literature II**

### **3 Hours (3-0)**

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1301 and ENGL 1302.

## **ENGL 2331 - World Literature (single-semester course)**

### **3 Hours (3-0)**

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1301 and ENGL 1302.

## **ENGL 2332 - World Literature I**

### **3 Hours (3-0)**

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1301 and ENGL 1302.

## **ENGL 2333 - World Literature II**

### **3 Hours (3-0)**

A survey of world literature from the Seventeenth Century to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Course assignments will include a minimum of 6,000 words of writing. Prerequisites: ENGL 1301 and ENGL 1302.

## **ENGL 2342 - Forms of Literature I**

### **3 Hours (3-0)**

The study of one or more literary genres including, but not limited to, poetry and fiction. Course assignments will include a minimum of 6000 words of writing. Prerequisites: ENGL 1302.

## **ENGL 2343 - Forms of Literature II**

### **3 Hours (3-0)**

The study of one or more literary genres including, but not limited to, drama and film. Course assignments will include a minimum of 6000 words of writing. Prerequisites: ENGL 1302.

# **English Second Language**

## **ESL 0170 - Academic ESL: Oral Communication**

### **1 Hour (1-1)**

This course is designed to develop oral communication skills for the workplace and academics. Lab assignments will be individualized.

## **ESL 0171 - Academic ESL: Developmental Composition for Non-Native Speakers**

### **1 Hour (1-1)**

This course is designed to develop written skills to apply to TOEFL and college entrance written exams. Lab assignments will be individualized.

## **ESL 0370 - Academic ESL: Speaking and Listening**

### **3 Hours (3-1)**

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.

## **ESL 0371 - Academic ESL: Reading and Vocabulary**

### **3 Hours (3-1)**

This course is designed to develop basic reading comprehension, vocabulary, and study skills for non-native speakers of English and to prepare them to cope more effectively with reading requirements in other courses. Lab assignments will be individualized.

## **ESL 0372 - Academic ESL: Grammar and Writing**

### **3 Hours (3-1)**

This course is designed to develop basic writing skills, including Standard English usage, and the application of grammar mechanics and vocabulary for non-native speakers of English in preparation for both academic and everyday writing. Lab assignments will be individualized.

## **ESL 0373 - Academic ESL: Composition**

### **3 Hours (3-1)**

This course is designed to develop skills in expository writing and to prepare the advanced ESL student for college level composition. Vocabulary building, writing, literature, diction, and critical thinking are emphasized. Lab assignments will be individualized.

# **Fire Science Technology**

## **EMAP 1400 - Principles of Basic Emergency Management**

### **4 Hours (4-0)**

Overview of the Texas Emergency Management System and the concepts of emergency management and its intergration of systems, basic definitions, identification of hazards, role of the local emergency manager, including interaction among various government entities. This course is equivalent to the Texas Department of Emergency Management and the Federal Agency courses G230 and G610.

## **EMAP 1440 - Disaster Exercise Design and Evaluation**

### **4 Hours (4-0)**

Twelve-step process in the development of emergency management exercises, beginning with assessing a jurisdiction's exercise needs and continuing through criteria-based evaluation and after-action reporting. Provides students with detailed information concerning the system for command, control, and coordination of emergency response. This course is equivalent to the Texas Department of Emergency Management and the Federal Agency course G920.

## **EMAP 2300 - Developing Volunteer Resources and Decision Making**

### **3 Hours (3-0)**

Management of volunteer services. Emphasizes decision-making, problem solving, and effective donation management planning and implementation. This course is equivalent to the Texas Department of Emergency Management and the Federal Emergency Management Agency courses G241 and G288.

## **EMAP 2301 - Leadership and Effective Communication**

### **3 Hours (3-0)**

Analysis of personal and group dynamics in an emergency management setting. Examines the interpretation of the spoken and unspoken word and the effective utilization of public information processes of print, radio, and television media. This course is equivalent to the Texas Department of Emergency Management and the Federal Management Agency courses G240 and G242.

## **EMAP 2355 - Disaster Recovery**

### **3 Hours (3-0)**

Policies, concepts, and procedures of recovery. Addresses the various federal and state assistance programs. Emphasizes coordination of damage assessment, preparing documentation, and recovery procedures. This course is equivalent to the Texas Department of Emergency Management and the Federal Management Agency course G620.

## **FIRS 1329 - Firefighter Certification VI**

### **3 Hours (2-2)**

Fire Inspection techniques and practices. Emphasis on firecause determination. Includes fire protection systems, wild land fire, and pre-incident planning. Preparation for certification as a basic firefighter. Prerequisites: FIRS 1423. \*\*\*This Course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.\*\*\*

## **FIRS 1343 - Aircraft Rescue and Firefighting**

### **3 Hours (1-8)**

Principles and techniques of aircraft firefighting. Satisfies curriculum and training hour requirements for Texas Commission on Fire Protection's Aircraft Rescue Fire Suppression Certification. Describe the principles and techniques of aircraft firefighting; describe the procedures utilized in employing aircraft rescue operations; identify the inspection and maintenance procedures used in the maintenance of protective clothing; and identify response procedures to aircraft approach and emergency situations. This course required for working crash rescues at airports.

## **FIRS 1401 - Firefighter Certification I**

### **4 Hours (3-3)**

An introduction to firefighter safety and development. Topics include Texas Commission on Fire Protection Rules and Regulations, firefighter safety, fire science, personal protective equipment, self contained breathing apparatus, and fire reports and records. Lab required. \*\*\*This Course may be offered only by institutions licensed as a fire academy by the Texas Commission on Fire Protection.\*\*\*

## **FIRS 1407 - Firefighter Certification II**

### **4 Hours (2-4)**

The study of basic principles and skill development in handling fire service hose and ladders. Topics include the distribution system of water supply, basic building construction, and emergency service communication, procedures, and equipment. Lab required. Prerequisites: FIRS 1401 \*\*\*This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.\*\*\*

## **FIRS 1413 - Fire Certification III**

### **4 Hours (2-4)**

Fire streams and pump operations as they relate to fundamental development of basic firefighter skills. Prerequisites: FIRS 1407. \*\*\*This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.\*\*\*

## **FIRS 1419 - Firefighter Certification IV**

### **4 Hours (2-4)**

A study of equipment, tactics, and procedures used in forcible entry, ventilation, salvage, and overhaul. Preparation for certification as a basic firefighter. Lab required. Prerequisites: FIRS 1413. \*\*\*This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.\*\*\*

## **FIRS 1423 - Firefighter Certification V**

### **4 Hours (2-4)**

The study of ropes and knots, rescue procedures and techniques, and hazardous materials. Preparation for certification as a basic firefighter. Lab required. Prerequisites: FIRS 1419.

\*\*\*This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.\*\*\*

## **FIRS 1433 - Firefighter Certification VII**

### **4 Hours (2-4)**

An in-depth study and practice of simulated emergency operations and hands-on five fire training exercises, incident command procedures, and combined operations using proper extinguishing methods. Emphasis on safety. Lab required. Prerequisites: FIRS 1329.

\*\*\*This course may be offered only by institutions licensed as a Fire Academy by the Texas Commission on Fire Protection.\*\*\*

## **FIRS 2344 - Driver/Operator - Pumper**

### **3 Hours (2-2)**

Principles and techniques of fire apparatus operations and theories. Satisfies curriculum and training hour requirements for the Texas Commission on Fire Protection driver/ operator-pumper. Students will identify pump theory; calculate flows and pressures; perform apparatus inspection; demonstrate proper driving practices; perform proper pump operations.

## **FIRT 1307 - Fire Prevention Codes and Inspections**

### **3 Hours (3-0)**

Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures. Required by the TCFP for Investigator.

## **FIRT 1309 - Fire Administration I**

### **3 Hours (3-0)**

Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

## **FIRT 1315 - Hazardous Materials**

### **3 Hours (3-0-0)**

The course covers the chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency situations and the most effective methods of hazard mitigation will also be covered.

### **FIRT 1342 - Fire Officer I**

#### **3 Hours (3-0)**

Meets the curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer I certification. This course may be offered only by institutions certified as a training facility by the Texas Commission on Fire Protection.

### **FIRT 1353 - Legal Aspects of Fire Protection**

#### **3 Hours (3-0-0)**

This course studies the rights, duties, liability concerns and responsibilities of public fire protection agencies and personnel.

### **FIRT 1391 - Special Topics in Fire Protection and Safety Technology**

#### **3 Hours (3-0)**

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. Learning outcomes/ objectives are determined by local need and business and industry trends.

### **FIRT 2305 - Fire Instructor I**

#### **3 Hours (3-0)**

Preparation of fire and emergency services personnel to deliver instruction from a prepared lesson plan. Includes the use of instructional aids and evaluation instruments to meet the Texas Commission on Fire Protection requirements for Fire Instructor I certification.

### **FIRT 2309 - Firefighting Strategies and Tactics I**

#### **3 Hours (3-0-0)**

This course is an analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of staffing and equipment to mitigate the emergency.

### **FIRT 2331 - Firefighting Strategies and Tactics II**

#### **3 Hours (3-0-0)**

This course emphasizes the use of incident management in large-scale command problems and other specialized fire problems.

### **FIRT 2380 - Cooperative Education - Fire Protection and Safety Technology/ Technician**

#### **3 Hours (1-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. Capstone course. Prerequisites: Assigned by College. This course may be repeated if topics and learning outcomes vary.

## **Geography**

### **GEOG 1301 - Physical Geography**

#### **3 Hours (3-0)**

This course is designed to introduce students to the study of the processes driving physical systems on the earth and the interactions between these physical systems with an emphasis on human interaction with the physical environment.

### **GEOG 1303 - World Regional Geography**

#### **3 Hours (3-0)**

In this course, students will study the major world geographic regions with an emphasis on prevailing social and environmental conditions and developments. Included are emerging conditions and trends and the awareness of diversity. Course content may include one or more regions.

## **Geology**

### **GEOL 1401 - Earth Sciences I**

#### **4 Hours (3-3)**

Survey of physical and historical geology, astronomy, meteorology, oceanography, and related sciences. This course is designed for non-science majors. Prerequisites: TSI complete in Reading and Math.

### **GEOL 1403 - Physical Geology**

#### **4 Hours (3-3)**

This course is designed to enable students to become familiar with the geologic features and processes of the earth. This is a foundation course for geology majors, and may also be taken by non-majors for lab science requirement. Prerequisites: TSI complete in Reading and Math. A grade of "C" or greater in Intermediate Algebra.

### **GEOL 1404 - Historical Geology**

#### **4 Hours (3-3)**

This course is designed to enable students to become familiar with the geologic history of the earth. This is a foundation course for geology majors and may be taken by non-majors for lab science requirement. Prerequisites: Grade of "C" or greater in GEOL 1403.



## **GEOL 1405 - Environmental Geology**

### **4 Hours (3-3)**

This course is a general education course that investigates the relationship between geologic processes and human environment. The earth as a habitat is important for all organisms including human. The earth processes provide the basic physical environment for human life and society. Almost all of geology, the study of earth, might in one sense be regarded as environmental geology. However, in a narrow sense, the term environmental geology is usually related to human activities. It is the focus of this course, which includes topics such as geologic resources (metals, rocks, fossil fuels, minerals and water), hazardous geologic processes (floods, landslides, volcanoes and earthquakes), urban and regional land use planning, and environmental challenges (waste disposal, air/groundwater pollutions and environmental policy). Prerequisites: TSI Complete in Reading and MATH 1314

## **GEOL 1447 - Meteorology**

### **4 Hours (3-3)**

Study of and practical experience in weather analysis, methods of instrumentation and observational meteorology. Lab fee required. This course is designed for nonscience majors. Prerequisites: TSI complete in Reading and Math.

## **GEOL 2289 - Academic Cooperative**

### **2 Hours (1-3)**

An instructional program designed to integrate on-campus study with hands-on work experience in the physical sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the scientific study of objects, processes of matter and energy and associated phenomena. Prerequisites: TSI Complete in Reading and Math

## **GEOL 2409 - Mineralogy**

### **4 Hours (3-3)**

Introduction to physical, chemical, crystallographic properties, symmetry, and form, for identification and description of minerals. Chemical and physical processes governing classification origin and occurrence of minerals and rocks. Basic theories and techniques for determining optical constants of minerals using the petrographic microscope. Prerequisites: Grade of "C" or greater in GEOL 1403.

## **GEOL 1447 - Meteorology**

### **4 Hours (3-3)**

Study of and practical experience in weather analysis, methods of instrumentation and observational meteorology. Lab fee required. This course is designed for nonscience majors. Prerequisites: TSI complete in Reading and Math.

## **GEOL 2289 - Academic Cooperative**

### **2 Hours (1-3)**

An instructional program designed to integrate on-campus study with hands-on work experience in the physical sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the scientific study of objects, processes of matter and energy and associated phenomena. Prerequisites: TSI Complete in Reading and Math

## **GEOL 2409 - Mineralogy**

### **4 Hours (3-3)**

Introduction to physical, chemical, crystallographic properties, symmetry, and form, for identification and description of minerals. Chemical and physical processes governing classification origin and occurrence of minerals and rocks. Basic theories and techniques for determining optical constants of minerals using the petrographic microscope.

Prerequisites: Grade of "C" or greater in GEOL 1403.

## **Health Information Technology**

### **HITT 1167 - Field Experience – Coding**

#### **1 Hour (0-0-7)**

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is an unpaid learning experience.

Prerequisites: HITT 1301, HITT 1305 and HITT 1341. Corequisites: HITT 1345 and HITT 2335.

### **HITT 1202 - The Culture of Health Care**

#### **2 Hours (2-0-0)**

This course addresses job expectations in health care settings. Discusses how care is organized inside a practice

setting, privacy laws, and professional and ethical issues encountered in the workplace.

### **HITT 1204 - IT for Health Professionals**

#### **2 Hours (2-1-0)**

This course is for students without an information technology background and provides a basic overview of computer

architecture, data organization, representation and structure, structure of programming, networking, and data

communication. The course also includes basic terminology of computing.

### **HITT 1205 - Medical Terminology I**

#### **2 Hours (2-1-0)**

This course is a study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals,

abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

## **HITT 1212 - History of Health Information Technology in the United States 2 Hours (2-0-0)**

This course traces the development of information technology systems in health care and public health, beginning with the experiments of the 1950s and 1960s and culminating in the HITECH Act. The course also introduces the concept of meaningful use.

## **HITT 1260 - Clinical - Health Information/Medical Record Technician 2 Hours (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## **HITT 1301 - Health Data Content and Structure 3 Hours (2-2-0)**

This course is an introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. The course will cover instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. Prerequisites: Approval of program director.

## **HITT 1306 - Language of Health Care and Public Health 3 Hours (3-0-0)**

This course is an explanation of specific terminology used by workers in health care and public health.

## **HITT 1311 - Health Information Systems 3 Hours (2-2-0)**

This course is an introduction to health information technology standards, health-related data structures, software applications and enterprise architecture in health care and public health. Prerequisites: ITSC 1409 - Integrated Software Applications I or BCIS 1405.

## **HITT 1341 - Coding and Classification Systems 3 Hours (2-4-0)**

This course covers an application of basic coding rules, principles, guidelines, conventions and the assigning of appropriate ICD-9CM codes.

Prerequisites: HITT 1305 and BIOL 2401 or SCIT 1407.

## **HITT 1342 - Ambulatory Coding**

### **3 Hours (2-4-0)**

This course will cover basic ambulatory coding rules, conventions, and guidelines.  
Prerequisites: BIOL 2401 or SCIT 1407 and BIOL 2402 or SCIT 1408.

## **HITT 1345 - Health Care Delivery Systems**

### **3 Hours (3-0-0)**

This course is an introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.

## **HITT 1353 - Legal and Ethical Aspects of Health Information Management**

### **3 Hours (3-0-0)**

This course covers the concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

## **Health Sciences**

## **HPRS 1106 - Essentials of Medical Terminology**

### **1 Hour (1-0-0)**

This course is a study of common medical terminology, word origin, structure, and application.

## **HPRS 2200 - Pharmacology for Health Professions**

### **2 Hours (2-0-0)**

This course is a study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Corequisites: BIOL 2401 or VNSG 1420.

## **HPRS 2301 - Pathophysiology**

### **3 Hours (3-0-0)**

This course is a study of the pathology and general health management of diseases and injuries across the life span. Topics will include etiology, symptoms, pharmacology and the physical and psychological reactions to diseases and injuries. Prerequisites: BIOL 2401 or SCIT 1407.

## **HPRS 2321 - Medical Law and Ethics for Health Professions**

### **3 Hours (3-0-0)**

This course covers the principles, procedures and regulations governing the legal and ethical relationships among physicians, patients and health care professionals. It includes current ethical issues related to the various healthcare professions and patient confidentiality.

# History

Students may receive credit for only two of HIST 2321, HIST 2322, HIST 2323

## **HIST 1301 - United States History To 1877**

### **3 Hours (3-0)**

This course is a survey of U.S. history from the beginnings through Reconstruction. It includes such topics as the European heritage, the colonies in North America, the creation and development of the American nation, and the sectional differences that led to the Civil War and Reconstruction. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **HIST 1302 - United States History Since 1877**

### **3 Hours (3-0)**

This class is a survey of U.S. history from Reconstruction to the present. Topics include the development of the West, the growth of big business and its accompanying problems, American Imperialism, the causes and results of World Wars I and II, and the post war world. May be taken before 1301. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **HIST 1316 - History of Christianity**

### **3 Hours (3-0)**

This course is an historical survey of the development of Christianity and its role in world history, from its origins to the present time covering theological and institutional issues. Course may be taken for either credit or non-credit. Also PHIL 1316. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **HIST 2301 - Texas History**

### **3 Hours (3-0)**

This class covers the history of Texas from pre-Columbian times to the present. Topics will include native American cultures, colonization by Europeans, the Texas Republic, the Civil War, and modern Texas. Emphasis will be given to the roles of ethnic groups and women. May be substituted for one semester of U.S. History. Prerequisites: Students must have satisfied the TSI readiness requirements in reading and writing.

## **HIST 2311 - Western Civilization I**

### **3 Hours (3-0)**

This course is a history of Western civilization before c. 1500, stressing the origin and development of political, economic, and religious institutions. The class also covers the theory and practice of historical research. Prerequisites: Students must have satisfied the TSI readiness requirements in reading and writing.

## **HIST 2312 - Western Civilization II**

### **3 Hours (3-0)**

This course is a history of Western civilization since c. 1500, stressing imperialism, nationalism, revolution, and the rise of science. The class also covers the theory and practice of historical research. Prerequisites: Students must have satisfied the TSI readiness requirements in reading and writing.

## **HIST 2321 - World Civilizations I**

### **3 Hours (3-0)**

This class surveys the origin and development of civilizations in Asia, Africa, Europe, and the Americas from the beginning to c 1500. Material stresses the origin and development of political, economic, and religious institutions. The class also covers the theory and practice of historical research. Prerequisites: Students must have satisfied the TSI readiness requirements in reading and writing.

## **HIST 2322 - World Civilizations II**

### **3 Hours (3-0)**

This course continues the development of world civilizations in response to Western expansion from c. 1500. Topics stress imperialism, nationalism, revolution, and rise of science. The class also covers the theory and practice of historical research. Prerequisites: Students must have satisfied the TSI readiness requirements in reading and writing.

## **HIST 2323 - Eastern Civilization**

### **3 Hours (3-0)**

This course is a history of Eastern civilization. It covers Islamic, Indian, Chinese, and Japanese civilizations from their beginnings to the present. The class also covers the theory and practice of historical research.

## **HIST 2327 - Mexican- American History**

### **3 Hours (3-0)**

This course is a general survey of the experience of Americans of Mexican ancestry in the development of American society. The class will emphasize Native American and Spanish culture along with political, economic, and social events. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## Humanities

### **HUMA 1301 - Humanities I**

#### **3 Hours (3-0)**

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. Prerequisites: TSI complete in reading and writing.

### **HUMA 1302 - Humanities II**

#### **3 Hours (3-0)**

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. Prerequisites: TSI complete in reading and writing.

## Information Technology

### **ITSE 2349 - Advanced Visual BASIC Programming**

#### **3 Hours (3-1)**

Advanced Visual Basic programming including file access methods, data structures, modular programming, program testing and documentation. Students will design and write Visual Basic programs containing data structures and input/output file handling; develop graphical user interfaces; and integrate external programs and libraries with Visual Basic applications. Prerequisites: ITSE 1331 and ITSE 2409 or instructor permission.

### **ITSE 2356 - Oracle Database Administration I**

#### **3 Hours (3-1)**

Fundamentals of the tasks and functions required of a database administrator using Oracle. Create an operational database using Oracle; will demonstrate the ability to create, delete and modify associated files, table spaces, segments, extents and blocks; start up and shutdown an Oracle instance and database; add, delete and modify users, privileges and resources; and demonstrate use of National Language and Support (NLS) features.

Prerequisites: ITSE 1445 or instructor permission

### **ITSE 2380 - Cooperative Education - Computer Programming/Programmer**

#### **3 Hours (1-0-20)**

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. Prerequisites: 12 semester credit hours or instructor permission. This course may be repeated if topics and learning outcomes vary.

## **ITSE 2409 - Database Programming**

### **4 Hours (3-3)**

Database development using database programming techniques emphasizing database structures, modeling, and database access. Students will develop database applications using a structured query language; create queries and reports from database tables; implement data integrity; optimize query performance; create and maintain indexes; and create appropriate documentation.

## **ITSE 2447 - Advanced Database Programming**

### **4 Hours (3-3)**

Database development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access. Students will develop complex database applications using a structured query language; implement security and error trapping; and develop menu-driven database systems.

Prerequisites: ITSE 1331 and ITSE 2409 or instructor permission.

## **ITSE 2454 - Advanced Oracle PL/SQL**

### **4 Hours (3-3)**

A continuation of Oracle SQL. Topics include hierarchical queries, set based queries, correlated subqueries, scripting, and scripting generation. The student will retrieve data including SET operators, correlated subqueries, and hierarchical queries; write SQL scripts that generate other SQL scripts; and write and execute a script that generates a script of drop table commands and insert commands; create procedures and functions; create a package to group together variables, cursors, exceptions, procedures, and functions; and invoke a package constraint. Prerequisites: ITSE 1445 or instructor permission.

## **ITSY 2400 - Operating System Security**

### **4 Hours (3-3)**

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards. Students will identify network security risks, security design, and monitoring solutions; identify sources of computer threats, evaluate potential practices, tools, and technologies to protect individual network systems; establish and sustain an operating system security plan utilizing systems and application security tools; implement procedures to secure and monitor audit logs and set system administrator alerts; and develop an organizational operating system security plan that provides for periodic reviews of security policies, procedures, authorized users list, and software update patches.

Prerequisites: ITNW 1454 or instructor permission.



## Kinesiology/Physical Education

Kinesiology/Physical Education activity classes at Midland College are designed to supplement the overall education experience through the development and measurement of the skills involved. Classes also include strategies and concepts as they relate to those activities. Students are allowed a maximum of 4 semester credit hours in activity courses toward their degree. Students are allowed a maximum of 8 semester credit hours toward their degree. Each course number may be taken twice for credit but the 1100 numbers must be taken first. The "Physical Fitness" course offerings are designed to develop a holistic approach to living. Specifically the courses cover the components of cardio-respiratory conditioning, muscular strength/endurance training, flexibility development, nutrition and weight control, and other related topics. Courses in the 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

### **KINE 1100 - Physical Fitness: Coed 1 Hour (0-3)**

Participation in a variety of fitness activities for men and women.

### **KINE 1101 - Physical Fitness: Women 1 Hour (0-3)**

Participation in a variety of fitness activities designed specifically for women.

### **KINE 1102 - Physical Fitness: Men 1 Hour (0-3)**

Participation in a variety of fitness activities designed specifically for men.

### **KINE 1103 - Physical Fitness: Circuit Weight Training 1 Hour (0-3)**

Participation in resistance and cardio stations that alternate on a one minute timed interval.

### **KINE 1104 - Physical Fitness: Walk/ Jog 1 Hour (0-3)**

Participation in cardio-respiratory conditioning through the development of walking, jogging techniques.

### **KINE 1105 - Physical Fitness: Indi- vidualized Fitness 1 Hour (0-3)**

Participation in an individually designed program. Enrollment only with departmental approval.

### **KINE 1106 - Physical Fitness: Pilates 1 Hour (0-3)**

Participation in a series of exercises designed to incorporate a mind/body relationship to strengthen the body's core along with the entire body.

### **KINE 1107 - Physical Fitness: Swimming 1 Hour (0-3)**

Participation in cardio-respiratory development, and muscular toning and strengthening, through lap swimming. Basic swimming skills are required for enrollment.

### **KINE 1108 - Physical Fitness: Step Aerobics 1 Hour (0-3)**

Participation in cardio workouts that incorporate step patterns utilizing an aerobic step. Other equipment may also be utilized.

**KINE 1109 - Physical Fitness:  
Kick-boxing Aerobics**

**1 Hour (0-3)**

Participation in cardio workouts that incorporate the use of martial art techniques performed to music.

**KINE 1110 - Physical Fitness: Water  
Aerobics**

**1 Hour (0-3)**

Participation in cardio workouts that utilize a swimming pool and a variety of floatation equipment. Basic swimming skills are not required.

**KINE 1113 - Physical Fitness: Yoga  
1 Hour (0-3)**

Participation in a series of poses designed to incorporate a mind/body relationship to strengthen the entire body.

**KINE 1117 - Aikido**

**1 Hour (0-3)**

Non-combative self defense.

**KINE 1118 - Tae Kwon Do**

**1 Hour (0-3)**

Introduction to the basic techniques, applications, and philosophy of Tae Kwon Do.

**KINE 1119 - Judo**

**1 Hour (0-3)**

The "gentle way" martial art widely used by police departments and women in the military. It utilizes grappling and throws.

**KINE 1120 - Self Defense**

**1 Hour (0-3)**

The development of basic, realistic and practical self defense strategies.

**KINE 1125 - Basketball**

**1 Hour (0-3)**

**KINE 1126 - Bowling**

**1 Hour (0-3)**

**KINE 1127 - Golf**

**1 Hour (0-3)**

**KINE 1128 - Racquetball**

**1 Hour (0-3)**

**KINE 1129 - Soccer**

**1 Hour (0-3)**

**KINE 1130 - Tennis**

**1 Hour (0-3)**

**KINE 1131 - Volleyball**

**1 Hour (0-3)**

**KINE 1136 - Coaching Baseball**

**1 Hour (1-0)**

Introduction to the theories and techniques of coaching baseball.

**KINE 1137 - Coaching Basketball**

**1 Hour (1-0)**

Introduction to the theories and techniques of coaching basketball.

**KINE 1138 - Coaching Football**

**1 Hour (1-0)**

Introduction to the theories and techniques of coaching football.

**KINE 1139 - Coaching Soccer**

**1 Hour (1-0)**

Introduction to the theories and techniques of coaching soccer.

**KINE 1140 - Coaching Softball**

**1 Hour (1-0)**

Introduction to the theories and techniques of coaching softball.

**KINE 1141 - Coaching Volleyball****1 Hour (1-0)**

Introduction to the theories and techniques of coaching volleyball.

**KINE 1151 - Scuba****1 Hour (1-2)**

Students in this class will be instructed in the use of SCUBA equipment and practice their skills in deep water. There may be an out of town trip to open water. Prerequisites: Demonstrated swimming skills.

**KINE 1171 - Athletic Training Practicum****1 Hour (0-3)**

This course is the practical application of the skills for athletic trainers. Prerequisites: is admission to the Athletic Trainers Program or consent of the instructor. May be taken more than once for credit. Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1172 - Men's Varsity Basketball****1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1173 - Women's Varsity Basketball****1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1174 - Varsity Softball****1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1175 - Varsity Baseball****1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1176 - Varsity Golf****1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1177 - Varsity Volleyball****1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1178 - Drill Dance & Cheerleading****1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 1301 - Introduction to Physical Education, Fitness, and Sport****3 Hours (3-0)**

"Introduction to PEFS" is the study of the aims, objectives, curriculum, and historical/philosophical orientation of Kinesiology. Students will also gain knowledge of career opportunities in the field. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

**KINE 1304 - Personal and Community Health****3 Hours (3-0)**

"Personal and Community Health" is the investigation of the "wellness" of individual body organs and systems, and of public health organizations, and services. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

**KINE 1306 - First Aid****3 Hours (3-0)**

Instruction in and practice of first aid techniques. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

**KINE 1308 - Sports Officiating I****3 Hours (2-2)**

“Sports Officiating” covers athletic supervisory organizations as well as the methods and techniques of officiating football, volleyball, and basketball. The lab component will consist of game observation, some actual game officiating, and personal physical conditioning. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

**KINE 1309 - Sports Officiating II****3 Hours (2-2)**

This course is the continuation of “Sports Officiating I.” The students study athletic supervisory organizations as well as the methods and techniques of officiating basketball, softball and baseball, and soccer. They will also study the organization of tournaments. The lab component will consist of game observation, some actual game officiating, and personal physical conditioning. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

**KINE 1321 - Sports Studies****3 Hours (3-0)**

This course is designed for students to explore sports and athletic programs. Material covers the theories of organization, administrative supervision, management and development of athletic program. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

**KINE 1331 - Physical Education for Elementary School****3 Hours (3-0)**

This course covers programs for teaching and performing Kinesiology activities for elementary school children.

**KINE 2100 - Physical Fitness: Coed  
1 Hour (0-3)**

Participation in a variety of fitness activities for men and women.

**KINE 2101 - Physical Fitness:  
Women****1 Hour (0-3)**

Participation in a variety of fitness activities designed specifically for women.

**KINE 2102 - Physical Fitness: Men  
1 Hour (0-3)**

Participation in a variety of fitness activities designed specifically for men.

**KINE 2103 - Physical Fitness: Circuit  
Weight Training****1 Hour (0-3)**

Participation in resistance and cardio stations that alternate on a one minute timed interval.

**KINE 2104 - Physical Fitness: Walk/  
Jog****1 Hour (0-3)**

Participation in cardio-respiratory conditioning through the development of walking, jogging techniques.

**KINE 2105 - Physical Fitness:  
Individualized Fitness****1 Hour (0-3)**

Participation in an individually designed program. Enrollment only with departmental approval.

**KINE 2106 - Physical Fitness: Pilates**  
**1 Hour (0-3)**

Participation in a series of exercises designed to incorporate a mind/body relationship to strengthen the body's core along with the entire body.

**KINE 2107 - Physical Fitness: Swimming**

**1 Hour (0-3)**

Participation in cardio-respiratory development, and muscular toning and strengthening, through lap swimming. Basic swimming skills are required for enrollment.

**KINE 2108 - Physical Fitness: Step Aerobics**

**1 Hour (0-3)**

Participation in cardio workouts that incorporate step patterns utilizing an aerobic step. Other equipment may also be utilized.

**KINE 2109 - Physical Fitness: Kick-boxing Aerobics**

**1 Hour (0-3)**

Participation in cardio workouts that incorporate the use of martial art techniques performed to music.

**KINE 2110 - Physical Fitness: Water Aerobics**

**1 Hour (0-3)**

Participation in cardio workouts that utilize a swimming pool and a variety of floatation equipment. Basic swimming skills are not required.

**KINE 2113 - Physical Fitness: Yoga**  
**1 Hour (0-3)**

Participation in a series of poses designed to incorporate a mind/body relationship to strengthen the entire body.

**KINE 2117 - Aikido**

**1 Hour (0-3)**

Non-combative self defense.

**KINE 2118 - Tae Kwon Do**

**1 Hour (0-3)**

Introduction to the basic techniques, applications, and philosophy of Tae Kwon Do.

**KINE 2119 - Judo**

**1 Hour (0-3)**

The "gentle way" martial art widely used by police departments and women in the military. It utilizes grappling and throws.

**KINE 2120 - Self Defense**

**1 Hour (0-3)**

The development of basic, realistic and practical self defense strategies.

**KINE 2125 - Basketball**

**1 Hour (0-3)**

**KINE 2126 - Bowling**

**1 Hour (0-3)**

**KINE 2127 - Golf**

**1 Hour (0-3)**

**KINE 2128 - Racquetball**

**1 Hour (0-3)**

**KINE 2129 - Soccer**

**1 Hour (0-3)**

**KINE 2130 - Tennis**

**1 Hour (0-3)**

**KINE 2131 - Volleyball**

**1 Hour (0-3)**

**KINE 2156 - Taping and Bandaging**  
**1 Hour (0-1)**

This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries. Prerequisites: Students must have satisfied the TSI readiness requirement in reading. Corequisites: Co-requisite of KINE 2356.

**KINE 2171 - Athletic Training Practicum**

**1 Hour (0-3)**

This course is the practical application of the skills for athletic trainers. Prerequisites: is admission to the Athletic Trainers Program or consent of the instructor. Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2172 - Men's Varsity Basketball**  
**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2173 - Women's Varsity Basketball**

**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2174 - Varsity Softball**

**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2175 - Varsity Baseball**

**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2176 - Varsity Golf**

**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2177 - Varsity Volleyball**

**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2178 - Drill Dance & Cheerleading**

**1 Hour (0-3)**

Courses in 1170 and 2170 series may only be taken by students who are members of the respective varsity athletic teams.

**KINE 2356 - The Prevention and Care of Athletic Injuries**

**3 Hours (3-0)**

This course is the study of the role of the athletic trainer in the prevention and care of physical problems common to participation in athletics and sports. Included are discussions of assessment, preventive techniques and treatment, decision making, rehabilitation, record keeping, materials and equipment, and ethical behavior. Prerequisites: KINE 1306. Corequisites: KINE 2156

## **Long Term Care Administration**

### **LTCA 1312 - Resident Care in the Long Term Care Facility 3 Hours (3-0-0)**

This course is a study of the delivery of quality services to residents of long term care facilities. An overview of the methods for assessing and implementing strategies to promote quality resident care and a presentation of philosophical and ethical considerations are also covered.

### **LTCA 1313 - Organization and Management of Long Term Care Facilities 3 Hours (3-0-0)**

An overview of the functional organizational structures common to long term health care facilities. An examination of the departments in long term care facilities, chain of command, personnel, regulatory requirements, quality indicators, and the role of the long term care administrator.

### **LTCA 2310 - Environment of the Long Term Care Facility 3 Hours (3-0-0)**

This course is an examination of the long term care facility as a home-like environment with particular attention to building, grounds, and equipment. The course will also address rules, regulations, policies, and procedures affecting environmental safety.

### **LTCA 2314 - Long Term Care Law 3 Hours (3-0-0)**

This course is an examination of the types and sources of law relating to the long term care industry by studying federal, state and local statutes and regulations affecting the long term care industry.

### **LTCA 2315 - Financial Management**

### **of Long Term Care Facilities 3 Hours (3-0-0)**

This course is a study of the techniques used in the financial management of the long term care facility. It includes special accounting requirements of Medicare, Medicaid, and other third-party payor sources. The course also covers strategies to promote financial viability such as risk management.

### **LTCA 2488 - Internship III 4 Hours (0-0-16)**

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

### **LTCA 2489 - Internship IV 4 Hours (0-0-16)**

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

### **LTCA 2686 - Internship A 6 Hours (0-0-32)**

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

### **LTCA 2689 - Internship B 6 Hours (0-0-32)**

This course is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

# Mathematics

## **MATH 0170 - Mathematical Calculations**

### **1 Hour (0-1)**

This course is designed to support MATH 0371 and MATH 0372. Tutorial help, computer-assisted instruction and video tapes/DVD's are available to support this class. Corequisites: Math 0170 is a co-requisite of Math 0370 and MATH 0372, MATH 0171-0179 and must be passed with its corequisite to progress through the development sequence. This course is repeatable as required.

## **MATH 0171-0173 - FLEX Basic Mathematics**

These are self-paced classes that must be completed in sequence. Students are allowed to compress or expand the amount of material completed in a semester. We suggest that students work at least four hours a week in the lab for at least four weeks to complete one of the modules. When the sequence is completed, the student will have four hours of credit comparable to those acquired in MATH 0370 and co-requisite lab. Computer assisted instruction, tutorial help, THEA lectures, and video tapes/DVD's are available to support these classes. Corequisites: Co-requisite lab, MATH 0170.

## **MATH 0174, 0175, 0176 - FLEX Introductory Algebra**

### **1 Hour (0-1)**

These four modules are equivalent to MATH 0371 and co-requisite lab, MATH 0170. These are self-paced classes that must be completed in sequence. Students are allowed to compress or expand the amount of material completed in a semester. We suggest that students work at least four hours a week in the lab for at least four weeks to complete one of the modules. When the sequence is completed, the student will have four hours of credit comparable to those acquired in MATH 0371 and co-requisite lab. Computer assisted instruction, tutorial help, THEA lectures, and video tapes/DVD's are available to support these classes. This Introductory Algebra sequence will permit students to become more proficient in areas of basic arithmetic operations, fundamental algebraic operations, simple factoring, exponents, radicals, the solving of linear and quadratic equations, and word problems. Requires successful score on math placement test or "B" or greater in MATH 0372 or 206 on THEA. Course fee.

## **MATH 0177, 0178, 0179 - FLEX Intermediate Algebra**

### **1 Hour (0-1)**

These four modules are equivalent to MATH 0170 and co-requisite lab, MATH 0190. These are self-paced classes that must be completed in sequence. Students are allowed to compress or expand the amount of material completed in a semester. We suggest students work at least four hours a week in the lab for at least four weeks to complete one of the modules. When the sequence is completed, the student will have four hours of MATH 0372 credit comparable to those acquired in MATH 0372 and co-requisite lab. Computer assisted instruction, tutorial help, THEA lectures, and video tapes/DVD's are available to support this class. This Intermediate Algebra sequence is "intermediate" in difficulty between introductory and college algebra courses. This sequence includes a study of relations, functions, inequalities, factoring, polynomials, rational expressions, and quadratics. This sequence will permit students to



become familiar with complex numbers, and to solve systems of linear and nonlinear equations and inequalities, and to continue a study of word problems. Prerequisites: Requires a “C” or greater in MATH 0371, or “P” in MATH 0174, 0175, 0176 - FLEX Introductory Algebra or a satisfactory score on an algebra placement test or 230 on THEA. Course fee.

### **MATH 0270 - Mathematical Calculations THEA Class**

#### **1 Hour (0-2)**

This course is designed to provide a review of mathematical concepts necessary to pass the THEA test. This course is not designed to take the place of appropriate leveling or remediation courses. Computer assisted instruction, tutorial help, THEA lectures, and video tapes/ DVD's are available to support this class. Students are required to take the THEA test at the end of the semester. This course may not be taken more than two times. Course fee.

### **MATH 0370 - Basic Mathematics**

#### **3 Hours (3-1)**

This course is designed to develop and review the arithmetic and pre-algebra skills of students. It may be taken either as a terminal course or as a preparatory course for MATH 0371 . The topics to be covered are addition, subtraction, multiplication, and division of numbers and fractions, decimals, ratio and proportion, percent, exponents, square roots, measures, and introductory algebra concepts. Course fee.

### **MATH 0371 - Introductory Algebra**

#### **3 Hours (3-1)**

This course is designed to enable students requiring leveling work in algebra to develop and review their algebraic skills in preparation for Math 0371. This introductory algebra course will permit students to become more proficient in the areas of basic arithmetic operations, fundamental algebraic operations, simple factoring, exponents, radicals, the solving of linear and quadratic equations, and word problems. Requires successful score on math placement test or “B” or greater in Math 0370 or 206 on THEA. Corequisites: MATH 0170. Course fee.

### **MATH 0372 - Intermediate Algebra**

#### **3 Hours (3-0)**

This course is intermediate in difficulty between the introductory and college algebra courses and is designed to bridge the gap between the courses. This course will enable students to become proficient in factoring, solving quadratic equations and systems of equations, working with conic sections, and functions Prerequisites: Requires a “C” or greater in MATH 0371 and a “P” in MATH 0170 or “P” in MATH 0174, 0175, 0176 (FLEX Introductory Algebra sequence) or a satisfactory score on an algebra placement test or 230 on THEA. Corequisites: MATH 0170. Course fee.

## **MATH 1314 - College Algebra**

### **3 Hours (3-0)**

This course is designed to enable students to become proficient in the following algebraic topics: polynomials, rational expressions, exponents, radicals, linear equations and inequalities, quadratic equations, exponential and logarithmic equations, applications systems of equations, and binomial expansion. Prerequisites: Requires a "C" or greater in MATH 0372 and a "P" in MATH 0170 or a "P" in MATH 0177, 0178, 0179 or a satisfactory score on an algebra placement test or 270 on THEA. Course fee.

## **MATH 1316 - Trigonometry**

### **3 Hours (3-0)**

This course is designed to enable students to become proficient in trigonometric and inverse trigonometric functions, the solution of triangles, identities, trigonometric equations, applications complex numbers, and logarithms. Prerequisites: Requires a "C" or greater in MATH 1314 or a satisfactory score on an algebra placement test. Course fee.

## **MATH 1324 - Mathematics for Business & Social Sciences I**

### **3 Hours (3-0)**

This course is designed to enable students to solve elementary business problems involving the following topics: sets, linear relations and functions, elementary matrix theory, systems of linear equations and inequalities, linear programming by the simplex method, simple and compound interest, annuities, amortization, and bonds. Requires a "B" or greater in MATH 0391 and a "P" in Math 0190 or a satisfactory score on an algebra placement test. Course fee.

## **MATH 1325 - Mathematics for Business & Social Sciences II**

### **3 Hours (3-0)**

This course is designed to enable students to learn quantitative methods for analyzing business problems. The topics to be studied are: Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business. Prerequisites: Requires a "C" or greater in MATH 1324. Course fee.

## **MATH 1342 - Statistics**

### **3 Hours (3-0)**

This course is designed to enable students to learn the introductory techniques of collection, presentation, analysis, and interpretation of data. Correlation methods, analysis of variance, dispersion, sampling, quality control, reliability, mathematical models, and regression analysis are also studied. Students will become proficient in use of computer technology such as Excel. Prerequisites: Requires a "B" or greater in MATH 0391 and a "P" in MATH 0190 or a higher level math course or a satisfactory score on an Algebra placement test. Course fee.

## **MATH 1350 - Fundamentals of Mathematics I**

### **3 Hours (3-0)**

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. Prerequisites: Requires a "C" or greater in MATH 1314 or equivalent.. Course fee.

## **MATH 1351 - Fundamentals of Mathematics II**

### **3 Hours (3-0)**

Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. Prerequisites: Requires a "C" or greater in MATH 1350, or "C" or greater in MATH 1314 or equivalent. Course fee.

## **MATH 1414 - College Algebra**

### **4 Hours (4-0)**

This course is designed to enable students to become proficient in the following algebraic topics: polynomials, rational expressions, exponents, radicals, linear equations and inequalities, quadratic equations, exponential and logarithmic equations, systems of equations, and binomial expansion. This course is designed for students needing more time to successfully complete College Algebra. Prerequisites: Requires a "C" or greater in MATH 0391 and a "P" in MATH 0190 or a "P" in Math 0196-0199 or a satisfactory score on an algebra placement test or 270 on THEA. Course fee.

## **MATH 1442 - Statistics**

### **4 Hours (4-0)**

This course is designed to enable students to learn the introductory techniques of collection, presentation, analysis and interpretation of data. Correlation methods, analysis of various dispersion, sampling, quality control, reliability, mathematical models and regression analysis are also studied. Students will become proficient in use of computer technology such as Excel. Prerequisites: A grade of "C" or greater in the two Statway courses.

## **MATH 2412 - Pre-Calculus**

### **4 Hours (4-0)**

This course is designed to enable students to become proficient in applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Some topics from analytical geometry are discussed. Prerequisites: Requires a "C" or greater in MATH 1314 or a satisfactory score on Trigonometry placement test. Course fee.

## **MATH 2413 - Calculus I**

### **4 Hours (4-0)**

This course is designed to enable students to become proficient in introductory analytic geometry, the theory of limits, differential calculus of algebraic and trigonometric functions, applications of differentiation, antiderivatives, and the definite integral. Prerequisites: Requires a “C” or greater in MATH 1316 or a “C” or better in MATH 2412 or a satisfactory score on a precalculus placement test. Course fee.

## **MATH 2414 - Calculus II**

### **4 Hours (4-0)**

This course is designed to enable students to become proficient in the differentiation and integration of transcendental functions, techniques of integration, and applications of the definite integral, indeterminate forms, and improper integrals. Prerequisites: Requires a “C” or greater in MATH 2413. Course fee.

## **MATH 2415 - Calculus III**

### **4 Hours (4-0)**

This course will enable students to become proficient in indeterminate forms, improper integrals, sequences, series, vectors, and the differential and integral calculus of functions of several variables. Prerequisites: Requires a “C” or greater in MATH 2414. Course fee.

## **MATH 2420 - Differential Equations**

### **4 Hours (4-0)**

This course is designed to produce student proficiency in first order equations, linear differential equations, differential operators, Laplace transforms, and the applications of differential equations. It also introduces power series methods, linear systems, and numerical methods. Prerequisites: Requires a “C” or greater in MATH 2415. Course fee.

## **Modern & Classical Languages: American Sign Language**

### **SGNL 1401 - Beginning American Sign Language I**

#### **4 Hours (4-0)**

Introduction to American Sign Language, covering finger spelling, vocabulary, and basic sentence structure in preparing individuals to communicate with the hearing impaired/deaf.

### **SGNL 1402 - Beginning American Sign Language II**

#### **4 Hours (4-0)**

A continuation of Beginning American Sign Language I. Prerequisites: SGNL 1401.

## **SGNL 2301 - Intermediate American Sign Language I**

### **3 Hours (3-0)**

Review and application of conversational skills in American Sign Language; interpreting from signing to voice as well as from voice to signing. Prerequisites: SGNL 1402.

## **SGNL 2302 - Intermediate American Sign Language II**

### **3 Hours (3-2)**

A continuation of Intermediate American Sign Language I. Prerequisites: SGNL 2301.

## **Modern & Classical Languages: French**

### **FREN 1411 - Elementary French I**

#### **4 Hours (3-4)**

This course is for students who have no previous instruction in French. It is designed to acquaint the student with the four basic language skills: listening, speaking, reading, and writing with emphasis on speaking and comprehension. Grammar and vocabulary are presented through intensive drills in class and the Language Laboratory.

### **FREN 1412 - Elementary French II**

#### **4 Hours (3-4)**

This is a conversation course conducted primarily in French for the students who have completed FREN 1411 or its equivalent. Intensive oral-aural drill and classroom interaction will enable the student to master the lexical and grammatical structures necessary in carrying on conversations in French. Prerequisites: FREN 1411.

### **FREN 2303 - Introduction to French Literature**

#### **3 Hours (3-0)**

This course is designed for those students who wish to acquire a basic background in French literature and culture. The course includes the reading of cultural essays, short stories, and poetry that are the basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Prerequisites: FREN 2312.

### **FREN 2311 - Intermediate French I**

#### **3 Hours (3-2)**

This course is conducted in French, and it includes a comprehensive review of French grammar and structure. Through classroom drill, discussion, and composition, the course emphasizes vocabulary expansion and the acquisition of a basic knowledge of French culture and literature. Prerequisites: FREN 1412.

### **FREN 2312 - Intermediate French II**

#### **3 Hours (3-2)**

Continuation of FREN 2311. Prerequisites: FREN 2311

## **Modern & Classical Languages: German**

### **GERM 1411 - Elementary German I**

#### **4 Hours (3-4)**

This course is for students who have no previous instruction in German. It is designed to acquaint the student with the four basic language skills: listening, speaking, reading, and writing with emphasis on speaking and comprehension. Grammar and vocabulary are presented through intensive drills in class and in the Language Laboratory.

### **GERM 1412 - Elementary German II**

#### **4 Hours (3-4)**

This is a conversation course conducted primarily in German for the student who has completed GERM 1411 or its equivalent. Intensive oral-aural drill and classroom interaction will enable students to master the lexical and grammatical structures necessary in carrying on conversations in German. Prerequisites: GERM 1411.

### **GERM 2311 - Intermediate German I**

#### **3 Hours (3-2)**

This course is conducted in German, and it includes a comprehensive review of German grammar and structure. Through classroom drill, discussion, and composition, the course emphasizes vocabulary expansion and the acquisition of a basic knowledge of German culture and literature. Prerequisites: GERM 1412.

### **GERM 2312 - Intermediate German II**

#### **3 Hours (3-2)**

A course designed to provide fluency in spoken and written German through intensive grammar presentation and review, through conversational practice, and through composition and reading. The course is conducted in German. Prerequisites: GERM 2311.

## **Modern & Classical Languages: Latin**

### **LATI 1411 - Beginning Latin**

#### **4 Hours (4-0)**

This non-laboratory course is designed for students who have no previous instruction in Latin. Through classroom presentation, explanation, and drills, students will be introduced to basic Latin vocabulary, word formation, syntax, Roman culture, and the historical backgrounds of the language.

### **LATI 1412 - Beginning Latin II**

#### **4 Hours (4-0)**

This course is for students who have a fundamental knowledge of Latin vocabulary and syntax. Through grammar presentation, the reading of simple texts, and the repetition of lexical items, the course emphasizes improvement in the student's overall comprehension in Classical Latin. Prerequisites: LATI 1311.

### **LATI 2311 - Intermediate Latin I (3rd semester Latin)**

#### **3 Hours (3-0)**

Review of grammar and readings in Roman literary works. Prerequisites: LATI 1412.

### **LATI 2312 - Intermediate Latin II (4th semester Latin)**

#### **3 Hours (3-0)**

Review of grammar and readings in Roman literary works. Prerequisites: LATI 2311.

## **Modern & Classical Languages: Spanish**

### **SPAN 1300 - Conversational Spanish**

#### **3 Hours (3-0)**

This introductory course emphasizes the acquisition of comprehension, pronunciation, and reading skills. Mastery of vocabulary and standard idiomatic expressions is stressed through intensive conversational drill and practice in the classroom and laboratory. Material is presented in a Hispanic culture context.

### **SPAN 1411 - Elementary Spanish I**

#### **4 Hours (3-4)**

This course is for those students who have no previous instruction in the language. It is designed to acquaint the students with the four basic language skills: listening comprehension, speaking, reading, and writing. Grammar and vocabulary are presented through intensive drills in class and in the lab.

### **SPAN 1412 - Elementary Spanish II**

#### **4 Hours (3-4)**

This is a course for the student who has completed SPAN 1411 or the equivalent. Course will include continued work in the four basic language skills: listening comprehension, speaking, reading, and writing. Intensive drill and classroom interaction will enable the student to master the lexical and grammatical structures of Spanish. Prerequisites: SPAN 1411.

### **SPAN 2311 - Intermediate Spanish I**

#### **3 Hours (3-2)**

This course includes a review of Spanish grammar and structure and provides further work with the four basic language skills: listening comprehension, speaking, reading, and writing. Through classroom drill, oral presentations, reading, and composition, the course emphasizes vocabulary expansion and the acquisition of a basic knowledge of Spanish culture. Prerequisites: SPAN 1412 or equivalent.

## **SPAN 2312 - Intermediate Spanish II**

### **3 Hours (3-2)**

A course designed to increase fluency in Spanish and provides further work with the four basic language skills: listening comprehension, speaking, reading, and writing. Course also emphasizes knowledge of Spanish culture and language through intensive grammar presentation and review, oral presentations, reading, and composition.

Prerequisites: SPAN 2311 or equivalent

## **SPAN 2321 - Introduction to Spanish Literature**

### **3 Hours (3-0)**

This course is designed for those students who wish to acquire a basic background in Spanish and Latin American literature and culture. The course includes the reading of cultural essays, short stories, and poetry, which are a basis for class discussion and composition. Practice in speaking, reading, and writing provide for vocabulary expansion. Conducted in Spanish.

Prerequisites: SPAN 2312.

## **SPAN 2324 - Hispanic Literature**

### **3 Hours (3-0)**

A course designed to enable students through reading, discussion and writing to explore the fiction, drama, and poetry of Hispanic authors who write in English or who have been translated into English.



## **Music**

### **MUAP 1166 - Woodwind Instruments I**

**1 Hour (2-1)**

### **MUAP 1167 - Woodwind Instruments II**

**1 Hour (2-1)**

### **MUAP 1168 - Brass Instruments**

**1 Hour (2-1)**

### **MUAP 1169 - Brass Instruction I**

**1 Hour (0-2)**

### **MUAP 1170 - Brass Instruction II**

**1 Hour (0-2)**

### **MUAP 1171 - String Instruction I**

**1 Hour (0-2)**

### **MUAP 1172 - String Instruction II**

**1 Hour (0-2)**

### **MUAP 1173 - Percussion Instruction I**

**1 Hour (0-2)**

### **MUAP 1174 - Percussion Instruction II**

**1 Hour (0-2)**

### **MUAP 1175 - Woodwind Instruction I**

**1 Hour (0-2)**

### **MUAP 1176 - Woodwind Instruction II**

**1 Hour (0-2)**

### **MUAP 1177 - Keyboard Instruction I**

**1 Hour (0-2)**

Intermediate piano. A series of courses designed to provide students with the skills necessary to perform artistically at the piano in a variety of performance settings. One 30-minute private lesson per week. Prerequisites: Instructor's permission.

### **MUAP 1178 - Keyboard Instruction II**

**1 Hour (0-2)**

Intermediate piano. A series of courses designed to provide students with the skills necessary to perform artistically at the piano in a variety of performance settings. One 30-minute private lesson per week. Prerequisites: Instructor's permission.

### **MUAP 1179 - Voice Instruction I**

**1 Hour (0-2)**

### **MUAP 1180 - Voice Instruction II**

**1 Hour (0-2)**

### **MUAP 1188 - Percussion Instruments**

**1 Hour (2-1)**

### **MUAP 1190 - String Instruments I**

**1 Hour (2-1)**

### **MUAP 1269 - Brass Instruction I**

**2 Hours (0-2)**

### **MUAP 1270 - Brass Instruction II**

**2 Hours (0-2)**

### **MUAP 1271 - String Instruction I**

**2 Hours (0-2)**

### **MUAP 1272 - String Instruction II**

**2 Hours (0-2)**

**MUAP 1273 - Percussion  
Instruction I  
2 Hours (0-2)**

**MUAP 1274 - Percussion  
Instruction II  
2 Hours (0-2)**

**MUAP 1275 - Woodwind Instruction I  
2 Hours (0-2)**

**MUAP 1276 - Woodwind  
Instruction II  
2 Hours (0-2)**

**MUAP 1277 - Keyboard Instruction I  
2 Hours (0-2)**  
Advanced Piano. Prerequisites: MUSI 2178 or  
instructor's permission.

**MUAP 1278 - Keyboard Instruction II  
2 Hours (0-2)**  
Advanced Piano. Prerequisites: MUSI 2178 or  
instructor's permission.

**MUAP 1279 - Keyboard Instruction I  
2 Hours (0-2)**  
Advanced piano. A series of courses designed  
to provide students with the skills necessary  
to perform artistically at the piano in a variety  
of performance settings. One 60-minute  
private lesson per week. Prerequisites:  
Instructor's permission.

**MUAP 1280 - Keyboard Instruction II  
2 Hours (0-2)**  
Advanced piano. A series of courses designed  
to provide students with the skills necessary  
to perform artistically at the piano in a variety  
of performance settings. One 60-minute  
private lesson per week. Prerequisites:  
Instructor's permission.

**MUAP 2169 - Brass Instruction III  
1 Hour (0-2)**

**MUAP 2170 - Brass Instruction IV  
1 Hour (0-2)**

**MUAP 2171 - String Instruction III  
1 Hour (0-2)**

**MUAP 2172 - String Instruction IV  
1 Hour (0-2)**

**MUAP 2173 - Percussion  
Instruction III  
1 Hour (0-2)**

**MUAP 2174 - Percussion  
Instruction IV  
1 Hour (0-2)**

**MUAP 2175 - Woodwind  
Instruction III  
1 Hour (0-2)**

**MUAP 2176 - Woodwind  
Instruction IV  
1 Hour (0-2)**

**MUAP 2177 - Keyboard Instruction III  
1 Hour (0-2)**  
Intermediate piano. A series of courses  
designed to provide students with the skills  
necessary to perform artistically at the  
piano in a variety of performance settings.  
One 30-minute private lesson per week.  
Prerequisites: Instructor's permission.

**MUAP 2178 - Keyboard Instruction IV  
1 Hour (0-2)**  
Intermediate piano. A series of courses  
designed to provide students with the skills  
necessary to perform artistically at the

piano in a variety of performance settings. One 30-minute private lesson per week. Prerequisites: Instructor's permission.

**MUAP 2179 - Voice Instruction III**  
**1 Hour (0-2)**

**MUAP 2180 - Voice Instruction IV**  
**1 Hour (0-2)**

**MUAP 2190 - String Instruments II**  
**1 Hour (2-1)**

**MUAP 2240 - Instrumental  
Techniques**  
**2 Hours (2-2)**

**MUAP 2269 - Brass Instruction III**  
**2 Hours (0-2)**

**MUAP 2270 - Brass Instruction IV**  
**2 Hours (0-2)**

**MUAP 2271 - String Instruction III**  
**2 Hours (0-2)**

**MUAP 2272 - String Instruction IV**  
**2 Hours (0-2)**

**MUAP 2273 - Percussion  
Instruction III**  
**2 Hours (0-2)**

**MUAP 2274 - Percussion  
Instruction IV**  
**2 Hours (0-2)**

**MUAP 2275 - Woodwind  
Instruction III**  
**2 Hours (0-2)**

**MUAP 2276 - Woodwind  
Instruction IV**  
**2 Hours (0-2)**

**MUAP 2277 - Keyboard Instruction III**  
**2 Hours (0-2)**

Advanced Piano. Prerequisites: MUSI 2178 or instructor's permission.

**MUAP 2278 - Keyboard Instruction IV**  
**2 Hours (0-2)**

Advanced Piano. Prerequisites: MUSI 2178 or instructor's permission.

**MUAP 2279 - Keyboard Instruction III**  
**2 Hours (0-2)**

Advanced piano. A series of courses designed to provide students with the skills necessary to perform artistically at the piano in a variety of performance settings. One 60-minute private lesson per week. Prerequisites: Instructor's permission.

**MUAP 2280 - Keyboard Instruction IV**  
**2 Hours (0-2)**

Advanced piano. A series of courses designed to provide students with the skills necessary to perform artistically at the piano in a variety of performance settings. One 60-minute private lesson per week. Prerequisites: Instructor's permission.

**MUEN 1121 - Wind Ensemble I**  
**1 Hour (0-5)**

**MUEN 1122 - Wind Ensemble II**  
**1 Hour (0-5)**

**MUEN 1123 - Concert Band I**  
**1 Hour (0-5)**

**MUEN 1124 - Concert Band II**  
**1 Hour (0-5)**

**MUEN 1125 - Orchestra I**  
**1 Hour (0-5)**

**MUEN 1126 - Orchestra II**  
1 Hour (0-4)

**MUEN 1152 - Jazz Singers II**  
1 Hour (0-4)

**MUEN 2121 - Wind Ensemble III**  
1 Hour (0-5)

**MUEN 2122 - Wind Ensemble IV**  
1 Hour (0-5)

**MUEN 2123 - Concert Band III**  
1 Hour (0-5)

**MUEN 2124 - Concert Band IV**  
1 Hour (0-5)

**MUEN 2125 - Orchestra III**  
1 Hour (0-5)

**MUEN 2126 - Orchestra IV**  
1 Hour (0-5)

**MUEN 2131 - Jazz Band III**  
1 Hour (0-4)

**MUEN 2132 - Jazz Band IV**  
1 Hour (0-4)

**MUEN 2133 - Brass Ensemble III**  
1 Hour (0-4)

**MUEN 2134 - Brass Ensemble IV**  
1 Hour (0-4)

**MUEN 2135 - String Ensemble III**  
1 Hour (0-4)

**MUEN 2136 - String Ensemble IV**  
1 Hour (0-4)

**MUEN 2137 - Woodwind Ensemble III**  
1 Hour (0-4)

**MUEN 2138 - Woodwind Ensemble IV**  
1 Hour (0-4)

**MUEN 2139 - Percussion Ensemble III**  
1 Hour (0-4)

**MUEN 2140 - Percussion Ensemble IV**  
1 Hour (0-4)

**MUEN 2141 - Chamber Singers III**  
1 Hour (0-5)

**MUEN 2142 - Chamber Singers IV**  
1 Hour (0-5)

**MUEN 2143 - Choir III**  
1 Hour (0-5)

**MUEN 2144 - Choir IV**  
1 Hour (0-5)

**MUEN 2145 - Women's Choir III**  
1 Hour (0-5)

**MUEN 2146 - Women's Choir IV**  
1 Hour (0-5)

**MUEN 2147 - Men's Choir III**  
1 Hour (0-5)

**MUEN 2148 - Men's Choir IV**  
1 Hour (0-5)

**MUEN 2151 - Jazz Singers III**  
1 Hour (0-4)

**MUEN 2152 - Jazz Singers IV**  
1 Hour (0-4)

**MUSI 1159 - Musical Theatre I**  
1 Hour (1-2)  
Study and performance of works from the musical theatre repertoire.

**MUSI 1162 - Diction I**  
1 Hour (1-1)

**MUSI 1163 - Jazz Improvisation I**  
1 Hour (0-3)

**MUSI 1164 - Jazz Improvisation II**  
1 Hour (0-3)

**MUSI 1165 - Diction II**  
1 Hour (1-1)

**MUSI 1181 - Class Piano I**  
1 Hour (2-1)  
This course is designed to introduce students to the joys of learning to play the piano.

Taught in a state-of-the-art music lab using digital pianos and computers, students will learn how to read, practice and perform beginning-level piano music with comfort and confidence. The course is best suited for students with little or no previous pianoplaying experience.

### **MUSI 1182 - Class Piano II**

#### **1 Hour (2-1)**

This course is a continuation of Class Piano I. Taught in a state-of-the-art music lab using digital pianos and computers, students will learn how to read, practice and perform early intermediate-level piano music with comfort and confidence. Prerequisites: MUSI 1181 or instructor approval.

### **MUSI 1183 - Class Voice I**

#### **1 Hour (2-1)**

Class instruction in the fundamentals of correct breathing, tone production, and diction. Laboratory course designed for students with little or no previous voice training. Aids in developing a pleasing tone quality that is produced with ease and proper enunciation.

### **MUSI 1184 - Class Voice II**

#### **1 Hour (2-1)**

Class instruction in the fundamentals of correct breathing, tone production, and diction. Laboratory course designed for students with little or no previous voice training. Aids in developing a pleasing tone quality that is produced with ease and proper enunciation.

### **MUSI 1301 - Fundamentals of Music** **3 Hours (3-0)**

This course is designed to introduce students to the basic concepts of music theory. Students will learn about scales, intervals, keys, triads, meter and rhythm. This course is best suited for students with little or no previous experience in music.

### **MUSI 1304 - Public School Music** **Methods and Materials**

#### **3 Hours (3-0)**

A course which examines techniques and materials for music instruction in kindergarten and grades one through six. Participation includes experience in part singing, playing, listening, voice testing, rhythmic, and creative activities.

### **MUSI 1306 - Music Appreciation**

#### **3 Hours (3-0)**

A course designed to provide an overview of music from antiquity to the present. Course is designed to enable student to investigate music in the context of social and cultural history.

### **MUSI 1308 - Survey of Music** **Literature**

#### **3 Hours (3-0)**

A course designed to enable student to examine music critically, including its development and its function in culture from antiquity to 1750. Course utilizes primary sources and listening selections.

### **MUSI 1309 - Survey of Music** **Literature II**

#### **3 Hours (3-0)**

A course designed to enable student to examine music critically, including its development and its function in culture from 1750 to present. Course utilizes primary sources and listening selections.

### **MUSI 1310 - American Music: History** **of Country Music**

#### **3 Hours (3-0)**

A course designed to enable student to trace the development of country music and its function in American culture from Appalachia in the 1920s to present. Credit will be given only once for MUSI 1310.

**MUSI 1310 - American Music: Jazz  
3 Hours (3-0)**

A course designed to enable student to examine genesis and history of Jazz in America and to probe its influence on American music, culture, and society. Credit will be given only once for MUSI 1310.

**MUSI 1310 - American Music:  
Rock 'n' Roll Music  
3 Hours (3-0)**

A course designed to enable student to examine the effect of historical events on American popular music culture. Course includes listening and reporting on music in context of recent American History. Credit will be given only once for MUSI 1310.

**MUSI 1311 - Music Theory I  
3 Hours (3-3)**

This course is designed to present students with a detailed study of tonal music. Intended for music majors and other qualified students, this course involves music analysis, written theory exercises and keyboard projects. Topics explored include chords, chord progressions, harmonization, melodic and rhythmic organization, modulation, musical form and voice leading. Prerequisites: MUSI 1301 or a passing score on the Music Department's theory placement test.

**MUSI 1312 - Music Theory II  
3 Hours (3-3)**

This course is a continuation of Music Theory I. Intended for music majors and other qualified students, this course involves music analysis, written theory exercises and keyboard projects. Topics explored include chords, chord progressions, harmonization, melodic and rhythmic organization, modulation, musical form and voice leading. Prerequisites: MUSI 1311

**MUSI 1386 - Musical Composition—  
MIDI I**

**3 Hours (3-0)**

These courses employ Musical Instrument Digital Interface (MIDI). Students compose music on the computer; write music from a piano being played; record real time from microphones; sequence, store, and edit sounds; and overdub and mix blocks of sound.

**MUSI 2159 - Musical Theatre II  
1 Hour (1-2)**

Study and performance of works from the musical theatre repertoire.

**MUSI 2181 - Class Piano III  
1 Hour (2-1)**

This course is a continuation of Class Piano II. Taught in a state-of-the-art music lab using digital pianos and computers, students will learn how to read, practice and perform intermediate-level piano music with comfort and confidence. Prerequisites: MUSI 1182 or instructor approval.

**MUSI 2182 - Class Piano IV  
1 Hour (2-1)**

This course is a continuation of Class Piano III. Taught in a state-of-the-art music lab using digital pianos and computers, students will learn how to read, practice and perform late intermediate-level piano music with comfort and confidence. Prerequisites: MUSI 2181 or instructor approval.

**MUSI 2183 - Class Voice III  
1 Hour (2-1)**

Class instruction in the fundamentals of correct breathing, tone production, and diction. Laboratory course designed for students with little or no previous voice training. Aids in developing a pleasing tone quality that is produced with ease and proper enunciation.

### **MUSI 2184 - Class Voice IV**

#### **1 Hour (2-1)**

Class instruction in the fundamentals of correct breathing, tone production, and diction. Laboratory course designed for students with little or no previous voice training. Aids in developing a pleasing tone quality that is produced with ease and proper enunciation.

### **MUSI 2311 - Music Theory III**

#### **3 Hours (3-3)**

This course is a continuation of Music Theory II. Intended for music majors and other qualified students, this course involves music analysis, written theory exercises and keyboard projects. Topics explored include chords, chord progressions, harmonization, melodic and rhythmic organization, modulation, musical form and voice leading.

Prerequisites: MUSI 1312

### **MUSI 2312 - Music Theory IV**

#### **3 Hours (3-3)**

First principles of chord progression and phrase harmonization. A study of more advanced chord structures and their placement within the phrase. The student receives a broad summary of classical harmony and then explores the techniques of the twentieth century. Written exercises, analysis, and correlated keyboard projects are required.

Prerequisites: MUSI 1301 or a passing score on placement test.

### **MUSI 2386 - Musical Composition— MIDI II**

#### **3 Hours (3-0)**

These courses employ Musical Instrument Digital Interface (MIDI). Students compose music on the computer; write music from a piano being played; record real time from microphones; sequence, store, and edit sounds; and overdub and mix blocks of sound.



## **Nursing - Associate Degree**

### **RNSG 1105 - Nursing Skills I**

#### **1 Hour (0-3-0)**

This course is a study of the concepts and principles necessary to perform basic nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

Prerequisites: Admission into the program.

### **RNSG 1108 - Dosage Calculations for Nursing**

#### **1 Hour (1-0-0)**

This course covers dosage calculations includes reading, interpreting and solving calculation problems encountered in the preparation of medications, and conversion of measurements within the metric, apothecary, avoirdupois and metric systems. Prerequisites: Admission into the program.

### **RNSG 1140 - Professional Nursing Skills for Articulating Students**

#### **1 Hour (0-3-0)**

This course is a demonstration of professional nursing skills and procedures; and utilizes critical thinking skills in a systematic problem-solving process. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Prerequisites: Admission into the program.

### **RNSG 1160 - Clinical - Transition Option I**

#### **1 Hour (0-0-4)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Admission into the program.

### **RNSG 1162 - Clinical - Foundations**

#### **1 Hour (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: Admission into the program.

### **RNSG 1163 - Clinical - Mental Health**

#### **1 Hour (0-0-3)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: Completion of Semester I courses or approval of the program chair.



## **RNSG 1201 - Pharmacology**

### **2 Hours (2-0-0)**

This course is an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics will include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. Prerequisites: BIOL 2401. Corequisites:

## **BIOL 2402.**

## **RNSG 1215 - Health Assessment**

### **2 Hours (1-3-0)**

This course covers the development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework. Prerequisites: Admission to the program.

## **RNSG 1341 - Common Concepts of Adult Health**

### **3 Hours (2-4-0)**

This course is a basic integration of the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team and member of the profession. A study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems emphasizing knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Completion of first semester courses or second semester transition courses or approval of program chair.

## **RNSG 1360 - Clinical - Medical Surgical Nursing I**

### **3 Hours (0-0-9)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Completion of first semester courses or approval of program chair.

## **RNSG 1412 - Nursing Care of the Childbearing and Childrearing Family**

### **4 Hours (3-4-0)**

This course is a study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, antpartum, neonatal, and postpartum periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Prerequisites: Completion of Semester II courses or permission of the program chair.

## **RNSG 1413 - Foundations for Nursing Practice**

### **4 Hours (3-3-0)**

This course is an introduction to the role of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team and member of the profession. Content includes fundamental concept of nursing practice, history of professional nursing, a systematic framework for decision-making and critical thinking. The mechanisms of disease and the needs and problems that can arise are discussed and how the nursing process helps manage the patient through these issues. Emphasis will be on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Admission into the program.

## **RNSG 1443 - Complex Concepts of Adult Health**

### **4 Hours (3-3-0)**

This course is an integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team and member of the profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis will be on complex knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Completion of second semester courses or first semester transition courses or approval of program chair.

## **RNSG 1517 - Concepts of Professional Nursing Practice I for Articulating Students**

### **5 Hours (4-3-0)**

This course provides the articulating student the opportunity to examine the role of the professional nurse, application of a systematic problem-solving process and critical thinking skills, which includes a focus on the adult population; and competency in knowledge, judgment, skill and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Prerequisites: Admission into the program.

## **RNSG 2130 - Professional Nursing Review and Licensure Preparation**

### **1 Hour (1-1-0)**

This course is a review of concepts required for licensure examination and entry into the practice of professional nursing. The course includes application of the National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, assessment of knowledge deficits, and remediation. Prerequisites: Completion of Semester III courses or approval of the program chair.

## **RNSG 2163 - Clinical - Leadership and Management**

### **1 Hour (0-0-3)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Completion of third semester courses or approval of program chair.

## **RNSG 2213 - Mental Health Nursing**

### **2 Hours (2-1-0)**

This course covers principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. Prerequisites: Completion of Semester I courses or approval of the program chair.

## **RNSG 2221 - Professional Nursing: Leadership and Management**

### **2 Hours (2-0-0)**

This course is an exploration of leadership and management principles applicable to the roles of the professional nurse. It includes application of knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Completion of third semester generic courses or second semester transition courses or approval of program chair.

## **RNSG 2260 - Clinical - Medical Surgical Nursing II**

### **2 Hours (0-0-5)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Completion of second semester courses or approval of program chair.

## **RNSG 2331 - Advanced Concepts of Adult Health**

### **3 Hours (2-2-0)**

This course is an application of advanced concepts and skills for the development of the professional nurse's roles with adult patients and families involving multiple body systems. Emphasis will be on advanced knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: Completion of third semester courses or second semester transition courses or approval of program chair.

## **RNSG 2360 - Clinical - Transition Option II**

### **3 Hours (0-0-12)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Completion of first semester transition courses or approval of program chair.

## **RNSG 2361 - Clinical - Maternal/Child Nursing**

### **3 Hours (0-0-9)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Completion of second semester courses or approval of program chair.

## **RNSG 2362 - Clinical - Medical-Surgical Nursing III**

### **3 Hours (0-0-12)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Completion of third semester courses or approval of program chair.

## **RNSG 2363 - Clinical - Transition Option III**

### **3 Hours (0-0-12)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Prerequisites: Completion of first semester transition courses or approval of program chair.

## **Nursing - Vocational**

### **VNSG 1126 - Gerontology**

#### **1 Hour (1-0-0)**

This course is an overview of the normal physical, psychosocial, and cultural aspects of the aging process including common disease processes of aging and exploration of attitudes toward care of the older adult.

### **VNSG 1201 - Mental Health and Mental Illness**

#### **2 Hours (2-0-0)**

This course covers personality development, human needs, common mental mechanisms and factors influencing mental health and mental illness. Also included are common mental disorders and related therapy.

### **VNSG 1219 - Leadership and Professional Development**

#### **2 Hours (2-0-0)**

This course is a study of the importance of professional growth and development of added nursing skills. Topics will include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

### **VNSG 1230 - Maternal-Neonatal Nursing**

#### **2 Hours (2-1-0)**

This course is a study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. The utilization of the nursing process in the assessment and management of the childbearing family is also covered. Topics will include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

### **VNSG 1234 - Pediatrics**

#### **2 Hours (2-1-0)**

This course is a study of the care of the pediatric patient and family during health and disease. An emphasis on growth and developmental needs utilizing the nursing process will be covered.

### **VNSG 1260 - Clinical I**

#### **2 Hours (0-0-8)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

### **VNSG 1304 - Foundations of Nursing**

#### **3 Hours (3-0-0)**

This course is an introduction to the nursing profession including history, standards of practice, legal and ethical issues, and the role of the vocational nurse. Topics will include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.

### **VNSG 1320 - Anatomy and Physiology for Allied Health**

#### **3 Hours (3-1-0)**

This course is a study of the structure (anatomy) and function (physiology) of the human body, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory and circulatory systems.

### **VNSG 1323 - Basic Nursing Skills**

#### **3 Hours (2-4-0)**

This course is a mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

### **VNSG 1400 - Nursing in Health and Illness I**

#### **4 Hours (4-0-0)**

This course is an introduction to general principles of growth and development, primary health care needs of the patient across the life span and therapeutic nursing interventions.

### **VNSG 1409 - Nursing in Health and Illness II**

#### **4 Hours (4-0-0)**

This course is an introduction to health problems requiring medical and surgical interventions.

### **VNSG 1410 - Nursing in Health and Illness III**

#### **4 Hours (4-1-0)**

This course is a continuation of Nursing in Health and Illness II and covers further study of medical-surgical health problems of the patient, including concepts of mental illness. The course incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

## **VNSG 2431 - Advanced Nursing Skills**

### **4 Hours (2-5-0)**

This course is a mastery of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

## **VNSG 2561 - Clinical II**

### **5 Hours (0-0-16)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

## **VNSG 2562 - Clinical III**

### **5 Hours (0-0-16)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## **Organizational Management (Upper Division courses)**

### **TMGT 3302 - Business and Economic Statistics**

#### **3 Hours (3-0)**

An introduction to descriptive statistics and statistical inference for technical managers. Topics include sampling techniques, estimation, hypothesis testing, and simple regression.

### **TMGT 3303 - Managerial Communications**

#### **3 Hours (3-0)**

A study of the skills necessary to communicate effectively in the workplace. Topics include selection of the proper channel and medium for information delivery, team building, business etiquette, and professionalism. Students will analyze and prepare correspondence, proposals, and reports. Students are required to deliver industry-related oral presentations of each student's choosing.

### **TMGT 3304 - Finance for Managers**

#### **3 Hours (3-0)**

This course is an introduction to the financial fundamentals needed by functional experts and upwardly mobile managers in human resources, marketing, production, and general management. Focus is on preparing to assume higher-level positions or undertaking organizational activities that require a basic knowledge of finance. The world of finance and its operations are presented in a simple, step-by-step manner. Topics include financial statement analysis, forecasting, budgeting, project evaluation and working capital management. Emphasis is on practical applications more than theory. Students will analyze and discuss the financial decisions of national and multinational corporations, based on case studies and reading.

## **TMGT 3305 - Organizational Theory and Practice**

### **3 Hours (3-0)**

A comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employee work life. Topics include motivation, goal setting and rewards, job design, group dynamics, work stress, power and politics, international aspects of organizations, organizational structure, communication and organizational change and development.

## **TMGT 3309 - Marketing for Managers**

### **3 Hours (3-0)**

This course addresses the overview of marketing mix, functions, processes, and impact predictions and assessments. The course includes identification of consumer and organizational needs and the relationship of environmental issues. Students will identify the marketing mix components in relation to market segmentation; explain the environmental factors that influence consumer and organizational decision-making processes; complete a marketing plan; and use assessment methodology to predict impact on organizational performance.

## **TMGT 3310 - Decision Making**

### **3 Hours (3-0)**

Analytic and systematic approach to the study of decision making through management science processes and techniques. Topics include quantitative analysis and decision-making relationships, simulation and risk analysis, and decision analysis using various criteria.

## **TMGT 3311 - Human Resources Management**

### **3 Hours (3-0)**

This course examines the major trends in human resources management, including problems and issues faced by organizations and individuals in times of change. Responsibilities of the human resources department and the roles that every manager plays, both as a supervisor and as a client of the human resources department, are studied. Topics include human resources forecasting and planning, job design, employee selection, equal employment opportunity laws and judicial rulings, performance appraisal, compensation and benefits, career development, and labor relations.

## **TMGT 3336 - Legal Issues for Managers**

### **3 Hours (3-0)**

This course explores the State and federal laws that affect management behavior and organizational practices including contracts, business organizations, employment law, products liability, safety issues, and environmental regulation. Prerequisites: BUSI 2301 or Instructor Permission

## **TMGT 3337 - Economics for Managers**

### **3 Hours (3-0)**

A study of economics and its role in managerial decision making. The course is focused on modern economic thinking and its relevance to business and management. Topics include market structure, production and cost, and public policy towards business. Prerequisites: ECON 2301, ECON 2302 or instructor permission.

## **TMGT 3338 - Accounting for Managers**

### **3 Hours (3-0)**

The use of accounting information by non-financial managers. Emphasis is placed on the interpretation, rather than the construction, of accounting information. The course will examine the technical managerial skills required to sustain and enhance the organizations performance through the accounting and finance processes of reporting, compliance, research, analysis, interpretation and application. Topics such as activity-based costing, cost accounting, break-even and decision analysis, and budgeting and control are covered. Prerequisites: ACCT 2401, ACNT 1403 or instructor permission.

## **TMGT 3347 - Ethics and Corporate Social Responsibility**

### **3 Hours (3-0)**

This course will examine the role of ethics and social responsibility in the management of public and private sector organizations. An emphasis will be on contemporary trends in corporate responsibilities with respect to ethical, legal, economic and regulatory conditions in the global marketplace.

## **TMGT 3352 - Entrepreneurship**

### **3 Hours (3-0)**

This course presents a comprehensive study of the various factors of production in meeting the needs of consumers in creative and profitable ways. Topics include market segment research, starting a new enterprise, forming an entrepreneurial team, venture capital sources, and formulation of a business plan.

## **TMGT 3353 - International Business**

### **3 Hours (3-0)**

This course provides an overview of the international business environment and conditions affecting firms conducting business overseas. Special emphasis will be placed on managerial functions and elements of the management process in a firm operating under foreign economic, technological and political, social, and cultural environments.

## **TMGT 3354 - Leadership**

### **3 Hours (3-0)**

This course examines the nature and scope of leadership as it relates to applied technology and workforce training environments; the techniques for leadership, empowerment and team building are emphasized.



## **TMGT 3355 - Mediation and Negotiation**

### **3 Hours (3-0)**

This course examines the nature of conflict and the methods to resolve conflict with an emphasis on collaborative problem solving and mediation. The theory and practice of negotiations are also studied, and students are given the opportunity to practice negotiation and mediation techniques through case study. Ethical decision making throughout these processes is addressed.

## **TMGT 3356 - Oil and Gas Industry**

### **3 Hours (3-0)**

This course introduces the student to the development of multiple-use resource management strategies and the role of public policy in energy resource management. Topics include legal, regulatory, and operational requirements of energy production, refining, and transportation enterprises.

## **TMGT 3357 - Introduction to Public Administration**

### **3 Hours (3-0)**

This course examines the origin and development of public administration as a discipline and profession. The purpose of this course is to provide students with a broad introduction to the field of Public Administration by providing introductory knowledge of the public sector, its practices, and its tools. Students will learn some of the concepts, issues, and challenges facing public administrators in federal, state, and local governments.

## **TMGT 3358 - Network Security Management**

### **3 Hours (3-0)**

This course provides a strategic overview of network security management, including a review of the types of network security problems, best practices, cost analysis of different types of network security and network security policies. Prerequisites: ITNW 1454 or instructor permission.

## **TMGT 3391 - Information Technology in Enterprise Management**

### **3 Hours (3-0)**

The use of information technology in commercial and industrial enterprises. Topics include the use of computers and software in communication, accounting, inventory management, production, automation, sales, and financial forecasting.

## **TMGT 4303 - Electronic Commerce**

### **3 Hours (3-0)**

This course addresses issues including the digital economy, electronic commerce (EC) marketing, EC models and applications, and building and implementing EC systems. The course will cover the underlying technologies used in the implementation of electronic commerce systems. It identifies the practical skills needed and tools to design and develop effective systems and interfaces. Architectures and interdependence of systems and software that support EC and the state of the art in successful EC systems will also be discussed.

## **TMGT 4320 - Organizational Design and Management Seminar**

### **3 Hours (3-0)**

Students work in teams on instructor-approved industry-specific projects; teams will formulate an implementation plan using technology management skills to identify problems and formulate solutions. Each team will make a formal presentation for peer review. Prerequisites: Senior classification or approval of program director.

## **TMGT 4385 - Organizational Management Internship**

### **3 Hours (0-0-18)**

This internship course is designed to provide organizational management students a broad exposure to the operations of a company or public service agency and knowledge of the structure, goals, and work procedures of the organization by participating in planned and supervised activities. Students will have the opportunity to combine academic learning with practical experience while pursuing their organizational management degree. Prerequisites: Senior classification or approval of program director.

## **TMGT 4386 - Organizational Management Internship**

### **3 Hours (0-0-18)**

This internship is a repeat of TMGT 4385 but with approved job-specific learning objectives. Prerequisites: TMGT 4385 and instructor permission.

## **TMGT 4396 - Project Management**

### **3 Hours (3-0)**

A study of risk assessment and management techniques, methods, and models used in industry to minimize and control risks in a high technology industrial environment. Instructional topics include project management risks, program schedule, and cost risks. Prerequisites: Senior classification or approval of program director.

# **Paralegal Studies**

## **LGLA 1301 - Legal Research and Writing**

### **3 Hours (3-0)**

This course presents the fundamentals of legal research and writing. Topics include standard and electronic legal research, and legal writing techniques including case and fact analysis and citation format. Students will identify and locate primary and secondary legal authority; implement effective research strategies, utilizing standard and electronic research tools; and draft legal documents with emphasis on the paralegal's role and ethical considerations in legal research and writing.

## **LGLA 1311 - Introduction to Law**

### **3 Hours (3-0)**

This course introduces the student to legal terminology, fundamental legal concepts, and the judicial system. Students will utilize legal terminology; explain fundamental legal concepts and the judicial system; and identify ethical considerations of the paralegal.

## **LGLA 1313 - Introduction to Paralegal Studies**

### **3 Hours (3-0)**

This course provides an overview of the paralegal profession including ethical obligations, regulation, professional trends and issues, and the paralegal's role in assisting the delivery of legal services. The student will develop a legal vocabulary; explain the ethical obligations of the legal professional, particularly the paralegal; explain the paralegal's role in assisting the delivery of legal services; and discuss topics relating to the paralegal profession.

## **LGLA 1317 - Law Office Technology**

### **3 Hours (3-0)**

Computer technology and software applications within the law office. Students will select and use appropriate legal software to manage electronic files; and create accurate billing, documents, calendaring and case management.

## **LGLA 1345 - Civil Litigation**

### **3 Hours (3-0)**

This course presents fundamental concepts and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post trial phases of litigation. The student will define and properly use terminology relating to civil litigation; locate, describe, and analyze sources of law relating to the civil litigation process; describe the role and ethical obligation of the paralegal in civil litigation; and draft documents commonly used in civil litigation.

## **LGLA 1349 - Constitutional Law**

### **3 Hours (3-0)**

This course provides an overview of the United States Constitution and its articles, amendments, and judicial interpretations. Topics include separation of powers, checks and balances, governmental structures and process, and individual rights in relation to government. Students will define and use terminology relating to constitutional law; locate, describe, and analyze other sources of law relating to constitutional law; analyze the U.S. Constitution and its amendments; and describe the role and ethical considerations of the paralegal relating to constitutional law practice.

## **LGLA 1353 - Wills, Trusts and Probate Administration**

### **3 Hours (3-0)**

This course presents fundamental concepts of the law of wills, trusts, and probate administration with emphasis on the paralegal's role. The student will define and properly use terminology relating to wills, trusts, and probate administration; locate, describe, and analyze sources of law relating to wills, trusts, and probate administration; describe the role and ethical obligations of the paralegal in wills, trusts, and probate administration; and draft documents commonly used in wills, trusts, and probate administration.

## **LGLA 1355 - Family Law**

### **3 Hours (3-0)**

This course presents fundamental concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship. The student will define and properly use terminology relating to family law; locate, describe, and analyze sources of law relating to family law; describe the role and ethical obligations of the paralegal in family law; and draft documents commonly used in family law.

## **LGLA 1391 - Special Topics in Paralegal / Legal Assistant**

### **3 Hours (3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behavior pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry trends.

## **LGLA 2239 - Certified Legal Assistant Review**

### **2 Hours (2-0)**

This course provides a review of the mandatory and optional topics covered in the Certified Legal Assistant Examination administered by the National Association of Legal Assistants. The student will demonstrate knowledge of the subject matter areas covered in the Certified Legal Assistant Examination.

## **LGLA 2303 - Torts and Personal Injury Law**

### **3 Hours (3-0)**

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability. The student will define and properly use terminology relating to tort law; describe the role and ethical obligations of the paralegal in tort law; and draft documents commonly used in tort law.

## **LGLA 2305 - Interviewing and Investigating**

### **3 Hours (3-0)**

This course is a study of principles, methods, and investigative techniques utilized to locate, gather, document, and manage information with emphasis on developing interview and investigative skills to prepare the paralegal to communicate effectively while recognizing ethical problems. Students will employ effective interviewing techniques with clients and witnesses in legal settings; utilize investigative methods; and describe the role and ethical considerations of the paralegal in interviewing and investigating.

## **LGLA 2315 - Oil and Gas Law**

### **3 Hours (3-0)**

This course presents fundamental concepts of oil and gas law including the relationship between landowners and oil and gas operators, government regulations, and documents used in the industry. The student will define and properly use terminology relating to oil and gas law; describe the role and ethical obligations of legal professionals in oil and gas law; and draft documents commonly used in oil and gas law.

## **LGLA 2331 - Advanced Legal Research and Writing**

### **3 Hours (2-4)**

Standard and electronic research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms with emphasis on the paralegal's role. Students will analyze complex legal issues; apply effective research strategies to address legal issues; report the results in written legal format; and describe the role of the paralegal relating to advanced legal research and writing.

## **LGLA 2335 - Advanced Civil Litigation**

### **3 Hours (2-4)**

Implementation of advanced civil litigation techniques with emphasis on the paralegal's role. Builds upon skills acquired in prior civil litigation courses. Students will analyze complex fact situations; identify legal issues; research applicable sources of law; formulate theories; generate litigation documents; and describe the role and ethical considerations of the paralegal relating to advanced civil litigation.

## **LGLA 2380 OR 2381 - Cooperative Education Paralegal/Assistant**

### **3 Hours (1-0-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through work experience. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable technical language of the occupation and the business or industry. This course may be repeated if topics and learning outcomes vary.



# Philosophy

## **PHIL 1301 - Introduction to Philosophy**

### **3 Hours (3-0)**

“Introduction to Philosophy” samples the writings of thinkers who over the past 2500 years have challenged the human intellect with questions about the meaning of existence, the nature of reality, and the validity of knowledge. The course encourages students to re-examine and clarify their own beliefs and values. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **PHIL 1304 - Introduction to World Religions**

### **3 Hours (3-0)**

Is a survey of the major belief systems in society today- Judaism, Christianity, Islam, Hinduism, and Buddhism, how they are different from ancient belief systems and how they are influencing new religious movements. Prerequisites: Students must have satisfied the TSI readiness requirement in reading. Students must have satisfied the TSI readiness requirement in reading.

## **PHIL 1316 - History of Christianity**

### **3 Hours (3-0)**

This course is an historical survey of the development of Christianity and its role in world history, from its origins to the present time covering theological and institutional issues. Course may be taken for either credit or non-credit. Also HIST 1316. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **PHIL 2303 - Introduction to Logic**

### **3 Hours (3-0)**

“Introduction to Logic” introduces the students to the nature and methods of correct reasoning; deductive and inductive proof; fallacies; argumentation. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **PHIL 2306 - Ethics**

### **3 Hours (3-0)**

This course covers the major classic philosophies of life with consideration of some of the value or “goodness” involved in the moral, religious, aesthetic, and scientific points of view. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **PHIL 2321 - Philosophy of Religion**

### **3 Hours (3-0)**

“Philosophy of Religion” is a study of the nature and philosophical implications of religious beliefs, experiences, and practices, and the relation of these to other major human concerns. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

Physics

# Physics

## **PHYS 1401 - College Physics I**

### **4 Hours (3-4)**

This course will enable students to become familiar with classical mechanics, thermodynamics, and wave motion. This course is designed for students planning to study medicine, dentistry, veterinary medicine, optometry, biology, architecture, and the technical disciplines. A knowledge of algebra and elementary trigonometry is needed. Prerequisites: Grade of "C" or greater in MATH 1314.

## **PHYS 1402 - College Physics II**

### **4 Hours (3-4)**

This course will enable students to become proficient in optics, electricity, magnetism, and selected topics from modern physics. Prerequisites: Grade of "" or greater in PHYS 1401.

## **PHYS 1403 - Stars and Galaxies**

### **4 Hours (3-3)**

Study of stars, galaxies, and the universe outside our solar system. Non-majors. Prerequisites: TSI Complete in Reading and Math.

## **PHYS 1404 - Solar System**

### **4 Hours (3-3)**

Study of the sun and its solar system, including its origin. Non-majors. Prerequisites: TSI Complete in Reading and Math.

## **PHYS 1415 - Physical Science I**

### **4 Hours (3-3)**

This is a survey course in the physical sciences and scientific methods and is intended for non-science majors. The course introduces topics in physics, chemistry, geology, meteorology, and astronomy with an emphasis on physics topics. A lab is included, and basic mathematics is required. Prerequisites: TSI complete in Reading and Math.

## **PHYS 1417 - Physical Science II**

### **4 Hours (3-3)**

This is a continuation of PHYS 1415 with an emphasis on topics in chemistry, geology, meteorology, and astronomy. A lab is included, and basic mathematics is required. Prerequisites: TSI complete in Reading and Math.

## **PHYS 2425 - University Physics I**

### **4 Hours (3-3)**

This course will enable students of the physical sciences, engineering, and mathematics to become proficient in classical mechanics and thermodynamics. Corequisites: MATH 2413 Prerequisites/Corequisites: MATH 2413



## **PHYS 2426 - University Physics II**

### **4 Hours (3-3)**

This course will enable students to become proficient in classical electricity and magnetism, wave motion, and optics.

Prerequisites: A grade of “C” or better in PHYS 2425. Corequisites: MATH 2414

## **Psychology**

### **PSYC 2301 - Introduction to Psychology**

#### **3 Hours (3-0)**

“Introduction to Psychology” deals with the scientific study of the behavior of individuals and their mental processes. The focus is on the perceptions, thoughts, emotions, and social interactions of people in their everyday lives. Psychological theories of mental health, mental disorders, and therapy will be addressed. Prerequisite: Students must have satisfied the TSI readiness requirement in reading. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

### **PSYC 2302 - Applied Psychology**

#### **3 Hours (3-0)**

This course is the application of psychological principles and methods to the development of the cognitive and social skills of students in the collegiate setting. Does not count toward major in Psychology. Prerequisite: Students must have satisfied the TSI readiness requirement in reading.

### **PSYC 2306 - Human Sexuality**

#### **3 Hours (3-0)**

“Human Sexuality” provides a comprehensive introduction to the biological, psychological, behavioral, and cultural aspects of sexuality. Contemporary research addressing such issues as communication, love, relationships, sexual problems, therapies, pregnancy, and childbirth is discussed. Also SOCI 2306. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

**Students may receive credit for only two of PSYC 2308, PSYC 2311 and PSYC 2314.**

### **PSYC 2308 - Child Psychology**

#### **3 Hours (3-0)**

This course covers the first part of the human developmental process. It focuses on psychological, cognitive, social, and environmental factors that shape human behavior from prenatal development through adolescence. Prerequisite: Students must have satisfied the TSI readiness requirement in reading. Prerequisites: PSYC 2301 or permission of instructor. Students must have satisfied the TSI readiness requirement in reading.

## **PSYC 2311 - Adult Development**

### **3 Hours (3-0)**

This course covers the latter part of the human development process. It focuses on psychological, cognitive and environmental factors that shape human behavior from adolescence through the remainder of life. Prerequisites: PSYC 2301 or permission by instructor. Students must have satisfied the TSI readiness requirement in reading.

## **PSYC 2314 - Life-Span Growth and Development**

### **3 Hours (3-0)**

This course is a survey course dealing with the study of the relationships among physical, emotional, social and mental factors of human growth and development from birth throughout the entire life-span. Emphasis is on scientific research, fundamental issues, and major psychological theories used to explain development. Prerequisites: PSYC 2301 or permission of instructor.

## **PSYC 2315 - Psychology of Adjustment**

### **3 Hours (3-0)**

This course is the study of the processes involved in the adjustment of individuals to their personal and social environments. Students will learn about the theories and practices used in the counseling profession with various populations having adjustment problems. Prerequisites: PSYC 2301 or permission of instructor. Students must have satisfied the TSI readiness requirement in reading.

## **PSYC 2319 - Social Psychology**

### **3 Hours (3-0)**

“Social Psychology” is the study of how the thoughts, feelings, and behaviors of individuals are influenced by the actual, imagined, and implied presence of others. Also SOCI 2326. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **PSYT 1372 - Relationship Skills**

### **3 Hours (3-0)**

The student will be introduced to the study of twenty-first-century emotional and sexual intimacy factors within relationships, emphasizing relationship distress, dysfunction and divorce.

## **PSYT 2331 - Abnormal Psychology**

### **3 Hours (3-0)**

The study of the theories and processes involved in the dually diagnoses client and treatment of mental disorders. Specify abnormal behavior and its modification; discuss the multi-axial system of diagnosis from the universal diagnostic classification codes; and determine the correct diagnosis given a vignette.

## **PSYT 2345 - Principles of Behavior Modification and it's Management**

### **3 Hours (3-0)**

A study of behavior management and cognitive theories and techniques with emphasis on their applications. Summarize behavior management and cognitive theories; and discuss the applications of behavior management and cognitive techniques.

## **Respiratory Care**

### **RSPT 1141 - Respiratory Home Care/Rehabilitation**

#### **1 Hour (1-0-0)**

This course is designed to develop an understanding of respiratory home care/rehabilitation equipment, procedures, and patient care, with emphasis on the use of special technology and equipment in the treatment of patients in home care and alternate settings.

### **RSPT 1160 - Clinical III**

#### **1 Hour (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: RSPT 1360.

### **RSPT 1161 - Clinical IV**

#### **1 Hour (0-0-6)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: RSPT 1160.

### **RSPT 1213 - Basic Respiratory Care Pharmacology**

#### **2 Hours (2-0-0)**

In this course the student will study basic pharmacological principles/practices of respiratory care drugs. Emphasis will be on classification, routes of administration, dosages/ calculations, and physiological interaction.

### **RSPT 1260 - Clinical I**

#### **2 Hours (0-0-8)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: Admission to the program.

## **RSPT 1307 - Cardiopulmonary Anatomy and Physiology**

### **3 Hours (3-0-0)**

In this course the student will gain an increased understanding of the anatomy and physiology of the cardiovascular, renal, and pulmonary systems. This will include the terminology used in respiratory physiology.

## **RSPT 1360 - Clinical II**

### **3 Hours (0-0-16)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience. Prerequisites: RSPT 1260.

## **RSPT 1410 - Respiratory Care Procedures I**

### **4 Hours (2-6-0)**

This course provides students with the essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary diseases and their clinical application. The following areas are discussed in-depth; medical gas therapy, humidity and aerosol therapy, hyperinflation therapy, chest physiotherapy, pulse oximetry, arterial puncture, and interpretation. Patient assessment skills will also be addressed.

## **RSPT 1411 - Respiratory Care Procedures II**

### **4 Hours (3-3-0)**

This course provides students with essential knowledge of airway care and mechanical ventilation. Airway care includes indications, techniques, equipment, and hazards and complications. Mechanical ventilation includes indications, initiation, modes, clinical application, management, complications, and weaning. Prerequisites: RSPT 1410.

## **RSPT 1425 - Respiratory Care Sciences**

### **4 Hours (4-1-0)**

This course will provide a study of physics, math, chemistry and statistics as related to Respiratory Care.

## **RSPT 2130 - Respiratory Care Examination Preparation**

### **1 Hour (0-2-0)**

This course is a comprehensive review for selected respiratory care credentialing examinations. Test matrices and exam content areas for selected exams will be presented.

## **RSPT 2135 - Pediatric Advanced Life Support**

### **1 Hour (0-2-0)**

This is a comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the infant and child. Strategies for preventing cardiopulmonary arrest and identification of high risk infants and children will be presented.

## **RSPT 2139 - Advanced Cardiac Life Support**

### **1 Hour (1-0-0)**

This is a comprehensive course designed to develop the cognitive and psychomotor skills necessary for resuscitation of the adult. Strategies for managing and stabilizing the cardiopulmonary arrested patient will be included.

## **RSPT 2247 - Specialties in Respiratory Care**

### **2 Hours (2-0-0)**

This course provides an introduction to emerging and specialty practice in which the Respiratory Therapist may find application and/or employment. The depth of instruction will provide the indications, expected outcomes, hazards and methods for hyperbaric oxygen (HBO), extracorporeal membrane oxygenation (ECMO), nitric oxide (NO), sleep studies, nutritional assessment, metabolic monitoring, exercise/stress testing, and electroencephalograms.

## **RSPT 2255 - Critical Care Monitoring**

### **2 Hours (1-3-0)**

In this course the students will be introduced to advanced monitoring techniques used clinically to assess a patient in the critical care setting.

## **RSPT 2305 - Pulmonary Diagnostics**

### **3 Hours (2-2-0)**

In this course the student will study the theories and techniques involved in pulmonary function testing diagnostics with emphasis on blood gas theory and analysis, quality control, oximetry, and capnography.

## **RSPT 2310 - Cardiopulmonary Disease**

### **3 Hours (3-0-0)**

This course will provide a discussion of etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.

## **RSPT 2353 - Neonatal/Pediatric Cardiopulmonary Care**

### **3 Hours (3-0-0)**

In this course the student will study advanced concepts of acute care, monitoring, and management as applied to the neonatal and pediatric patient.

## **RSPT 2360 - Clinical V**

### **3 Hours (0-0-16)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience.

Prerequisites: RSPT 1161.

## **RSPT 2361 - Clinical VI**

### **3 Hours (0-0-16)**

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical education is an unpaid learning experience.

Prerequisites: RSPT 2360.

## **Sociology**

### **SOCI 1306 - Social Problems**

#### **3 Hours (3-0)**

In "Social Problems" sociological concepts are applied to current social issues such as family and community disorganization and crime and delinquency.

### **SOCI 2301 - Marriage and the Family**

#### **3 Hours (3-0)**

In this course sociological analysis is applied to human relationships pertaining to the varied aspects of courtship, mate selection and marital adjustment, and to the problem of adjustment in each stage of the life cycle.

### **SOCI 2306 - Human Sexuality**

#### **3 Hours (3-0)**

"Human Sexuality" includes units relating to the biological, psychological, social and cultural aspects of sexuality. Also PSYC 2306. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

### **SOCI 2319 - American Minorities**

#### **3 Hours (3-0)**

"American Minorities" is a sociological analysis of minority- majority group relations, past and present. It examines the causes and consequences of prejudice and discrimination and ways of combating them; it emphasizes the effects of social inequality of race and ethnicity. The sociological significance and historic contributions of the principal minority groups are presented.

### **SOCI 2320 - Minority Issues**

#### **3 Hours (3-0)**

"Minority Issues" examines current minority group issues and problems associated with the policies and programs of public and private agencies that impact the family, education, religion, politics and the economy.

## **SOCI 2326 - Social Psychology**

### **3 Hours (3-0)**

“Social Psychology” is the study of how thoughts, feelings, and behaviors of individuals are influenced by the actual, imagined, and implied presence of others. Also PSYC 2319. Prerequisites: Students must have satisfied the TSI readiness requirement in reading.

## **SOCI 2340 - Drugs and Society**

### **3 Hours (3-0)**

The study of the use and abuse of drugs in today’s society, emphasizing the sociological context in association with the physiological and psychological features. Examines the social and cultural factors that impact the addition process. Explores the effects of substance abuse on social institutions (Family, Education, Religion, Economics, Government, Health Care and Sports), as well as society’s responses in the areas of prevention and rehabilitation.

## **Speech**

### **SPCH 1144 - Speech Communication**

#### **1 Hour (0-3)**

A course designed to enable students to participate in speech communication activities and research.

### **SPCH 1145 - Speech Communication**

#### **1 Hour (0-3)**

A course designed to enable students to participate in speech communication activities and research.

### **SPCH 1311 - Introduction to Speech Communication**

#### **3 Hours (3-0)**

A course designed to enable students to practice speech communication in interpersonal, small group, and public communication situations and to apply the concepts of communication theory.

### **SPCH 1315 - Public Speaking**

#### **3 Hours (3-0)**

A course designed to enable students to research, compose, organize, and deliver speeches for various purposes and occasions with emphasis on listener analysis and informative and persuasive techniques.

## **SPCH 1318 - Interpersonal Communication**

### **3 Hours (3-0)**

A course designed to enable students to analyze and practice person-to-person communication with focus on the development, maintenance, and termination of relationships. Oral presentations and listening skills are emphasized and developed.

## **SPCH 1321 - Business and Professional Speaking**

### **3 Hours (3-0)**

A course designed to enable students to apply the skills of speech communication as they relate to business and professional situations. Practice in public presentations, organizational and small group settings, interviewing, and leadership techniques are emphasized.

## **SPCH 1342 - Voice and Diction**

### **3 Hours (3-0)**

A course designed to enable students to study the physiology and mechanics of effective voice production with practice in articulation, pronunciation, enunciation, and practical use of the International Phonetic Alphabet. Recommended for students studying English as a Second Language.

## **SPCH 2144 - Speech Communication**

### **1 Hour (0-3)**

A course designed to enable students to participate in speech communication activities and research.

## **SPCH 2145 - Speech Communication**

### **1 Hour (0-3)**

A course designed to enable students to participate in speech communication activities and research.

## **SPCH 2289 - Academic Cooperative**

### **2 Hours (2-2)**

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of speech communication.

## **SPCH 2301 - Introduction to Technology and Human Communication**

### **3 Hours (3-0)**

A survey of emerging interactive communication technologies and their influence on human communication, including interpersonal, group decision-making, and public and private communication contexts.



### **SPCH 2316 - Interviewing**

#### **3 Hours (3-0)**

A course designed to enable the student to apply communication concepts in selected interview settings with emphasis on dyadic communication, questioning techniques, interview structure, and persuasion.

### **SPCH 2333 - Discussion and Small Group Communication**

#### **3 Hours (3-0)**

A course designed to enable students to apply discussion and small group theories and techniques as they relate to group processes and interaction.

### **SPCH 2335 - Argumentation and Debate**

#### **3 Hours (3-0)**

A course designed to enable students to study the principles of argumentation and debate. Practice in briefing, evidence, and refutation.

### **SPCH 2341 - Oral Interpretation**

#### **3 Hours (3-0)**

A course designed to enable students to practice techniques of analyzing and interpreting literature through preparation and presentation of various literary forms.

### **SPCH 2389 - Academic Cooperative**

#### **3 Hours (3-3)**

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of speech communication.

## **Student Success MPower**

### **EDUC 1200 - Effective Learning**

**2 Hours (2-1)**

**(Cross-listed as PSYC 1200)**

The psychology of learning, motivation and the factors that impact learning are studied. Students will identify their own strengths and learning styles and improve learning potential in other courses. Theoretical models of strategic learning, cognition and motivation serve as the conception basis for the introduction of college-level student academic strategies. Students will use various assessments to help identify their own strengths and weaknesses as strategic learners. Students will also be expected to integrate and apply learning skills discussed in the course. Critical thinking will serve as the foundation for various thematic approaches using a variety of academic disciplines.

### **PREP 0170 - Basic College Study Skills**

**1 Hour (1-1)**

Designed to assist college students with the necessary skills needed for academic success and for success in life. This course will allow students to explore who they are, where they come from and present options for where they are headed. This course will concentrate on areas of success such as motivation, self-esteem, time management, critical thinking, active learning, study skills, decision making, relationship building and personal care. This course is designed to assist students in completing the developmental sequence. Students who are deficient in two or more areas of TSI (reading, writing and math) are required to take this course.

### **PSYC 1200 - Effective Learning**

**2 Hours (2-1)**

**(Cross-listed as EDUC 1200)**

The psychology of learning, motivation and the factors that impact learning are studied. Students will identify their own strengths and learning styles and improve learning potential in other courses. Theoretical models of strategic learning, cognition and motivation serve as the conception basis for the introduction of college-level student academic strategies. Students will use various assessments to help identify their own strengths and weaknesses as strategic learners. Students will also be expected to integrate and apply learning skills discussed in the course. Critical thinking will serve as the foundation for various thematic approaches using a variety of academic disciplines.

# **Welding Technology**

## **MCHN 1320 - Precision Tools and Measurement**

### **3 Hours (3-0)**

An introduction to the modern science of dimensional metrology. Emphasis on the identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools.

## **WLDG 1391 - Special Topics in Welding Technology**

### **3 Hours (3-0)**

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.

## **WLDG 1437 - Introduction to Metallurgy**

### **4 Hours (3-2)**

A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Safe use of Metallurgy and Chemical equipment.

## **WLDG 1521 - Introduction to Welding Fundamentals**

### **5 Hours (3-6)**

An introduction to the fundamentals of equipment used in oxy-acetylene welding (OFW-A) 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.

## **WLDG 1525 - Introduction to Oxy-Fuel Welding and Cutting**

### **5 Hour (3-6)**

An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding and cutting equipment and supplies. Corequisites: WLDG 1521.

## **WLDG 1530 - Introduction to Gas Metal Arc Welding (GMAW)**

### **5 Hours (3-6)**

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. and safe use of tools/equipment. Instruction in various joint designs. Corequisites: WLDG 1521.

### **WLDG 1534 - Introduction to Gas Tungsten Arc Welding (GTAW)**

#### **5 Hours (3-6)**

Principles of gas tungsten arc welding (GTAW), including set-up and GTAW equipment. Instruction in various positions and joint designs. Prerequisites: WLDG 1521.

### **WLDG 1553 - Intermediate Layout and Fabrication**

#### **5 Hours (3-6)**

An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications.

### **WLDG 1557 - Intermediate Shielded Metal Arc Welding (SMAW)**

#### **5 Hours (3-6)**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. Corequisites: WLDG 1521.

### **WLDG 2331 - Advanced Blueprint Interpretation and Cost Analysis**

#### **3 Hours (3-0)**

An advanced course on interpretation, and blueprint reading with emphasis placed on inspection, cost analysis, and estimating, including instruction in basic drafting skills.

### **WLDG 2380 - Cooperative Work Experience**

#### **3 Hours (1-0-20)**

The student will be exposed to the application of career-related activities encountered in the Welding area of specialization. The student is required to work a minimum of 20 hours per week in a paid job in a welding trades cooperative position under the supervision of the college and training sponsor.

### **WLDG 2381 - Cooperative Work Experience**

#### **3 Hours (1-0-20)**

The student will be exposed to the application of career-related activities encountered in the Welding area of specialization. The student is required to work a minimum of 20 hours per week in a paid job in a welding trades cooperative position under the supervision of the college and training sponsor.

### **WLDG 2506 - Intermediate Pipe Welding**

#### **5 Hours (3-6)**

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Welding will be done using various positions. Capstone course.

Prerequisites: WLDG 2543

## **WLDG 2535 - Advanced Layout and Fabrication**

### **5 Hours (3-6)**

An advanced course in layout and fabrication. Includes production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills.

Prerequisites: WLDG 1553 and WLDG 1557.

## **WLDG 2543 - Advanced Shielded Metal Arc Welding (SMAW)**

### **5 Hours (3-6)**

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded arc welding processes with open V-groove joints in all positions.

Prerequisites: WLDG 1557.

## **WLDG 2547 - Advanced Gas Metal Arc Welding (GMAW)**

### **5 Hours (3-6)**

Advanced topics in gas metal arc welding, including welding in various positions and directions.

Prerequisites: WLDG 1530.

## **WLDG 2551 - Advanced Gas Tungsten Arc Welding (GTAW)**

### **5 Hours (3-6)**

Advanced topics in GTAW welding, including welding in various positions and directions.

Prerequisites: WLDG 1534.

## **WLDG 2553 - Advanced Pipe Welding**

### **5 Hours (3-6)**

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Capstone course.

Prerequisites: WLDG 2543

# Glossary

The following is an alphabetized list of terms, either specific to Midland College, or used generally at colleges and universities.

**Academic advisor**—a Midland College staff member who is trained to assist students with course planning, degree selection, transfer information and career opportunities.

**Academic calendar**—the calendar of class days, holidays, and early dismissals during all sessions of an academic year which runs from fall through summer.

**Academic probation**—the situation that occurs if a student's grade point average (GPA) falls below a 2.0 or if a student fails to complete at least ½ of the courses attempted during the semester; a student on academic probation can enroll only through an academic advisor.

**Academic restriction**—the situation that occurs when a student fails to raise GPA after being on academic probation for a semester; a student on academic restriction may enroll only through an academic advisor and for two classes per semester.

**Adjunct faculty**—instructors who are employed part-time.

**ATC**—Advanced Technology Center, a Midland College facility at 3200 W. Cuthbert in Midland, which provides numerous technology classes, primarily for the concurrent student and workforce development programs.

**BlackBoard**—the program used at Midland College when taking online (web) courses. Some Midland College instructors also use this program for courses taught in the classroom.

**CTB**—Cogdell Technical Building, a Midland College facility located at 111 E. Florida in Midland, which provides diesel technology courses for both High School and College students.

**Campus Connect**—the Midland College online registration program. In addition to adding and dropping classes, Campus Connect is the place where a student can access final semester grades, unofficial transcript, unofficial degree plan, semester schedule, and account status.

**Capstone course**—a course designed to help students synthesize and consolidate the knowledge

gained in a course of study; usually the last course in a degree.

**Catalog**—the annual publication which lists Midland College information such as faculty, administrators, degree plans, courses, financial aid, types of credit by exam, entrance requirements, due process, expectations for student behavior, and so forth.

**Census date**—the official enrollment reporting date as defined by the state of Texas. In a fall or spring semester it is the 12th class day; in a summer semester it is the 4th class day; in a mini-semester it is the 2nd class day.

**Certificate**—a College document issued to a student who has completed a concentrated course of study in one area; certificates are awarded in vocational-technical programs such as Welding Technology.

**College readiness**—the status attained by a student in reading, writing, and mathematics either by passing one of the state-approved exams or by success in meeting Midland College's standards through developmental coursework and testing.

**Commencement**—a public ceremony for the purpose of conferring degrees, awarding honors, and recognizing student achievements.

**Cooperative education course**—a course in which students receive lecture instruction and practical experience at a worksite; may be referred to as an internship.

**Core requirements (core curriculum, "the basics")**—courses in the liberal arts, humanities, sciences, and political, social, and cultural history, that students must complete as part of coursework for a degree. Associate degrees require 15 semester credit hours of core curriculum; baccalaureate degrees require 42 semester credit hours of core curriculum. Some core requirements are specified; others are electives that may be selected from a list of available courses.

**Co-requisite**—a course that must be taken before or at the same time as another course, for example, a spreadsheet course that accompanies a computerized accounting course.

# Glossary

**Course Number**—a combination of a prefix that designates the subject area and a number that designates a particular course. The course number has four digits. The first number represents level: 1=freshman, 2=sophomore, 3=junior, 4=senior, 0=developmental. The second number is the number of semester credit hours awarded for completion of the course. The last two numbers are used to identify specific courses. Example: ENGL 1301 = English course, freshman level, three semester credit hours, first course in the English sequence.

**Credit by exam**—college course credit earned by taking a test rather than attending class. The CLEP test is a common method of granting credit by exam.

**Cross-listed courses**—courses which are offered by more than one department; though the department differs, cross-listed courses typically have the same course number.

**Degrees**—Associate of Arts (A.A.) and Associate of Science (A.S.) degrees are the first two years of a baccalaureate degree. Coursework includes the core curriculum and a field of study. Associate of Applied Science (A.A.S.) degrees are credentials leading to a career after two years of college. Coursework includes some core curriculum courses and vocational-technical courses. General Studies (A.A.G.S. and A.S.G.S.) degrees are awarded to students who have completed 62 hours of coursework, including some core curriculum, but who have not selected a major. Baccalaureate degrees include a Bachelor of Applied Technology (B.A.T.), Bachelor of Science (B.S.), Bachelor of Arts (B.A.), Bachelor of Applied Arts and Sciences (B.A.A.S.). The B.A.T. and B.A.A.S. degrees combine technical-vocational coursework with core curriculum. Midland College awards a B.A.T. degree.

**Degree audit**—a report of the student's progress on his chosen degree plan.

**Degree plan**—the courses required to complete a particular degree. These are listed in the catalog under each program of study. A student must have an official degree plan on file with the appropriate dean's office and the Registrar's Office in order to be eligible to graduate.

**Departmental exam (challenge exam)**—a form of credit by exam test given by a department at Midland College which might earn a student credit for a course. A departmental exam is used when a national standardized exam is not available.

**Developmental courses**—non-credit, non-transferable courses designed to help students attain college readiness in reading, writing, and mathematics or to help students improve language use, study or general college skills.

**Distance Learning**—classes in which a significant part of the instruction occurs with student and instructor separated in space and/or time.

**Division Dean**—the administrator of an academic division (a group of academic departments); at Midland College, there are six deans, one for each of the following divisions: Adult & Developmental Education, Applied Technology, Fine Arts & Communications, Health Sciences, Mathematics & Science and Social/Behavioral Sciences & Business.

**Drop**—the deletion of a class(es) from a student's course load prior to census date. There is no record of a dropped class on a student's transcript.

**Dual Credit**—courses taken for both high school and college credit.

**Elective**—a course chosen by the student to finish a degree; sometimes the elective must be chosen from an approved list of courses.

**Emergency notification**—email and/or phone text notification of campus and/or weather-related emergencies.

**Faculty advisor**—a member of the full-time faculty who acts as a student's academic advisor; often, the faculty member is an instructor in the student's field of study.

**Field of study**—a group of freshman and sophomore classes that are the basis of a major in a baccalaureate degree.

**Full-time student**—a student who is taking 12 or more semester credit hours in any fall or spring semester.

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# Glossary

**GPA**—grade point average, which is calculated by multiplying the number of semester credit hours in a course by points awarded for the grade in the course. (4 points for an A, 3 for a B, 2 for a C, and 1 for a D.) The points for all courses are added together and divided by the total number of semester credit hours. A GPA is computed by semester; cumulative GPA encompasses the student's entire body of work at one institution.

**Hold**—a flag placed on the student's college records due to an obligation not met. A hold will prevent the student from registering. For example, holds may be placed for parking fines, borrowed equipment, or failure to provide transcripts.

**Intent to graduate**—A form that must be on file in the Registrar's Office in order to graduate. This form is available in the Registrar's Office or online at [www.midland.edu](http://www.midland.edu) at "Fast Links".

**LRC**—Fasken Learning Resource Center houses library services, various student labs, interactive classrooms, and staff offices.

**MCNet course**—a class taught by videoconferencing (distance learning) which connects local Midland College students and students located on other campuses.

**Non-Course Based Remediation (NCBR)**—a developmental program to provide alternative instructional methods for students. NCBR may include computer-aided instruction, individualized tutoring or additional background development for a specific discipline area. Midland College offers NCBR as THEA Prep and Boot Camp.

**Prerequisite**—a course which must be completed successfully (with a passing grade) before a student can take the next course in the sequence (ex: ENGL 1301 is the prerequisite for ENGL 1302).

**Reinstatement**—the procedure by which a student is reenrolled into his/her original class schedule after being dropped. In order to be reinstated, the student must obtain written faculty approval and must pay all tuition & fees including a \$65 reinstatement/late fee. Reinstatement can only be done within 7 days of the census date.

**Schedule**—the publication which lists courses and sections available, times and locations and instructors, and the semester calendar. A schedule is published for each long semester and the interim/summer semesters.

**Section**—identifies a class at a particular date and time. In Midland College's course numbering system, the section number follows the course number. A course number may have many sections being taught at different times.

**Semester hour**—unit that measures the amount of credit awarded for a class and is a combination of time spent in lecture and time spent in a lab; for example, 3 semester hour normally means 3 hours of lecture in class per week, for the duration of the semester.

**Syllabus**—a written course guide which contains information about grading policies, texts needed, contact information, and course due dates.

**Technical-vocational courses**—courses having an emphasis on industry-related skills and careers. Vocational-technical courses have limited transferability to a baccalaureate degree.

**Transcript**—the record of courses attempted, grades earned, transfer credit awarded, TSI (THEA) status and GPA. A transcript is official only if dated, signed by the Registrar and embossed with the Midland College seal.

**Transcript evaluation**—the determination of transferability credit earned from another college/university or military training can be applied to a Midland College program of study. Transfer credit for courses taken elsewhere is awarded after a transcript evaluation.

**Transfer courses (academic courses)**—courses that emphasize general education or a field of study; these courses can usually be transferred to another educational institution but may not be accepted within a particular degree plan. The receiving institution determines whether a course will transfer.

**Withdrawal**—a reduction in a student's course load after census date. A withdrawal appears on the transcript as a grade of "W" but is not computed into the GPA. Students may not withdraw after 75% of the class has been completed.

**Work Study**—federally funded financial aid program in which qualifying students work a maximum of 15 hours per week on campus.