WORKFORCE & CONTINUING EDUCATION

WF/CE Spring & Summer Registration for certain healthcare programs begins December 13, 10:00 a.m., Academic Building Foyer

WF/CE Registration for other programs begins December 2

817-598-8870 | www.wc.edu/ce
The mission of the Workforce & Continuing Education Division of Weatherford College is to provide quality education and training for individuals, assist business and industry in upgrading their workforce, and maintain an instructional environment that fosters continued growth and professional development.

REGISTRATION INFORMATION

• Fall registration for certain Healthcare Programs* begins December 13 at 10:00 a.m., Academic Building Foyer. Register in person beginning at 10:00 a.m.  
*CNA, Dental Assistant, Medical Assistant, and Phlebotomy

• Register beginning December 2 for other courses. Payment must be made at time of registration. We accept cash, checks, money orders, American Express, Discover, MasterCard, VISA, and debit cards.

• Register by mail for courses without requirements and prerequisites.  
  Mail registration form with check or money order. Do not mail cash.  
  Mail to Weatherford College, Workforce & Continuing Education,  
  225 College Park Drive, Weatherford, TX  76086

• ALL program requirements and prerequisites must be completed and approved prior to registration.

• All courses require a minimum number of students, and some courses have a maximum number of students.

• For questions, call 817-598-8870.

CONTACT INFORMATION

WEATHERFORD COLLEGE MAIN CAMPUS (MAIN)  
Workforce & Continuing Education Office  
225 College Park Drive / Weatherford, TX  76086 / 817-598-8870 / FAX 817-598-6381

EDUCATION CENTER AT GRANBURY (ECCB)  
210 North Jones Street / Granbury, TX  76048 / 817-579-9188

EDUCATION CENTER AT MINERAL WELLS (ECMW)  
704 Hood Road / Wolters Industrial Park / Mineral Wells, TX  76067 / 800-300-2591

OFFICE HOURS

Fall and Spring: 8 a.m. - 5 p.m., Monday-Thursday; 8 a.m. - 4 p.m., Friday.  
Summer: 8 a.m. - 5:30 p.m., Monday-Thursday. Closed Friday.

2014 SPRING & SUMMER HOLIDAYS

  • Martin Luther King Day  • January 20  
  • Spring Break  • March 9-16  
  • Good Friday  • April 18  
  • Memorial Day  • May 26

DAY ABBREVIATIONS

M ..........Monday  T .............Tuesday  W ..........Wednesday  R ..........Thursday  
F ..........Friday  S ..........Saturday  N ..........Sunday
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NEED FINANCIAL ASSISTANCE?
SEE IF YOU QUALIFY FOR THESE SOURCES!

SENIOR CITIZENS –
Persons the age of 65 or older will receive a discounted price for certain classes. The discounted price does not apply to all courses. Contact our office at 817-598-8870 to determine eligible classes. A copy of your driver’s license MUST accompany the registration form.

TEXAS PUBLIC EDUCATION GRANT (TPEG) –
This funding is available based on an applicant’s eligibility and documentation of financial need. Occupationally related courses are eligible for TPEG funding until funds are depleted. Call 817-598-8870 for more information or go to www.fafsa.ed.gov (school code 003664) to complete application.

WIA/WORKFORCE PROGRAM –
Some certificate programs are certified through the Workforce Investment Act (WIA) at the North Central Texas Workforce. Please contact the North Central Texas Workforce office at 817-594-0049 to determine if you qualify for paid job training.

Weatherford College Certificate Programs approved at this time:
• Electrician Technician Certificate
• Electronic Health Records Specialist
• Heating, Ventilation & Air Conditioning (HVAC) Certificate
• Truck Driving Certificate
• Welding Technology Certificate

Program approval is subject to change without notice.
STATE OF TEXAS IMMUNIZATION POLICY
FOR ALL HEALTHCARE CLINICAL/PRACTICUM/EXTERNSHIP PROGRAMS

To protect your health and the health of patients, the State of Texas has implemented a system of required immunizations for all healthcare students in direct patient contact. The following immunizations must be complete and approved prior to registration in any healthcare clinical/practicum/externship program. Students will be immediately withdrawn with no refund issued if found to have falsified information or if immunizations are not complete.

- **HEPATITIS B (SERIES OF 3 SHOTS)** – entire series or positive titer* must be completed prior to registration (Pharmacy Technician candidate must complete prior to externship.)

- **MEASLES, MUMPS, RUBELLA (MMR)** – born before 1957 – one dose or positive titer* is required, born in or after 1957 – two doses one month apart or positive titer* required.  
  – OR INDIVIDUALLY –  
  - MEASLES – born in or after 1957 – two doses one month apart administered since January 1, 1968 or positive titer* is required  
  - MUMPS – born in or after 1957 – one dose or positive titer* is required  
  - RUBELLA – one dose or positive titer* is required

- **TETANUS/DIPHTHERIA/PERTUSSIS (Tdap)** – one dose within the past 10 years is required. (Pertussis is required, Td will not be accepted).

- **TUBERCULIN SKIN TEST (TB)** – negative reading within 12 months of course completion date or chest x-ray is required.

- **VARICELLA (CHICKEN POX)** – two doses unless first dose is prior to age 13, report of a positive titer*, or documented date of illness is required.

- **INFLUENZA VACCINE** - Annual flu shot, current within one year. (Phlebotomy only)

* A titer refers to the amount of antibodies found in a patient’s blood. Antibody titers can indicate immunities to diseases.

Immunization fees are the responsibility of the student. Student must submit acceptable documentation that shows proof of current immunizations and/or titers.
ADDITIONAL REQUIREMENTS  
FOR SOME HEALTHCARE CAREER CLASSES

Certain classes may have additional requirements. See course information for specific requirements.

• High School Diploma, GED or college transcript (except CNA)

• Valid Driver’s License (DL) or photo ID and signed Social Security (SS) card

• Urine Drug Screen – Must be 9 or 10 panel with itemized negative results from a lab completed NO MORE THAN 30 DAYS PRIOR to clinical/practicum (Instant results and 5-panel not accepted). Drug screen fees are the responsibility of the student.

• Current certification in CPR for Healthcare Providers (2 year certification) prior to clinical (Provided in some programs.)

• Satisfactory Criminal Background Check (WC is responsible for processing.)
  • A criminal background check will be conducted on each applicant prior to registration. Results of this report may prevent a student from being approved to register for a program or from attending clinical/practicum/externship in some areas and from obtaining licensure through the Texas Department of State Health Services. The following histories will disqualify an individual from consideration in some healthcare programs and clinical rotations:
    • Felony convictions
    • Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
    • Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
    • Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
    • Registered sex offenders
    • Other charges will be reviewed and considered based on specific program requirements and restrictions

• Students are encouraged to acquire current personal health insurance. Phlebotomy students are required to acquire current personal health insurance during the clinical experience. It is the responsibility of the student to obtain and purchase health insurance. Weatherford College will not be responsible for any injuries sustained by the student during classroom, laboratory, clinical, or extern site. A possible source of student insurance is www.ejsmith.com.
ALCOHOL AWARENESS

ADULT ALCOHOL COUNSELING CLASS

Six-hour adult alcohol counseling class which meets the occupation license alcohol counseling requirement for individuals whose license has been suspended under Chapter 524 or 724 of the Transportation Code. Topics to include: physiological effects of alcohol, drinking patterns, signs of alcoholism, and resource/strategies for reduced alcohol consumption. Maximum enrollment - 17 students. Students MUST attend all sessions of scheduled class. 2 classes/6 clock hrs

Texas Alcohol Education Program for Minors

Required six-hour alcohol education class for individuals that have been ticketed for under-age alcohol violations. Time includes a 30 minute registration and exit interview. This class is certified by the Texas Department of State Health Services and satisfies the State of Texas criteria for minors who are court mandated to complete such a class. M=Monday; T=Tuesday; W=Wednesday; R=Thursday; F=Friday; S=Saturday; N=Sunday. Maximum enrollment - 17 students. A parent/guardian consent form must be signed for students under 18 years of age. Students MUST attend all sessions of scheduled class. 2 classes/7 clock hrs

BUSINESS \& PROFESSIONAL

PROFESSIONALISM IN THE WORKPLACE CERTIFICATE

This 16-hour certificate covers the following topics which will teach and motivate attendees to improve personal effectiveness and create habits of success:

- Attitude and how it impacts your company, customers and colleagues
- Appropriate dress and professional behavior/business etiquette
- Key elements of good communication
- Working effectively as a team
- Personal accountability
- Customer service
- Ethics
- Workplace civility
- Time management
- Problem solving techniques to complete tasks
- Effective work habits

These classes are scheduled as part of the Computer Skills for Business Certificate, call office for availability. Dates subject to change. Customized trainings can be scheduled for groups of 6 or more.

Certified Nurse Aide (CNA)

CNA PROGRAM REQUIREMENTS:

To be considered for admission, it is the responsibility of the applicant to ensure that all program requirements are completed. Approximately a three-
month program. Cost is $750 plus black scrubs and patch. Program includes textbook, workbook, certification exam, CPR course, and student liability insurance. Online registration is not available for this program. Maximum enrollment – 10 students.

NOTE: Students will not be allowed to participate in the certification exam if pregnant.

REQUIRED PRIOR TO REGISTRATION:
• Read, write, speak and understand English
• Satisfactory Criminal Background Check (WC is responsible for processing.)
• Valid Driver’s License (DL) or photo I.D. and signed Social Security (SS) card
• ALL state required immunizations (see Page 4)
• Immunization fees are the responsibility of the student.

REQUIRED PRIOR TO CLINICAL:
• Urine Drug Screen – Must be 9 or 10 panel with itemized negative results from a lab completed NO MORE THAN 30 DAYS PRIOR to clinical (Instant results and 5-panel not accepted).
• Drug screen fees are the responsibility of the student.
• Current certification in CPR for Healthcare Providers (2 year certification) required and provided before clinical.

EDUCATION
Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency. Prerequisite: Students must hold a current Texas Certified Nurse Aide license. 8 contact hrs

CHILD DEVELOPMENT ASSOCIATE (CDA)

This convenient, affordable program will allow you to earn the 120 hours of formal childcare education required by the Council of Professional Recognition for the Child Development Associate (CDA) certification while working at your own pace in a flexible, self-directed online learning environment. This program is designed especially for working adult students, available 24 hours a day, seven days a week, and you can start the program at any time of the year. Do not let a busy schedule keep you from your career in childcare! These courses are not eligible for TPEG funding.

CHILD DEVELOPMENT ASSOCIATE TRAINING
This program offers comprehensive coverage of all the topics you need to master the education component of the certification. In a series of courses, you’ll learn about children’s physical, intellectual, social, and emotional development. You’ll gain insights into how to foster positive relationships with families, and how to record children’s progress and behavior. You’ll also develop an understanding of how to create a safe and healthy environment for children and childcare workers. Upon completion of the program, you will have met the 120 hours of professional development required by The Council of Professional Recognition in order to obtain the national CDA credential. You will have up to six (6) months to complete the courses in this program. If you need more time, you can purchase an extension for one (1) month for $150.

ONLINE COMPUTER CLASSES
ONLINE COURSE at http://careertraining.ed2go.com/wc/
120 HOURS $850

CERTIFIED NURSE AIDE (CNA)
Preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities and patients in hospitals. Topics include resident’s rights, communication, safety, observation, reporting and assisting residents/patients in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team. CPR for Healthcare Providers required and provided before clinical. Students under the age of 18 must have signed parental consent. Patch and black scrubs required. 108 contact hrs

WEATHERFORD CAMPUS
NURA1001.W17 3/17-4/30 MTWR 8:30AM-12:30PM LART 119 $750
NURA1001.W18 9/17-10/23 S 8:00AM-5:00PM LART 119 $750

EDUCATION CENTER AT GRANBURY
NURA1001.G16 1/07-4/12 S 8:00AM-5:00PM ECGB 204 $750

CERTIFIED NURSE AIDE IN-SERVICE

TEXAS VITAL RECORDS

• Immunization fees are the responsibility of the student.
• Drug screen fees are the responsibility of the student.
• Current certification in CPR for Healthcare Providers (2 year certification) required and provided before clinical.

TEXAS VITAL RECORDS

• Read, write, speak and understand English
• Satisfactory Criminal Background Check (WC is responsible for processing.)
• Valid Driver’s License (DL) or photo I.D. and signed Social Security (SS) card
• ALL state required immunizations (see Page 4)
• Immunization fees are the responsibility of the student.

TEXAS VITAL RECORDS

• Urine Drug Screen – Must be 9 or 10 panel with itemized negative results from a lab completed NO MORE THAN 30 DAYS PRIOR to clinical (Instant results and 5-panel not accepted).
• Drug screen fees are the responsibility of the student.
• Current certification in CPR for Healthcare Providers (2 year certification) required and provided before clinical.

ONLINE COMPUTER CLASSES
ONLINE COURSE at http://careertraining.ed2go.com/wc/
120 HOURS $850

GRANBURY (ECGB): 817-579-9188 | MINERAL WELLS (ECMW): 800-300-2591
CHILD DEVELOPMENT ASSOCIATE TRAINING RENEWAL
Keep your Child Development Associate (CDA) certification up-to-date! If you have obtained CDA certification to work in childcare, you must renew your CDA Credential three years after the award date and every five years thereafter. Through the Child Development Associate Training Renewal program, you can fulfill this requirement, easily and affordably, as you work at your own pace in a flexible, self-directed online learning environment. The courses included in the program provide 45 hours or 4.5 Continuing Education Units (CEUs) required by the CDA Council of renewing Child Development Associates. The renewal courses were selected from the eight CDA competency areas to provide a breadth of knowledge for renewing Child Development Associates, and support renewal requirements for Associates original settings, age-level endorsement, and specializations.

ONLINE COMPUTER CLASSES
ONLINE COURSE at http://careertraining.ed2go.com/wc/ 45 HOURS $499

CHILDCARE CEUs
CHILDCARE PROVIDER CONTINUING EDUCATION
Intensive training in an identified area(s) to meet continuing education requirements associated with professional licensure or certification. 7 contact hrs
PLEASE CALL 817-598-6446 FOR DATES AND TIMES.

COMPUTER-AIDED DRAFTING & DESIGN
COMPUTER-AIDED DRAFTING CERTIFICATE
The Computer Aided Drafting Certificate classes are held in our new CAD lab on the Mineral Wells campus. Students will be trained in drafting fundamentals, techniques, and execution of software. Participants must successfully complete 256 hours of coursework. Cost is $1,920 plus textbooks. No prior drafting experience is needed to begin this program; however students must have basic computer skills. Courses may be taken individually. Maximum enrollment - 14 students.

DFTG 1009 Basic Computer-Aided Drafting 64 hrs
DFTG 1017 Architectural Drafting 64 hrs
DFTG 1033 Mechanical Drafting 64 hrs
DFTG 2040 3D Solid Modeling/Design 64 hrs

BASIC COMPUTER-AIDED DRAFTING
This is an introduction to drafting course using AutoCAD software; no experience with CAD is required. Students will gain an understanding of 2D drafting fundamentals and execution of AutoCAD software, plotters, printer and computers. Emphasis is placed on setup creating and modifying geometry, storing and retrieving pre-defined shapes; placing, rotating and scaling objects, adding text and dimensions, using layers, coordinate systems and plot/print to scale. Textbook required. 64 contact hrs

EDUCATION CENTER AT MINERAL WELLS
DFTG1009.M16 1/10-3/08  F & S 6:00PM-9:00PM ECMW 107 $480+BK
S 8:00AM-1:00PM ECMW 107

ARCHITECTURAL DRAFTING-RESIDENTIAL
This course is an introductory architectural drafting class using Revit software, no experience with CAD is required. Students will develop a complete set of house plans using Revit. This course covers architectural drafting procedures, practices, and symbols; preparation of detailed working drawings for residential structures; and emphasis on light frame construction methods. Textbook required. 64 contact hrs

EDUCATION CENTER AT MINERAL WELLS
DFTG1017.M17 3/21-5/17  F & S 6:00PM-9:00PM ECMW 107 $480+BK
S 8:00AM-1:00PM ECMW 107

INTRODUCTION TO MECHANICAL DRAFTING
Introduction to mechanical drafting using Inventor software, no experience with CAD required. Students will gain an understanding of 3D drafting fundamentals and execution of Inventor software. Study of mechanical drawings using dimensioning tolerances, sectioning techniques, orthographic projection and pictorial drawings. Textbook required. 64 contact hrs

EDUCATION CENTER AT MINERAL WELLS
DFTG1033.M16 2/04-4/24  T R 6:00PM-9:15PM ECMW 107 $480+BK
3D SOLID MODELING/DESIGN
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. This is an advanced course, completion of DFTG1033 or equivalent suggested. Inventor software. Familiarity with parametric drafting techniques required. Textbook required. 64 contact hrs

MICROSOFT EXCEL®
Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, printing, charting and transmitting data; work with large worksheets and manage large worksheets. Prerequisite: Windows®, basic computer and keyboarding skills. Textbook included. 24 contact hrs

MICROSOFT POWERPOINT®
Introduction to computerized presentation graphics that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software. Students will design, create and deliver a presentation adding graphics animation and sound. Prerequisite: Windows® experience and basic computer skills. Textbook included. 24 contact hrs

THE WORLD OF COMPUTERS
Introduction to the basic computer skills and systems needed to work in today's business environment. Understand how to use your computer effectively. This course will identify the components of a typical computer system. Explore Windows® basics and word processing basics, browse the web, learn to send and receive email and attachments, work with files and documents, and preview computer applications software (word processing, spreadsheets, database). Prerequisite: Basic keyboarding skills. Textbook included. 24 contact hrs

MICROSOFT WORD®
Introduction to word processing terminology, editing functions, formatting, and special text options. The student will define a word processing system; create basic business documents; save a document as an electronic file; close and exit a word processing system; perform basic formatting; illustrate documents with graphics; work with themes and building blocks and merge word documents. Prerequisite: Windows® experience, basic computer and keyboarding skills. Textbook included. 24 contact hrs

INTRODUCTION TO QUICKBOOKS®
An introduction to the accounting cycle in a computerized environment. Identifying procedures to complete a computerized accounting cycle; creating a company, working with vendors, working with customers, and banking procedures. This course is designed to be taken consecutively with Intermediate Quickbooks® (ACNT 1054 see below). Prerequisite: Windows® & basic computer skills. Textbook included. 16 contact hrs

INTERMEDIATE QUICKBOOKS®
Continuation of accounting study in a computerized environment. Dealing with physical inventory, payroll, balance sheets, and budgets. Prerequisite: Windows® & basic computer skills and Introduction to Quickbooks (ACNT 1010). Textbook included. 16 contact hrs

CHANGE HAPPENS! Call before you drive to confirm the start time and location of your class.
817-598-8870
Do you need computer skills to get a job? Learn the basics and develop your skills. Participants must successfully complete 136 hours of coursework. Cost is $1046, textbooks included. Maximum enrollment – 12 students.

POFI 1004 Computer Fundamentals 48 hrs
POFI 1024 Intro to Microsoft Word® 24 hrs
ITSW 1022 Intro to Microsoft Excel® 24 hrs
ITSW 1037 Intro to Microsoft PowerPoint® 24 hrs
BUSG 1012 Professionalism in the Workplace 16 hrs

These classes are designed to be taken consecutively and are scheduled as part of the Computer Skills for Business series. Students must register for the complete series. See COMPUTER COURSES section for individual computer classes.

INTRODUCTION TO MICROSOFT WORD®
Introduction to word processing terminology, editing functions, formatting, and special text options. The student will define a word processing system; create basic business documents; save a document as an electronic file; close and exit a word processing system; and perform basic formatting. Prerequisite: Windows® experience, basic computer and keyboarding skills. Textbook included.
24 contact hrs

PROFESSIONALISM IN THE WORKPLACE
This certificate covers the following topics which will teach and motivate attendees to improve personal effectiveness & create habits of success; attitude & how it impacts your company, customers and colleagues; appropriate dress and professional behavior/business etiquette; key elements of good communication; working effectively as a team; personal accountability; customer service; ethics; workplace civility; time management; problem solving techniques to complete tasks; and effective work habits. Text included. 16 contact hrs

INTRODUCTION TO MICROSOFT EXCEL®
Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing. Prerequisite: Windows®, basic computer and keyboarding skills. Textbook included.
24 contact hrs

INTRODUCTION TO MICROSOFT POWERPOINT®
Introduction to computerized presentation graphics that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software. Prerequisite: Windows® experience and basic computer skills. Textbook included.
24 contact hrs

PROFESSIONALISM IN THE WORKPLACE
This certificate covers the following topics which will teach and motivate attendees to improve personal effectiveness & create habits of success; attitude & how it impacts your company, customers and colleagues; appropriate dress and professional behavior/business etiquette; key elements of good communication; working effectively as a team; personal accountability; customer service; ethics; workplace civility; time management; problem solving techniques to complete tasks; and effective work habits. Text included. 16 contact hrs

COMPUTER SKILLS FOR BUSINESS CERTIFICATE
Do you need computer skills to get a job? Learn the basics and develop your skills. Participants must successfully complete 136 hours of coursework. Cost is $1046, textbooks included. Maximum enrollment – 12 students.

POFI 1004 Computer Fundamentals 48 hrs
POFI 1024 Intro to Microsoft Word® 24 hrs
ITSW 1022 Intro to Microsoft Excel® 24 hrs
ITSW 1037 Intro to Microsoft PowerPoint® 24 hrs
BUSG 1012 Professionalism in the Workplace 16 hrs

These classes are designed to be taken consecutively and are scheduled as part of the Computer Skills for Business series. Students must register for the complete series. See COMPUTER COURSES section for individual computer classes.

COMPUTER FUNDAMENTALS
This course is designed for the beginning computer user who wants to learn basic computer skills for today's workplace. An introduction to computer applications specific to business. Emphasizes the concurrent development of office skills and computer knowledge. This course will introduce you to business related software applications (word processing, spreadsheets, database). Learn components of a typical computer system; learn how computers are used in today's business environment; build keyboarding skills, create, format, edit and enhance a document, manage files and folders. Textbook included. 48 contact hrs

WEATHERFORD CAMPUS
POFI1004.W17 | 3/24-4/10 MTWR 2:00PM-6:00PM TECH 213 $325
POFI1004.W18 | 8/30-7/17 MTWR 8:30AM-12:30PM TECH 213 $325

INTRODUCTION TO MICROSOFT WORD®
Introduction to word processing terminology, editing functions, formatting, and special text options. The student will define a word processing system; create basic business documents; save a document as an electronic file; close and exit a word processing system; and perform basic formatting. Prerequisite: Windows® experience, basic computer and keyboarding skills. Textbook included. 24 contact hrs

WEATHERFORD CAMPUS
POFI1024.W17 | 4/15-5/23 MTWR 2:00PM-6:00PM TECH 213 $175
POFI1024.W18 | 7/22-7/30 MTWR 8:30AM-12:30PM TECH 213 $175

COMPUTER SKILLS FOR BUSINESS
Do you need computer skills to get a job? Learn the basics and develop your skills. Participants must successfully complete 136 hours of coursework. Cost is $1046, textbooks included. Maximum enrollment – 12 students.

POFI 1004 Computer Fundamentals 48 hrs
POFI 1024 Intro to Microsoft Word® 24 hrs
ITSW 1022 Intro to Microsoft Excel® 24 hrs
ITSW 1037 Intro to Microsoft PowerPoint® 24 hrs
BUSG 1012 Professionalism in the Workplace 16 hrs

These classes are designed to be taken consecutively and are scheduled as part of the Computer Skills for Business series. Students must register for the complete series. See COMPUTER COURSES section for individual computer classes.

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WEATHERFORD CAMPUS
POFI1004.W17 | 3/24-4/10 MTWR 2:00PM-6:00PM TECH 213 $325
POFI1004.W18 | 8/30-7/17 MTWR 8:30AM-12:30PM TECH 213 $325

INTRODUCTION TO MICROSOFT WORD®
Introduction to word processing terminology, editing functions, formatting, and special text options. The student will define a word processing system; create basic business documents; save a document as an electronic file; close and exit a word processing system; and perform basic formatting. Prerequisite: Windows® experience, basic computer and keyboarding skills. Textbook included. 24 contact hrs

WEATHERFORD CAMPUS
ITSW1022.W27 | 4/24-5/06 MTWR 2:00PM-6:00PM TECH 213 $175
ITSW1022.W18 | 7/31-8/12 MTWR 8:30AM-12:30PM TECH 213 $175

INTRODUCTION TO MICROSOFT EXCEL®
Instruction in terminology, program parameters, display characteristics, formatting features, mathematical functions, and printing. Prerequisite: Windows®, basic computer and keyboarding skills. Textbook included.
24 contact hrs

INTRODUCTION TO MICROSOFT POWERPOINT®
Introduction to computerized presentation graphics that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software. Prerequisite: Windows® experience and basic computer skills. Textbook included.
24 contact hrs

PROFESSIONALISM IN THE WORKPLACE
This certificate covers the following topics which will teach and motivate attendees to improve personal effectiveness & create habits of success; attitude & how it impacts your company, customers and colleagues; appropriate dress and professional behavior/business etiquette; key elements of good communication; working effectively as a team; personal accountability; customer service; ethics; workplace civility; time management; problem solving techniques to complete tasks; and effective work habits. Text included. 16 contact hrs

WEATHERFORD CAMPUS
BUSG1012.W17 | 4/14-4/28,5/12,5/19 2:00PM-6:00PM TECH 213 $196
BUSG1012.W18 | 7/21,8/4,8/11,8/25 8:30AM-12:30PM TECH 213 $196

COMPUTER TRAINING - ONLINE
Ed2Go CAREER TRAINING
Register now for our online computer skills certificate programs provided by Ed2Go Career Training, a leader in online certification programs. These programs are Microsoft Approved Courseware and can help you prepare to earn Microsoft Office Specialist® (MOS) certification. MOS certification is the globally recognized standard for validating expertise with the Microsoft Office 2010 Suite. Although each course is self-study, each online course has an instructor assigned to answer student questions and help
solve problems. Each program has specific learning outcomes related to industry standards. Register at http://careertraining.ed2go.com/wc. These courses are not eligible for TPEG funding.

MICROSOFT WORD® 2010 CERTIFICATION TRAINING
Master Microsoft Word 2010 and gain an edge in today’s competitive job market. In this program, you’ll prepare for certification as you develop your expertise with this in-demand word processing program. You’ll discover how to create and format documents, how to use tables, how to complete a mail merge, and more. 95 hrs - $595

MICROSOFT EXCEL® 2010 CERTIFICATION TRAINING
With this comprehensive, performance-based certification preparation program, you can build and validate your business computer skills using Microsoft Excel 2010 software. You’ll cover basic through advanced topics, including formatting fonts, applying number formats, linking worksheets, creating a PivotTable, and more. Upon completion, you’ll be prepared to earn your certification and gain an important edge in today’s competitive job market. 95 hrs - $595

MICROSOFT POWERPOINT® 2010 CERTIFICATION TRAINING
Learn basic to advanced skills in Microsoft PowerPoint 2010 while you prepare for certification. You’ll discover how to create and format presentations, how to apply Transitions and Animations, how to set up presentations, and more! 65 hrs - $595

MICROSOFT ACCESS® 2010 CERTIFICATION TRAINING
Participate in the Microsoft Access 2010 course to improve your level of knowledge with Microsoft Access functions, while you prepare to take the Microsoft Certification Exam. You will work hands-on with the commands, as you complete sample projects to reinforce your learning. This course does not rely on abstract learning but on the program in context. 120 hrs - $595

MS OFFICE® 2010 MASTER CERTIFICATION TRAINING
Learn basic to advanced skills in Microsoft Word, Excel, PowerPoint, and Outlook 2010 while you prepare for Microsoft Office Specialist (MOS) certification. You’ll discover how to create and format documents, how to use tables, how to complete a mail merge, and more! Certification can help you differentiate yourself in today’s competitive job market, broaden your employment opportunities, garner greater earning potential, and advance in your current job. 300 hrs - $1,795

Many more online certification training programs available at http://careertraining.ed2go.com/wc.

CPR
CPR FOR HEALTHCARE PROVIDERS
Professional instruction designed to meet American Heart Association criteria for healthcare professions. Certification is valid for two (2) years. No book required. Cost of class is $42, includes CPR card. Maximum enrollment - 8 students. 4 clock hrs

WEATHERFORD CAMPUS
CE 414 W26 1/11 S 9:00AM-1:00PM TECH 214 $42
CE 414 W39 2/01 S 9:00AM-1:00PM TECH 214 $42
CE 414 W17 3/26 S 9:00AM-1:00PM TECH 214 $42
CE 414 W27 4/26 S 9:00AM-1:00PM TECH 214 $42
CE 414 W31 5/10 S 9:00AM-1:00PM TECH 214 $42
CE 414 W19 7/07 M 5:00PM-9:00PM TECH 214 $42
CE 414 W28 7/28 M 5:00PM-9:00PM TECH 214 $42
CE 414 W38 8/05 T 5:00PM-9:00PM TECH 214 $42
CE 414 W15 8/30 S 5:00PM-9:00PM TECH 214 $42

Additional week night classes also available each month.
Call 817-598-8870 for dates and times.

CPR TRAINING AT WC!
Professional instruction designed to meet American Heart Association criteria.
Call for dates and times of classes--$42. Call 817-598-8870.
DEFENSIVE DRIVING

Six-hour course approved by the USA Training Company and the Texas Education Agency. A certificate is awarded by mail upon successful completion of this program that may entitle you to insurance premium discounts. State required. 1-2 classes. 6 clock hrs

DENTAL ASSISTANT

Completion of this program prepares the student for entry-level practice as a chairside dental assistant in a dental practice. Participants must successfully complete 344 hours of course work.

TOPICS INCLUDE, BUT ARE NOT LIMITED TO:

- Dental Science
- Emergency Management
- Dental Office Management & Procedures
- Chairside Assisting
- Dental Radiology
- Dental Assistant Practicum

DENTAL ASSISTANT PROGRAM REQUIREMENTS:
To be considered for admission, it is the responsibility of the applicant to ensure that all program requirements are completed. Approximately a nine-month program. Cost is approximately $2,000 plus books and scrubs. Program includes use of dental clinic, CPR course, and student liability insurance. Online registration is not available for this program. Maximum enrollment – 14 students.

REQUIRED PRIOR TO REGISTRATION:

- Satisfactory Criminal Background Check (WC is responsible for processing.)
- Valid Driver’s License (DL) or photo I.D. and signed Social Security (SS) card
- High school diploma, GED or college transcript
- COMPASS Reading and Writing Exam - Reading score must be 81 or above, or counseling required (see Coordinator for counseling and TAKS/STARR exemption).
- ALL state required immunizations (see Page 4)

IMMUNIZATION AND DRUG SCREEN FEES ARE THE RESPONSIBILITY OF THE STUDENT.

COURSE INFORMATION:

<table>
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<th>Course</th>
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TEXTBOOK, WORKBOOK & POCKET GUIDE REQUIRED ON FIRST DAY OF CLASS:

- Dental Workbook ISBN 978-1-4377-2728-9
DENTAL SCIENCE - DNTA 1011
An introduction to anatomical systems with emphasis placed on head and neck anatomy. Topics include the physiology and morphology of the deciduous and the permanent teeth along with basic dental terminology. Text required. 48 contact hrs

EMERGENCY MGMT. – DNTA 1013
This course covers the methods and equipment in life-saving and other emergencies. Addresses maintenance of emergency kit as well as taking and recording vital signs. 32 contact hrs

DENTAL OFFICE MANAGEMENT AND PROCEDURES – DNTA 1052
A course introducing basic patient reception, personal relations, telephone techniques, dental record keeping, supply and inventory control, appointment scheduling, resume preparation, interviewing skills, newsletter generation, re-care management, and computerization in the dental office. 24 contact hrs

CHAIRSIDE ASSISTING – DNTA 1015
Pre-clinical chairside assisting procedures, instrumentation, infection and hazard control protocol, equipment safety and maintenance. 72 contact hrs

DENTAL RADIOLOGY – DNTA 1005
Introduction to radiation physics, protection, the operation of radiographic equipment, exposure, processing and mounting of dental radiographs. Specific federal and state safety and standard practices for the classroom and lab settings will be practiced. 48 contact hrs

DENTAL ASST. PRACTICUM – DNTA 1064
Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. 120 contact hrs

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ELECTRICAL

ELECTRICIAN TECHNICIAN CERTIFICATE
Continuing Education offers the basics to get you started on the road to be an electrician technician. This approximately nine-month, 224 hour program provides the basic understanding necessary for becoming an Electrical Apprentice. Approximate cost is $1,400 plus books.

ELPT 1011 Basic Electrical Theory 64 hrs
ELPT 1000 Basic Electrical Wiring 32 hrs
ELPT 1015 Electrical Calculations 32 hrs
ELPT 1025 NEC Code I 48 hrs
ELPT 2025 NEC Code II 48 hrs

CALL 817-598-8870 FOR MORE INFORMATION.

REQUIREMENTS FOR INDIVIDUAL ELECTRICIAN LICENSES:

• Master Electrician
  - 12,000 hours of on-the-job training under the supervision of a master electrician
  - Hold a journeyman electrician license for at least two years
  - Passing score on the master electrician examination

• Journeyman Electrician
  - 8,000 hours of on-the-job training under the supervision of a master electrician
  - Passing score on the journeyman electrician examination

• Electrical Apprentice
  - Be at least 16 years old
  - Assisting in the installation of electrical work under the supervision of a master electrician

More information at Texas Department of Licensing and Regulation (TDLR) website: http://www.license.state.tx.us/electricians/eleclaw.htm

This certificate program is approved for WIA/Workforce funding.

BASIC ELECTRICAL THEORY – ELPT 1011
Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current. Text and calculator required. 64 contact hrs

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WC CAREER CENTER...
...can help you learn more about yourself and the “work” environment.

Resources include:

- BASIC SKILLS ASSESSMENT
- LEARNING RESOURCES
- CAREER PLANNING & COUNSELING
- LOCAL JOB POSTINGS
- RESUME-WRITING ASSISTANCE

Call 817-598-6498 for more information.
BASIC ELECTRICAL WIRING – ELPT 1000
Presentation of the theory of residential electric circuits. Topics include load calculations and safety in electrical work, installation of wiring, load protection, ground fault, and other devices commonly used in 110-volt household applications. Text and calculator required. 32 contact hrs

EDUCATION CENTER AT MINERAL WELLS
ELPT1000.M15 NEW CLASS IN FALL 2014 ECMW 107$200+BK

ELECTRICAL CALCULATIONS I – ELPT 1015
Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, unit conversions, and applied geometry. Text and calculator required. 32 contact hrs

EDUCATION CENTER AT MINERAL WELLS
ELPT1015.M16 10/6-2/10 ECMW 107$200+BK

NATIONAL ELECTRICAL CODE I – ELPT 1025
An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations. Text and calculator required. 48 contact hrs

EDUCATION CENTER AT MINERAL WELLS
ELPT1025.M16 2/12-4/09 M W 6:00PM-9:15PM ECMW 107$300+BK

NATIONAL ELECTRICAL CODE II – ELPT 2025
In-depth coverage of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring protection and methods, special conditions, and advanced calculations. Text and calculator required. 48 contact hrs

EDUCATION CENTER AT MINERAL WELLS
ELPT2025.M17 4/14-6/04 M W 6:00PM-9:15PM ECMW 107$300+BK

ELECTROCARDIOGRAPHY TECHNICIAN (EKG)
Weatherford College Workforce and Continuing Education in partnership with Achieve Healthcareers is offering a EKG Technician training program. Approximately a three-four month program. Maximum enrollment – 20 students. PROGRAM SUMMARY: As an EKG Technician, you will measure the electrical activity of a person’s heart, maintain the EKG equipment, monitor patients during procedures and review patient records. This program provides instruction in EKG unit operation and troubleshooting, lead placement, using a 12-lead EKG, use and understanding of EKG grid paper, recognizing normal and abnormal EKG patterns in all 12 leads and plotting EKG axis. The course work will cover anatomy and physiology of the heart and chest, heart diseases and terminology associated with electrocardiograms, electrocardiography and the Holter monitor. Students will take an English and math test the first week of class. Students should be proficient in keyboarding and have a basic understanding of Microsoft Word. This program is 70 hours in length. COURSE FEE: $1,595 which includes the textbooks, workbook, consumable supplies, and certificate of completion. An additional $75.00 is required to take the Nationally Registered Certified EKG Technician Examination following completion of the program. CERTIFICATION: Upon successful completion of the program, graduates will receive a Weatherford College certificate of completion and become eligible to sit for the Nationally Registered Certified EKG Technician Examination at the Granbury Education Center Lab/Testing Center. CONTINUING EDUCATION: Certified Nursing Assistants earn 48 Continuing Education Units (CEU).

EDUCATION CENTER AT GRANBURY
ELPT2025.M15 2/26/14-5/14/14 M W 6:00PM-9:30PM ECGB 204 $1,595

REQUIRED PRIOR TO REGISTRATION:
• 18 years of age
• High School Diploma, GED or college transcript
• Valid Driver’s License (DL) or photo I.D. and signed Social Security (SS) card
• Satisfactory Criminal Background Check (WC is responsible for processing.)
• Valid email address
• Access to internet and printing capabilities

COURSE INFORMATION:
EDUCATION CENTER AT GRANBURY
2/26/14-5/14/14 W R
6:00PM-9:30PM ECGB 204 $1,595

Weatherford College Workforce and Continuing Education in partnership with Achieve Healthcareers is offering a EKG Technician training program. Approximately a three-four month program. Maximum enrollment – 20 students. PROGRAM SUMMARY: As an EKG Technician, you will measure the electrical activity of a person’s heart, maintain the EKG equipment, monitor patients during procedures and review patient records. This program provides instruction in EKG unit operation and troubleshooting, lead placement, using a 12-lead EKG, use and understanding of EKG grid paper, recognizing normal and abnormal EKG patterns in all 12 leads and plotting EKG axis. The course work will cover anatomy and physiology of the heart and chest, heart diseases and terminology associated with electrocardiograms, electrocardiography and the Holter monitor. Students will take an English and math test the first week of class. Students should be proficient in keyboarding and have a basic understanding of Microsoft Word. This program is 70 hours in length. COURSE FEE: $1,595 which includes the textbooks, workbook, consumable supplies, and certificate of completion. An additional $75.00 is required to take the Nationally Registered Certified EKG Technician Examination following completion of the program. CERTIFICATION: Upon successful completion of the program, graduates will receive a Weatherford College certificate of completion and become eligible to sit for the Nationally Registered Certified EKG Technician Examination at the Granbury Education Center Lab/Testing Center. CONTINUING EDUCATION: Certified Nursing Assistants earn 48 Continuing Education Units (CEU).

EDUCATION CENTER AT GRANBURY
ELPT2025.M15 2/26/14-5/14/14 M W 6:00PM-9:30PM ECGB 204 $1,595

REQUIRED PRIOR TO REGISTRATION:
• 18 years of age
• High School Diploma, GED or college transcript
• Valid Driver’s License (DL) or photo I.D. and signed Social Security (SS) card
• Satisfactory Criminal Background Check (WC is responsible for processing.)
• Valid email address
• Access to internet and printing capabilities

COURSE INFORMATION:
EDUCATION CENTER AT GRANBURY
2/26/14-5/14/14 W R
6:00PM-9:30PM ECGB 204 $1,595

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ca
pus: 817-598-8870  |  WWW.Wc.edu / ce

Weatherford College Workforce and Continuing Education in partnership with Achieve HealthCareers is offering an Electronic Health Records Specialist training program. Approximately a five-month program.

PROGRAM SUMMARY: As an Electronic Health Records Specialist you will assist healthcare providers to choose, implement, train and maintain an electronic health records system. You will learn the essential components of the electronic health record and health information exchange essentials; system selection and implementation; project management and fundamentals of change and human factors. This course is 216 hours in length.

COURSE FEE: $1,695 includes books, online access to program, and the National Healthcareer Association (NHA) certification exam CEHRS.

CERTIFICATION: Upon successful completion graduates will receive a certificate of completion.

SCHEDULE: Program content is online in a modular system. Virtual classes will be held weekly to provide students with a complete learning experience.

PREREQUISITES:
• Minimum 18 years of age
• High School diploma, GED, or college transcript
• Proficient in keyboarding, with a basic understanding of word processing (Microsoft Word recommended), and a command of English grammar and punctuation.
• Required to have access to the Internet, printing capabilities, and an email address.

CAREER JOB SURVEY: According to the US Dept. of Labor, employment in the electronic health records field is expected to grow 20 percent by 2018. The American Recovery and Reinvestment Act of 2009, commonly known as the stimulus law, contains several deadlines to help fulfill the goal that electronic health records be available to most Americans by 2014. Billions of dollars in grants have been made available to physicians to accelerate adoption. Once this transition has been made, there will be continued need for professionals to maintain these systems. For additional information and to register for this course, access www.adultedreg.com/weatherford or call 817-598-8819.

START DATES:
1/13/14-5/29/14  M  7:30PM-8:30PM  INTERNET
2/18/14-7/1/14  T  7:30PM-8:30PM  INTERNET
3/5/14-7/16/14  W  7:30PM-8:30PM  INTERNET
4/24/14-9/10/14  R  7:30PM-8:30PM  INTERNET
5/12/14-10/6/14  M  7:30PM-8:30PM  INTERNET
6/17/14-10/28/14  T  7:30PM-8:30PM  INTERNET

This certificate program is approved for WIA/Workforce funding.

EMSP

EMERGENCY MEDICAL SERVICE PROFESSIONS (EMSP) CEU’S
Contact Greg Martin, Program Coordinator, EMSP Academy at 817-598-6234 to set up EMS classes for Continuing Education Units (CEU’s).

Topics include, but not limited to:
• Behavior & Psych Disorders
• Cardiology Airway Management
• Environmental Conditions
• Equipment & ID Skills
• Geriatric
• Illness & Injury Prevention
• Mechanism of Injury
• Medical Emergencies
• Medical Environmental Codes
• Medical Incident Command
• Medical Pediatric
• Patient Assessment
• Patient Assessment Documentation
• Patient Assessment Physical Exam
• Pedi – Child Birth
• Pedi – Pediatric Emergencies
• Respiratory Complications
• Skills Assessment
• Trauma
• Trauma Head & Spinal
• Well Being of the EMT

And many more class topics to fulfill required CEU’s.

ENGLISH AS SECOND LANGUAGE (ESL)

ESL classes are offered free of charge to qualified participants through Weatherford ISD Community Services at 817-598-2806.
Fire Academy, Continuing Education courses, and TCFP certification courses are offered on a regular basis on the main campus and off-site. Contact Public Safety Profession at 817-598-6347 for more information.

GED PREPARATION

WC and Weatherford ISD (WISD) are in a cooperative agreement to offer this self-paced GED tutorial training that offers comprehensive written study material for those wanting help in preparing to take the GED test. For more information regarding class schedules, contact the WISD Community Services office at 817-598-2806.

HEATING, VENTILATION & AIR CONDITIONING (HVAC)

Take your first steps to becoming a Heating, Ventilation & Air Conditioning (HVAC) technician. Continuing Education offers the basics to get you started. As a Texas Department of Licensing and Regulation (TDLR) qualifying provider, our program offers classroom theory combined with hands-on experience for you to gain skills for employment in the field. Section 608 of the Clean Air Act of 1990 Refrigerant, Recycle, and Reclaim Certification Exam is included. The evening class completes in approximately 21 months; the fast track day class completes in approximately 9 months. A maximum enrollment of 15 students ensures personalized instruction. All classes are held at the Education Center at Mineral Wells. Students are required to wear long pants and closed-toe shoes. Approximate total cost is $4,270 plus textbooks. Textbook and Study Guide required.

Topics include, but are not limited to:

**LEVEL I $480**
- Basic Electricity

**LEVEL II $1,950**
- Refrigeration Principles
- EPA Recovery Certification Preparation
- Air Conditioning System Design
- Air Conditioning Control Principles
- Air Conditioning Troubleshooting
- Professionalism in the Workplace
- Leadership Skills for Supervisors/Managers

**LEVEL III $1,840**
- Gas & Electrical Heating
- Heat Pumps
- Refrigerators, Freezers, Window A/C
- Special Topics in HVAC Mechanics & Repair
- Air Conditioning Installation & Startup

More information at Texas Department of Licensing and Regulation (TDLR) website: http://www.license.state.tx.us/acr/acr.htm

**NOTE:** Students are required to wear long pants and closed-toe shoes.

This certificate program is approved for WIA/Workforce funding.

**COURSE INFORMATION:**

- **LEVEL I** 1/7/14-2/27/14 $480+BK
- **LEVEL II** 3/4/14-10/21/14 $1,950
- **LEVEL III** 10/23/14-6/16/15 $1,840

**EDUCATION CENTER AT MINERAL WELLS**

R 6:00PM-10:00PM ECMW HVAC

CALL 817-598-8870 FOR POSSIBLE DAY COURSES!

**TEXTBOOK & STUDY GUIDE REQUIRED ON FIRST DAY OF CLASS:**


Publisher: Goodheart-Willcox.

Textbook ISBN: 978-1-61960-199-4

LEVEL I:

BASIC ELECTRICITY – ELPT 1011
Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current. Emphasis will be placed on principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Textbook and study guide required. 64 contact hrs

LEVEL II:

REFRIGERATION PRINCIPLES – HART 1007
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety. 64 contact hrs

EPA RECOVERY CERTIFICATION PREPARATION – HART1056
This course provides certification training for HVAC refrigerant recovery and recycling. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during installation, service, and repair of all HVAC and refrigeration systems. The student will be able to define refrigerant recovery, recycle, and reclaim terms; explain refrigerant recovery, recycle, and reclaim procedures; analyze refrigerant recovery, recycle, and reclaim operations; identify Type I, Type II, and Type III appliances; examine and utilize Section 608 of the Clean Air Act of 1990 Refrigerant, Recycle and Reclaim to determine compliance. 32 contact hrs

RESIDENTIAL AIR CONDITIONING SYSTEMS DESIGN – HART 2045
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. 48 contact hrs

A/C CONTROL PRINCIPLES – HART 1003
A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm’s law as applied to air conditioning controls and circuits. 48 contact hrs

A/C TROUBLESHOOTING – HART 2036
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. 48 contact hrs

PROFESSIONALISM IN THE WORKPLACE – BUSG 1012
Develop entry-level skills for the workforce. Includes professionalism, interpersonal skills, communication, problem-solving skills, business etiquette and attire, workplace civility, ethics, and employability skills. Emphasis on providing service to a diverse customer base including identification and fulfillment of customer needs. 12 contact hrs

LEADERSHIP SKILLS FOR SUPERVISORS/MANAGERS – BMGT 1020
Concepts and skills of leadership in the work setting. Introduces leadership and motivational theories and leadership styles. Includes evaluation of leadership performance. 8 contact hrs

LEVEL III:

GAS AND ELECTRIC HEATING – HART 1045
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. 48 contact hrs

HEAT PUMPS – HART 2049
A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. 48 contact hrs

REFRIGERATORS, FREEZERS, WINDOW AIR CONDITIONERS – MAIR 1049
Theory, sequence of operation, components and repair, electrical schematics, and troubleshooting electronic components in air conditioning and refrigeration. Emphasis on safety for the electrical, mechanical, and sealed systems. 64 contact hrs

SPECIAL TOPICS IN HVAC MECHANICS AND REPAIR – HART 1094
This course addresses 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. During this course the student will have the opportunity to take the certifying exam to meet compliance of Section 608 of the Clean Air Act of 1990 Refrigerant, Recycle, and Reclaim. 32 contact hrs

AIR CONDITIONING INSTALLATION AND STARTUP – HART 2038
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. 48 contact hrs

Register Early!
The 800-hour Basic Peace Officer Course (BPOC) course encompasses five continuing education (CEU) modules: CJLE 1006, 1012, 1018, 1024 and 1029. And, completion of the BPOC can be articulated as 18 credit hours for those who enroll in the two-year Criminal Justice program at Weatherford College.

The Academy prepares cadets for a career as a professional peace officer. The Academy equips cadets with the essential skills and knowledge for TCOLE (Texas Commission On Law Enforcement) Basic Peace Officer certification. Sponsorship by a law enforcement agency is not required. Successful completion of the Academy, and the TCOLE state exam, increases cadet graduate marketability for positions with public safety agencies as certified law enforcement personnel.

The LEA currently offers two annual full-time, 21-week day academies (7 a.m. – 5 p.m., Monday – Friday) beginning each January and July, and one part-time, 28-week, night academy (6 –11 p.m., Monday – Friday; 8 a.m. – 5 p.m., Saturday) beginning each April at the Weatherford campus. The 800-hour, TCOLE-approved curriculum includes heavy emphasis on criminal and constitutional law, criminal procedure, firearms, ethics and professionalism, use of force, report writing, defensive tactics, firearms, patrol driving, patrol procedures, and investigation. Further, the Academy exceeds TCOLE minimum standards with additional training, including: patrol rifle, less-lethal weapons, practical force-on-force scenarios, and application and hiring processes, for a total of 800 contact hours.

Each Academy class functions as a law enforcement agency in order to facilitate learning of police procedure. Cadets are divided into "shifts," with cadet officers appointed to serve within the chain of command. In addition to teamwork and camaraderie, cadets must learn to embrace the ethical and professional behavior expected of modern law enforcement officers both on- and off-duty, in and out of uniform, and will thus be held to high standards of discipline during the Academy.

Physical training is an essential part of the Academy program. Cadets must participate in daily physical training designed to develop the strength and stamina needed to perform the potentially life-threatening duties of a peace officer. Further, cadets must periodically demonstrate an appropriate level of individual improvement in physical conditioning during the Academy.

The intensive Academy curriculum and strict academic requisites require cadet immersion in the program. Therefore, cadets should expect to spend much of their non-class time, including weekends, studying.

Academy instructors are experienced peace officers from throughout the region and possess current field specializations and a strong desire to impart the benefits of their knowledge to an emerging workforce. The Academy strives to expose cadets to as many diverse instructor backgrounds as possible to achieve a well-rounded law enforcement education.

Qualified Academy applicants are eligible for the Texas Public Education Grant (TPEG), and VA and Hazelwood (Texas Vets) assistance.

In addition to tuition, cadets must purchase textbooks, uniforms and ammunition for shotgun, rifle and pistol. Purchase of a firearm is not required; the Academy provides shotguns, rifles and some pistols for training purposes.

FOR MORE INFORMATION, CALL THE PUBLIC SAFETY PROFESSIONS DEPARTMENT AT 817-598-6347.

ENTRANCE REQUIREMENTS:

- Obtain LEA application packet from the Public Safety Professions Department (call 817-598-6347)
- Complete Academy application
- Apply to WC online at www.applytexas.org
- Provide all higher education transcripts
- Provide military history (DD-214 full form)
- Be at least 20 years of age
- Obtain Meningitis vaccination (see packet)
- Pass TCOLE criminal background check
- Pass medical condition evaluation (L-2)
- Submit passing COMPASS scores
- Pass a drug screen
- Pass psychological and emotional health evaluation (L-3)
- Attend orientation and complete physical assessment test
- Be a US citizen
- Not be currently under indictment for any criminal offense
- HS diploma or GED
- Not have had a TCOLE license denied by final order, or revoked
MAMMOGRAPHY EXAM PREP

MAMMOGRAPHY PROGRAM REQUIREMENTS:
To be considered for admission, it is the responsibility of the applicant to ensure that all program requirements are completed. This one-month didactic exam prep is $500. The exam prep is approved by the American Society of Radiologic Technologists. Online registration is not available for this program. For additional information call Debra Daily at 817-598-8839 or Crystal Jennings at 817-598-8840. Maximum enrollment – 25 students.

REQUIRED PRIOR TO REGISTRATION FOR DIDACTIC:
• Valid Driver’s License (DL) or photo I.D. and signed Social Security (SS) card
• Proof of ARRT certification
• Proof of current state license

TEXTBOOK REQUIRED ON FIRST DAY OF CLASS:

MAMMOGRAPHY EXAM PREP
Preparation for the registered technologist to enter the advanced field of mammography. Addresses skills, knowledge, and behaviors necessary to perform mammographic procedures. The course is designed for the individual that needs only the didactic educational requirement for the Advanced Credentialing Exam in Mammography. There is no clinical education placement included in this course. Prerequisite: Students must provide proof of ARRT certification and current state license prior to registration. Text required. 32 contact hrs

ONLINE COMPUTER CLASSES
MAMT2037.I17 6/01-6/30 INTERNET $500+BK
MAMT2037.I28 7/01-7/31 INTERNET $500+BK

MEDICAL ASSISTANT

MEDICAL ASSISTANT CERTIFICATE PROGRAM
Weatherford College in partnership with Achieve HealthCareers is offering a Medical Assistant Training Program. Approximately a six month program.

PROGRAM SUMMARY: A Medical Assistant is an allied health profession whose practitioners function as members of the health care delivery team in a physician’s office or clinical setting. They are trained to help the physician carry out procedures, care for patients, perform basic lab tests and administer medications. This program is blended and includes classroom instruction of 150 hours (including 42 hours of online training) and the off-site externship of 160 hours to provide students with a comprehensive learning experience. Externship hours vary by class and location. (Total 310 hours) Upon successful completion of the Medical Assistant Program, students at least 18 years of age, a high school graduate or hold a GED are eligible and have the option to sit for the National Registry Certified Medical Assistant (NRCMA) exam. The additional $75.00 exam fee is the responsibility of the student.

MEDICAL ASSISTANT PROGRAM REQUIREMENTS:
To be considered for admission, it is the responsibility of the applicant to ensure that all program requirements are completed. Cost of program is $3,195 plus scrubs and the (NRCMA) certification exam fee. Online registration is not available for this program. Maximum enrollment – 14 students per class on the Weatherford Campus and 20 students per class at the Education Center at Granbury.

REQUIRED PRIOR TO REGISTRATION:
• Satisfactory Criminal Background Check (WC is responsible for processing.)
• Valid Driver’s License (DL) or photo I.D. and signed Social Security (SS) card
• High school diploma, GED or college transcript
• ALL state required immunizations (see Page 4)
• Immunization fees are the responsibility of the student.
• Current certification in CPR for Healthcare Providers (2 year certification) required.

REQUIRED PRIOR TO EXTERNSHIP:
• Health Exam (Fees are the responsibility of the student.)
• Based on externship site you may be asked for additional tests/documents
• Updated Resume
• Students will not be allowed to continue the program if all requirements are not met prior to first day of the externship. No refunds will be given for course already completed.

COURSE INFORMATION:

WEATHERFORD CAMPUS: 817-598-8870 | WWW.WC.EDU/CE

GRANBURY (ECGB): 817-579-9188 | MINERAL WELLS (ECMW): 800-300-2591

GRANBURY (ECGB): 817-579-9188 | MINERAL WELLS (ECMW): 800-300-2591
MEDICAL CODING & BILLING

MEDICAL CODING & BILLING ONLINE CERTIFICATES
The Medical Coding & Billing online certificate programs prepare students in many of the procedures associated with billing for medical services. Students receive training in medical billing processes including patient account management, diagnosis and procedure coding and medical insurance claim processing. An understanding of medical terminology, human anatomy, physiology and human disease conditions is necessary for anyone in this field. Medical coding involves using a nationally recognized coding system to classify procedures and diagnoses related to medical treatment. These codes provide information that is used in insurance claims processing to ensure the healthcare provider gets paid for services rendered. Many of the programs listed below include taking a national coding certification examination. Medical coders are hired by clinics, hospitals, nursing homes, government agencies and other healthcare businesses. For additional information and to register for these courses, access http://careertraining.ed2go.com/wc.

ADVANCED CODING FOR THE PHYSICIAN’S OFFICE
This is an advanced program designed for students with previous medical coding experience. Prior to enrolling in this program, students should have already completed basic coding education or the Administrative Medical Specialist with Medical Billing & Coding program offered at http://careertaining.ed2go.com/wc. Preparation for the Certified Professional Coder (CPC) certification exam is included.

Online course at http://careertaining.ed2go.com/wc
80 HOURS $1,595

ADVANCED HOSPITAL MEDICAL CODING AND CCS PREP
This program covers advanced medical coding procedures and will help students meet the challenge of today’s changing coding standards while learning and improving skills. This test preparation training will prepare the student to take the American Health Information Management Association’s (AHIMA) Certified Coding Specialist (CCS) mastery-level credentialing exam. Textbook provided.

Online course at http://careertaining.ed2go.com/wc
80 HOURS $1,895

ICD-10 MEDICAL CODING
This program prepares the student for the ICD-10 upgraded diagnostic and procedural medical coding system that, by law, must be implemented throughout the healthcare industry by October 1, 2014. This new coding system is radically different from the version currently in use, so it’s important to start preparing for and implementing the massive changes to the existing coding system. This online program offers comprehensive, robust training in diagnostic and procedural coding, using the ICD-10-CM (diagnostic) and ICD-10-PCS (procedural) coding manuals. In addition, the student will learn the impact of the coding changes on medical coders, healthcare staff, physicians, software systems, documentation, and information technology. The textbooks for this program are included.

Online course at http://careertaining.ed2go.com/wc
200 HOURS $1,795

MEDICAL BILLING AND CODING (MBC)
This course prepares students who have a strong medical terminology background for a career as a medical billing and coding professional in an entry-level position within a medical office setting. Upon successful completion of the course, the students are eligible to register, prepare and take the National Healthcareer Association (NHA)’s Certified Billing and Coding Specialist (CBCS) certification examination. Textbook provided. This certificate program is approved for WIA/Workforce funding.

Online course at http://careertaining.ed2go.com/wc
240 HOURS $1,795

MEDICAL BILLING AND CODING + MEDICAL TERMINOLOGY
The Medical Billing and Coding + Medical Terminology Program will prepare students for an entry-level position doing medical billing or coding, while also teaching proper medical terminology and spelling. Upon successful completion of the course, the student is eligible to register, prepare, and take the National Healthcareer Association NHA’s Certified Billing and Coding Specialist (CBCS) certification examination. Textbook provided. This certificate program is approved for WIA/Workforce funding.

Online course at http://careertaining.ed2go.com/wc
300 HOURS $1,995

Would you like help selecting the course or program that is best for you? Call 817-598-8870 for more information.
MEDICATION AIDE PROGRAM REQUIREMENTS:
To be considered for admission, the student must be currently employed as a Certified Nurse Aide. It is the responsibility of the applicant to ensure that all program requirements are completed. Approximately a three-month program. Cost is $670 plus book. Online registration is not available for this program. Maximum enrollment – 15 students.

REQUIRED PRIOR TO REGISTRATION:
• Minimum age – 18
• Read, write, speak and understand English
• Satisfactory Criminal Background Check (WC is responsible for processing) Department of Aging and Disability Services (DADS) may deny a person the opportunity to be examined for a medication aide permit because of a person’s conviction of a felony or misdemeanor if the crime directly relates to the duties and responsibilities of a medication aide. Call 817-598-6409 for more information.
• Valid Driver’s License (DL) or photo I.D. and signed Social Security (SS) card
• High school diploma, GED or college transcript. At registration, you must present a certified, unaltered and notarized high school diploma or transcript. The GED certificate will be mailed to DADS with application.
• ALL state required immunizations (see Page 4)
• Immunization fees are the responsibility of the student.
• ON CLASS START DATE, you must be a Certified Nurse Aide listed in active status on Texas (TX) Nurse Registry and currently employed in a TX facility licensed under TX Health and Safety Code Chapter 242.

...OR...

• ON CLASS START DATE, you must be employed as non-licensed direct care staff member in a TX facility licensed under Health and Safety Code Chapter 247, a TX Mental Retardation (MR) facility, TX state school for the mentally retarded, a TX MHMR program/facility that is operated under the jurisdiction of TDMHMR, or a TX correctional institution as established under the jurisdiction of the TX Department of Criminal Justice, and have at least 90 days previous employment in the 12 month period (1 year) preceding class start date.
• ON CLASS START DATE, you must complete forms listing the facility where you are currently employed. If you are a non-licensed direct care staff person, you must list the facility where you were employed for 90 days during the 12 months prior to the start date of the class.
• Must supply the name, address, and phone number of the above-stated facility, as well as the administrator’s name.

IT IS THE RESPONSIBILITY OF THE STUDENT TO ENSURE THAT THE FACILITY LISTED ABOVE AGREES TO ALLOW THE STUDENT TO PERFORM THE REQUIRED 10 HOURS OF CLINICAL TRAINING OR THE STUDENT MUST SECURE A DIFFERENT FACILITY FOR THE REQUIRED CLINICAL TRAINING.

THE DEFINITION OF A FACILITY DOES NOT INCLUDE HOME HEALTH AGENCIES, HOSPITALS, OR SKILLED NURSING FACILITIES (SNF) IN HOSPITALS. INDIVIDUALS WORKING IN HOME HEALTH OR HOSPITALS DO NOT QUALIFY TO TAKE THE TRAINING PROGRAM.

REQUIRED PRIOR TO CLINICAL:
• Urine Drug Screen – Must be 9 or 10 panel with itemized negative results from a lab completed NO MORE THAN 30 DAYS PRIOR to clinical (Instant results and 5-panel not accepted).
• Drug screen fees are the responsibility of the student.
• A $25 non-refundable application fee (cashier’s check or money order) to the Texas Department of Aging & Disability Services is collected the first day of class. Textbook required.

TEXTBOOK REQUIRED ON FIRST DAY OF CLASS:
MEDICATION AIDE FOR THE NURSE AIDE
Instruction in preparation and administration of designated medications by non-licensed nursing personnel employed in licensed health care agencies including the responsibilities associated with such administration. Students must be employed as Certified Nurse Aides on the Texas Nurse Aide Registry in active status and currently employed in a facility licensed under the Texas Health and Safety Code Chapter 242 on the class start date OR be employed on the class start date as a non-licensed direct care staff person in a facility licensed under Chapter 247 or an ICF-MR facility, state supported living center, or the Texas Department of Criminal Justice AND have 90 days previous employment in the year preceding the class start date. Individuals not meeting these requirements will not be enrolled in the course. Text required. 144 contact hrs

COURSE INFORMATION:
COMING FALL OF 2014 $670+BK

MEDICATION AIDE UPDATE
Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency. Prerequisite: Students must hold a current Texas Medication Aide license. 7 contact hrs

WEATHERFORD CAMPUS
NURA1041.W26 208 S 8:30AM-4:00PM TECH 201 $60
NURA1041.W17 4/12 S 8:30AM-4:00PM TECH 201 $60
NURA1041.W18 6/14 S 8:30AM-4:00PM TECH 201 $60
NURA1041.W28 8/09 S 8:30AM-4:00PM TECH 201 $60

ONLINE CAREER TRAINING PROGRAMS

Ed2Go CAREER TRAINING PROGRAMS
Register now for our online career-training certificate programs provided by Ed2Go – leader in online certification programs. These programs prepare students for developing expertise in their desired career fields and/or prepare them for industry certifications exams. Although each course is self-study, each online course has an instructor assigned to answer student questions and help solve problems. Each program has specific learning outcomes related to industry standards.

These courses are not eligible for TPEG funding.

Many more online non-credit career and workforce training programs open for immediate enrollment! To register, visit: http://careertraining.ed2go.com/wc or call 817-598-8870.

BUSINESS PROGRAMS:
PARALEGAL
The Paralegal Online Training Program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam. 300 hrs - $1,995

LEGAL SECRETARY
This program teaches you all the skills you need to work for a lawyer in a law office. You will master everything from legal office management and accounting to legal terminology and legal writing. This program will prepare you for the National Association of Legal Professionals (NALS) Accredited Legal Secretary (ALS) examination. 350 hrs - $2,295

NUTRITION FOR OPTIMAL HEALTH, WELLNESS, AND SPORTS
Whether you’re a health or medical professional, a registered dietitian, a fitness professional, or just someone who’s concerned about their own health, the Nutrition for Optimal Health, Wellness, and Sports program will teach you about developing individualized nutritional programs. You'll explore topics such as energy and nutrient needs for daily living, with emphasis on particular physical activities, common myths and fallacies concerning diet and athletic performance, and appropriate behavioral modifications and dietary approaches for different ages and populations. 200 hours - $2,595

PROJECT MANAGEMENT
The Project Management Online Training Program will help you improve your project management skills and prepare you for certification as a Project Management Professional. 40 hrs - $1,695

SIX SIGMA BLACK BELT
The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches. 200 hrs - $2,695

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INTERNET, DESIGN, AND TECHNICAL PROGRAMS:

**COMPTIA™ A+ CERTIFICATION TRAINING**
CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology. 150 hrs - $1,695

**COMPTIA™ NETWORK+ CERTIFICATION TRAINING**
Prepare for a career as a network technician and qualify to take the CompTIA Network+ certification exam as you master basic networking concepts and gain a fundamental knowledge of network design, security, routing, and switching. 80 hrs - $1,495

**HELP DESK ANALYST: TIER 1 SUPPORT SPECIALIST**
Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support. 120 hrs - $1,495

**WEBMASTER**
The Webmaster Online Training Program will teach you to design, develop, and maintain web sites. 150 hrs - $1,995

**GRAPHIC DESIGN WITH PHOTOSHOP CS5 TRAINING**
Prepare for a career in graphic design by mastering Photoshop CS5, the world’s most popular application for creating and editing graphic images. 200 hrs - $1,995

**SKILLED TRADES, INDUSTRIAL, SUSTAINABLE ENERGY AND GOING GREEN:**

**CARPENTRY**
Prepare for a career as a carpenter as you master basic residential construction skills, learn to read blueprints and do jobsite math, and get hands-on practice in three workshop projects. 80 hrs - $1,595

**HOME INSPECTION CERTIFICATE**
Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector. 200 hrs - $2,295

**NATURAL GAS PLANT OPERATIONS**
For decades to come, natural gas will be produced and consumed in the United States, creating an ongoing demand for natural gas plant operators. This online program provides the fundamental technical background you need to get started in this field. 400 hrs - $2,595

**PRINCIPLES OF GREEN BUILDINGS**
The Principles of Green Buildings (PGB) program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently. 30 hrs - $795

**WIND ENERGY PROFESSIONAL**
Wind energy companies are growing exponentially to meet America’s demand for clean, renewable, domestic energy. This entry-level Wind Energy Professional Online Training Program prepares you for a career in the wind energy industry. 240 hrs - $2,395

To register, visit: http://careertraining.ed2go.com/wc or call 817-598-8870.

**ONLINE PERSONAL ENRICHMENT**

**EDUCATION TO GO (ED2GO) COURSES**
All instructor-facilitated online courses run for six weeks (with a 10 day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. With more than 250 online courses you can complete any of the courses entirely from your home or office.

To get started:
1.) Visit our online instruction center at www.ed2go.com/wc to review our entire catalog.
2.) Click the Courses link; choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for the course. Here you will choose a user name and password that will grant you access to the classroom.
3.) When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the user name and password you selected during enrollment.

**START DATES:**
Jan 15, Feb 19, Mar 19, Apr 16, May 21, Jun 18, Jul 16, Aug 20

**FEE:**
Most of these courses start at $99.
These courses are not eligible for TPEG funding.

More courses available at our online instruction center www.ed2go.com/wc. For more information, call us at 817-598-8870.
RESUME WRITING WORKSHOP
Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews. $99

12 STEPS TO A SUCCESSFUL JOB SEARCH
Students are given complete step-by-step instructions on how to get that job, regardless of your level of expertise or state of the economy. $99

HIGH SPEED PROJECT MANAGEMENT
Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks. $99

INTRODUCTION TO PC TROUBLESHOOTING
Learn step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Once you've mastered the basics, the course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems as well. $99

WIRELESS NETWORKING
You'll learn how wireless works, how wireless devices connect to networks, and how to build and connect to your own wireless network. $99

INTRODUCTION TO LINKEDIN CAREER NETWORKING
In this course, you'll get hands-on experience with this powerful tool as you build your career network. $99

INTRODUCTION TO NATURAL HEALTH AND HEALING
Learn how to promote wellness, balance, and health in all aspects of your daily life. $99

LOSE WEIGHT AND KEEP IT OFF
Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. $99

INTRODUCTION TO INTERNET WRITING MARKETS
A professional writer shows you how to make money writing on the Internet. $99

MARKETING YOUR BUSINESS ON THE INTERNET
Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more. $99

To register, visit: www.ed2go.com/wc or call 817-598-8870.

Pets play an important role in our lives and can be wonderful companions to kids, adults and seniors. Owning and caring for a pet doesn't have to be a difficult or burdensome experience. Through a little knowledge and special care, you can make your pet (dogs, cats, birds, reptiles and small rodents) a healthy, happy part of your life for years to come. In fact you can start your own pet sitting business. The training journey that you and your pet are about to embark upon will be guided by holistic principles of diet; holistic and alternative therapies, and positive training/learning concepts. We invite you to explore the wide variety of new and exciting pet care information in our two programs listed below.

REQUIRED PRIOR TO REGISTRATION:
• The dog must be over 16 weeks of age.
• All dogs participating in our classes to be up to date on their following vaccinations: DA2PP, Rabies, Bordetella must have been given within six months of the start of the class.
• A signed Liability Release form.
• Adults (human) 18 years and up.
• Must be willing to train using positive reinforcement only.
• Valid email address.

DOG TRAINING, NUTRITION, AND WELLNESS
This extensive dog training course is designed to teach the students how to have a well-behaved dog who they enjoy living with. Students/Owners will be taught using positive reinforcements and will learn various cues/commands such as: sit, down, come,
stay, and walking nicely on leash. These are the foundation for good behavior and for enhancing the special bond between student and their dog. If the student’s dog is dealing with “problem” behaviors, like jumping up, excessive barking, digging, pulling on leash, house-training accidents, etc. this course can help with effective, positive solutions. The classroom instruction will introduce the student to the following topics, but not limited to: animal body language, holistic principles of diet; and holistic and alternative therapies. This course prepares you and your dog to obtain a certificate of completion from Weatherford College. Following this course the student may apply to take the optional American Kennel Club, Canine Good Citizen (CGC) test with a qualified tester for an additional $20.00. We limit our classes to 15 teams of dog and handlers to make sure that you get the individual attention you need. 25 contact hrs

COURSE INFORMATION:
EDUCATION CENTER AT GRANBURY
COMING FALL OF 2014

START A PET SITTING BUSINESS
If you’re an animal lover, find out how you can start your own pet sitting business to translate your passion into a profitable career! In this course, you’ll master the essentials of running a cat and dog sitting business. You’ll begin with pet care, including nutrition, exercise, first aid, and identification of common diseases. You’ll learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog. Next, you’ll discover how to handle home visits and impress your potential clients. You’ll also explore sticky situations that can arise, such as lost pets, pets that die unexpectedly, and pets that need immediate veterinary care. In addition, you’ll delve into finances and explore start-up costs, accounting, fee-setting, business plans, and low-cost marketing. You’ll find out how to obtain required insurance, hire employees as your business expands, and entice financial institutions to loan you money. To complete the picture, you’ll identify many opportunities for expanding your pet sitting services. Is a dog-walking service right for you? Can you train puppies? Do you want to look after other animals, including horses? By the end of this course, you’ll have all the knowledge you need to become a professional pet sitter. In addition, you’ll see how your pet sitting business can grow to continually challenge and satisfy you.

ONLINE COURSE at www.ed2go.com/wc  24 HOURS  $99
PHLEBOTOMY

PHLEBOTOMY TECHNICIAN CERTIFICATE

As an integral member of the medical laboratory team, the Phlebotomy Technician’s main function is to collect blood samples from patients using venipuncture. The need to assure quality and patient safety mandates strict professionalism in this growing healthcare field. The student must have a high school diploma or a GED by the time of course completion. Certificate awarded on successful completion of 288 hours of course work including a 192-hour clinical and compliance with WC WF/CE immunization and background screening policy. Upon ASCP certification, earn five (5) points toward entrance to WC’s LVN program.

PHLEBOTOMY TECHNICIAN PROGRAM REQUIREMENTS:

To be considered for admission, it is the responsibility of the applicant to ensure that all program requirements are completed. A semester long program. Cost is $707 plus books and scrubs. Scrubs must be khaki shirt and khaki or black pants. Online registration is not available for this course. Maximum enrollment – 8 students.

REQUIRED PRIOR TO REGISTRATION:

• Satisfactory Criminal Background Check (WC is responsible for processing.)
• Valid Driver’s License (DL) or photo I.D. and signed Social Security (SS) card
• High school diploma, GED or college transcript
• ALL state required immunizations (see Page 4)
• Immunization fees are the responsibility of the student.

REQUIRED PRIOR TO CLINICAL:

• Current certification in CPR for Healthcare Providers (2 year certification)

• Submission of Texas DPS Driver’s Record
• Urine Drug Screen – Must be 9 or 10 panel with itemized negative results from a lab completed NO MORE THAN 30 DAYS PRIOR to clinical (Instant results and 5-panel not accepted).
• Drug screen fees are the responsibility of the student.
• Proof of major medical insurance coverage. Medicare, Medicaid, etc. is acceptable. Information about a short-term policy, especially for college students, is available from the Allied Health (ALHE) Phlebotomy office. This is required by our clinical affiliation sites and cannot be waived.
• Complete WC Allied Health Applicant Screening Form – Back/spine physical
• Students will not be allowed to continue the program if all requirements are not met prior to first day of clinical.

PHLEBOTOMY – PLAB 1023

Students are trained to become professional phlebotomists through lecture and laboratory. They perform a variety of blood collection methods using proper techniques and precautions on adults, children and infants, including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection. Emphasis is placed on correct patient identification, accurate labeling of specimens, and proper use of

MIRROR ENROLLMENT COURSES

The Phlebotomy courses are mirror courses, which are continuing education courses that meet at the same time and place as existing college academic semester credit courses on the same topic. It is important to remember that mirror enrollment is based upon space available, and where applicable, completion of appropriate assessment and counseling. Please be advised this is a non-credit course offering which is not for academic college degree or academic certificate credit. Students are not required to pass the THEA exam; however, the students will earn Continuing Education Units (CEUs).
safety devices. Students learn specimen handling, processing and accessioning. Laboratory exercises include the theory and principles of CLIA waived laboratory tests and performance of the tests in the student laboratory. The testing performed includes: urinalysis dipsticks, fecal occult blood, urine drug screen collection and testing, pregnancy testing, and blood smear preparation. Students are also trained in blood borne pathogens, laboratory safety, medical terminology, basic anatomy and physiology, HIPAA privacy guidelines, ethics and legal issues, and forensic collections. This is a mirror enrollment course. Text required. 96 contact hrs

PHLEBOTOMY CLINICAL – PLAB 1060
Applied Clinical experience, 192 hours, in a laboratory or collection center. Sample processing, waived testing, blood cultures, venipunctures, dermal punctures, computer entry, and customer service are included. Infection control, Universal Precautions, and Safety course work is put into action. Types of experience such as waived testing and blood cultures are site-dependent, but are thoroughly covered in theory and practice in the student lab. This is a mirror enrollment course. 192 contact hrs

RETIREMENT PLANNING

RETIREMENT PLANNING STRATEGIES®
Learn about the many ways to save for retirement as well as the advantages and disadvantages of each. You will discover how to save money on taxes, manage investment risks and protect your assets from potential long term health care expenses. Above all, this course will show you how to assess your financial situation and develop a personalized plan to achieve your retirement goals. The course includes a 200-page textbook with examples, illustrations, and worksheets. 2 classes/6 clock hrs

SAFETY/INDUSTRIAL

SAFETY/INDUSTRIAL SKILLS - ONLINE
• OSHA Construction
• OSHA General Industry
• OSHA Hazardous Waste Training
• Other courses available

For cost, hours and course descriptions go to: http://weatherfordcollege.360training.com These online courses are not eligible for TPEG funding.

Business/Industry may be eligible for Skills Development grant funding for employee training. Contact Julie Lundy for more information at jlundy@wc.edu or 817-598-6387.

SPANISH

COMMAND® SPANISH
Learn the Spanish phrases, questions and commands necessary for your profession. We can provide training for firefighters, teachers, banks, restaurants, physicians’ offices, industry and manufacturing, construction, custodial and maintenance supervisors, and more. Call us to discuss a customized class for your group of 6 or more, 817-598-6387.

Business/Industry may be eligible for Skills Development grant funding for employee training. Contact Julie Lundy for more information at jlundy@wc.edu or 817-598-6387.

TABC SELLER/SERVER

TABC SELLER/SERVER CERTIFICATION
Online course available at:
http://weatherfordcollege.360training.com
Learn2Serve: TABC Seller/Server Training 2 hrs $16.95
— OR —
TABC Seller/Server Training + TX Food Handlers all counties 4 hrs $25.00

Ask about the WC Truck Driving Academy!
800-951-3399
TOBACCO AWARENESS

TEXAS YOUTH TOBACCO AWARENESS PROGRAM

Eight-hour tobacco education class for individuals who have been ticketed by the courts for under-age tobacco violations. This class is certified by the State of Texas, regulated by the Texas Department of State Health Services, and satisfies the state criteria for individuals who are court mandated to complete such a class. IMPORTANT NOTE: Registration fee of $25 is payable to WC--plus $50 fee payable the first day of class. M=Monday; T=Tuesday; W=Wednesday; R=Thursday; F=Friday; S=Saturday. MUST attend all sessions of scheduled class. 4 classes/8 clock hrs

WEATHERFORD CAMPUS
CE 239 W17 2/25-3/26 T R 6:00PM-8:00PM BUSI 203 $25+$50
CE 239 W27 5/06-5/15 T R 6:00PM-8:00PM BUSI 203 $25+$50
CE 239 W18 8/05-8/14 T R 6:00PM-8:00PM BUSI 203 $25+$50

TRUCK DRIVING ACADEMY

QUALIFICATIONS

To qualify for employment as a career driver, you must:

• Be 21 years of age and obtain a Federal Commercial Driver's License for interstate driving.
• Pass a Department of Transportation physical examination/drug screening.
• Have a valid driver's license with a good driving record.

Call 1-800-951-3399 for details about classes. Cost is $3,200.

This certificate program is approved for WIA/Workforce funding.

PROFESSIONAL TRUCK DRIVER

Overview of the State of Texas Class A Commercial Drivers License written test. Includes preparation for mastery of the Commercial Drivers License written examination, general truck driving skills with hands-on component, and instruction coordinated with the Department of Transportation. Texts and student materials required. 20 classes/160 contact hrs

EDUCATION CENTER AT MINERAL WELLS
CVOP 1013 TRUCK DRIVING ACADEMY M-F 7:00AM-3:30PM
ECMW $320

CALL 1-800-951-3399 FOR DATES.

WEATHERFORD CAMPUS

BASIC WELDING TECHNOLOGY CERTIFICATE

Weatherford College offers the following welding courses which can be taken individually or students can earn a Basic Welding Technology Certificate by completing all of the courses. Courses are offered in the evening so students can continue to work while learning new skills or improving existing skills. Courses are taught at the Weatherford Campus and the Education Center in Mineral Wells. Enrollment is limited to 10 students per course. The Basic Welding Technology Certificate includes all courses below for a total of 336 hours of coursework & is approved for WIA/Workforce funding.

WEATHERFORD CAMPUS
WLGD 1000 Intro. to Welding 48 hrs
WLGD 1009 Basic SMAW 48 hrs
WLGD 1055 Welding Layout* 48 hrs
WLGD 1043 Interim. Arc Welding* 48 hrs
WLGD 1007 Intro. To Wldg-Multi Processes* 48 hrs
WLGD 2044 Adv. Arc Welding* 48 hrs
WLGD 1041 Pipe Welding* 48 hrs

WELDING

*These courses have prerequisites that must be met or instructor approval obtained prior to registration.

NOTE: Students are required to wear long pants, long-sleeve shirt, and closed-toe shoes. Students must supply helmet, gloves, safety goggles, project materials and textbook.

This certificate program is approved for WIA/Workforce funding.

COURSE INFORMATION:

Each of the above topics can begin on any of the start dates below. When registering, please indicate course topic and start date.

WEATHERFORD CAMPUS
MT 6:00PM-9:00PM $360+SUP

WEATHERFORD CAMPUS
2/12-4/10, 4/16-6/5, 6/11-7/31, 8/20-10/9
WR 6:00PM-9:00PM $360+SUP

EDUCATION CENTER AT MINERAL WELLS
1/7-2/27, 3/4-5/1, 5/6-6/26, 7/8-8/28
T R 6:00PM-9:00PM $360+SUP

EDUCATION CENTER AT MINERAL WELLS
3/3-4/30, 5/5-6/30, 7/7-8/27
M W 6:00PM-9:00PM $360+SUP

EACH 48-HOUR COURSE - $360 + SUPPLIES
INTRODUCTION TO WELDING – WLDG 1000
Equipment used in oxy-fuel and arc welding. Includes cutting of ferrous metals. Emphasizes welding and cutting safety and basic welding processes. Students must supply project materials, helmet, gloves, and safety goggles. 48 contact hrs

BASIC SHIELDED METAL ARC WELDING (SMAW) – WLDG 1009
This course covers basic maintenance and structural welding techniques and applications. Students must supply project materials, helmet, gloves, and safety goggles. 48 contact hrs

WELDING LAYOUT - WLDG 1055
This course covers pipe fitting, pressure vessel fabrication. Included are the study and interpretation of orthographic and isometric flow and spool sheets. Hands-on learning skills in welding techniques and applications will be assessed. Students must supply project materials, helmet, gloves, and safety goggles. 48 contact hrs

INTERMEDIATE ARC WELDING – WLDG 1043
This course covers manipulative skills in welding techniques, applications, and theory. Students must supply project materials, helmet, gloves, and safety goggles. 48 contact hrs

INTRO TO WLDG USING MULTI-PROCESSES – WLDG 1007
Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), flux cored arc welding (FCAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW). Students must supply project materials, helmet, gloves, and safety goggles. 48 contact hrs

ADVANCED ARC WELDING – WLDG 2044
This course covers advanced principles of welding with emphasis on special processes and special needs of students. Students must supply project materials, helmet, gloves, and safety goggles. 48 contact hrs

PIPE WELDING – WLDG 1041
This course covers pipe welding techniques and applications. Students must supply project materials, helmet, gloves, and safety goggles. 48 contact hrs

THE WEEKEND WELDER (MAINTENANCE WELDING) – NEW!
Learn the basic techniques and principles of welding for career skills or home shop. An introduction to oxy-fuel and arc welding, cutting practice and procedures, and welding safety. Students will select a project and provide project materials. This course is not part of the Basic Welding Technology Certificate. Students are required to wear long pants, long-sleeve shirt, and closed-toe shoes. Students must supply project materials, helmet, gloves, and safety goggles. 32 contact hrs

EDUCATION CENTER AT MINERAL WELLS
WLDG1015.M17 4/05-6/07 SATURDAYS
1:00PM-6:00PM ECMW WLD $290+SUPPLIES
NO CLASS ON 4/19 OR 5/24
Contact Terry Pilgrim at 817-598-6302 for more information.

YOGA
BEGINNING YOGA
Learn how to incorporate yogic wisdom, philosophical aspects of this ancient practice, and meditation techniques into your life. This class is the first step toward a career in the fitness, health and wellness industries. Whether it's working in a Yoga studio, Yoga product sales or a regional fitness manager this first step onto a Yoga mat may inspire a deeply rewarding career. Class is open to all levels and is not religious based. 48 contact hrs

TOPICS INCLUDE, BUT NOT LIMITED TO:
• Yoga Terminology
• Historical Background of Yoga
• Basic Nutrition
• Asanas (postures)
• Pranayamas (breathing techniques)
• Relaxation for Proficiency in Hatha Yoga Technique
• The Body's Energy Centers and their Relationship to Health and Wellness

EDUCATION CENTER AT GRANBURY
FIT1095.G15 CALL FOR DATES & TIMES - 817-598-8870 $108
FREQUENTLY ASKED QUESTIONS

WHEN CAN I REGISTER FOR CONTINUING EDUCATION COURSES?
Registration begins for certain Healthcare Programs on December 13, 2013 at 10 a.m. Registrations are processed on a first-come, first-served basis. You may register until the first day of class if space is available. Due to the minimum number of students necessary for classes to be held, you are encouraged to register at least one week before the class starts.

HOW DO I REGISTER AND PAY FOR MY CLASSES?
There are several convenient methods. You may register in person at the Continuing Education office on any of the four campuses, by mail using a registration form at the back of this schedule or by fax.

Payments must be made at the time of registration. We accept cash, checks, money orders and credit cards (American Express, Discover, Master Card, VISA, and debit cards). Payments can be made by phone at 817-598-6265. Payments by mail must be in the form of check or money order. Payment from a company or state agency is also accepted. Call 817-598-8870 for more information. Please note: If you have a past due balance, a hold (which prevents registration) will be placed on your account.

HOW CAN I RECEIVE FINANCIAL ASSISTANCE?
Limited scholarship funds are available through the Texas Public Education Grant (TPEG) for Continuing Education students. Eligibility is based on individual financial need and student enrollment in career or occupational courses. Funds awarded to eligible students will be applied directly to the course tuition. TPEG funds will be awarded until the funds for Continuing Education are depleted. Applicants must complete the FAFSA and allow 2-4 weeks minimum processing time before class start date. The Continuing Education registration form and TPEG form are due to the Continuing Education main campus office 10 business days before class begins to allow sufficient processing of information. The FAFSA application is located at www.fafsa.ed.gov. The Weatherford College school code is 003664.

Some certificate programs are certified through the Workforce Investment Act (WIA) at the North Central Texas Workforce. Please contact the North Central Texas Workforce office at 817-594-0049 to determine if you qualify for paid job training.

WHAT IF MY CLASS IS CANCELLED?
At times, classes may be cancelled due to low enrollment. Every effort is made to notify all registered students at the phone number(s) listed on the registration form. A full refund is processed unless you decide to transfer to another course or section.

WHAT IF I MUST DROP A CLASS?
Cancellations must be received at least one business day prior to the first day of class in order to receive a 100% course refund. No refunds or transfers will be made on or after the first class day.

WHAT IS THE REFUND POLICY?
If a student withdraws before the first day of class or if the class is cancelled, a refund is mailed from the college business office. A refund generally takes four weeks to be processed. No refunds will be made on or after the day the class begins.

DO I NEED A PARKING PERMIT?
At time of registration, Continuing Education students must obtain a parking permit based on the following:

- Classes for 14 days or less – no charge
- Classes for more than 14 days – $2.00

Parking permits may be obtained at the Continuing Education office.

DO I NEED A STUDENT ID?
A WC Student ID will allow you to access campus resources and services.

WHERE DO I BUY MY BOOKS AND SUPPLIES?
New and used books may be purchased at the Weatherford College Bookstore located in the Doss Student Center. The bookstore is open Monday through Thursday 7:45 a.m. – 5:00 p.m. and Friday 8:00 a.m. – 4:00 p.m. Summer hours are Monday through Thursday 7:45 a.m. – 5:30 p.m. and closed Fridays. If the class does not make, full refunds will be given only for books, diskettes and CD ROMs if unused, unmarked and accompanied by the receipt. The bookstore number is 817-598-6286.

WILL I RECEIVE A GRADE FOR COMPLETION OF A CONTINUING EDUCATION COURSE?
Yes, you will receive a grade of Satisfactory (S) or Unsatisfactory (U) based on course work and at least 80% participation in the course.
WILL I EARN CEUs FOR WORK-RELATED TRAINING?
Yes, most work-related training is measured in Continuing Education Units (CEUs). Nationally recognized, one CEU represents 10 class hours of participation. A CEU certificate will be given to students who successfully meet the course completion requirements.

A Workforce & Continuing Education transcript may be requested from the Student Services Office (STSV) at no charge. The request must include your name, social security number, and/or student ID number. In order for Continuing Education courses to appear on your transcript, you must request a combined transcript.

Workforce & Continuing Education has established an “Articulation Agreement” in order to convert CEUs to semester credit hours for certain courses taught by SAC’s credentialed instructors under the specific conditions of the agreement. Completion of the Articulation Agreement enables the student to apply hours earned toward a credit certificate or degree. Transference does not impact the student’s grade point average.

WHO DO I NOTIFY REGARDING SPECIAL SERVICES AND STUDENT ACCOMMODATIONS?
Services for students with disabilities or special educational needs are available through the Student Services Office. If you are a student with a disability and need special accommodations, contact the Special Services Director at 817-598-6350. Requests need to be on file before the class begins.

WILL I HAVE ACCESS TO THE WEATHERFORD COLLEGE LIBRARY WHILE ENROLLED IN CONTINUING EDUCATION CLASSES?
Continuing Education students may access all Weatherford College Library services with their student ID.

HOW DO I KNOW IF CLASSES ARE CANCELLED BECAUSE OF INCLEMENT WEATHER?
If severe weather causes the College to delay opening for classes and/or scheduled events or close entirely, information will be relayed to students and staff as soon as possible through the Coyote Alert System, as well as posted on our Web site, (www.wc.edu), and recorded at our main switchboard number, 817-594-5471.

Additionally, information will be announced on local radio station KYQX 89.5 FM and on area media: KXAS, Channel 5 TV; KJSA 1140 AM (Mineral Wells); KTFW 92.1FM/1460 AM; WBAP 820; KDFW, Channel 4; WFAA, Channel 8, and KTVT, Channel 11.

HOW MAY I PLACE AN ITEM OF CONCERN (GRIEVANCE/APPEAL) ON RECORD?
A concern regarding a Continuing Education class or an appeal to a student dismissal from a Continuing Education class must be filed within 5 days of the incident. An “Item of Concern” form may be obtained from the Continuing Education staff on any campus.

IS THERE A SENIOR CITIZEN DISCOUNT AVAILABLE FOR CONTINUING EDUCATION CLASSES?
If you are 65 years or older and request the Senior Citizen Discount at registration, you may be eligible to receive discounted tuition for certain classes. A copy of your current driver’s license must accompany the registration form.

MAY I ENROLL IN A CONTINUING EDUCATION CLASS IF I AM UNDER THE AGE OF 18?
If you are under 18 years of age, a Continuing Education administrator and the course instructor must approve any waiver of age limitations for a course. A “Consent/Release” form must be completed at registration for any minor and requires the signature of a legal parent or legal guardian.

DO I NEED A MENINGITIS VACCINE?
No, if you are only enrolling in Continuing Education courses or programs less than 360 hours. You will need the vaccine if you are enrolling in academic credit courses, are under 30 years of age, and a new student who has never previously attended an institution of higher education or a student who has previously attended an institution of higher education and is re-enrolling in the same or another institution after a break in enrollment of at least one fall or spring semester. Proof of meningitis vaccination must be received at least 10 days prior to the class start date. Meningitis vaccination is not required for students enrolled in only online courses or other distance education courses or who are 30 years of age or older.

CERTIFICATES & PROGRAM QUALIFICATIONS
All certificates will be issued exclusively to students who enroll in the designated classes at Weatherford College and successfully complete the designated course work. Course offerings vary by semester. In order for a class to be held, a minimum number of students is required. No refunds on or after the start day of the class.
WEATHERFORD COLLEGE MAIN CAMPUS
225 College Park Drive • Weatherford, TX 76086 • 817-598-8870

Workforce and Continuing Education of Weatherford College is located on the main campus in the Student Services building (upstairs on the South side).

Fall and Spring office hours are 8 a.m. to 5 p.m., Monday - Thursday and 8 a.m. - 4 p.m., Friday. Summer Office hours are 8 a.m. - 5:30 p.m. Closed Fridays.

WEATHERFORD COLLEGE MAIN CAMPUS

CLASSROOM BUILDINGS

ACAD ........................................ ACADOMIC BUILDING
AGRI ........................................... AGRICULTURE
ALHE ........................................ ALLIED HEALTH
BASB .................................. ROGER WILLIAMS BALLPARK
Biol ........................................... BIOLOGY
Busi ........................................... BUSINESS
Fine .................................... MARJORIE BLACK ALKEK
GYMN .................................. BETTY JO CRUML GRABER
LART ........................................ LIBERAL ARTS
Phys ......................................... PHYSICAL SCIENCE
Tech ...................................... JIM & VELEDA BOYD

TECHNOLOGY BUILDING

SITE ABBREVIATIONS

ASC ........................................ ANIMAL SCIENCE CENTER
ECGB ................................ EDUCATION CENTER AT GRANBURY
ECMW ................................ EDUCATION CENTER AT MINERAL WELLS
WCWC ................................ WEATHERFORD COLLEGE WISE COUNTY
MAIN ........................................ MAIN CAMPUS

ADMINISTRATION & SUPPORT

A ................................................. MEMORIAL PLAZA
AGRI ........................................ MAINTENANCE
B ........................................... OLD MAIN BELL, ARCH
BUSI ........................................ BUSINESS OFFICE
C ................................................ TENNIS COURTS
COUT ........................................ CAMPUS POLICE
COVL ........................................ COYOTE VILLAGE
D .............................................. STUDENT HOUSING
DOSS ................................ DISSTUDENT CENTER
D .............................................. DOSS STUDENT CENTER

STUDENT SERVICES

E ................................................ ELECTRONIC SIGN
FACL ......................................... FACULTY OFFICES
LART ........................................ LIBERAL ARTS
LIBR ........................................ LIBRARY

STREIB CENTER

MINC ........................................ E.W. MINCE BUILDING
STSV ................................ STUDENT SERVICES

UPPER LEVEL - CONTINUING EDUCATION, FINANCIAL AID, SPECIAL SERVICES
LOWER LEVEL - ADMISSIONS, REGISTRATION

GRANBURY (ECGB): 817-579-9188 | MINERAL WELLS (ECMW): 800-300-2591
All students must register and obtain a college parking permit before operating their vehicles on campus property. At time of registration, Workforce and Continuing Education students must obtain a parking permit based on the following schedule:

- Classes for 14 days or less — no charge
- Classes for more than 14 days— $2.00

Parking permits may be obtained at the Continuing Education Office.
Any student who registers at Weatherford College automatically accepts the obligation to comply with the regulations and standards of conduct set forth by the College. Therefore, it is to your advantage to familiarize yourself with policies and regulations which are listed in the Student Handbook, as well as those listed in the College Catalog.

Programs and statements included in this publication are subject to continuous review and evaluation. Weatherford College reserves the right to make changes at any time without further notice to students. An official copy of the Student Handbook can be located at http://www.wc.edu/. The handbook is continuously updated and may differ from the printed copy at a future date.

The schedule has been carefully prepared to assure that all information is accurate and as complete as possible; however, Weatherford College reserves the right to make changes which may result in deviations from the information in the schedule content.

Weatherford College is an equal opportunity college. Weatherford College does not discriminate on the basis of sex, race, color, national origin, religion, disability or age in educational programs, activities, admission or employment practices.
WEATHERFORD COLLEGE WORKFORCE & CONTINUING EDUCATION REGISTRATION FORM

Attn: Continuing Education | 225 College Park Drive, Weatherford, TX 76086 | Fax: 817-598-6381 | www.wc.edu/ce

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Please check one box

RESIDENCY: Are you a U.S. Citizen?

❑ Yes  ❑ No

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ETHNIC BACKGROUND: Are you Hispanic or Latino? (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)

❑ White  ❑ Asian  ❑ International  ❑ Native Hawaiian or Other Pacific Islander  ❑ Black or African-American  ❑ American Indian or Alaskan Native  ❑ Unknown or Not Reported

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RESIDENCY: Are you a U.S. Citizen?  ❑ Yes  ❑ No

Please check one box

❑ Parker County  ❑ Resident of another county  ❑ Alien resident or out-of-state resident  ❑ International Student Hispanic

Residency: State of legal residence

Verification: How long have you resided in Texas? ______ Years ______ Months

Previous state or country of residence:

If you moved to Texas within the past 5 years, why? ❑ Education  ❑ Other  ❑ Employment

To be completed by Non-U.S. Citizens only:

Country of birth:

Do you hold Permanent Resident status for the U.S.? ❑ Yes  ❑ No

Do you hold Temporary Resident status for the U.S.? ❑ Yes  ❑ No

If Yes, Visa Type: ___________________________  Issue Date: ___________________________  Expiration Date: ___________________________

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LIST ALL COURSES FOR REGISTRATION.

PAYMENT MUST ACCOMPANY THIS FORM. NO REFUNDS WILL BE MADE ON OR AFTER THE DAY THE CLASS BEGINS.

<table>
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<tr>
<th>COURSE NUMBER</th>
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<th>DATES</th>
<th>FEES</th>
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PARKING PASS – All vehicles parked at the Weatherford campus must have a valid parking permit clearly displayed. At registration, the Workforce & Continuing Education Office will issue a temporary parking permit at no charge for classes lasting 14 days or less. A CE student parking permit for classes lasting longer than 14 days will be $2. Vehicle license number, make, model, year and color will be required only for the CE student parking permit.

All applicants must read the Oath of Residency, Liability Release, and Refund Policy; and sign and date this application.

- **OATH OF RESIDENCY:** I understand that information submitted herein will be relied upon by Weatherford College officials to determine my status for Texas residency eligibility. I authorize Weatherford College to verify the information I have provided. I agree to notify the Office of Student Services of Weatherford College of any changes in the information I have provided.

- **LIABILITY RELEASE:** I release Weatherford College from all responsibility in case of an accident. Minors (under 18 years of age) must have a legal parent or guardian sign a consent/release form to be included with this registration form.

- **REFUND POLICY:** I understand that no refunds will be made on or after the day the class begins. Yo comprendo que no habrá reembolso el primer día de clase o después del primer día de clase.

SIGNATURE ___________________________  DATE __________________

THE ABOVE SIGNATURE CONFIRMS THAT ALL INFORMATION IS TRUE AND CORRECT.

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Information supplied on this application is required by federal or state agencies and is not used as the basis for admission decisions. An Equal Opportunity institution/equal access for the disabled. The Privacy Act of 1974 will be observed.