WORKFORCE & CONTINUING EDUCATION

• WF/CE Spring & Summer Registration for certain programs begins December 12, 10:00 a.m., Academic Building Foyer
• WF/CE Registration for other programs begins December 2

SPRING & SUMMER 2015 SCHEDULE
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.

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**REGISTRATION INFORMATION**

- **Fall registration for certain programs begins December 12 at 10:00 a.m., Academic Building Foyer. Register in person beginning at 10:00 a.m.**

- **Register beginning December 2 for other CE 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.**

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**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

**WEATHERFORD COLLEGE WISE COUNTY CAMPUS (WCWC)**
Workforce & Continuing Education Building
5180 US HWY 380/ Bridgeport, TX 76426 / 940-626-3263

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**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.

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**2015 SPRING & SUMMER HOLIDAYS**

- Martin Luther King Day • January 19
- Spring Break • March 8-15
- Good Friday • April 3
- Memorial Day • May 25

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**DAY ABBREVIATIONS**

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ARE YOU AN EMPLOYEE OF A SMALL BUSINESS?

Skills for Small Business Training Grants are available at Weatherford College for small business employees.

- Up to $725 in training for current employees
- Up to $1,450 in training for new employees
- Most classes in this schedule will qualify!

Check out the Texas Workforce Commission Skills Development Training Grants website at www.skillsforsmallbusiness@twc.state.tx.us.

Contact Julie Lundy at 817-598-6387 or jlundy@wc.edu to determine if your business will qualify!
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

- **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.
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 - 4 hour class (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 EDUCATION

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

WEATHERFORD CAMPUS
CE 455.W26 1/26-1/28 M W 5:30PM-8:30PM ACAD 111 $75
CE 455.W17 3/30-4/01 M W 5:30PM-8:30PM ACAD 111 $75
CE 455.W27 5/18-5/20 M W 5:30PM-8:30PM ACAD 111 $75
CE 455.W18 7/20-7/22 M W 5:30PM-8:30PM ACAD 111 $75

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. 3 classes/12 clock hrs

WEATHERFORD CAMPUS
CE 579.W16 1/08-1/11 F & S 5:30PM-10:00PM ACAD 129 $25+65
CE 579.W17 3/06-3/08 F & S 5:30PM-10:00PM ACAD 129 $25+65
CE 579.W27 5/01-5/03 F & S 5:30PM-10:00PM ACAD 129 $25+65
CE 579.W18 7/10-7/12 F 5:30PM-10:00PM ACAD 129 $25+65

EDUCATION CENTER AT GRANBURY
CE 179.G17 4/01-4/02 M & W 5:30PM-9:00PM ECGB 107 $75

EDUCATION CENTER AT MINERAL WELLS
CE 179.M26 1/13-1/15 T R 5:30PM-9:00PM ECMW COS $75
CE 179.M18 8/11-8/13 T R 5:30PM-9:00PM ECMW COS $75

WEATHERFORD COLLEGE WISE COUNTY
CE 179.D16 2/07-2/08 S & N 1:00PM-4:30PM WCWF 2A $75
CE 179.D18 6/13-6/14 S & N 1:00PM-4:30PM WCWF 2A $75

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
• Problem solving techniques to complete tasks
• Effective work habits
• Time management

TEXAS DWI EDUCATION PROGRAM
The standardized program is 12 hours in length and is designed to help DWI offenders increase their knowledge about alcohol and drugs as these substances relate to driving skills, to identify their own individual drinking/drug use and driving patterns, and to assist them in developing plans which will reduce the probability of future DWI behavior. Specific course topics include alcohol/drug and traffic safety problems, Texas laws relating to DWI, effects of alcohol/drugs on humans, alcohol/drugs and driving task abilities, chemical dependency, symptoms of dependency, sources of assistance, costs of DWI, and decision-making. Article 42.12, Section 13(h),Code of Criminal Procedure requires persons convicted of first offense DWI and receiving probation, to attend and successfully complete an educational program certified by the Texas Department of State Health Services. Failure to complete the program within 180 days (unless an extension was granted) from the date probation was granted will result in the offender’s license being revoked. **The license cannot be reinstated until the educational program is completed.**

M=Monday; T=Tuesday; W=Wednesday; R=Thursday; F=Friday; S=Saturday; N=Sunday. Maximum enrollment - 24 students. A parent/guardian consent form must be signed for students under 18 years of age. Students MUST attend all sessions of scheduled class. 3 classes/12 clock hrs plus orientation

WEATHERFORD CAMPUS
CE 579.W16 1/08-1/11 F & S 5:30PM-10:00PM ACAD 129 $25+65
CE 579.W17 3/06-3/08 F & S 5:30PM-10:00PM ACAD 129 $25+65
CE 579.W27 5/01-5/03 F & S 5:30PM-10:00PM ACAD 129 $25+65
CE 579.W18 7/10-7/12 F 5:30PM-10:00PM ACAD 129 $25+65
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.

WEATHERFORD CAMPUS
BUSG1012.W17 1/28-3/2/330 8:30AM-12:30PM TECH 213 $199
BUSG1012.W18 6/8/6/15/29/7/27 8:30AM-12:30PM TECH 213 $199

EDUCATION CENTER AT GRANBURY
CALL 817-598-8870 FOR DATES 1:00PM-5:00PM TBA $199

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 ID 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 - 4 hour class (2 year certification) required and provided before clinical.

TEXTBOOK DISTRIBUTED ON FIRST DAY OF CLASS.

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.W26 1/8-3/18 TWR 8:30AM-12:30PM LART 107 $750
NURA1001.W36 1/8-3/16 T R 5:00PM-9:00PM LART 107 $750
NURA1001.W17 5/8-5/15 S & $ 8:30AM-5:00PM LART 107 $750
FRIDAYS 7/10,7/17,7/24,7/31,8/7,8/14 8:00AM-5:00PM
NURA1001.W37 5/19-7/30 T R 9:00AM-2:30PM LART 107 $750

EDUCATION CENTER AT GRANBURY
NURA1001.G16 1/8-4/16 T R 5:00PM-9:00PM ECGB 205 $750
NURA1001.G18 6/1-7/30 M WR 5:00PM-9:00PM ECGB 204 $750

WEATHERFORD COLLEGE WISE COUNTY
NURA1001.D16 1/13-4/21 T R 5:30PM-9:30PM WCWF 1C $750

CERTIFIED NURSE AIDE IN-SERVICE 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

WEATHERFORD CAMPUS
NURA2000.W17 5/8 F 8:00AM-5:00PM LART 107 $65

Register Early!
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. Total 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 2/3-4/16 T R 6:00PM-8:15PM ECMW 107 $480+BK

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 3/20-5/9 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.M27 4/21-6/25 T 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

EDUCATION CENTER AT MINERAL WELLS
DFTG2040.M16 1/16-3/7 F & S 6:00PM-9:00PM ECMW 107
S 8:00AM-1:00PM ECMW 107
DFTG2040.M18 6/20-9/3 T & R 6:00PM-9:15PM ECMW 107 $480+BK

COMPUTER COURSES

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®, 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

WEATHERFORD COLLEGE WISE COUNTY
CALL 940-626-3263 FOR CLASS DATES & TIMES!

Register Early!

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.W16 2/17-3/19 T R 6:00PM-9:00PM TECH 213 $179

WEATHERFORD COLLEGE WISE COUNTY
CALL 940-626-3263 FOR CLASS DATES & TIMES!

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

WEATHERFORD CAMPUS
ITSW1022.W17 3/24-4/16 T R 6:00PM-9:00PM TECH 213 $179

WEATHERFORD COLLEGE WISE COUNTY
CALL 940-626-3263 FOR CLASS DATES & TIMES!

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

WEATHERFORD CAMPUS
ITSW1037.W17 4/21-5/14 T R 6:00PM-9:00PM TECH 213 $179

WEATHERFORD COLLEGE WISE COUNTY
CALL 940-626-3263 FOR CLASS DATES & TIMES!

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; banking procedures; dealing with physical inventory, payroll, balance sheets, and budgets. Textbook included. 32 contact hrs

WEATHERFORD CAMPUS
ACNT1001.W17 4/1-5/8 M W 6:00PM-9:00PM TECH 213 $299
ACNT1001.W18 5/8-6/13 MTWR 8:30AM-12:30PM TECH 213 $299

WEATHERFORD COLLEGE WISE COUNTY
CALL 940-626-3263 FOR CLASS DATES & TIMES!

COMPUTER SKILLS FOR BUSINESS

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. Total cost is $1,065, 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. Learn components of a typical computer system; build keyboarding skills, create, format, edit and enhance a document, manage files and folders. Learn E-mail basics and how to navigate the web. Survey a software productivity suite (word processing, spreadsheets, presentation and database software). Textbook included. 48 contact hrs

WEATHERFORD CAMPUS
POFI1004.W16 1/18-2/17 MTWR 8:30AM-12:30PM TECH 213 $329
POFI1004.W18 6/1-6/23 MTWR 8:30AM-12:30PM TECH 213 $329

EDUCATION CENTER AT GRANBURY
CALL 817-598-8870 FOR DATES MTWR 1:00PM-5:00PM TBA $329

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.W26 2/18-2/26 MTWR 8:30AM-12:30PM TECH 213 $179
POFI1024.W16 6/24-7/6 MTWR 8:30AM-12:30PM TECH 213 $179

EDUCATION CENTER AT GRANBURY
CALL 817-598-8870 FOR DATES MTWR 1:00PM-5:00PM TBA $179
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

WEATHERFORD CAMPUS
ITSW1022.W27 3/3-3/18 MTWR 8:30AM-12:30PM TECH 213 $179
ITSW1022.W18 7/7-7/15 MTWR 8:30AM-12:30PM TECH 213 $179

EDUCATION CENTER AT GRANBURY
CALL 817-598-8870 FOR DATES MTWR 1:00PM-5:00PM TBA $179

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

WEATHERFORD CAMPUS
ITSW1037.W27 3/19-3/31 MTWR 8:30AM-12:30PM TECH 213 $179
ITSW1037.W18 7/16-7/28 MTWR 8:30AM-12:30PM TECH 213 $179

EDUCATION CENTER AT GRANBURY
CALL 817-598-8870 FOR DATES MTWR 1:00PM-5:00PM TBA $179

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; problem solving techniques to complete tasks; effective work habits, and time management. Text included. 16 contact hrs

WEATHERFORD CAMPUS
BUSG1012.W17 1/26,2/9,3/2,3/30 8:30AM-12:30PM $199
BUSG1012.W18 6/8,6/15,6/28,7/27 8:30AM-12:30PM $199

EDUCATION CENTER AT GRANBURY
CALL 817-598-8870 FOR DATES 1:00PM-5:00PM TBA $199

CPR 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 OR 2013 CERTIFICATION TRAINING
2010 is 95 hrs - $595; 2013 is 70 hrs - $595

MICROSOFT EXCEL® 2010 or 2013 CERTIFICATION TRAINING
2010 is 95 hrs - $595; 2013 is 70 hrs - $595

MICROSOFT POWERPOINT® 2010 OR 2013 CERTIFICATION TRAINING
2010 is 65 hrs - $595; 2013 is 60 hrs - $595

MICROSOFT ACCESS® 2010 OR 2013 CERTIFICATION TRAINING
2010 is 120 hrs - $595; 2013 is 90 hrs- $595

ADMINISTRATIVE PROFESSIONAL WITH MICROSOFT OFFICE SPECIALIST 2013 455 hrs - $2,395

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

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.W25 1/7 S 9:00AM-1:00PM LART 107 $42
CE 414.W17 3/2 S 9:00AM-1:00PM LART 107 $42
CE 414.W27 3/28 S 9:00AM-1:00PM LART 107 $42
CE 414.W37 4/18 S 9:00AM-1:00PM LART 107 $42
CE 414.W18 7/25 S 9:00AM-1:00PM LART 107 $42

WEATHERFORD COLLEGE WISE COUNTY
CALL 940-626-3263 FOR CLASS DATES & TIMES!

CPR TRAINING AT WC!
Professional instruction designed to meet American Heart Association criteria. Week day and night classes also available. 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.

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

WEATHERFORD CAMPUS
CE 295 W26 1/10 S 9:00AM-4:00PM ACAD 127 $30
CE 295 W36 1/24 S 9:00AM-4:00PM ACAD 127 $30
CE 295 W46 2/21 S 9:00AM-4:00PM ACAD 127 $30
CE 295 W17 3/21 S 9:00AM-4:00PM ACAD 127 $30
CE 295 W27 4/11 S 9:00AM-4:00PM ACAD 127 $30
CE 295 W37 4/25 S 9:00AM-4:00PM ACAD 127 $30
CE 295 W47 5/09 S 9:00AM-4:00PM ACAD 127 $30
CE 295 W18 6/27 S 9:00AM-4:00PM ACAD 127 $30
CE 295 W28 7/15 S 9:00AM-4:00PM ACAD 127 $30
CE 295 W38 8/22 S 9:00AM-4:00PM ACAD 127 $30

EDUCATION CENTER AT GRANBURY
CE 295 G26 1/17 S 9:00AM-4:00PM ECGB 104 $30
CE 295 G36 2/07 S 9:00AM-4:00PM ECGB 104 $30
CE 295 G17 3/27 S 9:00AM-4:00PM ECGB 104 $30
CE 295 G27 4/18 S 9:00AM-4:00PM ECGB 104 $30
CE 295 G37 5/23 S 9:00AM-4:00PM ECGB 104 $30
CE 295 G18 6/13 S 9:00AM-4:00PM ECGB 104 $30
CE 295 G28 7/11 S 9:00AM-4:00PM ECGB 104 $30
CE 295 G38 8/08 S 9:00AM-4:00PM ECGB 104 $30

WEATHERFORD COLLEGE WISE COUNTY
CALL 940-626-3263 FOR CLASS DATES & TIMES!

DENTAL ASSISTANT

We recommend for admission, it is the
responsibility of the applicant to ensure that all
program requirements are completed. Cost of
program is $1,899. Online registration is not
available for this program. Maximum enrollment – 14
students per class.

REQUIREMENTS:
18 years of age or older
High school diploma, GED or college
transcript
COMPASS Reading Exam – Reading score
must be 81 or above. (WC Testing Center – 817-598-6472)
Valid Driver’s License (DL) or photo ID and
signed Social Security (SS) card
Satisfactory Criminal Background Check (WC
is responsible for processing.)
Hepatitis B – proof of all 3 immunizations or
positive titer*
Tuberculin Skin Test (TB) - proof of negative
reading within 12 months of course
completion date or chest x-ray required.
Immunization fees are the responsibility of
the student.
A titer refers to the amount of antibodies found
in a patient’s blood. Antibody titers can indicate
immunities to diseases.

DENTAL 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 $1,899. Online registration is not
available for this program. Maximum enrollment – 14
students per class.

REQUIREMENT PRIOR TO REGISTRATION:
18 years of age or older
High school diploma, GED or college
transcript
COMPASS Reading Exam – Reading score
must be 81 or above. (WC Testing Center – 817-598-6472)
Valid Driver’s License (DL) or photo ID and
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completion date or chest x-ray required.
Immunization fees are the responsibility of
the student.
* A titer refers to the amount of antibodies found
in a patient’s blood. Antibody titers can indicate
immunities to diseases.
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

EDUCATION CENTER AT MINERAL WELLS
NEW CLASSES IN SEPTEMBER

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
NEW CLASSES IN SEPTEMBER

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
NEW CLASSES IN SEPTEMBER

REGISTER EARLY!

WEATHERFORD COLLEGE IS A “TOBACCO FREE” COLLEGE.
THIS APPLIES TO ALL CAMPUSES AND MAY BE ENFORCED WITH TICKETING AND FINES.
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. 32 contact hrs

EDUCATION CENTER AT MINERAL WELLS
ELPT1025.M16 1/19/21 M W 6:00PM-10:00PM ECMW 106 $200+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. 32 contact hrs

EDUCATION CENTER AT MINERAL WELLS
ELPT2025.M16 2/16/21 M W 6:00PM-10:00PM ECMW 106 $200+BK

ELECTROCARDIOGRAPHY
TECHNICIAN (EKG)

Weatherford College Workforce and Continuing Education in partnership with Condensed Curriculum International, Inc. is offering an EKG Technician training program. Approximately a three-four month program. Maximum enrollment – 15 students.

PROGRAM SUMMARY: This comprehensive 70 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the Electrocardiograph (EKG) Technician National Certification Exam. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

COURSE FEE: $1,595 which includes the textbooks, workbook, consumable supplies, and certificate of completion. An additional $85 is required to take the National Certified EKG Technician Examination following successful 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 National Certified EKG Technician Examination at the Granbury Education Center Testing Center.

REQUIRED PRIOR TO REGISTRATION:
- 18 years of age
- High School Diploma, GED or college transcript
- Valid Driver’s License (DL) or photo ID and signed Social Security (SS) card
- Satisfactory Criminal Background Check (WC is responsible for processing.)

COURSE INFORMATION:

EDUCATION CENTER AT GRANBURY
2/24-5/7  T R 6:00PM-9:30PM ECGB 204 $1,595

WEATHERFORD COLLEGE WISE COUNTY
2/2-4/15  M W 9:00AM-12:30PM WCWF 1C $1,595

ELECTRONIC HEALTH RECORDS SPECIALIST

Weatherford College Workforce and Continuing Education in partnership with Condensed Curriculum International, Inc. is offering an Electronic Health Records Specialist online training program. Approximately a six-month program.

PROGRAM SUMMARY: The Electronic Health Record Specialist program prepares students to understand and use electronic records in a medical practice. An electronic health record (EHR) is a computerized lifelong healthcare record documenting data from all sources and all encounters an individual has had with the healthcare system. Electronic Health Record Specialists are educated in the implementation and management of the electronic health information. Using online lectures and labs, students will acquire the necessary skills consistent
with maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record. This course is 350 hours in length.

**COURSE FEE:** $1,299 includes books and online access to program.

**CERTIFICATION:** Upon successful completion, graduates will receive a certificate of completion from Weatherford College and have the option to sit for the Certified Health Records Specialist Certification (CEHRS) through the National Healthcareer Association. The additional $105 exam fee is the responsibility of the student.

**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.

**FOR REGISTRATION INFORMATION:**
Call 888-963-5967 or 817-598-8870

### 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:
- Airway Management
- Behavior & Psych Disorders
- Cardiology Airway Management
- EMS Operations
- 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
- Pharmacology
- Respiratory Complications
- Shock and Resuscitation
- Skills Assessment
- Special Populations
- 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.

**EQUINE SCIENCE**

**WESTERN HORSEMANSHIP**
This course is for the student wishing to learn more about their horse and the skills needed to perform at peak condition. The student must provide own horse and all vaccinations must be current along with a negative Coggins test. For more information, contact Terry Pilgrim at 817-598-6302. 32 contact hrs

**FUNDAMENTALS OF RIDING**
The course is for the student or parent seeking more information to assist a young rider. The student is not required to have a horse for the class. It is a bleacher class. 32 contact hrs

**FIREFIGHTERS**
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.

**CHANGE HAPPENS!**
Call before you drive to confirm the start time and location of your class.

817-598-8870
**GED PREPARATION**

WC and Weatherford ISD (WISD) are in a cooperative agreement to offer a GED preparation course for individuals wanting help in preparing to take the GED test. For more information, contact the WISD Community Services office at 817-598-2806.

**WEATHERFORD CAMPUS & EDUCATION CENTER AT MINERAL WELLS & WISE COUNTY CAMPUS**

CE 315  CALL 817-598-2806 FOR DATES AND TIMES.  FREE

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**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 17 months; the fast track day class completes in approximately 7 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 $4,106 plus textbooks. Textbook and Study Guide required.

**Topics include, but are not limited to:**

**LEVEL I** $480
- Basic Electricity

**LEVEL II** $1,906
- 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** $1,720
- 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.

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**COURSE INFORMATION:**

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**WEATHERFORD COLLEGE WISE COUNTY**

M W     5:30PM-9:30PM WCWF 1D
& SATURDAYS 8:00AM-5:00PM

**EDUCATION CENTER AT MINERAL WELLS**

NEW CLASSES BEGINNING IN SEPTEMBER

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

Modern Refrigeration and Air Conditioning, 19th Edition, Althouse & Turnquist & Bracciano, 2014,
- Publisher: Goodheart-Willcox,

**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 – HART 1056**
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. 7 contact hrs

--- Register Early! ---

**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. 7 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

**SPECIALIZED COMMERCIAL REFRIGERATION – HART 2057**
An advanced course covering the components, accessories, and service of specialized refrigeration units, such as ice machines, soft-serve machines, cryogenics, and cascade systems. 48 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

--- LAW ENFORCEMENT ACADEMY (LEA) ---

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)
- Must reach the age of 21 prior to the end of the academy
- 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

MAINTENANCE

MECHANICAL MAINTENANCE - NEW!

A course designed to build competency in mechanical maintenance, specifically electrical systems. The student will identify mechanical and electrical components; perform inspections, repairs and preventative maintenance. Textbook included. 48 contact hrs

EDUCATION CENTER AT MINERAL WELLS
CBFM2017.M17  3/20-5/29  F  12:30PM-5:00PM ECMW HVAC $725

Business and industry may be eligible for Skills Development training grant funds. For more information, contact Julie Lundy at 817-598-6387 or jlundy@wc.edu.
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 4/1-4/30 INTERNET $500+BK
MAMT2037.I18 6/1-6/30 INTERNET $500+BK

MEDICAL ASSISTANT

MEDICAL ASSISTANT CERTIFICATE PROGRAM
Weatherford College in partnership with Condensed Curriculum International, Inc. is offering a Medical Assistant training program. Approximately an eight month program.

PROGRAM SUMMARY: This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and the off-site externship of 160 hours to provide students with a comprehensive learning experience. Externship hours will vary by class and location. To be eligible for the externship, students must successfully complete the 140 hour program. (Total 300 hours)

CERTIFICATION: Upon successful completion of this program, students who are at least 18 years of age, hold a high school graduate or a GED are eligible and have the option to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. The additional $160 exam fee is the responsibility of the student.

COURSE FEE: $2,399 includes books

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 $2,399 and the CCMA certification exam fee. Online registration is not available for this program. Maximum enrollment – 15 students per class.

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

REQUIRED PRIOR TO EXTERNSHIP:
• Your Resume
• Based on externship site you may be required to complete a health exam and/or additional tests. (Fees are the responsibility of the student.)
• Letter from your health care provider stating you are free of all communicable diseases

and cleared to participate in an externship.

- Urine Drug Screen - Must be 9 or 10 panel with itemized negative results from a lab completed NO MORE THAN 30 DAYS PRIOR to externship. (Instant results and 5-panel not accepted.) Drug screen fees are the responsibility of the student.
- A second Satisfactory Criminal Background Check (WC is responsible for processing.)
- 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.

**COURSE INFORMATION:**

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**MEDICAL BILLING AND CODING**

- **MEDICAL BILLING AND CODING 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](http://careertraining.ed2go.com/wc).

**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. You will learn to function as an important member of the healthcare team by providing key skills such as abstracting from medical records, assigning codes to diagnoses and procedures using the ICD-9-CM, ICD10-CM, CPT and HCPCS Level II code books, developing insurance claims according to third-party guidelines, and understanding the legal, ethical and regulatory concepts that are vital to this field. Upon successful completion of the course, the student will be prepared to take the Certified Billing and Coding Specialist (CBCS) exam, offered by the National Healthcareer Association (NHA), and will receive the study guide materials, access to practice exams, and exam registration fees. The student will also be prepared to sit for the Certified Professional Coder (CPC) exam, offered by the American Academy of Professional Coders (AAPC). Textbook provided.

Online course at [http://careertraining.ed2go.com/wc](http://careertraining.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 and coding, while also learning medical terminology, disorders and medical procedures common to each body system. You will learn to function as an important member of the healthcare team by providing key skills such as abstracting from medical records, assigning codes to diagnoses and procedures using the ICD-9-CM, ICD10-CM, CPT and HCPCS Level II code books, developing insurance claims according to third-party guidelines, and understanding the legal, ethical and regulatory concepts that are vital to this field. Upon successful completion of the course, the student will be prepared to take the Certified Billing and Coding Specialist (CBCS) exam, offered by the National Healthcareer Association (NHA), and will receive the study guide materials, access to practice exams, and exam registration fees. The student will also be prepared to sit for the Certified Professional Coder (CPC) exam, offered by the American Academy of Professional Coders (AAPC). Textbook provided.

Online course at [http://careertraining.ed2go.com/wc](http://careertraining.ed2go.com/wc)  
**300 HOURS $1,995**
ADVANCED CODING FOR THE PHYSICIAN’S OFFICE
This is an advanced program designed for students with previous medical coding experience. This course will teach you diagnostic and procedural coding using CPT, ICD-9-CM (Volumes I and II), and HCPCS Level II coding manuals. 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://careertraining.ed2go.com/wc. This course is for a coder seeking training in advanced physician coding, not hospital coding. Preparation for the Certified Coding Specialist - Physician based (CCS-P) certification exam is included. Textbook provided.

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

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. This training includes detailed instructions for using the coding manuals, understanding the coding guidelines, and accurately applying the ICD-10 coding steps. In addition, the student will learn the impact of the coding changes on medical coders, healthcare staff, physicians, software systems, documentation, and information technology. Textbooks provided.

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

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 Health Facility or licensed as an Intermediate Care Facility for Developmentally Disabled.

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.
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

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.

COURSE INFORMATION:

WEATHERFORD CAMPUS
NURA1013.W16 1/7-5/14 M W 9:00AM-1:00PM LART 109 $670+BK
WEATHERFORD COLLEGE WISE COUNTY
NURA1013.D16 1/13-5/14 T R 5:30PM-9:30PM WCWF 1D $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 2/7 S 8:30AM-4:30PM TECH 201 $60
NURA1041.W17 4/17 S 8:30AM-4:30PM TECH 201 $60
NURA1041.W18 5/17 S 8:30AM-4:30PM TECH 201 $60
NURA1041.W28 6/15 S 8:30AM-4:30PM TECH 201 $60

MENTAL HEALTH

YOUTH MENTAL HEALTH FIRST AID

Youth Mental Health First Aid is designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, and other caring citizens how to help an adolescent (age 12-18) who is experiencing a mental health or addictions challenge or in crisis. Youth Mental Health First Aid is primarily designed for adults who regularly interact with young people. The course introduces common mental health challenges for youth, reviews typical

TEXTBOOK REQUIRED ON FIRST DAY OF CLASS:

adolescent development, and teaches a 5-step action plan for how to help young people in both crisis and non-crisis situations. Topics covered include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavior disorders (including AD/HD), and eating disorders. 8 clock hrs

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

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 21, Feb 18, Mar 18, Apr 15, May 20, June 17, Jul 15, Aug 19

FEE: Most of these courses start at $99.

These courses are not eligible for TPEG funding.

COURSES INCLUDED BUT NOT LIMITED TO:
• RESUME WRITING WORKSHOP
• BEGINNING WRITER’S WORKSHOP
• CREATING MOBILE APPS WITH HTML5
• WHAT’S NEW IN MICROSOFT OFFICE 2013
• INTRODUCTION TO WINDOWS 8
• C++ FOR THE ABSOLUTE BEGINNER

For complete course listing and to register, visit www.ed2go.com/wc or call 817-598-8870.

PHARMACY TECHNICIAN

Weatherford College Workforce and Continuing Education in partnership with Condensed Curriculum International, Inc. is offering a Pharmacy Technician training program. Approximately a three to four month program. Maximum enrollment – 25 students.

PROGRAM SUMMARY: This comprehensive 84 hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s PTCB exam. Course content

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.

COURSES INCLUDED BUT NOT LIMITED TO:
• CHARTERED TAX PROFESSIONAL
• PROJECT MANAGEMENT
• SYSTEMS SECURITY CERTIFIED PRACTITIONER (SSCP) TRAINING
• WEBMASTER
• CARPENTRY
• WIND ENERGY PROFESSIONAL

For complete course listing and to register, visit http://careertraining.ed2go.com/wc or call 817-598-8870.

includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement.

COURSE FEE: $1,399 which includes books, consumable supplies, and course completion certificate.

CERTIFICATION: Upon successful completion, graduates will receive a certificate of completion from Weatherford College, become eligible to apply for registration as a Pharmacy Technician in Texas, and be prepared to sit for the national Pharmacy Technician Certification Board (PTCB) Exam. Student is responsible for PTCB exam fee of approximately $129.

REQUIRED PRIOR TO REGISTRATION:
• 18 years of age
• High School Diploma, GED or college transcript
• Valid Driver's License (DL) or photo ID and signed Social Security (SS) card
• Satisfactory Criminal Background Check (WC is responsible for processing.)
• Hepatitis B - proof of all 3 immunizations or positive titer*

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

COURSE INFORMATION:
EDUCATION CENTER AT GRANBURY
2/23-5/20 M W 6:00PM-9:30PM
ECGB 204 $1,399

WEATHERFORD COLLEGE WISE COUNTY
2/2-4/29 M W 6:00PM-9:30PM
WCWF 1C $1,399

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 $775 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 ID 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 - 4 hour class (2 year certification)
• 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.
• Students will not be allowed to continue the program if all requirements are not met prior to first day of clinical.

CELL PHONE POLICY
Use of cell phones during class is disruptive to other students and the instructor. If you must bring your cell phone or pager to class, make sure you turn the ringer off. If you need to take or make a call, quietly leave the room.
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 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

PHOTOGRAPHY

INTRODUCTION TO PHOTOGRAPHY

Get the most out of your camera! Improve your pictures by learning technical and artistic skills of basic photography. This course covers camera functions/settings, equipment, composition, printing, exposures, and presentation. Take photos and critique them in a friendly and collaborative environment. Bring your digital SLR camera (with any of your interchangeable lenses and flash) and a flash drive for your pictures. 24 contact hrs

FUNDAMENTALS OF PHOTOGRAPHY

Instruction in camera operation and image production while exploring the use of the camera for photographing in various lighting situations. Students will demonstrate proper use of supplemental lighting, create photographic images, manipulate camera controls for specific outcomes, and compose communicative images Prerequisite: PHTC1004 Introduction to Photography course 24 contact hrs

SMART PHONE PHOTOGRAPHY WORKSHOP

Take better photos on your smart phone. With the popularity of smart phones and tablets, why not use them to their full potential? Most smart phones and tablets have the ability to take great pictures. Learn about photo features these devices have to offer, including many wonderful applications. You'll find that apps can boost a camera's performance and create amazing effects. This 3-hour workshop will show you a range of practical photography tips and tricks and how to best apply them to the functionality of a phone camera. Please bring your devices to class fully charged. 3 clock 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

**WEATHERFORD CAMPUS**

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<th>Class</th>
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<td>CE 122 W17</td>
<td>4/14-4/21</td>
<td>6:30PM-9:30PM</td>
<td>TECH 201</td>
<td>$49</td>
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## SOCIAL MEDIA MARKETING

**SOCIAL MEDIA MARKETING FOR BUSINESS - WORKSHOP SERIES**
Using social media for marketing can enable small businesses to further their reach to more customers. Your customers are interacting with brands through social media; therefore, having a strong social media presence on the web is the key to tap into their interests. If implemented correctly, marketing with social media can bring remarkable success to your business. We’ve put together a series on how to use social media for marketing according to each platform’s unique environment. The series includes seven hands-on workshops designed to help you navigate social media and promote your business. Prerequisites: basic computer skills. Bring fully charged laptop (required for hands-on training). $29 per session

**SOCIAL MEDIA MARKETING 101**
This gives a basic overview on how to use social media for marketing. Before you begin creating social media marketing campaigns, consider your business’ goals. This class will focus on the key benefits of why you need to have an online presence and where to begin. There are many different social media platforms; get guidance on which is best for you, your business, your brand, and your product. Create a strategy and determine where your target market is and start connecting and building relationships. Kick-start workbook included. 3 clock hrs

**WEATHERFORD CAMPUS**

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<th>Class</th>
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<th>Room</th>
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<td>TECH 201</td>
<td>$29</td>
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**FACEBOOK® MARKETING**
In the fast-paced world of social media marketing, some could argue that Facebook still is king (or queen). Are you interested in learning how to utilize Facebook to market your business or product? Want to feel more engaged with your customers? This class will introduce you to the basics of business-based social networking and some hands-on training. Topics include: business pages, groups, events, promotions, applications, targeted advertising and insights. 3 clock hrs

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<td>8:30AM-12:00PM</td>
<td>TECH 201</td>
<td>$29</td>
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**Register Early!**

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**SAFETY/INDUSTRIAL**

**WE OFFER FACE-TO-FACE GROUP CLASSES FOR BUSINESS & INDUSTRY:**
- FIRE EXTINGUISHER
- HAZARDOUS COMMUNICATIONS
- OSHA 10 HOUR
- FIRST AID/CPR (NATIONAL SAFETY COUNCIL)

**ENVIRONMENTAL HEALTH SAFETY/INDUSTRIAL SKILLS - ONLINE**
Browse online course listings for up to date class offerings, costs, hours, course descriptions. Go to http://weatherfordcollege.360training.com for online registration.

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.
LINKEDIN®
LinkedIn has fast become the online networking application of choice. In this class you’ll learn the features of LinkedIn and how they can help you in business. Topics include: your profile, recommendations, contacts, groups, and company pages. 3 clock hrs
WEATHERFORD CAMPUS
CE 621. W17 3/27 F 8:30AM-12:00PM TECH 201 $29

GETTING STARTED WITH EMAIL MARKETING
Email is a tool that nearly everyone uses today, and it continues to grow and be more prevalent in the lives of people around the world. Email marketing is also a way to reinforce relationships through special offers or bonus content and to keep your product or service top-of-mind. This is a guided demonstration on how to create a promotional email that brings measurable response; learn how to manage a list of contacts for mass email, write a subject line, and timing your emails for the best response. We will discuss list segmentation, graphics, branding, colors, adding links, and the importance of tracking. 3 clock hrs
WEATHERFORD CAMPUS
CE 621. W27 4/24 F 8:30AM-12:00PM TECH 201 $29

PINTEREST®, GOOGLE+® AND MORE
Pinterest is taking social media by storm growing at a pace much faster than Facebook. Learn how to pin, what to pin and how pinning can play a major role in a social media marketing plan for a business. The class will also spend time on Google + and other applications. 3 clock hrs
WEATHERFORD CAMPUS
CE 621. W37 5/28 R 8:30AM-12:00PM TECH 201 $29

TWITTER® FOR SMALL BUSINESS
What is a tweet and why should your customers care? Learn the secrets of engaging with your prospects and existing clients in 140 characters or less. Included will be essential best practices for small and growing businesses. 3 clock hrs
WEATHERFORD CAMPUS
CE 621. W18 6/25 R 8:30AM-12:00PM TECH 201 $29

INSTAGRAM® TO PROMOTE YOUR PRODUCTS
Discover how to use Instagram to gain brand recognition and reach new customers. Thirteen percent of Internet users have Instagram accounts and more than half of the world’s top 100 brands are on Instagram. Your customers (and potential customers) are probably there as well. 3 clock hrs
WEATHERFORD CAMPUS
CE 621. W28 7/30 R 8:30AM-12:00PM TECH 201 $29

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.

INTRODUCTION TO OCCUPATIONAL SPANISH
A general course that focuses on pronunciation, basic phrases, giving directions, making appointments, emergency Spanish & communication strategies. 16 contact hrs
WEATHERFORD COLLEGE WISE COUNTY
FRNL1001.D16 2/9-4/6 M 6:00PM-8:00PM WCWF 2A $129+BKBC

TABC SELLER/SERVER

TABC SELLER/SERVER CERTIFICATION
Online course available at: http://weatherfordcollege.360training.com
Learn2Serve: TABC Seller/Server Training 2 hrs $10.99
-- OR --
TABC Seller/Server Training + TX Food Handlers all counties 4 hrs $21.99

CLASSES FORMING AT WISE COUNTY CAMPUS!
- Alcohol Education
- Certified Nurse Aide
- Computer Skills
- CPR
- Defensive Driving
- EKG Technician
- HVAC
- Medical Assistant
- Medication Aide
- Pharmacy Technician
- Photography
- Spanish
- Welding

Call 940-626-3263 for information!

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 $3,200

CALL 1-800-951-3399 FOR DATES.

WELDING SCHOOL - NEW!
Successfully complete all seven courses in the welding certificate in less than three months and develop skills necessary for the current workforce. This is a very demanding schedule for a very demanding and rewarding career. Course is offered in a fast-track method so students can finish with skills necessary to perform in this field in a timely manner. This course includes 336 hours of coursework, hands-on training, books and project material. Appropriate Personal Protective Equipment (PPE) is required along with helmet, gloves and safety glasses. Students must sign up for the entire series and successfully complete each unit to receive the Basic Welding Certificate.

EDUCATION CENTER AT MINERAL WELLS
3/16-5/21 MTWR 8:00AM-5:00PM
ECMW WLD $3,780

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.

*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, goggles, safety gogles, project materials and textbook. Attendance must meet 80% rule and skills must be completed at 80% level.

This certificate program is approved for WIA/Workforce funding.
COURSE INFORMATION:
Classes must be taken in the order listed and successfully completed before entering next level. An AWS D1.1 certificate test is available upon successful completion of all courses.

WEATHERFORD CAMPUS AG SHOP – MONDAY/WEDNESDAY COURSES

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WEATHERFORD CAMPUS AG SHOP – TUESDAY/THURSDAY COURSES

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EDUCATION CENTER AT MINERAL WELLS WELDING SHOP – MONDAY/WEDNESDAY COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
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EDUCATION CENTER AT MINERAL WELLS WELDING SHOP – TUESDAY/THURSDAY COURSES

<table>
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WISE COUNTY CAMPUS WELDING SHOP – MONDAY/WEDNESDAY COURSES

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WISE COUNTY CAMPUS WELDING SHOP – TUESDAY/THURSDAY COURSES

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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. Appropriate Proper Protective Equipment (PPE) must be worn or students will be dismissed from class.

ENROLL IN A HEALTHCARE PROGRAM TODAY!
- Certified Nurse Aide - $750
- Dental Assistant - $1,899
- EKG Technician - $1,595
- EHR Specialist - $1,299
- Medical Assistant - $2,399
- Medical Billing & Coding - $1,995
- Medication Aide - $670
- Pharmacy Technician - $1,399
- Phlebotomy Technician - $775
WHEN CAN I REGISTER FOR CONTINUING EDUCATION COURSES?
    Registration begins for certain programs on December 12, 2014 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.
We must obtain a parking permit based on the following schedule:

- All students must register and obtain a college parking permit.
- Parking permits may be obtained at the Continuing Education Office.
- Classes for more than 14 days—$2.00
- Classes for 14 days or less—no charge

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.
EDUCATION CENTER AT GRANBURY
210 North Jones Street
Granbury, TX 76048
817-579-9188

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

Building 704 • Academic Center
Welding / HVAC Shops
Truck Driving Academy

The Education Center at Mineral Wells is located on Highway 180 in the Fort Wolters Industrial Park, just inside the Parker County line. At the stoplight, turn north onto Washington Rd. Bear right at Lee Rd. onto Hood Rd. and follow it to ECMW.

WEATHERFORD COLLEGE
WISE COUNTY
Workforce & Continuing Education Building
5180 US HWY 380
Bridgeport, TX 76426
940-626-3263
WORKFORCE & CONTINUING EDUCATION STAFF

WEATHERFORD CAMPUS STAFF
Kay Young
WORKFORCE & ECONOMIC DEVELOPMENT DEAN
Ruby Lionberger
DEAN ADMINISTRATIVE ASSISTANT
Janetta Kruse
DIRECTOR, WORKFORCE & CONTINUING EDUCATION

<table>
<thead>
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<th>Tracy Butler</th>
<th>Steve Malley</th>
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<tr>
<td>COORDINATOR</td>
<td>PUBLIC SAFETY PROFESSIONS DEPARTMENT CHAIR</td>
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<td>Diana Wheeler</td>
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EDUCATION CENTER AT GRANBURY STAFF
David Russell
ASSOCIATE DEAN
Linda Hutton
DEPARTMENT SECRETARY
Neda Benitez
OFFICE ASSISTANT

EDUCATION CENTER AT MINERAL WELLS CAMPUS STAFF
J.C. Colton
ASSOCIATE DEAN
Bubba Swearingin
TRUCK DRIVING ACADEMY DIRECTOR
Karen Wells
DEPARTMENT SECRETARY

WISE COUNTY CAMPUS STAFF
Duane Durrett
DEAN
Matt Joiner
ASSOCIATE DEAN
Tiffany Thrasher-Siegfried
WF/CE COORDINATOR
Becki Byrd
STUDENT SERVICES COORDINATOR
Cindy Englehart
STUDENT SERVICES SECRETARY
Brenda Pacheco
STUDENT SERVICES SECRETARY
Stacy Wilkins
BUSINESS SERVICES SECRETARY

STUDENT CONDUCT & PROGRAM REVIEW

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.

DISCLAIMER

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.

REGISTRATION BEGINS FOR CERTAIN PROGRAMS
DECEMBER 12 AT 10:00 A.M.,
ACADEMIC BUILDING

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

SSN or STUDENT ID#  LAST NAME  FIRST NAME  MIDDLE NAME

STREET ADDRESS  PO BOX/APT. #  CITY  STATE  ZIP CODE

HOME PHONE  CELL PHONE  E-MAIL

GENDER: [ ] MALE  [ ] FEMALE

DATE OF BIRTH  TX COUNTY OF RESIDENCE  COUNTRY OF CITIZENSHIP

EMERGENCY CONTACT NAME  EMERGENCY PHONE NUMBER

FINANCIAL AID: Will you be using any type of financial aid?  [ ] Yes  [ ] No

If yes, what type?  [ ] TPEG  [ ] WIA/Workforce  [ ] DARS  [ ] Other

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)  [ ] Yes  [ ] No

Please select the racial category or categories with which you most closely identify. Check as many as apply.  [ ] White  [ ] Asian  [ ] International  [ ] Native Hawaiian or Other Pacific Islander  [ ] Black or African-American  [ ] American Indian or Alaskan Native  [ ] Unknown or Not Reported

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:  ___________

LIST ALL COURSES FOR REGISTRATION.

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

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>DATES</th>
<th>FEES</th>
</tr>
</thead>
</table>

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.

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