WEATHERFORD COLLEGE

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GENERAL INFORMATION

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Weatherford College
of the Parker County Junior College District
is accredited by the
the Southern Association of Colleges and Schools Commission on Colleges to
award the associate degree.

Contact the Commission on Colleges at
1866 Southern Lane, Decatur, Georgia 30033-40978 or call 404-679-4500 for
questions about the accreditation of Weatherford College.

Interested constituents may contact the Commission on Colleges (1) to learn about the accreditation status of the
institution, (2) to file a third-party comment at the time of the institution’s decennial review, or (3) to file a complaint
against the institution for alleged non-compliance with a standard or requirement.

The Commission is to be contacted only if there is evidence that appears to support an institution’s significant non-
compliance with a requirement or standard.

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc.,
should be addressed directly to Weatherford College and not to the Commission’s office.

Also approved by the
Texas Higher Education Coordinating Board

Weatherford College
is a member in good standing of the
American Association of Community Colleges
National Junior College Athletic Association
North Central Texas Council of Governments
Northern Texas Junior College Athletic Conference
North Texas Community College Consortium
Texas Association of Community Colleges
Texas Association of Community College Trustees and Administrators
Texas Association of School Boards
Texas Community College Association
Texas Community College Teachers Association
Texas Council of Academic Libraries Association

AN EQUAL OPPORTUNITY COLLEGE
Weatherford College is an Equal Opportunity institution that provides educational and employment opportunities on the basis
of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, or disability.

CATALOG DISCLAIMER
Weatherford College hereby reserves the right to withhold courses at any time, change fees, rules, calendar, curricula, degree
programs, degree requirements, graduation procedures, and any other requirement affecting students. Changes will become
effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled. The
provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student, or faculty member and
Weatherford College.
WEATHERFORD COLLEGE INSTITUTIONAL MISSION STATEMENT

The mission of Weatherford College is to provide effective learning opportunities that enrich the lives of its students and the communities it serves.

As a publicly supported, comprehensive community college and a member of the Texas system of higher education, Weatherford College primarily serves the needs of the citizens of its service area (Parker, Wise, Palo Pinto, and Jack counties) through teaching, research, public service, and learning.

Weatherford College offers courses pursuant to a spectrum of educational goals:

- Associate in Arts degrees
- Associate in Science degree
- Associate of Applied Science degrees
- Core curriculum designed for transfer to a university
- Career/technical certificates
- Occupational advancement
- Developmental education
- Adult literacy and other basic skills
- Personal enrichment

Weatherford College maintains a friendly and respectful environment that encourages student pursuit of educational achievement, and offers counseling and guidance to help students identify and attain their goals.

Weatherford College requires professional development of all full-time employees and encourages research to seek out, develop, and implement methods to improve student learning. Weatherford College also conducts research to ensure the College offers programs that contribute to the cultural and economic well being of the service area citizens.

Weatherford College fosters a culture that embraces diversity and inclusion.

Weatherford College strives for continuous improvement through systematic and regular planning, execution, assessment, and improvement.
**Weatherford College Board of Trustees**

Ultimate responsibility for governance of the college is vested by state statute in a district board of trustees comprised of seven members. Executive responsibility for administering policies of the board is delegated to the president of the college, who is assisted by the administrative officers.

**WC Board of Trustees**
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**Academic Calendar**

**Fall 2014**

March 31, 2014  Early Bird Registration for May Mini, Summer and Fall classes for students who will have completed 40 college credits hours at the end of the spring 2014 semester
April 3  Online Registration for current students begins for Summer/Fall 2014
April 17  Face-to-Face Registration for current students begins for Summer/Fall 2014
April 17  New and Transfer students may enroll for Fall 2014
Aug. 4  Last day to pay for Fall Early Registration before being dropped. From this day forward, students with an unpaid balance of tuition or fees will be dropped weekly, up to the first day of the semester.
Aug. 18  Fall In-Service begins, return to regular office hours, Check offices for opening time after in-service activities
Aug. 22  WC Live New Student Event
Aug. 25  Fall Semester begins, Late Registration begins
Aug. 26  Last day for Late Registration
Sept. 1  Labor Day Holiday, College Closed
Sept. 8  Fall Count Day Official Rosters open for Verification
Sept. 10  Official Count Day Roster deadline 5:00 p.m.
Sept. 11  Last day to receive 70% refund. See disclaimer.
Sept. 17  Last day to receive 25% refund. See disclaimer.
Sept. 25  Priority deadline to request ADA accommodations
Oct. 13  Academic advising for Spring 2015 Enrollment begins
Oct. 20  Late Fall Classes Begin
Nov. 4-6  Early Bird Registration for Spring 2015 for current WC students who will have completed 40 college credit hours by the end of the fall semester
Nov. 10  Online Registration for all eligible students, and face-to-face registration for current and returning students (a student who does not need to complete a new admissions application) begins for Winter 2014/Spring 2015
Nov. 14  Last Day to Withdraw with a "W"
Nov. 18  Priority deadline for Financial Aid, Spring 2015
Nov. 26-28  Thanksgiving Holidays, College Closed
Dec. 1  New (First Time in College) and Transfer Student Advising & Registration; New Student Group Advising (required) and Registration begins for Spring 2015
Dec. 8 - Dec. 13  Fall Semester Finals
Dec. 15  Fall Final Grades due 9:00 a.m.
Dec. 19  College offices closed to the Public at noon
Dec. 22, 2014 –  Winter Break, College closed
Jan. 2, 2015

**WINTER MINI 2014**
Oct. 14  Academic Advising for Spring Enrollment begins
Nov. 4-6  Early Bird Registration for students who will have completed 40 college credit hours by the end of the semester
Dec. 15, 2014  Winter Mini Semester begins
Dec. 16  Priority Deadline to Request ADA Accommodations
Dec. 16  Winter Mini Count Day Rosters open for Verification
Dec. 17  Winter Mini Count Day Roster Deadline 5:00 p.m.
Jan. 5, 2015  Winter Mini Semester ends/Final Grades due 9:00 a.m.

**SPRING 2015**
Jan. 5  Faculty In-Service Activities for Spring 2015
Jan. 12  Spring Semester begins, Late Registration begins
Jan. 13  Late Registration ends
Jan. 19  Martin Luther King Day Holiday, College closed
Jan. 26  Spring Count Day Official Rosters Open for Verification
Jan. 28  Official Count Day Roster deadline 5:00 p.m.
Jan. 29  Last day to receive 70% refund. See disclaimer.
Feb. 4  Last day to receive 25% refund. See disclaimer.
Feb. 12  Priority deadline to request ADA accommodations
March 16  Academic Advising for Summer/Fall Enrollment begins
March 9-13  Spring Break, College closed
March 16  Late Spring Classes Begin
March 21  Scholarship Applications due for Fall, 2015
April 3  Good Friday Holiday, College closed
April 9  Deadline to Withdraw with a "W"
April 13  Returning Student Face-to-Face Registration begins for Summer/Fall 2015 (New and Transfer Students Enrolling in the Mini Semester may begin enrollment today also)
April 17  Priority deadline for Financial Aid, Summer 2015
April 27  New (First Time in College) and Transfer Advising/Registration Begins for May-Mini/Summer
May 1 - May 7  Spring Semester Finals
May 8  Spring Final Grades due 9:00 a.m.
May 9  Commencement
May 11  Begin Summer Office Hours: 8:00 a.m. – 5:30 p.m., Monday through Thursday, Closed Friday
May 18  Transfer Student Advising and Registration for Fall 2015; New Student Group Advising (required) and Registration begins
SUMMER MINI 2015
April 17  Returning Student Face-to-Face Advising and Registration Begins for Summer/Fall 2015 (New and Transfer Students enrolling in the Mini Semester may begin enrollment today also)
May 11-May 28  Summer Mini Semester
May 12  Summer Mini Count Day Official Roster Open for Verification
May 12  Priority Deadline to Request ADA Accommodations
May 13  Official Count Day Roster deadline 5:00 p.m.
May 25  Memorial Day Holiday, College closed
May 26  Last Day to Withdraw from Summer Mini with a “W”
June 1  Summer Mini Grades due 9:00 a.m.

SUMMER I 2015
June 1  Summer I Semester begins, Late Registration begins (One Day only)
June 2  Priority deadline for ADA accommodations
June 4  Summer I Count Day Official Roster open for verification
June 5  Last day to receive 70% refund
June 5  Official Count Day Roster deadline 5:00 p.m.
June 9  Last day to receive 25% refund
June 21  Priority deadline for Financial Aid, Fall 2015
June 30  Last day to Withdraw with a “W”
July 6-7  Summer I Finals
July 8  Summer I Final Grades due 9:00 a.m.

SUMMER II 2015
July 8  Summer II Semester Begins, Summer II Late Registration (One Day Only)
July 9  Priority Deadline to Request ADA Accommodations
July 14  Summer II Count Day Official Rosters Open for Verification
July 14  Last Day to Receive 70% Refund
July 15  Official Count Day Roster Deadline 5:00 p.m.
July 16  Last Day to Receive 25% Refund
Aug. 3  Tuition payment deadline for early registration for the Fall 2015 semester. From this day forward, students with an unpaid balance of tuition or fees will be dropped weekly, up to the first day of the semester. Thereafter, students with an unpaid balance of tuition or fees will be dropped daily.
Aug. 4  Last Day to Withdraw from Summer II with a “W”
Aug. 12-13  Summer II Finals
Aug. 17  Summer II Final Grades Due 9:00 a.m.
Aug. 17  Fall 2015 In-Service Begins, Return to Regular Office Hours, Check with Offices for Opening Time after In-Service Activities
Aug. 21  WC Live New Student Event
Aug. 24  Fall 2015 Begins, Late Registration Begins
Aug. 25  Last Day for Late Registration
Sept. 7  Labor Day Holiday, College Closed
Sept. 8  Fall Count Day Official Rosters Open for Verification
Sept. 10  Official Count Day Roster Deadline due 5:00 p.m.

DISCLAIMER: Refund dates are based upon regular semester length classes not varying length classes. Individual programs may have additional/different refund dates. Students are responsible for information in each class they attend.
On July 5, 1869, the cornerstone of Phoenix Masonic Lodge’s school was laid at the corner of South Main and Lee Streets in Weatherford. After years of construction starts and delays, the first graduating class of six students received their diplomas on June 15, 1876.

In June 1889 the Masons sold the College to the Weatherford district of the Methodist Episcopal Church, South, who changed the name to Weatherford College. From then to the early 1900s, Weatherford College went through changes of ownership, name and oversight as it tried to establish itself in the community.

In 1921, Weatherford College was reorganized as a junior college, offering college courses leading to the Associate of Arts degree as well as several high school courses leading to a high school diploma. Enrollment dropped during World War II, forcing the College to accept a merger proposal submitted by Southwestern University of Georgetown, Texas. The name was changed once again to Weatherford College of Southwestern University.

On April 30, 1949, Southwestern University dissolved the merger and asked Weatherford or Parker County to accept ownership. The Parker County Commissioners Court called a special election and by a vote margin of almost three to one, Weatherford College of the Parker County Junior College District was established. The college opened for its first session in September 1949.

Increased enrollment and unsuccessful attempts to purchase additional property surrounding the College forced WC to purchase 90 acres as a site for a new campus in 1966. Construction began in 1967, and the new campus, “on the hill,” was opened in the fall of 1968.

With the closure of Fort Wolters in 1974, WC acquired the facilities submitted by Southwestern University of Georgetown, Texas. The name was changed once again to Weatherford College of Southwestern University.
Weatherford College recognizes that facilities are important to the complete college atmosphere. Beautiful, peaceful, functional areas facilitate learning and help make memories that will last a lifetime.

LOCATION

Located just 30 miles from the Dallas/Fort Worth Metroplex, WC’s main campus location provides students with a safe, small-town environment, with easy access to the excitement of a major cultural and entertainment center. Due to the rapid growth in Weatherford and Parker County, students will find many national retail stores as well as locally-owned specialty shops, restaurants, city parks, and a movie theater within a short drive.

The main campus is located on approximately 90 acres in the southeastern portion of Weatherford, just north of Interstate 20. Rolling hills, native Texas foliage and beautiful trees decorate the campus, which has become a center of activity in the Parker County community.

COLLEGE FACILITIES

Students can relax, enjoy a delicious meal, play pool, or watch the big-screen TV in the Doss Student Center. A variety of community and College meetings and events are held year-round in this multi-functional facility. The WC Bookstore is located inside the Doss Center, offering WC spirit items, gifts, and all of the books and supplies needed for classes.

WC’s student housing, Coyote Village, is located on campus at College Park Drive and Park Avenue. Opening in the fall of 2012, the new WC Wise County campus opened in the fall of 2012. The facility, at 502 Big Sandy Court in Bridgeport, features over 100,000 square feet of instructional space for students from across the northern part of WC’s service area.

Hood County and Granbury reached out to WC in recent years, allowing the College to open the Education Center at Granbury in the Fall of 2011. Located at 210 North Jones Street, the facility serves students striving for associate degrees as well as those planning to transfer to universities. The Workforce/Continuing Education Department also offers courses at the new Granbury center.

PEACEFUL CAMPUS FACILITATES LEARNING

The arch from “Old Main” serves as a reminder of the past and a gateway to the future for WC students.
2003, this 280-bed facility introduced apartment-style living to the WC campus, featuring individual bedrooms with shared living areas, kitchenettes, and other modern amenities. A community center houses a cyber-lounge and meeting rooms for student groups, and basketball and volleyball courts complete a central courtyard area. For more information, go to www.coyotevillage.wc.edu.

WC’s newest facility, the Academic Building, strikes an impressive pose in the center of the campus. The 40,600-square-foot, two-story structure is located west of the Doss Student Center and south of The state-of-the-art building houses 10 classrooms, two lecture halls, eight laboratories, 11 faculty offices and a learning center.

Students can utilize circuit training and free-weight machines, as well as cardio equipment, in the workout facilities located in the Betty Jo Crumm Graber Athletic Center, just west of Coyote Village. WC’s nationally-recognized Coyote and Lady Coyote basketball teams play and practice in the Graber Center, where they have earned dozens of accolades, including Conference championships and national tournament berths.

Roger Williams Ballpark, completed in 2003, is acclaimed as one of the finest junior college baseball facilities in the country. The Coyote baseball team plays fall and spring games in the facility, which features covered seating for the entire ballpark.

The College added a new athletic program to its curriculum in 2011 — women’s softball - and a new softball field was added adjacent to the baseball field. Like its neighbor, the new facility has comfortable amenities for both the players and the attendees. The College’s inaugural softball season, played in the spring 2012, was a decisive success.

The Marjorie Black Alkek Fine Arts Center, built in 1998, has hosted national recording acts in addition to hundreds of community and college fine arts events. A beautiful, 500-plus seat theatre features an unusual thrust stage where the entire audience is in close proximity to the performers. An elegant banquet/gallery area called Texas Hall greets visitors, and hosts special events, such as art exhibits and community receptions. Sound-proofed music practice rooms, a band hall, visual arts studios/classrooms, a Macintosh-equipped Intermedia Arts laboratory, and standard classrooms add to the Alkek Fine Arts Center’s amenities.

The community also enjoys concerts and other activities at the Memorial Plaza, an outdoor amphitheater located in the middle of campus.

Many of WC’s classes take place within close proximity of the Library, on the western side of campus. Featuring a beautiful center atrium illuminated by several dozen redwood skylights, the Library features thousands of printed resources, access to online resources in the various workstations, the Billie H. Streib Academic Computer Center,
multi-media and media equipment, periodicals and more. The Liberal Arts and Faculty Offices Buildings are located just west of the library, housing classrooms and the central offices for instruction.

The Jim & Veleda Boyd Technology Building, built in 1998, features a tiered lecture hall, seven computer labs equipped with LCD projectors for classes, two distance learning centers with two-way video capabilities, and traditional classrooms. The Biological Sciences and Physical Sciences buildings are nearby, complete with laboratory and classroom facilities for a variety of science courses. The Allied Health Building houses program-specific laboratories and classrooms for all of the allied health areas. Classes and labs are also held in the Agriculture Building, which the agriculture areas share with the college’s maintenance and inventory areas.

Registration, counseling, financial aid, testing and other services reside in the Student Services Building, while payment windows and other financial services are located in the Business Office, located in the first floor of the Business Building. Administrative offices, including the office of the president, are located on the second floor of the E.W. Mince Administration Building.

The Gordie Carter Animal Science Center is located at the WC Agriculture Center, 300-acres of land south of Interstate 20. The Carter Center, constructed in 2002, houses a 1,700 square-foot large animal area, a computer lab, classrooms and other amenities. The Agriculture Center also features a historic rock barn built in the 1800s. WC’s College Farm, located on highway 180 west of downtown Weatherford, allows students to tend livestock as part of their agricultural studies.

EXTENDED EDUCATION

The College established the Education Center at Decatur in the spring of 2000. Now referred to as Weatherford College Wise County, WCWC sits on a beautiful piece of property between Bridgeport and Decatur. Support from the Wise County community has allowed the construction of a 100,000-square-foot building and the acquisition of an 18,000-foot existing building. The facility opened in fall 2012.

In the fall of 2011, WC opened the Education Center at Granbury. Housed in a former Granbury ISD facility, the center offers a compliment of credit and workforce/continuing education courses, along with a learning resource laboratory, library collections, smart classroom technology and academic/career assessments.

The Education Center at Mineral Wells is located on the site of the former Fort Wolters military base. WC’s Cosmetology, Truck Driving, Occupational Therapy Assistant and Physical Therapist Assistant programs are headquartered at the Mineral Wells facility.

WC also offers off-campus classes at other locations across a five-county area.
ENROLLMENT AND FACULTY

WC enrolls more than 10,000 students annually in credit and non-credit classes and programs with a well-prepared faculty to present the optimum learning experience for students. Academic instructors hold at least one graduate degree in their individual disciplines; many have multiple advanced degrees and state and national certifications and licensures. Approximately 14 percent of the faculty members have earned doctorates.

All WC faculty, approximately 120 full-time and more than 130 part-time instructors, are focused on their primary responsibility: teaching and directing the student in the learning process. WC faculty members are committed to the core principle of excellence in teaching and, through continuous self-assessment and instructional improvement, they actively seek to improve their teaching methods, attitudes and practices to meet the ever-expanding landscape of teaching. Emerging technology has led to opportunities to enhance instruction in the classroom and provide students an environment of innovative, active, participatory learning. The use of multimedia technologies is common throughout the disciplines.

FLEXIBLE SCHEDULES

Weatherford College understands the many demands on today’s students. In an effort to accommodate students as much as possible, the college has developed the following flexible schedules:

- **Four-Day Weeks** with classes on Monday/Wednesday and Tuesday/Thursday
- **Night Classes** that meet once a week (twice for lab and math classes) Monday-Thursday
- **Friday Courses**
- **Saturday Courses**
- **Online Courses** delivered via the Internet
- **Hybrid Courses** delivered via the Internet with a limited number of face-to-face class meetings
- **Two-Way Video Courses**
- **Mini Semesters** in December and May
- **Accelerated Courses** which allow students to complete two course levels in the same discipline in one long semester

Students should check the current schedule of classes for more information about these offerings.
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The general admissions policy of Weatherford College is established by the Board of Trustees on the recommendation of the administration. Specific admission policy is the responsibility of the administration and the faculty. The director of admissions is responsible for administering the policy.

Admission to Weatherford College is open to qualified individuals regardless of race, color, religion, age, sex, national or ethnic origin, veteran status, or disability. An admissions application form is available online at www.applytexas.org.

ADMISSIONS
https://www.wc.edu/admissions

Before presenting themselves for registration, prospective students must complete the following steps:

- Submit the electronic application for admission located at https://www.wc.edu/admissions/new-student-checklist.
- Have official transcripts from high school (including home school and private secondary school), GED services, and/or colleges attended sent to the Student Services Office. Transcripts from other colleges must bear the official signature and seal of the college from which they are issued and be sent from that college to WC.
- Provide the results of any state approved assessment test; or present verification of exceptional SAT, ACT or Texas high school exit scores; or present verification of active military duty or Reserve/National Guard in Texas. An advising conference will be held with each student who is required to take the TSI Assessment test.
- Veterans must submit military transcripts, Post 9/11 Certificate of Eligibility, DD214, and all prior college transcripts.
- Provide documentation of meningitis vaccination within the last 5 years. Students under age 23 who are entering an institution of higher education for the first time or returning after an absence of one or more semesters are required to provide this documentation. The vaccination must be received at least 10 days prior to the beginning of the semester for which application is being submitted. For additional information, including vaccination exemption, visit www.collapsevaccinerequirements.com.

EARLY ADMISSION OR DUAL CREDIT
https://www.wc.edu/admissions/early-admissions

Weatherford College participates in a program of early admission for students who have not yet graduated from high school. A student requesting early admission/dual enrollment must meet the following requirements:

- Student must be classified as a high school/home school junior or senior; or have received approval from the school district and Weatherford College.
- The student must take a state approved assessment test or show proof of exemption with appropriate scores – ACT, SAT, or other state-approved placement test (see page 23 for qualifying scores) – before registering for any classes in a degree or certificate program;
- Student must submit an Early Admission Application and an application for admission to Weatherford College. An admission application can be submitted online at www.applytexas.org.
- The student’s high school principal must approve the student’s admission
by signing the Early Admission Application;
• A minor student’s parent or guardian must approve the student’s admission by signing the Early Admission Application;
• The student must submit a copy of their current high school transcript;
• The student may take no more than two college credit courses per semester, unless special approval is granted by the Vice President of Instruction and Student Services.

Upon acceptance, the student will be granted conditional admission. Upon graduation from high school, the student must submit an official high school transcript to the WC Student Services Office before an official college transcript can be released.

The Weatherford College academic policies apply to early admission students. For additional information refer to the Weatherford College Dual Credit Handbook at https://www.wc.edu/admissions/early-admissions.

NEW STUDENT ADMISSION
Beginning students are admitted under the following conditions:
• by high school graduation. Official transcripts may be mailed directly to Student Services by the high school or homeschool, or hand-delivered by the student before classes start.
• by the General Education Development Credential (GED).
• by meeting individual approval guidelines: not graduated from high school, not enrolled in high school or home school, 18 years of age or older, high school class graduated.

TRANSFER ADMISSION
Transfer students are admitted under the following conditions:
• College transfer applicants are considered for admission on an individual basis. Official transcripts of all colleges previously attended must be submitted directly to the Weatherford College Student Services Office by the institution. Transcripts from the colleges attended must either be on file at Weatherford College or an unofficial copy hand-carried for temporary admission until the start of the next registration period. To be eligible to register for the next session, the official transcript(s) must be on file. If the student hand-carries a transcript, it must be in a sealed envelope and must bear the issuing college’s seal to be official. Students who are in good standing at the previous college will be admitted unconditionally at Weatherford College. Students on probation from other institutions will be treated the same as continuing Weatherford College students on probation. Students on academic suspension with two or more semesters of attendance at another college will not be admitted. Students on disciplinary suspension will not be admitted.
• Transfer students will be advised regarding the number of transferable credits.
• Credits from international colleges and universities are accepted upon translation and evaluation of transcripts. Official transcripts are evaluated when students furnish Weatherford College with course descriptions from the previous institution’s catalog.
• Weatherford College is a member of the Servicemembers Opportunity Colleges (SOC). Eligible credit will be awarded from military schools and training if it applies to the student’s major. Weatherford College will accept the CCAF, SMART, and AARTS transcripts.

INTERNATIONAL STUDENT ADMISSION

For purposes of Weatherford College admission, an international student is defined as a student who is, or will be in the United States on a valid non-immigrant student visa. All non-immigrant visa holders are considered nonresident students, and will pay out-of-state tuition.

All students enrolling at Weatherford College on a non-immigrant status must complete the WC International Admission Packet. The college will process the completed International Student Admission Packet for admissions.

All non F-1 visa holders (i.e. students seeking admission with a J, R or H, etc... visa) must complete the International Student Admission Packet and submit it to the International Office. Contact the International Office regarding the requirements. These vary depending on the visa type.

INTERNATIONAL STUDENT ADMISSION REQUIREMENTS

1. Weatherford College International Student Application for Admission
2. International Application processing fee - $50.00 (nonrefundable) - money order or check payable to Weatherford College.
3. Official High School and/or College academic transcripts of each academic record in the native language with a certified English translation if applicable. Academic records may comprise one or more of the following:
   a. Secondary school records (yearly mark sheets or transcripts). Every international applicant is required to meet the equivalent of 12 years of combined elementary and secondary education that is measurable and comparable to that of the United States.
   b. Records from each college or university attended (yearly mark sheets or transcripts).
   c. National examination results.
4. Financial statements documenting adequate funds to cover one year’s expenses, which include a bank endorsement of the availability of funds and affidavits from the student and sponsor (see admission packet for required financial forms). NOTE: A USCIS form I-134 is required if the student is sponsored by someone currently residing in the United States.
5. English proficiency is required for ALL applicants. International students are required to show proficiency by one of the following options:
6. Copy of student’s passport. If the student does not have a passport, provide a copy of their national ID card.

7. Completed Statement of Understanding Form (see admission packet for a copy of the form).

Prospective students who are not in the United States should arrive in the United States at least one week before enrollment to arrange for testing. Upon admission to WC, students must present all original immigration documents including a valid I-94 (arrival/departure record) and an unexpired passport.

ENGLISH PROFICIENCY PROCEDURE
(Effective November 1, 2009)

International applicants, any visa holders, permanent residents, and exchange students whose native language* is not English must provide proof of English proficiency. Allied Health/Nursing applicants must possess proficiency in oral English communication skills that allow for interaction in the classroom, skills laboratory, and clinical practice settings to successfully complete required course work and to provide a safe client care environment. The above applicants must demonstrate the use of acceptable grammar and pronunciation in formal verbal classroom presentations and verbal interactions with a variety of healthcare professionals, faculty, peers, and clients/patients in diverse clinical settings. Note: Proof of English proficiency must be provided by the end of the application period for the desired allied health program.

Applicants from the following list of countries with majority English speaking populations are excluded from this procedure: Anguilla, Antigua/Barbuda, Ascension, Australia, Bahamas, Barbados, Belize, Bermuda, British Guyana, Canada (except Quebec), Cayman Islands, Dominica, Falkland Islands, Fiji, Grenada, Guam, Guyana, Ireland, Jamaica/other West Indies, Liberia, Montserrat, New Zealand, Sierra Leone, South Africa, St. Helena, St Kitts & Nevis, St. Lucia, St. Vincent, Trinidad & Tobago, Turks & Caico Isle, United Kingdom, and Virgin Islands, and US Pacific Trust.

Transfer applicants who cannot demonstrate exemption as outlined below are also required to demonstrate oral English proficiency as outlined in this procedure.

One of the following constitutes proof:

1. TOEFL iBT – A score of 20 or greater is required on the speaking skills component. A composite score of 83 or greater is required. Four scaled section scores in Reading, Listening, Speaking, & Writing are required. An official copy of test scores must be received from Educational Testing Services.

*English-speaking countries: American Samoa, Anguilla, Antigua/Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, British Guyana, Canada (except Quebec), Cayman Islands, Dominica, Falkland Islands, Fiji, Grenada, Guam, Guyana, Ireland, Jamaica/other West Indies, Liberia, Montserrat, New Zealand, Sierra Leone, South Africa, St. Helena, St Kitts & Nevis, St. Lucia, St. Vincent, Trinidad & Tobago, Turks & Caico Isle, United Kingdom, and Virgin Islands, and US Pacific Trust.
Services (ETS) before the last day of the specific application period for the appropriate allied health program.
2. An associate degree or baccalaureate degree from a regionally accredited U.S. college or university.
3. 4 years of study at and a diploma from a U.S. high school.
Applicants whose native language* (as defined below) is not English must provide proof of English proficiency prior to application deadline in any allied health/nursing program that includes clinical/practicum-type course work. Proof will constitute the college receiving official TOEFL iBT or official transcripts as listed above.

Applicants should access the ETS (TOEFL iBT) website to locate testing dates, current fee schedules, and testing sites. Weatherford College DOES NOT offer this test. Website address is: http://www.ets.org/toefl/index.html. (Test of Spoken English) Click on “Test Locations.”

English as an official language (language that is used on official documents, spoken on radio & television, included in a nation’s constitution) does not exempt the applicant from the language proficiency requirement.
Copies of GED scores and/or TOEFL scores without the speaking skills score will not be accepted as proof of spoken English proficiency.
National Council on the Evaluation of Foreign Educational Credentials U.S. equivalence awards will not be accepted as proof of spoken English proficiency.
U.S. citizenship by naturalization process will not be accepted as proof of spoken English proficiency.

*A native language is a language that is acquired naturally during childhood and is usually spoken at home, as opposed to a language that is learned later in life, for example, as part of a person’s formal education.

Sources: Oakland University, Rochester Hills, MI
University of Texas at Arlington, Arlington, TX
The English-Speaking Union (http://www.esu.org/faqs.html)
The Origin & History of the English Language (http://www.krysstal.com/english.html)
National Council of State Boards of Nursing (NCSBN) NCSBN Fact Sheet (www.ncsbn.org)
Information & Registration Bulletin for Internet-based Testing (iBT) TOEFL iBT 2008-2009

INTERNATIONAL STUDENT TRANSFER ADMISSION

For the purpose of determining admission, an international transfer student is one who is in good standing (i.e. academic, financial and conduct) from their former accredited higher education institution.

Transfer students will be required to meet all admission requirements and criteria outlined in items 1 – 7, as well as the following:
8. A copy of his/her passport, visa, I-94 and I-20 from their current institution.
9. Transfer Status form completed by the current college/university’s International Office.
10. English proficiency for transfer students can be demonstrated in one of the following ways:
   a. TSI exam scores
   b. Completion of an approved Intensive English Language Program (NOTE: Placement testing will be required).
   c. Earned a grade of “C” or higher in each of the three skills areas (Reading, Writing & Math).
INTERNATIONAL STUDENTS READMISSION

An international student who has attended Weatherford College but was not enrolled during the immediate past semester must file a new WC International Admission Packet including the current application fee. (i.e. A past WC international student who has attended another college or university since last attending WC must submit a new application packet and fee including official transcript(s) from each school.) Admission status will be determined after an evaluation of the previous work has been made.

INTERNATIONAL STUDENT REINSTATEMENT

The Weatherford College International Office will assist an F-1 visa student who is out-of-status with Immigration and Customs Enforcement (ICE) with the reinstatement process when the international student is a WC international student from the previous semester and is in academic, financial and conduct ‘good standing’. Any other student requesting reinstatement must file via the WC International Special Circumstances Petition and provide all WC International Application Packet paperwork and fees. WC will approve or deny the WC International Special Circumstances Petition within 6 working days via writing (email or letter).

INTERNATIONAL STUDENT IMMUNIZATION REQUIREMENTS

Prior to enrollment, all international students must provide proof of the following immunizations/vaccines:

1. Tuberculosis Testing (TB) - All international students must provide a copy of a negative TB skin test or documentation of a negative chest x-ray and proof of the meningitis vaccination. All records must include the dates and results of the test. Prior vaccination with GCG does not exempt the student from testing requirements.

2. Meningitis Vaccination (Documentation of vaccination within the last 5 years) - Students under age 30 who are entering an institution of higher education for the first time or returning after an absence of one or more semesters are required to provide this documentation. The vaccination must be received at least 10 days prior to the beginning of the semester for which application is being submitted. Students declining the vaccination for reasons of conscience, including religious belief, will be required to submit a conscientious exemption form from the Texas Department of State Health Services. This form may be requested at: https://webds.dshs.state.tx.us/immco/affidavit.shtm

STATE-MANDATED TESTING REQUIREMENTS

All TSI & Placement Testing policies and requirements are subject to change pending Texas Higher Education Coordinating Board rules and regulations.
Texas law (Texas Success Initiative or TSI) requires all new students in a public college or university have their academic skills level assessed prior to entry in a college level class. The assessment helps students understand their skill levels in reading, writing, and math and enables them to enroll in classes that appropriately match each individual's skill level. Weatherford College offers the state-approved assessments in the Weatherford College Testing Center. For information concerning dates and times of assessment testing please contact the Weatherford College Testing Center.

All students entering Weatherford College, except those in Level I vocational certificate programs, need to take an assessment exam or show proof of exemption before enrolling.

A student who transfers from a private or out-of-state institution may use transferred courses to satisfy TSI requirements. A student must have earned a grade of “C” or higher in each of the three skill areas. If not, the student must be tested for the remaining skill area(s) and must comply with all other TSI requirements. A student transferring into Weatherford College from another institution must provide transcripts of previous college work to verify TSI requirements. Contact a staff advisor for more information.

Completion of TSI requirements (a passing score on all three sections of an approved assessment exam or completion of the highest level of remediation) must be satisfied before the completion of an associate’s degree or level II certificate. Successful completion of a developmental course is a grade of “C” or better.

Students majoring in education are required to take the THEA test. The test must be taken and passed before the student can be admitted into a teacher education program at a Texas college or university offering teacher training.

TSI Assessment instruments are not used for admission into Weatherford College. However, students required to take the test will not be registered for classes without an advising conference to determine class placement. Proof must be furnished at the time of registration for exemption from the TSI requirements by college transcript, final grade report, or other document.

TESTING AND PLACEMENT PROCEDURES

The Texas Success Initiative (TSI) mandates that all students who are subject to TSI assessment are required to follow specific guidelines. Exemptions will be made for exceptional scores on the SAT, ACT, STAAR, or TAKS test; students enrolled in private or out-of-state university degree programs; students serving on active duty as members of the U.S. armed forces, the Texas National Guard, or a reserve component of the U.S. and have been serving for at least three years preceding enrollment; students who, on or after August 1, 1990, were honorably discharged, retired or released from active duty as members of the U.S. armed forces, the Texas National Guard, or a reserve component of the U.S.; and students who have graduated with an associate or baccalaureate degree. Contact the Executive Director of Engagement with questions.

QUALIFYING SCORES FOR PLACEMENT TESTING

ACT – Composite score of 23 with at least 19 each on English test and/or math test shall be exempt for those corresponding sections.
Valid 5 years from test date.

SAT – Composite score of 1070 with at least 500 on the verbal test and/or
math test shall be exempt for those corresponding sections. Valid 5 years from test date.

**STAAR** - Reading/English III, Level 2; Algebra II, Level 2

**TAKS** – 2200* math and and/or 2200 writing with subscore of 3 on English Language Arts** Valid 3 years from test date.

**11th grade TAKS scores only.

**ADMISSION TO ALLIED HEALTH PROGRAMS/ NURSING PROGRAM**

Admission to Weatherford College does not guarantee selective admission to a specific allied health program. The number of students admitted to each of these programs is limited. Students admitted to selected allied health programs are chosen on the basis of admission to the college, reading level, math ability, prior educational achievements and health status. For specific application information and deadlines, contact the program director or Student Services.

Program and Marketable Skills Certificates require separate applications. They include Associate Degree Nursing, Diagnostic Medical Sonography, Echocardiography Certificate Program, Occupational Therapist Assistant (OTA), Physical Therapist Assistant (PTA), Radiologic Technology, Respiratory Care, Phlebotomy, Vascular Certificate, and Vocational Nursing.
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TUITION AND FEES

2014-2015 ACADEMIC YEAR TUITION AND FEES

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>In-District (Per credit hour $80)</th>
<th>Out-of-District Wise Co. Res. (Per credit hour $98)</th>
<th>Out-of-District ECGB (Per credit hour $115)</th>
<th>Out-of-District (Per credit hour $124)</th>
<th>Out-of-State (Per credit hour $176)</th>
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Differential Tuition Per Credit Hour by Program

- Associate Degree Nursing ........................................................................................................ $20
- Diagnostic Medical Sonography ................................................................................................ $20
- Occupational Therapy Assistant ............................................................................................. $20
- Physical Therapist Assistant ................................................................................................ $20
- Radiologic Technology ............................................................................................................ $20
- Respiratory Care .................................................................................................................... $20
- Vocational Nursing ................................................................................................................ $20

NOTE: Tuition and fees are subject to change without notice and are payable at the time of registration. Students who are receiving financial aid must confirm their financial award with the Financial Aid Office prior to registration. All students registering for classes and paying by check will be dropped from all classes if a check is returned for insufficient funds. Any unpaid charges will be sent for collection. The student will be responsible for all collection costs incurred.

NOTE: The Out-of-District ECGB rate is charged to students who are Hood County residents and are taking classes at Education Center at Granbury. Hood County residents who take classes at other Weatherford College campuses will be charged the Out-of-District tuition rate. Hood County residents who take classes at multiple campuses will be charged the Out-of-District ECGB rate for credit hours taken at ECGB and will be charged Out-of-District rate for credit hours taken at other campuses, at the high school and for online classes.
### ADDITIONAL FEES

All fees must be paid by cash, cashier’s check, money order or credit card. All fees are non refundable.

#### TESTING CENTER FEES

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<tr>
<th>Test Description</th>
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<td>ADN-A&amp;P Test</td>
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<td>CLEP Administration Fee</td>
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<td>COMPASS Test</td>
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<td>IC3 Test</td>
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<td>MOS Test</td>
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<td>PROCTOR Fee</td>
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<td>State Fire Certification Test</td>
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<td>TEAS Test</td>
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<td>TCOLE Test</td>
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<td>TSI Assessment Test</td>
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#### OTHER FEES

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<td>Alcohol Awareness Certification Replacement Fee</td>
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<tr>
<td>Coyote Card Replacement Fee</td>
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<td>International Processing Fee</td>
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<td>Late Registration Fee</td>
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<td>Reinstatement Fee</td>
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<td>Return Check Service Charge</td>
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<td>Student Print/Copier Charge - Color per page</td>
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<td>Teacher Certification Application Fee</td>
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<td>Three-Peat Fee (per semester hour)</td>
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#### LABORATORY FEES

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</tbody>
</table>
Not all classes listed are currently being offered. Laboratory Fees are subject to change without notice.

**TUITION PAYMENT PLAN**

To help students meet their educational expenses, Weatherford College offers FACTS as a convenient online payment option. Students who choose to use FACTS may select an installment plan and may choose to make payments from their checking or savings account or by Visa, MasterCard, American Express, or Discover credit cards. A $25 per semester, nonrefundable FACTS enrollment fee is the only cost to budget monthly payments through FACTS.

A FACTS Tuition Management Plan brochure is available at the Weatherford College campus or at the education centers in Mineral Wells, Granbury and Wise County. Students may view a copy of the brochure or download one from Campus Connect at www.wc.edu.

A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND MANDATORY FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE FULL PAYMENT PRIOR TO THE END OF THE SEMESTER OR TERM MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER OR TERM.
LATE REGISTRATION FEE

A $75 late registration fee will be assessed when an individual registers for classes on or after the first day of classes for the term.

REINSTATEMENT FEE

A $50 reinstatement fee will be assessed when an individual re-enrolls for classes after previously being dropped from his or her classes for non-payment of tuition and fees. Students who are dropped for non-payment and re-register on or after the first day of classes will be charged both the reinstatement fee and the late registration fee.

PARKING FEES

All students must register and obtain a college parking permit before operating their vehicles on campus property. Parking permits may be paid for at the Business Office. Parking permits must be picked up from the Campus Police Department located in Couts Hall (COUT-LL). Permits expire in August of the current school year. Permit fees are assessed as follows:

- $30 - Fall Semester
- $30 - Spring Semester
- $20 - Summer I
- $20 - Summer II
- $15 - Continuing Education Students in classes for more than 14 days
- $2 - additional fee per permit for registering more than one vehicle

REPEAT 3 FEE

The Texas Legislature has mandated that a course repeated by a student more than twice at a public institution of higher education may not be reported for state funding. As a result, the institution must either pass the non-funded portion to all students or charge a supplementary fee. Consequently, Weatherford College has chosen to assess a supplementary fee to only those students repeating the course more than twice. For courses being taken for the third time, students will be charged $50.00 per semester credit hour ($150.00 for a 3 hour course) in addition to tuition and required fees associated with the course. Students will be notified at the time they register for a course that it has been taken twice at Weatherford College and is subject to the supplementary fee.

Students may request a waiver of the Three-peat fee based on hardship in the financial aid office where they will be informed about the procedures. Students may receive the waiver for no more than one time per class and no more than three times cumulatively.

MUAP: INDIVIDUAL MUSIC INSTRUCTION FEE

A fee of $150.00 per semester hour is assessed for MUAP Individual Music Instruction.

RETURNED CHECK POLICY AND UNPAID CHARGES

A $25 returned check fee is charged for each check returned by a financial institution for any reason. Returned checks for tuition and fees will be considered non-payment; therefore, the student will be subject to being dropped from all classes. The college will no longer accept checks from an individual who has a prior returned check.
Any unpaid charges will be sent to a third party agency for collection. The student will be responsible for all collection costs and attorney fees.

**GENERAL REFUND POLICY**

If a class is cancelled by the college, 100 percent of tuition and fees applicable to the cancelled class will be refunded. Students who drop courses or officially withdraw from Weatherford College will be refunded tuition and mandatory fees according to established guidelines, outlined in the following schedule.

Students disputing an outstanding balance must contact the Business Office no later than one calendar year from the date the charge was incurred.

The Business Office prepares refund checks after an audit of a student’s account. Immediate refunds are not issued upon withdrawal. Any refunds due to a student will be directly deposited to a student’s Coyote Card, directly deposited to a designated account, or mailed to the address on file with the Student Services Office.

The withdrawal refund is based on the date of withdrawal, regardless of the date the class first meets. The semester’s first class day is always the first official college day of classes and not the first day of an individual’s class.

Any student officially withdrawing from the college may do so through the Student Services Office in writing, online or by signed fax (817-598-6205). The student will receive a refund of tuition and mandatory fees in accordance with the following schedule.

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<th>Length of Class Term in Weeks</th>
<th>Last day for 70 percent refund</th>
<th>Last day for 25 percent refund</th>
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<td>16 or longer</td>
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**Note:** Federal financial aid recipients who withdraw from all classes may be required to repay some or all of the financial aid received during the term per federal regulations. Students should contact the Financial Aid Office for additional information prior to withdrawing from classes.
1. Coordinating Board approved semester-length courses for which semester credit hours are awarded:
During the fall or spring semester or comparable trimester:
• 100% is refunded prior to the first class day
• during the first fifteen semester class days, 70%
• during the sixteenth through twentieth class days, 25%
• after the twentieth class day, none
Six-week summer semester:
• 100% is refunded prior to the first class day
• during the first five class days, 70%
• during the sixth and seventh class days, 25%
• after the seventh class day, none
2. For non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester):
• prior to the first class day, 100 percent
• after classes begin (See ‘Drops and Withdrawals’ schedule)

NOTE: Refund policies are subject to change at any time under the authority of the Texas Higher Education Coordinating Board.

RETURN OF TITLE IV FUNDS
Section 668.22 of the Higher Education Amendments of 1998 requires that Weatherford College calculate a return of unearned financial aid for any student who totally withdraws or stops attending classes within the first 60% of the semester. This calculation is based on calendar days. Funds will be returned to the various federal programs according to a schedule established by the Department of Education. This may result in the student owing a balance to the college and/or the federal government. Students should contact the Financial Aid Office for additional information prior to withdrawing from classes.

TUITION REBATES
(AVAILABLE AT PUBLIC UNIVERSITIES IN TEXAS)
Students who enrolled for the first time in a Texas public institution of higher learning in the fall of 1997 or later and are Texas residents may qualify for a $1,000 tuition rebate. To be eligible, students must have attempted no more than three hours in excess of the minimum semester hours required to complete the bachelor degree. Students desiring to qualify for tuition rebates are solely responsible for enrolling only in classes that will qualify them for the rebates. Students should make decisions early concerning a major and four-year university.

FINANCIAL BENEFITS
AUDIT – This benefit is offered on a space-available basis. Same tuition and fees as shown in the tuition and fee schedule apply.

SENIOR CITIZEN TUITION POLICY (65 OR OLDER) – This benefit is offered on a space-available basis.
• Senior citizens auditing classes will receive an exemption for all tuition and fees, regardless of the number of hours taken.
• Senior citizens taking classes for credit may receive an exemption for tuition only for up to six hours per semester.
• Senior citizens taking classes in Continuing Education will receive an exemption for tuition only on select classes.

**CONCURRENT REGISTRATION** – If a student is currently enrolled in another state-supported institution of higher learning in Texas, he/she should check with the Business Office for possible tuition adjustments.

## BOOKSTORE REFUND POLICIES

### Textbook Refund Policy
- The original sales receipt is required for every refund, no exceptions.
- To receive a full refund for a textbook, it must be returned during the semester for which it was purchased.
- For the fall or spring semester, full refunds are allowed during the first five (5) class days. Thereafter, a full refund will only be given through the 12th class with a receipt and a drop slip. Textbooks for summer classes must be returned during the first five (5) days of the semester for which it was purchased.
- Students who miss the returns dates may sell their books back at any time and receive the current wholesale price.
- New books must be returned in the same condition as when purchased, with all included materials or inserts.
- All shrink wrapped books must be returned in the original shrink wrap.
- Any new books returned with blemishes, writing, markings, bent pages or covers, and any other damage will be considered for a return at the used price. If a textbook is not in its original selling condition, it will be considered for a return at the used price.
- Unfortunately, we cannot refund software, study guides, lab manuals, outlines, exam guides, photocopied materials, special orders, or clearance items.
- Textbooks or course related materials purchased during the last two weeks of the semester or mid-terms are not eligible for refunds.

### Merchandise & General Book Refund Policy
- A sales receipt is required for all refunds.
- General merchandise in new condition and in unopened packaging may be exchanged or refunded within three (3) business days of purchase.
- Defective items with original receipt will be replaced or refunded at any time during store hours.

### Book Buyback Policy
- Textbooks will be bought back during the week of final exams each semester (see the Academic Calendar for exact dates).
- Textbooks must be in re-saleable condition.
- The bookstore will pay approximately half or less of the purchase price if the textbook meets the following conditions:
  a. Book is being used in the next semester.
  b. Quantities are insufficient to fill next semester’s demand.
- Any book that does not fit the above qualifications may be bought back at a national wholesale price.

**NOTE:** Weatherford College does not guarantee the repurchase of any textbook.
<table>
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<td>Financial Aid Eligibility</td>
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<td>Standards of Progress - WC Foundation Scholarships</td>
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<td>Standards of Progress - Performing Scholarships</td>
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<td>Endowed Scholarships</td>
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<td>Additional Financial Aid Information</td>
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Weatherford College is dedicated to the belief that no student wishing to pursue a college education should be denied that opportunity, regardless of financial ability to pay. In determining the need for financial assistance, the Financial Aid Office is guided by its estimate of each student’s actual expenses, the data supplied by the student in the Free Application for Federal Student Aid (FAFSA), and information received from the U.S. Department of Education. Each student who is eligible will be offered a financial aid package containing a combination of grants, scholarships, and/or student employment. FAFSAs are available on the U.S. Department of Education website at www.fafsa.ed.gov. A student cannot be “packaged” for financial aid until his or her financial aid file is complete. A student’s file is not considered complete and cannot be evaluated until the Student Aid Report (SAR) and all other requested documents have been submitted.

Required application and accompanying documents must be submitted no later than June 24, 2014 for the fall semester, November 18, 2014 for the spring semester, and April 15, 2015 for the summer semester. Failure to meet the application deadlines could result in a delay in receiving financial assistance.

Receipt of all types of Financial Aid is contingent on students attending class.

All state programs are subject to changes made by the Texas Legislature, or executive order by the Governor of Texas. Please check with the financial aid office for the latest revisions of all state programs listed here.

The provisions of House Bill 688 allow for grants to be administered to deserving students from funds set aside by Weatherford College. These grants are awarded to students with a demonstrated financial need and do not require repayment. Note: this bill is up for review and possible revision by the Texas legislature.

WS promotes the part-time employment of students in secretarial, clerical, library service, and other areas. Primarily funded with federal and state funds, WS allows students to gain practical experience in these areas and provides financial assistance to deserving students. Students should apply for WS by completing the Free Application for Federal Student Aid (FAFSA) and by contacting the Financial Aid Office.

Weatherford College participates in the Federal Pell Grant program. This is a federally funded grant program that does not require repayment and is awarded to students based on financial need as determined by a federal formula. Application for this program is made by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

The FSEOG is a grant for undergraduates with exceptional financial need; that is, students with the lowest Expected Family Contributions (EFC’s). Priority is given to students who receive Federal Pell Grants. The amount ranges from $300 to $1000.
TEXAS EDUCATION OPPORTUNITY GRANT (TEOG):
The Texas Educational Opportunity Grant (TEOG), formerly known as TEXAS II grant, is a supplemental grant established by Texas Legislature to assist needy Texas residents who are pursuing a degree or certificate at the community college level. Students who have completed 30 hours or more toward their degree or certificate are not eligible to begin receiving this grant. For more information please contact the Financial Aid Office.

OTHER STATE PROGRAMS
The Texas Legislature has established additional waiver, exemption and grant programs to provide assistance to students who are Texas residents. Approved waiver and/or exemption requests and documentation should be provided to the Financial Aid Office no later than the official census day for the term in which the waiver or exemption is requested. Additional information about these programs is available from the Financial Aid Office or online at www.collegeforalltexans.com.

LOANS
Weatherford College participates in the Federal Direct Loan Program. Loans are available through the Subsidized/Unsubsidized Stafford and Parent PLUS Loan programs. Since these are loans that must be repaid, careful consideration should be given before deciding to enter into a loan agreement. Students and parents should explore every available resource before borrowing to help fund their educational expenses.

Before applying for a loan, students must have a completed file in the Financial Aid Office. In addition, students must:
• complete a Master Promissory Note;
• be enrolled in an eligible program;
• be taking a minimum of 6 hours (1/2 time enrollment). Students are encouraged to complete as many full time semesters as possible in order to make the most of their educational opportunities;
• complete an entrance counseling session prior to receiving their first loan at WC;
• complete an exit counseling session prior to dropping below 1/2 time status, transferring to another institution or graduating from WC.

Additional information about the federal loan programs including application procedures, loan limits, disbursements procedures and repayment options is available by contacting the Weatherford College Student Loan Officer.

NOTE: 150 Percent Rule for Federal Direct Subsidized Loans - Effective July 1, 2013, federal regulations have added a new provision to the Federal Direct Loan requirements that limits a first-time borrower’s eligibility for Federal Direct Subsidized Loans to a period not to exceed 150% of the length of the borrower’s educational program. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150% limit to lose the interest subsidy on their Federal Direct Subsidized Loans.
FINANCIAL AID ELIGIBILITY

In general, a student must meet the following requirements to qualify for Title IV financial aid:

• Be a high school graduate or have a GED;
• Be either a U.S. citizen or an eligible non-citizen;
• Be enrolled as a regular student in an eligible program;
• Make satisfactory academic progress in a course of study;
• Not be in default of any educational loans at any school attended; or, if in default, must have made satisfactory repayment arrangements;
• Not owe a refund on grants at any school attended;
• Sign a statement of educational purpose, stating that the student will use federal student aid only for educational purposes;
• Sign a statement of registration, if a male, indicating that he has registered with the Selective Service or that he is not required to register; and
• Have a valid social security number.

WEATHERFORD COLLEGE FINANCIAL AID STATEMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP)

The following standards are effective and are adopted according to federal mandates for the purpose of determining a student’s continued eligibility for financial aid. All students receiving federal or state financial aid must maintain satisfactory progress for all periods of enrollment regardless of the receipt of financial aid. Academic progress is evaluated at the end of each long semester, and at the end of the second summer semester.

NOTE: Some non-federal student aid programs (i.e., state and private foundations) have specific SAP requirements unique to the individual program. In those instances the program requirements will supersede the general SAP policy stated here. It is the student’s responsibility to understand the requirements of each financial aid program from which aid is received.

SATISFACTORY ACADEMIC PROGRESS (SAP)

SAP is evaluated based on three measures at Weatherford College (WC):

1. Cumulative Grade Point Average (GPA) – must be 2.0 or above
2. Successful Completion of Courses – 75% of all attempted hours
3. Time Frame – must graduate within 150% of required hours in program of declared major

CUMULATIVE GPA

Cumulative GPA includes only WC course work and any transferred hours that apply to the student’s declared major. Students enrolled in college-level coursework must maintain a cumulative GPA of 2.0 or higher. Grades of A, B, C, D, and F contribute toward the cumulative GPA. Grades of W, I, S, CR, X, and P do not.

A. Students who do not have a WC academic history and are enrolling in college for the first time are assumed to be making SAP at the time of enrollment.
B. All continuing students applying for financial assistance must have a cumulative GPA of 2.0 on all credit hours earned prior to the semester for which aid is requested.

C. Transfer hours will not be counted in a student’s cumulative GPA, completion rates, or a maximum time frame unless those hours are accepted towards degree completion at WC.

SUCCESSFUL COMPLETION OF COURSES

Each semester financial aid recipients must complete a minimum number of the hours they attempt. Enrollment status is determined by the student’s enrollment on census date (12th class day during fall and spring semesters). The following chart states the required minimums:

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<th>Hours Attempted</th>
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Full = 12 or more hours; ¾ = 9 to 11 hours; ½ = 6 to 8 hours; < ½ = 5 or less hours

A. Successful completion is measured by grades of A, B, C, or D. These are considered passing grades at WC.

B. A grade of F is a completed grade and will be taken into consideration when calculating the number of hours completed and the cumulative GPA.

C. A grade of I or W is not punitive in determining the GPA but does reflect the lack of progress under “quantity of work” for the minimum passing rate of 75% of all courses attempted for federal and state aid recipients. A grade of I (Incomplete) must be made up by the end of the sixth full week following the close of the semester in which the incomplete grade was granted or it will be permanently recorded as “F” and will become punitive in determining the GPA.

D. Courses where a grade of F, I, or W was received may be repeated once for grade improvement; only the highest grade earned is used to determine the student’s cumulative GPA. However, all courses attempted (repeated and regular) will be counted in the time frame and completion rate calculations. If the grade in the repeated course is not an improvement, both class hours and grades will count against the student’s cumulative GPA. Financial aid will only cover the repeated class IF the student originally received a grade of F, I, or W, or the program requires a grade of C or higher and the student received a D. In addition, the repeated class will only be covered by financial aid at the original enrollment and once more if the preceding requirements are met regardless of grade the second time.

E. Remedial course work will not be included in the cumulative GPA but will be included in both the time frame and completion rate calculations. Federal regulations state that a student may not receive federal financial aid for remedial course work after they have attempted 30 hours of remediation. Therefore a student who attempts more than 30 hours of remedial classes may not receive federal financial aid for those classes.
TIME FRAME

Students must demonstrate they will graduate within 150% of the length of the degree or certificate of their declared major. Maximum time frame calculations for students pursuing a one-year program of study (certificate) will begin when the student has attempted 45 semester hours. For students pursuing a two-year program of study (Associate’s Degree) maximum time frame calculations will begin once the student has attempted 90 semester hours. Students who exceed the time-frame limit will no longer be eligible for financial aid.

FAILURE TO MAINTAIN SAP

Failure to maintain SAP will result in financial aid warning. Successive failure to maintain SAP will result in financial aid suspension.

FINANCIAL AID WARNING

Students who fail to meet one or more of the SAP standards will be placed on financial aid warning. While on Warning, students will be eligible to receive financial aid but must complete the subsequent term by meeting all of the minimum requirements at the close of that term. This is a Warning semester. The student who fails to meet SAP during the semester of attendance while on warning will be placed on financial aid suspension.

FINANCIAL AID SUSPENSION

Financial aid suspension occurs when the SAP standards are not met for two consecutive semesters. Notification of suspension status includes verbal, postal mail, or email. While on suspension, students will not receive financial aid. The student is responsible for payment of courses. While on financial aid suspension, the student must enroll at least half-time (6 credit hours) for one semester, and pay the expenses related to that enrollment, unless otherwise directed by the Financial Aid Committee after appeal. The grades earned in that semester, considered along with the time frame and completion rate calculations will be used to re-evaluate the student’s cumulative GPA. Students who regain eligibility by meeting all SAP requirements will no longer be on suspension.

NOTE: Students who exceed the time frame limitations (90 hours for Associate’s Degree seekers or 45 hours for Certificate seekers) will automatically be placed on financial aid suspension and will no longer be eligible to receive financial aid.

Students on suspension are encouraged to continue enrollment at WC. Enrolling and paying for courses can assist in regaining the student’s eligibility. The student must alert the Financial Aid Staff for a re-evaluation of their SAP status. If the student successfully regains eligible SAP status, then they will be eligible again for federal aid.

APPEAL PROCESS

A student who has been denied financial aid because of a failure to meet any of the SAP standards may complete an appeal form. An appeal form is available on the WC Financial Aid website under Forms. The student will receive notification of appeal decisions within three weeks from the date the completed appeal form and documentation was submitted to the Financial Aid Office.

Appeals can be submitted based on, but not limited to, the following reasons: illness or injury (provide medical documents), death in the family (provide death notification), time-frame circumstances (provide official degree audit), etc.
If the appeal is approved by the committee, the student is considered on probation for one long semester. If the student reaches the requirements for reinstatement, the student will be eligible for aid during the next semester.

If the financial aid office determines the student cannot finish their program within the maximum timeframe rules, then aid will be suspended and there is no appeal.

Students can only change their major two times during their academic history at Weatherford College. Nursing students who take courses that are considered leveling classes may progress from one level to the next such as LVN to ADN, etc.

**ADDITIONAL INFORMATION**

A. Financial Aid will not be provided for:
   1. Courses taken by audit;
   2. Credit hours earned by placement tests;
   3. Non-credit course-work;
   4. Any class attempted more than two times, regardless of withdrawal or grade earned;
   5. Any course registered for after the official census date; or
   6. Transfer or transient students attending for only one term (ex: summer courses only.)
   7. Courses not in a student’s degree program.

B. Students may change majors while at WC. Only the hours that transfer to the new major will count towards the student’s SAP. However, excessive major changes (as defined by the Financial Aid Office) can result in a suspension status. Students can only change majors two times. The only exception is for those students who are progressing through one of the allied health programs.

C. Support Services: Many services are available to help students attain academic success, including counseling, testing, tutoring, placement, and resources found in the Success Connection. Information on such services is available to all students and can be found on the WC website or in the WC Student Services Office.

D. WC does not offer ESL programs at this time; a Spanish, bi-lingual tutor is available through the Success Connection.

**FINANCIAL AID FORMULAS**

**MINIMUM CUMULATIVE GRADE POINT AVERAGE**

\[
\text{GPA Calculation:} \quad \frac{\text{Points}}{\text{Attempted}} = \text{GPA}
\]

**MINIMUM COMPLETION RATE**

\[
\text{Completion Rate Calculation:} \quad \frac{\text{Earned}}{\text{Class Hours Attempted}} = \text{Completion Rate}
\]

**MAXIMUM TIME FRAME**

\[
\text{Maximum Time Frame Calculation:} \quad \text{Total number of hours in degree/certificate} \times 1.5 = 150\% \text{ of degree/certificate}
\]
LEGAL RIGHTS OF FINANCIAL AID RECIPIENTS

Students receiving federal student aid have certain legal rights. Students’ rights include the following:

• The student has the right to know what financial aid programs are available at WC.
• The student has the right to receive a listing from the financial aid office of the agency in each state that may be contacted regarding grants available to residents of that state.
• The student has the right to know the deadlines for submitting applications for each of the financial aid programs available.
• The student has the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
• The student has the right to know how his/her financial need was determined.
• The student has the right to know what resources (such as parental contribution, other financial aid, assets, etc.) were considered in the calculation of his/her financial need.
• The student has the right to know how much of his/her financial need, as determined by the institution, has been met.
• The student has the right to request an explanation of the various awards in his/her student aid package.
• The student has the right to know the school's refund policy.
• The student has the right to know what portion of the financial aid he/she receives must be repaid, and what portion is grant (free) aid. If the aid is a loan, the student has the right to know what the interest rate is, the total amount that must be repaid, fees during repayment, the payback procedures, the length of time he/she has to repay the loan, when repayment is to begin, and available options for consolidation.
• The student has the right to know how the school determines whether he/she is making satisfactory academic progress and the results of not meeting these standards.
• If the student is offered a College Work-Study job, he/she has the right to know the required work hours, the job duties, the rate of pay, and how and when paychecks are received.
• If the student believes a mistake has been made in determining his/her financial aid eligibility, he/she has the right to ask that his/her financial aid application be reconsidered.
• If the student has a loan and the lender transfers (i.e. sells) the loan and the right to receive payments, the student must be sent a notification telling him/her to whom he/she must now make payments.
• Lenders must provide borrowers with a copy of the complete promissory note.
• The student has the right to prepay a loan without penalty. This means that he/she may at any time pay in full the loan balance and any interest due without being charged a penalty by the lender for early payment.
• If the student cannot meet a loan repayment schedule, he/she may request forbearance from the lender under which the payments may be reduced for a specific period of time.
• In borrowing money, the student assumes the responsibility for repaying the loan. If circumstances arise that make it difficult to meet this responsibility, he/she should contact the lender.
LEGAL RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS

Students receiving federal student aid have certain legal responsibilities. Student responsibilities include the following:

- The student must complete all application forms accurately and submit them on time to the appropriate location.
- The student must provide correct information. The intentional misreporting of information on financial aid application forms is a violation of the law and is considered a criminal offense that could result in indictment under the U.S. Criminal Code.
- The student must return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which an application was submitted.
- The student must report to the Financial Aid Office any additional financial resources received by him/her during the period of his/her financial aid award.
- The student is responsible for reading and understanding all forms that he/she is asked to sign and for keeping copies of the forms.
- The student must accept responsibility for all agreements that he/she signs.
- The student must perform the work that he/she has agreed upon in accepting College Work-Study or regular student employment.
- The student must be aware of and comply with the deadlines for application or reapplication for aid.
- The student should be aware of the school's refund policy.
- All schools must provide information to prospective students about the school's programs and performance. The student should consider this information carefully before deciding to attend school.
- If the student receives a loan, he/she must notify the lender if any of the following occurs before the loan is repaid:
  - Graduation
  - Withdrawal from school or less than half-time enrollment
  - Change of address
  - Name change
  - Transfer to other school(s)
  - If the student has received a Federal Direct Loan prior to receiving the first disbursement of loan funds at WC.
- The student must attend an exit interview if enrollment drops below 6 credit hours; or if he/she graduates, transfers to another school, or fails to enroll for any long semester.
- The student must repay any loan received at WC, plus accrued interest, in accordance with the repayment schedule.
- In borrowing money, the student assumes the responsibility for repaying the loan. If circumstances arise that make it difficult to meet this responsibility, he/she should contact the lender.

The student must notify the lender of any occurrence that may affect eligibility for a deferment of repayment.
STANDARDS OF PROGRESS – STATE OF TEXAS

TEOG program participants must maintain the financial aid grade point average of 2.5 and the 75% completion rate from the initial year of eligibility.

TEXAS B-ON-TIME LOAN

The first academic year, the student must meet the satisfactory academic progress requirements toward a degree or certificate as determined by Weatherford College.

At the end of the 2nd and subsequent academic year, the student must complete at least 75% of the semester credit hours attempted and have a cumulative GPA of at least 2.5 on a 4.0 scale on all coursework previously attempted at any institutions of higher education.

SCHOLARSHIPS

PERFORMING SCHOLARSHIPS

Scholarships for the following areas are available: art, baseball, basketball, communications, cheerleading, choir, drama, jazz band, leadership, rodeo, and softball. These scholarships require full-time enrollment.

HONOR GRADUATE SCHOLARSHIPS

The valedictorian of any accredited high school in Texas is eligible for a one-year tuition scholarship at Weatherford College provided they attend WC immediately following high school graduation. First- and second-place honor graduates from accredited high schools in Parker County, as well as Hood, Jack, Palo Pinto and Wise Counties are eligible for scholarships in the amount of tuition and fees, excluding parking fees, and books (on loan) each long semester for the two years immediately following high school graduation, provided they attend WC immediately following high school graduation. This scholarship requires full-time enrollment.

NOTE: If a student has two forms of financial aid that pay the same charge (i.e. tuition only), they will not be able to utilize both sources of aid (cannot change one for assistance for books, etc.) For example: the Honor Graduate Scholarship pays tuition and the Early High School Graduate Exemption pays tuition. Student is given the benefit of one scholarship only. In the example, they would use the Honor Graduate Scholarship as the Early High School Graduate Exemption can be used at another school. However, the aid that is paying as of the official census date is the aid that must show as paying the student account and will not be reversed, even if other aid comes in after the census date.

WC FOUNDATION SCHOLARSHIPS

The Weatherford College Foundation, Inc. exists to raise funds to support WC, with scholarships as its number one priority. Through the results of various fund raising events, the Foundation funds many scholarships with varying criteria for acceptance.

PROJECT OPPORTUNITY SCHOLARSHIP PROGRAM

Through the generosity of Weatherford civic leaders and others, this scholarship program was established in 1991. Graduates of Weatherford High School who have met certain academic, as well as personal guidelines, are
eligible to apply for scholarship assistance in order to finance their education at Weatherford College. Students are expected to apply for available federal and state financial assistance programs to contribute to the costs of their education. Interested students should apply to the coordinator of the Project Opportunity Program of the Weatherford Independent School District.

APPLYING FOR SCHOLARSHIPS
An online scholarship application is available at www.wc.edu/finaid. The deadline for applying for scholarships for the Fall 2014 and Spring 2015 year is March 15, 2014. For more information on available scholarships and application deadlines, contact the Financial Aid Office. To apply for a WC Foundation scholarship, contact the Financial Aid Office.

STANDARDS OF PROGRESS FOR WC FOUNDATION SCHOLARSHIPS
To qualify for foundation aid at Weatherford College, a student must earn 12 semester hours each semester with a minimum cumulative GPA of 2.0, unless otherwise specified by the specific scholarship. Failure to achieve the 12 semester hours and the 2.0 GPA will result in the revocation of foundation scholarship funds for the following long semester.

STANDARDS OF PROGRESS FOR PERFORMING SCHOLARSHIPS
In order to qualify for performing scholarships at Weatherford College, first semester freshman students must pass 12 semester hours with a cumulative GPA of 2.0. All returning or transfer students must have earned a 2.0 GPA on all work attempted in the long semester or a cumulative 2.0 GPA in the current long semester.

The following are minimum credit hours that a student must earn and pass to remain eligible for scholarships:
· 12 semester hours at the end of the first semester
· 24 semester hours at the end of the second semester
· 36 semester hours at the end of the third semester
· 48 semester hours at the end of the fourth semester

Summer course work may be used to raise the GPA to 12 hours and 2.0, if attendance was in the preceding spring semester only, and 24 hours and 2.0, if the student was in attendance in the preceding fall and spring semesters.

ENDOWED SCHOLARSHIPS
Marjorie Black Alkek Scholarship
   Established by a gift from Marjorie Black Alkek, WC alumnus and longtime supporter of the arts. For fine arts students.

Ellen Arrondozo Scholarship
   For deserving WC students.

Ex-Students Scholarship
   Established through the generosity of members of the WC Ex-Students Association. For deserving students.
Ezelle Ashworth Scholarship
Established in 2007 by the estate of Ezelle Ashworth. For deserving students.

Brent and Elizabeth Baker Scholarship
Established in 2012 by Brent and Elizabeth Baker. To assist deserving students.

Mr. and Mrs. J. D. Baker and Family Memorial Scholarship
Established in 1978 by Mary Baker Rumsey in memory of Mr. and Mrs. J. D. Baker and family to assist deserving students.

Joan Troy Barber Memorial Scholarship
Established in 1982 by Ray Barber and friends in memory of his wife, Joan Troy Barber, to assist students interested in accounting and business.

James and Bennie Barnett Scholarship
Established in 2006 by James and Bennie Barnett to assist deserving students.

Sharon Pearson Bartling Scholarship
Established in 2007 by Herbert and Sharon Bartling to assist non-traditional female students.

Mildred Beard Scholarship
Established in 2008 by WC alumna Mildred Beard. For deserving students.

Willie and Hubert Bennett Scholarship
Established in 1982 by Mr. and Mrs. Hubert Bennett to assist deserving Parker County students.

Jack and Edith Borden Scholarship
Established in 1999 by Jack and Edith Borden to assist deserving Parker County students. It is funded in part from the 1998 Carlos Hartnett Award Mr. Borden received.

Dr. Jim Boyd Scholarship
Established in 2004 to honor Dr. Jim Boyd, former WC president and recipient of the 2003-04 Carlos Hartnett Award.

Russell L. Boyd Memorial Scholarship
Established in 1983 by Sherri Box in memory of her late husband, Russell Boyd, a Texas highway patrolman killed in the line of duty, to assist students interested in a career in law enforcement.

Jane Merrill Brady Memorial Scholarship
Established in 1979 in memory of Jane Merrill Brady, a business faculty member, to assist a second semester freshman or sophomore student majoring in business with preference being shown to a student majoring in Office Systems Technology.

Dr. William M. Brogdon Memorial Scholarship
Established in 1981 in memory of Dr. William M. Brogdon, trustee of Weatherford College, to assist a second-semester freshman or a sophomore student majoring in nutrition or in a pre-professional program.

Dr. Noel and Jean Bryan Veterinary Scholarship
Established in 2001 by Dr. Noel and Mrs. Jean Bryan to assist pre-veterinary students at Weatherford College.

Shirley Cappel Memorial Scholarship
Established in 1998 by the family of Shirley Cappel, long-time biology faculty member and Phi Theta Kappa sponsor, to assist deserving students.

Douglas Chandor Memorial Scholarship
Established in 1980 by H. W. Kuteman, III in memory of his uncle, noted artist Douglas Chandor, to assist a deserving student majoring in art.
Ina Kuteman Chandor Memorial Scholarship  
Established in 1980 by H. W. Kuteman, III in memory of his aunt, noted musician Ina Kuteman Chandor, to assist a deserving student majoring in music.

Rosemary Kendrick Coleman Memorial Scholarship  
Established in 1997 by the family, friends and colleagues of Rosemary Kendrick Coleman to assist deserving students pursuing a career in nursing.

Community Builders Scholarship  
Established in 2001 through the “Bridal Fashions through the Ages” fundraiser. For deserving WC students.

Coody Family Scholarship  
Established in 1980 in memory of Jim Coody, son of Bill and Sue Coody, longtime WC faculty members. For deserving students.

Coyote Chase Race Scholarship  
Established in 2004 from the proceeds of the Coyote Chase Race 5K and 1-mile run. For deserving students.

Criminal Justice Institute Alumni Scholarship  
Established by alumni of WC’s Criminal Justice Institute for deserving CJI students.

Contina Davis Scholarship  
Established by the Mineral Wells Area Chamber of Commerce to honor the memory of WC nursing graduate Contina Davis. For nursing students.

Jake “Bud” and Betsy Dearing Scholarship  
Established in 2008 by Bud and Betsy Dearing. For agriculture students.

Democratic Women of Parker County Scholarship  
Established by the Democratic Women of Parker County organization to benefit deserving students.

Chris and Myrtle Deschner Scholarship for Future Teachers and Nurses  
Established in 1998 by Drs. James and Veleda Boyd to honor her parents, Chris and Myrtle Deschner. Provides scholarships to first-year students entering the teaching or nursing fields.

Dorothy Doss Scholarship  
Established in 2004 by the WC Foundation to honor Dorothy Doss, foundation board member and recipient of the 2002 Carlos Hartnett Award.

James and Dorothy Doss Scholarship Trust  
Established in 1984 by James and Dorothy Doss to assist deserving students.

M.S. and Meek Lane Doss Endowed Scholarship  
Established in 2003 by The M.S. Doss Foundation, Inc. to benefit students with financial need, with a preference for graduates of West Texas high schools, west of a line from Wichita Falls to Laredo, or Southeastern New Mexico.

Jerry Durant Scholarship  
Established in 2001 by the WC Foundation to honor Jerry Durant, former WC trustee and winner of the 2001 Carlos Hartnett Award.

Roy and Jeannine Eaton Scholarship  
Established in 2003 by Roy and Jeannine Eaton to assist Wise County residents studying at Weatherford College Wise County and other WC sites.

James Emanuel Scholarship  
Established by Mr. and Mrs. James R. Emanuel to assist deserving students.
Carol Eppright Scholarship
Established in 2012 by longtime WC instructor Carol Eppright. For students entering the teaching field. Phi Theta Kappa students are preferred.

Fannie Price Evans Scholarship
Established in memory of Fannie Price Evans to assist deserving students.

Elena B. Fant Scholarship Trust
Established in 1978 by Elena B. Fant to assist deserving students.

Myrtle and U.B. Forrest Scholarship
Established in 2012 by Bettie Cline to honor her great aunt and uncle. For students in the Veterinary Assistant Program.

Geer/McNeal Ministerial Scholarship Fund
Established in 1996 by Charles and Blanche Newby Geer and Lynda Geer McNeal. For deserving students interested in religious education.

Margaret Gentry Scholarship Trust
Established in 1997 by the estate of Margaret Gentry to assist deserving students.

Travis George Memorial Scholarship
Established in 2012 in honor of former student Travis George. Students studying music are preferred.

Sam W. Gibbs Memorial Scholarship Fund
Established in 1978 by Mrs. Jereline Gibbs Case in memory of her brother, Sam Gibbs, to assist deserving students.

Evelyn B. Gibson Scholarship Fund
Established in 1983 by R. B. Gibson in memory of his wife, Evelyn B. Gibson, to assist deserving vocational nursing students at Weatherford College.

Bob and Carolyn Glenn Scholarship
Established in 2012 by WC Foundation Board member Bob Glenn and his wife, Carolyn. Weatherford High School graduates are eligible.

Margaret Prince Graham Scholarship Trust
Established in 1999 by the estate of Margaret Prince Graham to assist deserving students.

Verna Gray Scholarship
Established in 2002 by the estate of Verna Gray. For deserving students.

Jeanne and Roy Grogan Family Foundation Scholarship Fund
Established in 1990 by Jeanne and Roy Grogan to assist deserving students.

I.B. and Helen Hand Scholarship Fund
Established in 1998 to assist deserving WC students. The scholarship is to recognize Mr. Hand’s selection as a Carlos Hartnett Award winner.

Carlos Hartnett Scholarship Trust
Established in 1983 by Carlos Hartnett to assist deserving students.

Eurith Hartnett Memorial Scholarship Fund
Established in 1981 by Carlos Hartnett in memory of his wife, Eurith Holt Hartnett, to assist a deserving student majoring in art.

Jack Harvey Memorial Scholarship
For deserving WC students.

James and Imogene Hatley Scholarship
Established in 2012 by the family of Rev. James and Imogene Hatley. For deserving students, with a preference given to students majoring in communications, vocational nursing, religion or education.
Mr. and Mrs. R. B. Hood Memorial Scholarship Fund
Established by Cornelia Hood in memory of her parents, R. B. (Bartow) Hood and Prince Cocke Hood, to assist deserving students.

Josephine T. Hudson Scholarship
Established in 2005 by the estate of Josephine T. Hudson to assist deserving students.

Dave Jackson Memorial Paramedicine Scholarship
Established in 2003 by the North Central Texas Trauma Regional Advisory Council in memory of former WC instructor Dave Jackson. For deserving Paramedicine students.

M.D. Jirous Scholarship
Established in 2005 by the M.D. Jirous Foundation. For deserving students.

Roy and Helen Kelley Johnson Scholarship Fund
Established in 2001 by Margaret Johnson in memory of her parents, Roy and Helen Kelley Johnson, to assist deserving students.

Eddie Kidd Scholarship
Established in 2008. For deserving students.

O.L. and Marjorie Kimbrough Scholarship
Established in 2004 by Marjorie Kimbrough in memory of her husband, O.L. Kimbrough, to assist deserving students.

Donavon King Memorial Scholarship
Established in 1997 by the estate of Donavon King to aid deserving students studying engineering technology.

Dr. Sumant and Sheela Kumar Scholarship
Established in 1999 by Dr. Sumant and Sheela Kumar. Awarded to deserving Allied Health students from Parker County.

Staci Lee, Mandi McWhorter, Lacey Osina, and Whitney Welch Memorial Scholarship Fund
Established in 2000 in memory of four Brock High School students who lost their lives in an automobile accident. For deserving Brock High School graduates.

Mark Littleton Scholarship Fund
Established in 1997 by the WC Foundation to honor Mark Littleton, winner of the inaugural Carlos Hartnett Award. This scholarship assists deserving students.

Dr. Trevor Mabery Scholarship
Established in 2002 by individuals from the Weatherford High School Class of 1953 and other friends and family of Dr. Trevor Mabery. For deserving Parker County students pursuing careers in any branch of medicine.

Perry Mader Scholarship Fund
Established in 1991 by the family of Perry Mader, former trustee of Weatherford College, to assist deserving students.

Luther Martin Memorial Scholarship Fund
Established in 1984 by Jack Martin in memory of his parents, Mr. and Mrs. Luther Martin, to assist a deserving student interested in agriculture.

Mary Crownover Martin Memorial Scholarship Fund
Established in 1983 by Jack Martin in memory of his wife, Mary Crownover Martin, to assist a deserving student majoring in art.
Robert H. McDaniel Memorial Scholarship Fund
Established in 1990 by Carol Riddle McDaniel and friends in memory of her husband, Robert H. McDaniel.

Dr. Barbara McGregor/Piper Award Scholarship
Established in 1993 by Dr. Barbara McGregor, a longtime English faculty member, to assist deserving students of Weatherford College, with a preference for nontraditional students with plans to enter the teaching profession.

Robert “Bob” McMahon Memorial Scholarship Fund
Established in 2000 by the estate of Robert “Bob” McMahon to assist deserving students.

Dr. E. W. Mince Presidential Scholarship
Established in 1989 by Marie Mince and her daughters to honor Dr. E. W. Mince, then president of Weatherford College. The scholarship assists students majoring in a business field.

Martha Morton Scholarship
Established in 2009 by Norman Morton, the Coyote Basketball Booster Club and others to honor the memory of Martha Morton. For deserving students.

Lacey Osina Scholarship
Established in 2000 to honor the memory of Lacey Osina, daughter of WC employees Mark and Liz Osina. For a Brock High School graduate.

E.A. Patterson, Jr. Memorial Scholarship Fund
Established in 1996 by Neoma Patterson and Mr. and Mrs. Hoss Patterson to honor the memory of E.A. Patterson, Jr. The scholarship assists students studying agriculture.

Presidential Merit Scholarship
Established in 2007 by WC President Dr. Joe Birmingham and other donors. For students with exceptional academic and leadership backgrounds.

Raymond W. Puryear Memorial Scholarship Fund
Established in 1989 by Edna Puryear Strickland in memory of her husband, Raymond Puryear, who attended Weatherford College in 1923-24, to assist a student majoring in an agricultural field.

Maggie Resch Memorial Scholarship Fund
Established in 1981 by Carlos Hartnett in memory of his mother, Maggie Resch, a dedicated nurse, to assist a deserving student in vocational nursing.

Landrith and Nelda Reynolds Scholarship Fund
Established in 1982 by the estate of Nelda Roberts to assist deserving students.

Dr. Dennie Richardson Memorial Scholarship Fund
Established in 1994 in memory of Dr. Dennie K. Richardson, a longtime counselor, to assist deserving students.

Shane Richardson Memorial Scholarship
Established in 2007 by the friends and family of Shane Richardson, a graduate of WC’s Fire Academy. For Fire Academy students.

A.T. Roe Scholarship Fund
Established in 1999 by WC alumnus A.T. Roe to assist deserving students.

San Antonio Livestock Exposition Trust
Established by the San Antonio Livestock Exposition (SALE) to honor Tom Bell, an ex-student of Weatherford College to assist deserving agriculture majors who plan to work in the field.
Shirley Whaley Sanders & George and Mae Hattanbach Scholarship
Established in 1998 by the estate of Shirley Sanders to assist deserving students.

Lenora White Sands Memorial Scholarship
Established in 1982 by Betsy Sands Lewis and Mike Sands in memory of their mother, Lenora White Sands, to assist drama students.

Morris “Sandy” Sands Memorial Scholarship Fund
Established in 1983 by Betsy Sands Lewis and Mike Sands in memory of their father, Morris “Sandy” Sands, to assist a student excelling in athletics.

Dr. Allan Saxe Scholarship
Established in 2012 by Dr. Allan Saxe. For academically high-performing students.

John Robert Scott Memorial Scholarship
Established in 1979 by Grimes and Garnett Scott in memory of their son to assist deserving students with a preference to mathematics or science majors.

Phil and Georgianne Simmons Scholarship
Established in 2010 by Georgianne Simmons in honor of her late husband, Phil. For deserving students.

Joyce Carr Sosebee Scholarship
For deserving WC students.

Lee and Joyce Stevenson Scholarship Fund
Established in 1998 by Joyce Stevenson and Reural Bailey to assist deserving students.

Edna Strickland Scholarship
Established in 2004 by Edna Strickland, WC Class of 1927. For deserving students.

Frank and Bertha Stroud Scholarship
Established in 2011 by Rena Mae and Scott Woody in honor of her parents. For deserving students.

Rev. James William Stroud Memorial Scholarship
Established in 2012 by the estate of Frank and Bertha Stroud in honor of their son. For deserving students interested in religious education.

Stuart Family Scholarship
Established in 2009 by Richard and Nancy Stuart. For deserving students.

Helen R. Tidwell Scholarship Fund
Established in 1996 by Helen R. Tidwell of Houston, a member of the WC Class of 1943, to assist deserving students.

Joe Tison Scholarship
Established in 2005 to honor Carlos Hartnett Award honoree Joe Tison. For deserving students.

Patsy Tison Scholarship
Established in 2005 by the children of Joe and Patsy Tison: Donna Tison Mauer, Jana Tison Truax and Lance Tison to honor their mother.

Charles and Kitty Trigg Scholarship Fund
Established by Mr. and Mrs. Charles H. Trigg of Mertzon, Texas, to assist deserving students.

Gabe T. Vick Memorial Scholarship
Established in 2001 by the WC Foundation, Inc., in memory of Gabe T. Vick to assist deserving students.
Bill and Kay White Vincent Scholarship
Established in 2007 by Kay Vincent in honor of Bill Vincent, a former member of the WC Board of Trustees. For students in health care fields.

Eva Walton Memorial Scholarship
Established in 1983 in memory of Eva Walton to assist students pursuing careers in vocational nursing.

Weatherford College Ex-Students Trust Scholarship
Established in 1985 by the WC Ex-Students Association.

Weatherford College Fire Science Scholarship
Established in 2002 by Jason Loyd, WC Fire Science department chair, and his wife, Melissa. Provides scholarships for WC Fire Science students.

Weatherford Noon Lions Club Scholarship
Established to honor the memory of several Noon Lions Club members, including Dr. Ron Finley, Roy Keaton, Dr. Dennie Richardson, Joe Witherspoon and Lee Young.

Lacy Wakefield Welborn Scholarship
Established in 2005 by Michael Welborn and other family and friends of WC alumna Lacy Wakefield Welborn. For A.D.N. students.

James M. Whitsett Memorial Scholarship
Established in 1983 by May Belle Whitsett in memory of her brother, James Morris Whitsett, a 1924 graduate of Weatherford College.

Mac Wiggs Scholarship
Established in 2007 by Laura and Bruce Wiggs in memory of Mac Wiggs. For deserving students.

Dwayne Woody Memorial Scholarship
Established in 2012 by Rena Mae and Scott Woody to honor the memory of their son, Dwayne Woody. For a deserving Parker County student majoring in agriculture.

Preston Woody Memorial Scholarship
Established in memory of Preston Woody to assist deserving students in agriculture.

Rena Mae Stroud Woody Scholarship
Established in 2012 by the estate of Frank and Bertha Stroud in honor of their daughter. For deserving Springtown High School graduates pursuing a career in the teaching profession.

Sam and Mollie White Woody and James E. and Annie Woody Robinson Memorial Scholarship
Established in 2001 by the estate of Reanelle R. Dudley to assist deserving students.

Jim Wright Scholarship
Established in 2001 to assist students pursuing careers in the fields of government or history.

William Rhea York Scholarship
Established in 2008 by the estate of Charles and Imogene York to honor the memory of their son, William Rhea York. For deserving students.

Coy and Geneva Young Memorial Scholarship
Established in memory of Coy Young by his wife, Geneva, and their son, Dale, to assist deserving students.

Mary M. Zielinski Scholarship
Established in 2013 by the estate of Mary Zielinski. For physical therapy assistant students.
ANNUAL SCHOLARSHIPS
Adams Leadership Scholarship
Bush Legacy Republican Women Scholarship
Campbell Health System Auxiliary Scholarship
Craig Crawford Scholarship
Dr. Kevin and Sheila Eaton Scholarship
Michael Feely Memorial Scholarship
First Generation Scholarship
Sandy L. Goss Memorial Scholarship
Ted Hartness Scholarship
Heritage Scholarship
Woodrow W. Lamkin Scholarship
Kay and Frank Martin Scholarship
Earl Morris Leadership Scholarship
Parker County Law Enforcement Association Scholarship
Parker County Women’s and Newcomers Club Scholarship
Respiratory Care Scholarship
Dub Riddle Memorial Scholarship
Southwest Ford Scholarship
George and Louise Tate Memorial Scholarship
Texas Business Women of Parker County Scholarship
The Bank of Weatherford Scholarship
Weatherford College Wise County Scholarship
Weatherford Music Society Scholarship
Weatherford Optimist Club Scholarship
Gail Wright Respiratory Care Scholarship
Zonta Club of Parker County Scholarship

Interested persons should apply to the Director of Financial Aid. For information on establishing a scholarship, contact the Institutional Advancement Office.

ADDITIONAL FINANCIAL AID
VETERANS

Weatherford College is approved for veterans education benefits by the Veterans Administration. Information on veterans programs may be obtained by contacting the Veterans Coordinator at Weatherford College.

TEXAS DEPARTMENT OF ASSISTIVE AND REHABILITATIVE SERVICES (DARS)

The Texas Department of Assistive and Rehabilitative Services offers assistance for tuition and non-refundable fees to students who have certain disabling conditions provided their vocational objectives have been approved by a DARS Counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, and heart conditions. Other services are also available to assist the handicapped student to become employable. Application for such service should be made at the Texas Department of Assistive and Rehabilitative Services, Weatherford Field Office, 1501 Texas Drive, Weatherford, TX 76086. The Weatherford telephone number is 817-599-4410 or TDD 817-599-4410.
Students are required to complete the FAFSA application process when applying for the DARS program. If a student is eligible for a federal Pell grant, the grant will pay instead of the DARS authorization. However, if a student has a federal Pell grant and DARS wishes to pay for books and supplies, the DARS payment is applied first.
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ACADEMIC FRESH START

Pursuant to Section 51.931 of the Texas Education Code, Weatherford College will allow a Texas resident to apply for admission utilizing an Academic Fresh Start.

When asked to consider admission by Academic Fresh Start, Weatherford College will not consider academic credit earned 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant admitted under this section will not receive any course credit for courses taken 10 or more years prior to enrollment under this section. Neither may these courses be considered for admission to a postgraduate or professional program after completion of a baccalaureate degree.

ACADEMIC INTEGRITY

Academic Integrity is fundamental to the educational mission of Weatherford College and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. Any student who is demonstrated to have engaged in any of these activities will be subject to immediate disciplinary action in accordance with institutional procedures.

Examples of cheating, collusion, or plagiarism include but are not limited to:
1. Copying from another student’s test paper or devices.
2. Using unauthorized materials during a test.
3. Failing to comply with instructions given by the person administering the test.
4. Possession of materials during a test which are not authorized by the person administering the test, such as class notes or other unauthorized aids. The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.
5. Using, buying, stealing, transporting, selling or soliciting in whole or part items including, but not limited to, the contents of an un-administered test, test key, homework solution, or computer program.
6. Collaborating with, seeking aid or receiving assistance from another student or individual during a test or in conjunction with other assignments without authority.
7. Discussing the contents of an examination with another student who has taken or will take the examination without authority.
8. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test or complete any course-related assignment.
9. Paying or offering to pay money or other valuables or coercing another person to obtain items including, but not limited to, an un-administered test, test key, homework solution or computer program, or information about an un-administered test, test key, homework solution or computer program.
10. Falsifying research data, laboratory reports and/or other academic work offered for credit.
11. Taking, keeping, misplacing, or damaging the property of the College, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
12. Possession at any time of current or previous test materials without the instructor’s permission.

**CLARIFICATION OF TERMINOLOGY**

- “Plagiarism” includes, but is not limited to, the appropriation by purchasing, receiving as a gift, or obtaining by any means, material that is attributable in whole, or in part, to another source including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one’s own academic work to instructors for credit.
- “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit, or collaboration with another person to commit a violation of any section of the rules on academic dishonesty.
- “Falsifying academic records” includes, but is not limited to, altering or assisting in the altering of any official record of the College and/or submitting false information or omitting requested information that is required for, or related to, any academic record of the College. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar.
- “Misrepresenting facts” to the College or an agent of the College includes, but is not limited to, providing false grades or resumes, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment to obtain an academic or financial benefit for oneself or another individual, or providing false or misleading information in an effort to injure another student academically or financially.

**ACADEMIC INTEGRITY VIOLATION RESPONSE PROCESS**

Faculty request, through the department chair and appropriate instructional dean or campus director, that an allegation of Academic Integrity violation be reviewed for possible disciplinary and/or academic sanction.

The appropriate instructional dean or campus director will conduct an investigation to determine if the allegations have merit and/or if they can be disposed of administratively by mutual consent of the student(s) and the College official who referred the matter. After the initial investigation, the instructional dean or campus director may recommend one or more of the following:

- Take no action.
- Take administrative action to counsel, advice, or admonish the student.
- Forward the grievance to an appropriate administrator/committee.
- Take disciplinary action against the offending student ranging from warning to suspension or expulsion, The range includes:
  - Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
  - Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations during the probationary period.
  - Discretionary Sanctions: Re-writing paper, completing a substitute project or other classroom assignment, re-taking a test.
• Grade of Zero- Grade of zero on an assignment, project, test. (whole or portion)
• Failure of the Course- A grade of “F” is recorded on the student’s transcript for the course.
• Withdrawal: Withdrawal is administrative removal of a student from a class.
• College Suspension: Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified such as a psychological examination by an approved professional.
• Expulsion: Permanent severance from Weatherford College.

NOTE: In extreme cases information gathered during the investigation may be required to be reported to agencies within and/or outside the institution. Examples include but are not limited to: Counseling, DHS, Law enforcement, clinical agencies and accrediting boards. Individual departments and/or programs may create and enforce a more stringent version of the Academic Integrity Policy as required by their discipline and as approved by the Weatherford College Board of Trustees. - Policy adopted, November 2003. Appeals concerning disciplinary actions may be made pursuant to the Student Conduct Appeals Procedure. Appeals concerning academic sanctions may be made through the Academic Appeals Procedure.

ACCESS TO STUDENT RECORDS

The Family Education Rights and Privacy Act of 1974 (PL 93-380), commonly referred to as FERPA, provides that all records pertaining to a student that are maintained by the college must be open for inspection by the student and may not be made available to any other person without the written authorization of the student.

The act further provides that certain portions of student records are deemed directory information and may be released to the public without the student’s written authorization. Directory information includes name, current address, telephone number, major, dates of attendance, full or part-time enrollment, degrees and awards received and dates granted, previous educational institution(s) attended, and eligibility and participation in officially recognized activities and sports.

Students must request in writing that directory information be kept confidential by contacting the Student Services Office. The request may be cancelled upon receipt of the student’s written authorization. Requests for release of student information or additional information concerning FERPA should be directed to the Student Services Office.

Students have the right under FERPA to inspect and review their education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall direct the student to the correct official.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record(s) as requested by the student, the college will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the
student when a hearing is required.

Upon request, the college may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

**Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Weatherford College to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605
202-260-3887 - Phone
202-260-9001 - Fax

**ALCOHOL AND DRUG POLICY STATEMENT**

In accordance with the Drug-Free Workplace Act of 1988 (P.L 100-690, Sec. 5153 and 34 CJR 85.630) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226, Sec. 1213 and 34 CFR 86), it is the policy of Weatherford college to maintain a drug-free educational institution and workplace. Therefore, Weatherford College prohibits the unlawful manufacture, distribution, dispensation, possession, or other unlawful use of alcohol and/or a controlled substance (as that term is defined in Texas and federal law) in the workplace, on its property, or at any of its activities.

**ALCOHOL AND DRUG POLICY (EFFECTIVE 9/11/2013)**

A student shall be prohibited from using or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student’s use shall not be considered to have violated this rule.

Students who violate this policy shall be subject to appropriate disciplinary
action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

The District’s policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol is located in the on-line Student Handbook. The policy applies to students taking one or more classes for any type of academic credit except for continuing education units.

**ACCEPTANCE OF TRANSFER CREDIT**

Credits earned at another regionally accredited institution or from an institution whose accrediting agency is recognized by the Council for Higher Education Accreditation (CHEA) will be reviewed for transfer to Weatherford College. Only courses needed for degree/certificate completion will be posted to the Weatherford College transcript. Credits earned on a quarter hour scale will be converted to semester hours. The student must request transfer credit be considered. This is not done automatically upon admission for classes.

**ATTENDANCE POLICY**

Regular class attendance is integral to student success. Therefore, faculty will encourage regular class attendance by stating both the attendance requirements and the consequences for noncompliance in each course syllabus. For some courses taught through distance learning, attendance requirements are not suitable. In these situations, faculty will state alternative expectations in the course syllabus for student success, along with consequences for noncompliance. In addition to being detrimental to student success, excessive student absences may jeopardize a student’s federal financial aid, obligating the student to repay funds received.

Students who do not have passing scores on the THEA or alternate test are required by state guidelines and local policy to attend their developmental classes or program. Excessive absences from developmental classes or program activities may result in a grade of “EW” (Enforced Withdrawal.) The grade of “EW” has the same grade point value as a “W”.

Participation in a College-sanctioned activity is considered an excused absence. The student must complete the Excused Absence Form, have it signed by the club or activity advisor, and present it to all instructors prior to the impending absence. Instructors signing the form should note if the absence will be detrimental to the student’s progress in a course. The form must be returned to the activity advisor prior to the activity. Upon evaluation of instructor comments, the activity advisor may deny the student the privilege of participating in the activity.

A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Tax Code 11.20. (FC Legal).

An institution of higher education, including a college district, shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this section may not be penalized for that absence and shall be allowed to take an examination or complete an
assignment within a reasonable time after the absence.

Policies and procedures for absences due to religious holy days shall be consistent with (or no more arduous than) the institution’s policies and procedures relating to other excused absences.

If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined above, or if there is a similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution or his or her designee. The student and the instructor shall abide by the decision of the chief executive officer or his or her designee.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. (Education Code 51.911; 19 TAC 4.4, 9.24)

Non-attendance in a class will not result in a student being dropped from the class. All class drops and withdrawals, with the exception of enforced withdrawals, must be initiated by the student.

**CHANGE OF NAME OR ADDRESS**

Students who change their residence or mailing address are expected to notify the Student Services Office of this change immediately. Any communication from the college mailed to the name and address on record is considered to have been properly delivered.

**CLASSIFICATION OF STUDENTS**

Students admitted to the college under one of the modes of admission described under ‘New Student Admission’ (page 17) are classified as freshmen until they have earned at least thirty semester credit hours toward a degree. They are, thereafter, classified as sophomores until they have completed the requirements for graduation or certification under a two-year program, or until they have completed one-half the semester-hour requirement for a bachelor’s degree. Students beyond the sophomore level may be admitted and will be classified as special students. Students are classified as full-time if they are enrolled for 12 or more semester hours and part-time if they are enrolled for fewer than 12 semester hours.

**COURSE CANCELLATIONS**

Generally, a minimum of 10 students will be required for a course to be offered within the college district. Outside the district, a minimum of 15 students per off-campus class is generally required. The college reserves the right to cancel any scheduled course that does not attract sufficient enrollment to justify teaching the course.

**COURSE SUBSTITUTION**

Certain A.A.S. and Certificate programs may consider allowing substitution of required coursework with an already completed course of equivalent and appropriate content. All course substitution requests will begin with the program director or the Office of Student Record Verification and shall follow the appropriate procedure for approval by Instructional Dean and/or Vice President of Instruction and Student Services.
CREDIT BY EXAMINATION

- A maximum of 30 semester hours of credit from all sources of credit by examination may be applied toward a degree from Weatherford College.
- Credit earned by examination does not reduce the residency requirement of a minimum of 25% of the hours of a degree for graduation completed at Weatherford College.
- Credit by examination is awarded on a pass-fail basis; scores are not included in a student’s grade-point average.

College Level Examination Program (CLEP)

Qualifying CLEP scores:

<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>Required Score</th>
<th>Hours of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Analyze &amp; Interpret Literature</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>4</td>
</tr>
<tr>
<td>Calculus</td>
<td>50/60</td>
<td>4/8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50/60</td>
<td>4/8</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>50</td>
<td>4</td>
</tr>
<tr>
<td>History of the US I to 1877</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>History of the US II 1877 - Present</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Information Systems and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Business Law</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>50/60</td>
<td>4/8</td>
</tr>
</tbody>
</table>

*Weatherford College does not award CLEP credit for ENGL1302

Advanced Placement (AP) Exams

Students who have received college-level training in secondary school and who present applicable scores on the appropriate Advanced Placement Examination will be granted, upon request, placement and credit for comparable courses at WC. All score reports must be submitted to the office of the Registrar. There are no grade points for this type of credit. A grade of “CR” will appear on the student’s transcript for this course following registration at WC. A maximum of 30 semester hours of credit from all sources of credit by examination may be applied toward a degree from WC.

Requests for credit in other subject matters should be directed to the Registrar.

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Required Score/ Hours Awarded</th>
<th>Course Equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Appreciation</td>
<td>3/3</td>
<td>ARTS 1301</td>
</tr>
<tr>
<td>Art History I</td>
<td>3/3</td>
<td>ARTS 1303</td>
</tr>
<tr>
<td>Biology for Science Majors I</td>
<td>3/4</td>
<td>BIOL 1406</td>
</tr>
<tr>
<td>Course</td>
<td>Units</td>
<td>Course Code</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3/4</td>
<td>BIOL 2406</td>
</tr>
<tr>
<td>General Chemistry I</td>
<td>3/4</td>
<td>CHEM 1411</td>
</tr>
<tr>
<td>Microcomputer Applications</td>
<td>3/3</td>
<td>BCIS 1305</td>
</tr>
<tr>
<td>Introduction to Computing</td>
<td>3/3</td>
<td>COSC 1301</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>3/3</td>
<td>ECON 2301</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>3/3</td>
<td>ECON 2302</td>
</tr>
<tr>
<td>College Composition I</td>
<td>3,5/3,6</td>
<td>ENGL 1301,</td>
</tr>
<tr>
<td>World Literature (1 semester course)</td>
<td>3/3</td>
<td>ENGL 2331</td>
</tr>
<tr>
<td>French</td>
<td>2,3,4/8,11,14</td>
<td>FREN 1411/1412</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FREN 2311,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FREN 2312</td>
</tr>
<tr>
<td>World Regional Geography</td>
<td>3/3</td>
<td>GEOG 1303</td>
</tr>
<tr>
<td>American Government I</td>
<td>3/3</td>
<td>GOVT 2301</td>
</tr>
<tr>
<td>(Combined Fed &amp; State/inc Const)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Government II</td>
<td>3/3</td>
<td>GOVT 2302</td>
</tr>
<tr>
<td>(Combined Fed &amp; State)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States History I</td>
<td>3/6</td>
<td>HIST 1301,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1302</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>3/3</td>
<td>HIST 2311</td>
</tr>
<tr>
<td>Calculus I</td>
<td>3/4</td>
<td>MATH 2413</td>
</tr>
<tr>
<td>Calculus II</td>
<td>4/4</td>
<td>MATH 2414</td>
</tr>
<tr>
<td>Music Theory I</td>
<td>3/3</td>
<td>MUSI 1311</td>
</tr>
<tr>
<td>College Physics I</td>
<td>3/4</td>
<td>PHYS 1401</td>
</tr>
<tr>
<td>College Physics II</td>
<td>3/4</td>
<td>PHYS 1402</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3/3</td>
<td>PSYC 2301</td>
</tr>
<tr>
<td>Spanish</td>
<td>2,3,4/8,11,14</td>
<td>SPAN 1411/1412,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPAN 2311,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPAN 2312</td>
</tr>
</tbody>
</table>

**International Baccalaureate Diploma (IBD) Program Credit**

The International Baccalaureate Diploma is an international program of courses and exams offered at the high school level. Additional information about the International Baccalaureate Diploma program can be found at www.ibo.org.

In keeping with Senate Bill 111 passed in 2005, Weatherford College will grant up to 24 hours of course specific college credit (CR) for IB exams scores of 4 or above as long as the incoming freshmen have earned an IB diploma. However, course credit does not have to be awarded on any IB exams where the score received is a 3 or less. This may mean that such students will not receive 24 hours of college credit, even if they have an IB diploma.

International Baccalaureate scores must be sent directly to the Registrar’s Office at Weatherford College from International Baccalaureate. This transcript must be received at least two weeks prior to the first day of classes for transcript evaluation and advising. In addition, students must show proof of meeting the Texas Success Initiative (TSI) requirements prior to their initial enrollment at the college. IBD course credit will be transcribed with a designation of CR after the applicant successfully completes the first semester of attendance at WC.

Weatherford College will not award a degree based solely upon the number of IBD credits transferred toward degree requirements. The college and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
policies require students to take 25% of credit hours through instruction at WC for graduation purposes.

Students submitting an IB transcript for credit evaluation should consider the total number of qualifying credits to be awarded. Additional hours above the required amount to graduate may have an adverse impact on students’ financial aid or other grant programs.

The following chart provides the courses accepted at WC from the International Baccalaureate Diploma Program:

<table>
<thead>
<tr>
<th>IB Examination</th>
<th>Min Score Required</th>
<th>WC Course</th>
<th>Credit Hrs granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Literature</td>
<td>2A (Essay) = 4</td>
<td>ENGL 2326</td>
<td>3</td>
</tr>
<tr>
<td>American Literature I</td>
<td>2A (Essay) = 4</td>
<td>ENGL 2327</td>
<td>3</td>
</tr>
<tr>
<td>American Literature II</td>
<td>2A (Essay) = 6</td>
<td>ENGL 2328</td>
<td>3</td>
</tr>
<tr>
<td>Art Appreciation (SL)</td>
<td>6</td>
<td>ARTS 1301</td>
<td>3</td>
</tr>
<tr>
<td>Art Appreciation (HL)</td>
<td>4</td>
<td>ARTS 1301</td>
<td>3</td>
</tr>
<tr>
<td>Beginning French II</td>
<td>1 or 2B = 6</td>
<td>FREN 1412</td>
<td>4</td>
</tr>
<tr>
<td>Beginning Spanish I</td>
<td>1 or 2B = 4</td>
<td>SPAN 1411</td>
<td>4</td>
</tr>
<tr>
<td>Beginning Spanish II</td>
<td>1 or 2B = 6</td>
<td>SPAN 1412</td>
<td>4</td>
</tr>
<tr>
<td>Biology for Science I (SL)</td>
<td>4</td>
<td>BIOL 1406</td>
<td>4</td>
</tr>
<tr>
<td>Biology for Science II (HL)</td>
<td>4</td>
<td>BIOL 1407</td>
<td>4</td>
</tr>
<tr>
<td>Biology for Science (HL)</td>
<td>6</td>
<td>BIOL 1406 &amp; BIOL 1407</td>
<td>8</td>
</tr>
<tr>
<td>British Literature (1 semester)</td>
<td>2A (Essay) = 4</td>
<td>ENGL 2321</td>
<td>3</td>
</tr>
<tr>
<td>British Literature I (1st sem;2 sem seq)</td>
<td>2A (Essay) = 4</td>
<td>ENGL 2322</td>
<td>3</td>
</tr>
<tr>
<td>British Literature II 2nd sem;2 sem seq</td>
<td>2A (Essay) = 6</td>
<td>ENGL 2323</td>
<td>3</td>
</tr>
<tr>
<td>Business Principles (SL)</td>
<td>4</td>
<td>BUSI 1301</td>
<td>3</td>
</tr>
<tr>
<td>IB Examination</td>
<td>Min Score Required</td>
<td>WC Course</td>
<td>Credit Hrs granted</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------</td>
<td>-------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>College Physics I</td>
<td>4</td>
<td>PHYS 1401</td>
<td>4</td>
</tr>
<tr>
<td>College Physics II</td>
<td>6</td>
<td>PHYS 1402</td>
<td>4</td>
</tr>
<tr>
<td>Contemporary Mathematics I</td>
<td>6</td>
<td>MATH 1332</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Anthropology</td>
<td>4</td>
<td>ANTH 2351</td>
<td>3</td>
</tr>
<tr>
<td>Environmental Biology</td>
<td>4</td>
<td>BIOL 2306</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts appreciation (HL)</td>
<td>4</td>
<td>HUMA 1315</td>
<td>3</td>
</tr>
<tr>
<td>Forms of literature (1 sem)</td>
<td>2A Essay = 4</td>
<td>ENGL 2341</td>
<td>3</td>
</tr>
<tr>
<td>General Anthropology</td>
<td>4</td>
<td>ANTH 2346</td>
<td>3</td>
</tr>
<tr>
<td>General Chemistry I</td>
<td>4</td>
<td>CHEM 1411</td>
<td>4</td>
</tr>
<tr>
<td>General Chemistry II</td>
<td>4</td>
<td>CHEM 1412</td>
<td>4</td>
</tr>
<tr>
<td>General Psychology</td>
<td>4</td>
<td>PSYC 2301</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate French I</td>
<td>2A Essay=4</td>
<td>FREN 2311</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate French II</td>
<td>2A Essay=6</td>
<td>FREN 2312</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Spanish I</td>
<td>2A essay =4</td>
<td>SPAN 2311</td>
<td>3</td>
</tr>
<tr>
<td>Intermediate Spanish II</td>
<td>2A essay=6</td>
<td>SPAN2312</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Computing</td>
<td>5</td>
<td>COSC 1301</td>
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<tr>
<td>Intro to Philosophy</td>
<td>4</td>
<td>PHIL 1301</td>
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<td>DRAM 1310</td>
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<td>SOCI 1301</td>
<td>3</td>
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<td>6</td>
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<td>PHYS 1415</td>
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<tr>
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<td>PHYS 1417</td>
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<tr>
<td>IB Examination</td>
<td>Min Score Required</td>
<td>WC Course</td>
<td>Credit Hrs granted</td>
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<tr>
<td>----------------------------------------</td>
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<td>--------------------</td>
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<tr>
<td>Principles of Macroeconomics</td>
<td>4</td>
<td>ECON 2301</td>
<td>3</td>
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<tr>
<td>Principles of Microeconomics</td>
<td>6</td>
<td>ECON 2302</td>
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<td>HIST 2311</td>
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<tr>
<td>Western Civilization II</td>
<td>6</td>
<td>HIST 2312</td>
<td>3</td>
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<td>ENGL 2331</td>
<td>3</td>
</tr>
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<td>World Literature I (2 sem seq)</td>
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<td>ENGL 2332</td>
<td>3</td>
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<td>World Literature II (2 sem seq)</td>
<td>2A essay=6</td>
<td>ENGL 2333</td>
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<tr>
<td>World Regional Geography</td>
<td>4</td>
<td>GEOG 1303</td>
<td>3</td>
</tr>
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</table>

**DEAD WEEK**

Dead week is designated as the week prior to the beginning of final examinations. No student activities or field trips are to be scheduled during this week. Exams are not to be given unless prior approval is acquired from the respective dean since the week should be devoted to scholarly reflection and review both in and out of the classroom. The only exception to this practice is departmentally graded multi-section finals for which special permission has been granted to conduct the first stage of examinations the week prior to final exams week. The president must approve athletic events.

**DEAN’S LIST**

The Dean’s List includes those students earning a grade-point average of 3.5 or better in each long semester. To be eligible for the Dean’s List, students must be enrolled for twelve or more semester hours, have no grade lower than a “C” and meet the minimum grade point average.

Dean’s List students will receive notification of their accomplishment from the Office of the Vice President of Instruction and Student Services.

**DEFINITION OF A NON-RESIDENT STUDENT**

“A non-resident student is hereby defined to be a student of less than eighteen (18) years of age, living away from his family and whose family resides in another state, or whose family has not resided in Texas for twelve (12) months immediately preceding the date of registration; or a student eighteen (18) years of age or over who resides out of the state or who has not been a resident of the state twelve (12) months subsequent to his eighteenth (18th) birthday or for the twelve (12) months immediately preceding the date of registration.” (Vernon’s Civil Statutes of the State of Texas, Art. 2654c.)
International students with permanent resident cards must meet the same criteria for in-state tuition as American citizens. Filing work permission paperwork with the U.S. Citizenship and Immigration Services (USCIS) that grants conditional permanent resident status will not change the tuition charges. Twelve (12) months after receiving a green card without going to college or paying taxes in Parker County are required to be eligible for in-state tuition.

**DEFINITION OF A RESIDENT STUDENT**

Residency, as defined by the State of Texas, requires that a student live in and establish domicile in Texas 12 months before the start of the semester. To establish domicile, one of five criteria must be met:

1. Be gainfully employed in the state of Texas;
2. Own property in Texas on which you reside;
3. Own a business in Texas;
4. Hold a license to conduct a business in Texas;
5. Be married to a Texas resident who has established domicile.

**DROPS AND WITHDRAWALS**

Prior to the first day of a semester, students may drop classes in one of three ways:

1. In person in the Office of Student Services on the Weatherford Campus, at WCWC, at ECGB or ECMW;
2. By written request signed by the student and sent by U.S. mail or signed fax. The request must be postmarked no later than the day prior to the first class day, or;
3. On-line, using myWC through the end of late registration.

Students may register on-line up to the last business day preceding the first class day of each semester. This is also the deadline for on-line schedule changes, including drops.

Beginning on the day after late registration ends, students wanting to withdraw from one or more classes on or prior to the last day to drop with a “W” for a semester or term must either initiate the withdrawal process in person in the Office of Student Services on the Weatherford Campus, at WCWC, at ECGB or ECMW, send by U.S. mail a signed request to be dropped, or send a signed fax. Mailed drop requests must be postmarked no later than the last day to receive a grade of “W” for that semester, and faxed requests must be received no later than the last day to receive a grade of “W” for that semester. Mailed and faxed requests may be directed to the Main Campus Office of Student Services or to any Education Center.

Non-attendance in a class will not result in a student being dropped from the class. All class drops and withdrawals, with the exception of enforced withdrawals, must be initiated by the student.

**FINALS WEEK**

Finals shall be given to all students during the final week of each semester. Final exam schedules vary from regular class periods. Students should refer to the Registration Guide or the College web site for the finals schedule, or pick up a final exam schedule in the Student Services Office.
FREEDOM FROM DISCRIMINATION, HARASSMENT, & RETALIATION

Note: This policy addresses discrimination, harassment, and retaliation involving College District students. For the College District's response regarding discrimination, harassment, and retaliation involving College District employees, see DOA.

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
   a. Affects the student’s ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student’s educational opportunities; or
   b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student’s educational opportunities; or
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.
program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or due to an intellectual or other disability.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Physical contact not reasonably construed as sexual in nature is not sexual harassment.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student’s gender, the student’s expression of characteristics perceived as stereotypical for the student’s gender, or the student’s failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:
1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

Examples of gender-based harassment directed against a student, regardless of the student’s or the harasser’s actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

The College District prohibits retaliation by a student or College District employee against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or otherwise participates in an investigation. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, other College District employee, or the appropriate College District official listed in this policy.
Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy and shall take any other steps required by this policy.

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The College District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Kathy Bassham
Position: Executive Dean, Student Services
Address: 225 College Park Drive, Weatherford, TX 76086
Telephone: (817) 598-6427

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Kathy Bassham
Position: Executive Dean, Student Services
Address: 225 College Park Drive, Weatherford, TX 76086
Telephone: (817) 598-6427

The College President or designee shall serve as coordinator for purposes of College District compliance with all other antidiscrimination laws.

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the ADA/Section 504 coordinator or the Title IX coordinator may be directed to the College President.

A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District’s ability to investigate and address the prohibited conduct.

The College District may request, but shall not require, a written report. If a report is made orally, the College District official shall reduce the report to written form.

Upon receipt or notice of a report, the College District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the College District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If not, the College District official shall refer the complaint for consideration under FFE.

If appropriate, the College District shall promptly take interim action calculated to address prohibited conduct during the course of an investigation.

The investigation may be conducted by the College District official or a designee or by a third party designated by the College District, such as an attorney.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also
include analysis of other information or documents related to the allegations.

Absent extenuating circumstances, the investigation should be completed within ten College District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the College District official overseeing the investigation.

The College District shall provide written notice of the outcome, within the extent permitted by law, to the victim and the person against whom the complaint is filed.

If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the College District community, counseling for the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving students in efforts to identify problems and improve the College District climate, increasing staff monitoring of areas where harassment has occurred, and reaffirming the College District’s policy against discrimination and harassment.

The College District shall minimize attempts to require a student who complains of sexual harassment to resolve the problem directly with the person who engaged in the harassment; however, if that is the most appropriate resolution method, the College District shall be involved in an appropriate manner. Mediation shall not be used to resolve sexual harassment complaints.

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

To the greatest extent possible, the College District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

A student who is dissatisfied with the outcome of the investigation may appeal through FLD(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Retention of records shall be in accordance with the College District’s records retention procedures. [See CIA]

Information regarding this policy and any accompanying procedures shall be distributed annually to College District employees and students in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in major College District publications. Information regarding the policy and procedures shall also be prominently published on the College District’s Web site. Copies of the policy and procedures shall be readily available at the College District’s administrative offices.
GRADES

Grades are expressed in letters as follows:

- **A** - Superior (90-100*)
- **B** - Good (80-89*)
- **C** - Average (70-79*)
- **D** - Passing (60-69*)
- **F** - Failing (Below 60*)

- **CR or Z** - CLEP or other credit
  
  (See Credit by Examination for more information)

- **I** - Incomplete
  
  (See Incomplete Grades for more information)

- **IP** - No credit, satisfactory achievement. Must enroll in subsequent semester to complete educational objectives

- **P** - Passed

- **S** - Satisfactory

- **U** - Unsatisfactory

- **EW** - Enforced Withdrawal

- **W** - Withdrawn or dropped from college with no academic penalty
  
  (See Drops and Withdrawals for more information)

- **AU** - Audit

*Grade values may differ in the Health Science programs and in the Fire Science Technology program and Emergency Medical Services Professions.*

GRADE REPORTS

Grade reports are available online at the end of each semester on the myWC. myWC may be accessed through the Weatherford College homepage at www.wc.edu.

GRADE DISPUTES

Questions regarding individual grades or how they are calculated should be directed to the course instructor.

A student disputing a grade should contact the course instructor no later than 30 days after the grade was awarded. If not satisfied after consulting the instructor, the student may request a review of the grade by submitting a written request to the next level of instructional administration. The administrative hierarchy is:

1. Department chair
2. Instructional dean
3. Vice President of Instruction and Student Services
4. College president

Disputes involving clerical errors, such as grade transposition or data entry will be addressed by the Student Services Office.
GRADE POINTS
The GPA (grade point average) is computed by dividing the total number of grade points by the total number of semester hours attempted. Grades of “S,” “U,” “CR,” “W,” “AU,” “EW,” and “P” do not affect the grade point average. The following schedule of grade points is used in computing GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>EW</td>
<td>No points or 0 points</td>
</tr>
<tr>
<td>F</td>
<td>No points or 0 points</td>
</tr>
<tr>
<td>W</td>
<td>No points</td>
</tr>
</tbody>
</table>

GRADUATE GUARANTEE PROGRAM
TRANSFER CREDIT
Weatherford College guarantees to its Associate in Arts and Associate in Science degree students who have met the requirements for the degree that course credits will transfer to other publicly-supported Texas colleges or universities provided the following conditions are met:

• Transferability means acceptance of credit toward a specific major, specific degree, and from a specific institution. These three components must be identified by the student during the application for admission process prior to the first semester of enrollment.
• Limitations on total number of credits accepted in transfer, grades required, relevant GPA, and duration of transferability apply as stated in the general undergraduate catalog of the receiving institution.
• Transferability refers to courses in a written transfer/degree plan filed in a student’s file in the Student Services Office at Weatherford College.
• Only college-level courses with Community College Academic Course Guide Manual-approved numbers are included in this guarantee.

If all of the above conditions are met and a course (or courses) is not accepted by a receiving institution in transfer, the student must notify the Vice President of Instruction and Student Services at Weatherford College within 10 days of notice of transfer credit denial so the “Transfer Dispute Resolution” process can be initiated.

RESOLUTION OF TRANSFER DISPUTES
The following procedures are followed by Weatherford College in the resolution of credit transfer disputes:

• If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
• A student who receives notice as specified in the above information may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
• The two institutions and the student shall attempt to resolve the transfer of
the course credit in accordance with Texas Higher Education Coordinating
Board (THECB) rules and guidelines.
• If the transfer dispute is not resolved to the satisfaction of the student or
the sending institution within 45 days after the date the student received
written notice of denial, the institution that denies the course credit for
transfer shall notify the THECB commissioner of its denial and the reasons
for the denial.

If course denial is not resolved, Weatherford College will allow the student
to take tuition-free alternate courses, semester hour for semester hour, that are
acceptable to the receiving institution within a one-year period from the granting
of a degree at Weatherford College. The graduate is responsible for payment of
any fees, books or other course-related expenses associated with the alternate
course or courses.

GUARANTEE OF JOB COMPETENCY

If a recipient of an Associate of Applied Science degree or Certificate of
Completion is judged by his or her employer to be lacking in technical job skills
identified as exit competencies for his or her specific degree program, the graduate
will be provided up to 12 tuition-free credit hours of additional skill training by
Weatherford College under the conditions of the guarantee policy. Special
conditions that apply to the guarantee include the following:

• The graduate must have earned the Associate of Applied Science degree or
Certificate of Completion beginning May, 1993 or thereafter in a technical,
vocational or occupational program identified in the college’s catalog.
• The graduate must have completed requirements for the Associate of
Applied Science degree or Certificate of Completion at Weatherford College,
with a minimum 75 percent of credits earned at Weatherford College, and
must have completed the degree or certificate within a five-year time span
from initial date of entry into the program.
• Graduates must be employed full-time in an area directly related to the area
of program concentration as certified by the Vice President of Instruction
and Student Services.
• Employment must have commenced within twelve months of graduation.
• The employer must certify in writing that the employee is lacking entry-level
skills identified by Weatherford College as program exit competencies and
must specify the areas of deficiency within 90 days of the graduate’s initial
employment.
• The employer, graduate, division dean, job placement counselor, and an
appropriate faculty member will develop a written educational plan for
retraining.
• Retraining will be limited to twelve credit hours related to the identified
skill deficiency and to those classes regularly scheduled during the period
covered by the retraining plan.
• All retraining must be completed within a calendar year from the time the
educational plan is agreed upon.
• The graduate and/or employer is responsible for the cost of books,
insurance, uniforms, fees, and other course-related expenses.
• The guarantee does not imply that the graduate will pass any licensing or
qualifying examination for a particular career.
HONOR GRADUATES

Students who meet the requirements for graduation will be deemed honor graduates if they have no grades lower than “C” and have an exceptional grade point average (3.5 grade point average or better) on all hours presented for graduation. To be eligible for Honor Graduate status, a student must have completed a minimum of thirty semester hours at Weatherford College. Highest honor graduates in Associate in Arts, Associate in Science, and Associate of Applied Science are recognized at commencement.

INCOMPLETE GRADES

Students who have successfully completed the majority of applicable coursework, maintaining a “C” or better average throughout the semester, but who are unable to complete all required work before the end of the semester due to uncontrollable circumstances may be given a temporary grade of “I” or incomplete in lieu of a final semester grade. Students must contact the course instructor to request assignment of the Incomplete prior to the end date of the semester. The student and instructor must document and agree to all terms and conditions for completion of the coursework on the Incomplete Grade Form prior to receiving approval from the Department Chair and Dean to grant an Incomplete. Grades of “I” not removed according to these conditions by the end of the sixth full week following the close of the semester in which the incomplete grade was granted will be permanently recorded as “F”.

REPETITION OF COURSES

Courses may be repeated for grade improvement; only the highest grade earned is used to determine the student's cumulative grade point average. However, all courses that receive assigned grades appear as part of the student's permanent academic record.

Note: The Texas Legislature has mandated that a course repeated by a student more than twice at a public institution of higher education may not be reported for state funding. As a result, the institution must either pass the non-funded portion to all students or charge a supplementary fee. Consequently, Weatherford College has chosen to assess a supplementary fee to only those students repeating the course more than twice, beginning with Fall 2007 semester. For courses being taken for the third time, students will be charged $50.00 per semester credit hour ($150.00 for a 3 hour course) in addition to tuition and required fees associated with the course. Students will be notified at the time they register for a course that it has been taken twice at Weatherford College and is subject to the supplementary fee.

RETENTION POLICY FOR DEVELOPMENTAL COURSE COMPLETION AND STUDENT SUCCESS

Weatherford College believes that having students enrolled in the appropriate Mathematics and English courses at the beginning of their college careers is important to student success. It is our desire to provide every opportunity to help them maximize their learning experience in every college course. Therefore, WC has adopted the following retention policy:
• Students whose placement scores require remediation in Reading and/or English and/or Mathematics should be enrolled in each appropriate course, beginning the first semester of attendance. The Texas Success Initiative restricts enrollment in certain college level courses until the required developmental courses are completed successfully or the TSI or alternative test is retaken and the required score is presented. These are:

**Courses restricted by READING scores:**
- ENGL 1301
- ENGL 1302
- HIST 1301
- HIST 1302
- GOVT 2301
- GOVT 2302

**Courses restricted by WRITING scores:**
- ENGL 1301
- ENGL 1302

**Courses restricted by MATH scores:**
- MATH 1314
- MATH 1324
- MATH 1332
- MATH 1316
- MATH 1325
- MATH 1342
- MATH 1350
- MATH 1414

• Furthermore, the student should progress through each developmental level in every area of need, in consecutive semesters, until he/she has successfully completed remediation in the respective course(s) and can be enrolled in a college level course for that subject.

• Once a student has completed all necessary developmental coursework for Mathematics, the student should be enrolled in the appropriate college-level Mathematics in the next semester.

• Students whose test scores place them in the developmental level of two or more subjects will be enrolled in our student success class – EDUC 1300 – Learning Frameworks. This class is designed to help students identify their own strengths and weaknesses and teach them the necessary skills to become effective college learners.

• It is critical that students attend and participate in every class session for remediation to maximize their potential for success in subsequent college coursework. Therefore, the following attendance policy has been instituted and is enforced by Weatherford College:

**ATTENDANCE REQUIREMENTS FOR DEVELOPMENTAL COURSES**
• Students enrolled in a 1-day a week developmental class may receive an Enforced Withdrawal, “EW”, if they receive 3 absences.
• Students enrolled in a 2-day a week developmental class may receive an Enforced Withdrawal, “EW”, if they receive 5 absences.
• Students enrolled in a 3-day a week developmental class may receive an Enforced Withdrawal, “EW”, if they receive 7 absences.
• Students enrolled in a 4-day a week developmental class may receive an Enforced Withdrawal, “EW”, if they receive 10 absences.

A warning letter will be sent to the student from the Coordinator of Instructional Support when a student has acquired 1 absence in a 1-day a week class, 3 absences in a 2-day a week class, 4 absences in a 3-day a week class, or 6 absences in a 4-day a week class. If the student reaches the maximum number of absences, he/she will receive a suspension notification letter from the
Student Services advising office. **The student has 7 days to meet with the TSI compliance director in Student Services to appeal the suspension. Until such time, the student should continue to attend all classes.**

- If the student meets with the TSI compliance officer and appeals the suspension, the student may be re-admitted to the course.
- If the student does not respond to the suspension notification letter, or if the student’s appeal is denied, the student will receive an “EW”. The grade of “EW” has the same grade point value as a “W”.
- All students who receive an “EW” are blocked from registration for the next semester until they meet with a staff advisor.
- If a student receives a second “EW” in a subsequent semester, he/she can be withdrawn from all coursework.
- Students should be aware that an “EW” may also affect financial aid.

Questions regarding TSI requirements should be directed to the office of Student Services.

**SCHOLASTIC PROBATION AND ACADEMIC SUSPENSION**

Students whose work does not meet minimum academic standards at the end of a semester are placed on scholastic probation during the next semester for which they are enrolled:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Must Pass</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more hours</td>
<td>9 hours</td>
<td>1.50</td>
</tr>
<tr>
<td>9-11 hours</td>
<td>6 hours</td>
<td>1.75</td>
</tr>
<tr>
<td>1-8 hours</td>
<td>All hours</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students who do not meet these standards by the end of the following semester including summer sessions will be required to withdraw from college under academic suspension for at least one regular semester.

A student placed on academic suspension at the end of any semester may petition the Student Appeals Committee for readmittance. If the committee agrees to readmit the student, the committee will prescribe a course of action for the student to follow.

Successful completion of the prescribed plan of action will remove the student from academic suspension and make the student eligible to return for the next semester in good standing.

Students who do not meet the standards will be ineligible to return to Weatherford College for two long semesters. There is no appeal in such cases.

**SEMESTER LOAD OF CLASSES**

Students are permitted to earn approximately one-fourth of the semester hour requirement for a two-year degree during a long semester. The normal load for summer work is two academic courses per six-week term. In some cases the Vice President of Instruction and Student Services or the Executive Dean of Student Services may grant permission for an additional course. In a mini term, the maximum load is one course, no exceptions.
SEXUAL HARASSMENT
Weatherford College forbids employee conduct constituting sexual harassment of students. The college forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student. For more information refer to the student handbook or contact the human resources director at 817-598-6276.

SIX-DROP LIMIT
Students who enrolled in a Texas public institution of higher education as a first-time freshman in the fall of 2007 or after are limited to no more than six drops during their undergraduate career. The six-drop limit includes courses taken at any Texas public institution of higher education. All courses dropped after the official day of record for the semester will be included in the six-course limit unless the student withdraws from all classes, or the drop is authorized by an appropriate college official as an approved drop exception.

Students may not be allowed to drop a course if they have not provided the College with transcripts of all Texas Higher Education Institutions the student has been enrolled in, and the appropriate College official is concerned that in allowing the drop, the six-drop might be exceeded.

Students reaching the limit of six drops, either at WC or with transferred hours included, will not be allowed to drop any course. However, students who have reached the limit may withdraw from school.

Courses that are dropped on different dates of the semester, but culminate in a withdrawal (student receives a W for all courses that semester) will not be counted towards the six-drop limit.

SOCIAL SECURITY DISCLOSURE
Applicants for admission are advised that disclosure of a student’s Social Security Account Number (SSAN) is required as a condition for admission as a student at Weatherford College, in view of the practical administrative difficulties that would be encountered in maintaining adequate student records without continued use of the SSAN. The SSAN is used to verify the identity of a student. Authority for requiring disclosure of a student’s SSAN is based on section 7(a) (2) of the Privacy Act, which provides that an agency may continue to require disclosure of an individual’s SSAN as a condition for the granting of a right, benefit, or privilege provided by law where the agency required the disclosure under statutes or regulations prior to January 1, 1975, to verify the identity of an individual.

STANDARDS OF PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS
- A minimum 1.5 GPA is needed in the first semester or summer session for students receiving Veterans Administration benefits. Students with less than a 1.5 GPA on their first semester or summer session will be on veterans aid probation for the following long semester or summer session.
- Students are required thereafter to earn a 2.0 GPA on all work attempted.
in the following semester or a cumulative 2.0 GPA to maintain satisfactory progress. Students earning below any of these standards will be placed on veterans aid probation for the following long semester or summer session.

- Students on veterans aid probation must earn a 2.0 GPA in the next long semester or summer session or a cumulative 2.0 GPA in order to be removed from veteran’s aid probation. A veteran must be enrolled at least half-time to be removed from probation.
- Failure to achieve 2.0 GPA places a student on veterans aid suspension. Such a student is ineligible to receive VA benefits for one long semester following suspension and a report of unsatisfactory progress is sent to the Veterans Administration.
- Counseling by the veterans coordinator is required to reinstate VA benefits after suspension. The results of the session are sent to the Veterans Administration, and if unsatisfactory progress is removed, the student is placed back on veterans aid probation.
- Should the student not achieve the minimum standards a third time in succession, the student is placed on veterans aid suspension for two long semesters. Readmission requires counseling by the veterans coordinator.

**STUDENT’S RIGHT TO KNOW**

Weatherford College provides certain consumer information to our future and current students. Listed below is some of the information that is available to you:

- Basic financial aid information available in registration guides, the catalog, and on the Weatherford College website, www.wc.edu
- General information about Weatherford College available in registration guides, the catalog, and on the Weatherford College website, www.wc.edu
- Student Right-to-Know Act information about completion/graduation rates for the general student body and student athletes is available in the Student Services office
- Equity in athletics information about student athletes is available on the website and the hardcopy form is available in the Student Services Office*
- The Jeanne Cleary Crime Statistics report is available on the Weatherford College website and the hard copy form is in the Student Services Office and the Campus Police Department**
- Family Education Rights and Privacy Act (FERPA) information is located in the WC Catalog and on the website, www.wc.edu.

Employees are available during regular business hours to assist with accessing any of the above information.

*Equity in Athletics can be found at www.wc.edu, going to Future Students tab, and a link is available for the data on the right side of the page

** Jeanne Cleary Crime Statistics report can be found on www.wc.edu, going to Future Students tab, and a link is available for the statistics on the right side of the page.

**STUDENT RIGHTS AND RESPONSIBILITIES**

**STUDENT CONDUCT**

The conduct of Weatherford College students, both on and off campus, is expected to be that of any responsible adult in a public place. Students should
consider at all times the effect of their actions on the reputation of the college. It is recognized that each student has the inherent right of free speech and free thought. However, it is also recognized that these rights must be extended to all other individuals.

With these statements as guidelines, the board of trustees of Weatherford College hereby establishes the following policy:

The college reserves the right to immediately suspend any student found guilty of a felony, found guilty of the possession or use of narcotics, engaged in action that disrupts or interferes with regular college classes or a college-sanctioned function, found guilty of academic dishonesty or who is responsible for the obstruction of the normal administrative operations of the college. Length of suspension will be dependent on nature, severity and future risk to the campus community.

Any student suspended or expelled under this policy may appeal the ruling before the Student Appeals Committee. If dissatisfied with the ruling of the appeals committee, the student or the administrative officers of the college may appeal to the college Vice President of Instruction and Student Services for a disposition of the case.

An expelled student will be dropped from all classes and will receive grades that are consistent with the withdrawal policy in this catalog. The expulsion status will be reflected on the student’s transcript.

A complete set of policies regarding student conduct may be found in the current student handbook available online at www.wc.edu.

STUDENT DISCIPLINE POLICY

CHARGES AND HEARINGS

Disciplinary action may originate with the Vice President of Instruction and Student Services or designee or in other units of the College District, which may initially deal with the alleged misconduct. A faculty member, staff member, or student shall report any student violation that is not resolvable through an informal process if he or she believes that disciplinary action may be warranted. Any such referral(s) to the Vice President of Instruction and Student Services shall be in writing and shall be signed by the College District official making the referral.

The Vice President of Instruction or Student Services or designee may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the student(s) and the College District official who referred the matter. After the initial investigation, the Vice President of Instruction or Student Services or designee may issue one or more of the following:

1. Take no action.
2. Take administrative action to counsel, advise, or admonish the student.
3. Forward the grievance to an appropriate administrator/committee.
4. Take disciplinary action against the offending student. [See FM]

TYPES OF DISCIPLINARY ACTION

A student shall be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct [see FLB]. If a student commits an infraction or engages in misconduct, the College
District may impose one or more of the following penalties:

1. **Reprimand** - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.

2. **Restitution** - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

3. **Scholastic penalties** - The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including cheating, collusion, and plagiarism; committed by a student. The instructor shall submit a written report of the incident and of the planned action to the instructor’s dean.

4. **Conditional Probation** - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student’s rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.

5. **Suspension** - Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.

6. **Expulsion** - Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in the student’s permanent record.

No former student who has been suspended or expelled from the College District for disciplinary reasons shall be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior written approval of the College President or a designated representative.

The College District shall maintain for every student alleged or determined to have committed misconduct at the College District, a disciplinary record that shall reflect the charge, the disposition of the charge, the sanction assessed, if any, and any other pertinent information. The disciplinary record shall be separate from the student’s academic record and shall be treated as confidential; the contents shall not be revealed except on request of the student or in accordance with applicable state or federal laws.

The disciplinary record shall be maintained permanently in the event that a student is expelled or subject to an extended suspension. In all other cases, the disciplinary record shall be maintained in accordance with the College District’s record retention schedule.

**APPEALS COMMITTEE**

In cases in which the accused student disputes the facts and/or penalties upon which the charges are based as outlined in the Discipline and Penalties policy [see FM(LEGAL)], such charges shall be heard by an appeals committee. The appeals committee shall be impartial and shall be designated by the Vice President of Instruction or Student Services.
The appeals committee shall preside over a fair hearing for the student and the College District’s administration. The student and the College District may be represented by counsel during the appeals.

The appeals committee shall notify the accused student by letter of the date, time, and place for the appeal. Unless the student and the appeals committee otherwise agree, the appeal shall take place within seven class days after the date of the letter. If the student has been suspended, the appeal shall take place as soon as possible. The notice shall:

1. Direct the student to appear at a specified time, date, and location.
2. Advise the student of his or her rights:
   a. To be represented by counsel during the appeal.
   b. To call witnesses, request copies of evidence in the College District’s possession, and offer evidence and agreement on his or her own behalf.
   c. To have the appeal recorded verbatim and/or have a stenographic digest made of the recording (at the expense of the student).
   d. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentation and other evidence that will be offered against the student.
4. Contain a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

No student may be found to have violated the College District’s Code solely because the student failed to appear before a discipline body. In all cases, the information supporting the charges shall be presented and considered.

The appeal shall proceed as follows:
1. The appeal chairperson shall read the complaint.
2. The appeal chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the College District’s case.
4. The student or representative shall present his or her defense.
5. The designated official or representative shall present rebuttal evidence.
6. The designated official or representative shall summarize and argue the College District’s case.
7. The student or representative shall summarize and argue his or her case.
8. The designated official or representative shall have an opportunity for rebuttal argument.
9. The hearing committee may take the matter under advisement for 24 hours before rendering a decision, unless more time is needed to conduct further investigation as determined by the committee chair. The decision shall be made by majority vote.
10. The decision shall be communicated to the student in writing within 15 days of the hearing.
11. The chairperson of the appeals committee may approve deviation to an appeal proceeding as long as it does not alter the fundamental fairness of the hearing.

Evidence shall be handled according to the following:
1. Legal rules of evidence shall not apply; the appeals committee chairperson
may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The appeals chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.

2. At the appeal, the College District shall be required to provide evidence that the charges are true.

3. A student may not be compelled to testify.

4. The appeals committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence presented at the hearing.

5. A tape recording shall be made of the appeal. Committee deliberations shall not be recorded. A stenographic digest of the recording shall be made if needed for an appeal at the expense of the student, and, on request, a student defendant shall be given a copy of the digest. A student defendant or his or her representative may listen to the tape recording and compare it with the digest. A student defendant may, at his or her own expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing.

The appeals committee shall render a written decision as to the accused student’s guilt or innocence of the charges. The committee may either uphold the prior decision or alter it, in total or part, at its discretion. If the committee finds the student guilty, it shall include facts in support of its decision. The Vice President of Instruction or Student Services or designee shall administer the penalty, if any.

A student may, within ten College District business days of receiving notice of the disciplinary appeal committee’s decision, petition in writing the College President to review the decision. The student’s petition shall state with particularity why the decision is believed to be incorrect. After receiving notice of the appeal, the disciplinary appeals committee chairperson shall forward all evidence considered during the hearing, the audio recording of the hearing, and the digest of the hearing, if applicable, to the College President.

The College President shall hold a conference within ten College District business days after the appeal notice is filed. At the conference, the student may provide information concerning any documents or information relied on by the committee. The College President may set reasonable time limits for the conference. The conference shall be audio recorded.

The College President shall provide the student a written response, stating the basis of the decision, within ten College District business days following the conference. In reaching a decision, the College President may consider the evidence included in the student’s petition, provided during the conference, and forwarded by the committee chairperson. The College President may act to affirm, modify, remand, or reverse the decision of the disciplinary appeals committee.

If the College President affirmed or modified the decision of the disciplinary appeals committee or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College District, within ten College District business days after receipt of the written response from the College President, or, if no response was received, within ten College District business days of the response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the evidence
presented to the College President, as well as the audio recording of the College President’s conference with the student and the written response provided by the College President to the student.

The College District shall determine whether the appeal will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the appeal and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the hearing. The hearing, including the presentation by the student or the student’s representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the evidence. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the evidence by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the Vice President of Instruction or Student Services decision.

If the Vice President of Instruction or Student Services or designee determines that the student’s misconduct warrants expulsion [see CHARGES AND HEARINGS, above], the Board shall convene to conduct an expulsion hearing. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the appeal will be on the agenda for presentation to the Board. The notice shall contain the contents described at APPEALS COMMITTEE—CONTENTS OF NOTICE, above.

The College President or designee shall provide the Board the documentation presented by the College President.

The Board shall proceed according to the procedures set out at APPEALS COMMITTEE—FAILURE TO APPEAR FOR HEARING, APPEALS PROCEDURE, and EVIDENCE, above, with the Board substituted for references to the committee and the presiding officer of the Board substituted for the committee chairperson. The disciplinary records and proceedings shall be kept confidential and separate from the student’s academic record. [See FJ]

NOTICE

The appeals committee shall notify the accused student by letter of the date, time, and place for the appeals. Unless the student and the appeals committee otherwise agree, the appeals shall take place within seven class days after the date of the letter. If the student has been suspended, the appeals shall take place as soon as possible.

CONTENTS OF NOTICE

The notice shall:
1. Direct the student to appear at a specified time, date and location.
2. Advise the student of his or her rights:
   a. To be represented by counsel at the appeals.
   b. To call witnesses, request copies of evidence in the College’s
possessed, and offer evidence and agreement in his or her own behalf.
c. To have the appeals recorded verbatim and/or have a stenographic
digest made of the recording (at expense of student).
d. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a
description of documentation and other evidence that will be offered against
the student.
4. Contain a copy or description of the complaint in sufficient detail to enable
the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be
imposed.

FAILURE TO APPEAR FOR HEARING
No student may be found to have violated the Code solely because the
student failed to appear before a discipline body. In all cases, the information
supporting the charges shall be presented and considered.

HEARING PROCEDURE
The appeal shall proceed as follows:
1. The appeal chairperson shall read the complaint.
2. The appeal chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the institution’s case.
4. The student or representative shall present his or her defense.
5. The designated official or representative shall present rebuttal evidence.
6. The designated official or representative shall summarize and argue the
institution’s case.
7. The student or representative shall summarize and argue his or her case.
8. The designated official or representative shall have an opportunity for
rebuttal argument.
9. The hearing committee may take the matter under advisement for 24 hours
before rendering a decision, unless more time is needed to conduct further
investigation as determined by committee chair. The decision shall be
made by majority vote.
10. The decision shall be communicated to the student in writing within 15
days of the hearing.
11. The appeals chairperson may approve deviation to an appeal proceeding
as long as it does not alter the fundamental fairness of the hearing.

EVIDENCE
Evidence shall be handled according to the following:
1. Legal rules of evidence do not apply; the appeals committee chairperson
may admit evidence that is commonly accepted by reasonable persons in
the conduct of their affairs. The appeals chairperson may exclude irrelevant,
immaterial, and unduly repetitious evidence.
2. At the appeal, the Institution shall be required to prove the evidence that
the charges are true.
3. A student may not be compelled to testify.
4. The appeal committee shall decide the issue of guilt or innocence and an
appropriate penalty solely on the basis of evidence presented at the hearing.
5. A tape recording shall be made of the appeal. Committee deliberations will
not be recorded. A stenographic digest of the recording shall be made if
needed for an appeal at expense to the student, and, on request, a student defendant shall be given a copy of the digest. A student defendant or his or her representative may listen to the tape recording and compare it with the digest. A student defendant may, at his or her own expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing.

DECISION
The appeal committee shall render a written decision as to the accused student’s guilt or innocence of the charges. The committee may either uphold the prior decision or alter it, in total or part, at their discretion. If the committee finds the student guilty, it shall include facts in support of its decision. The Executive Dean of Student Services/designee shall administer the penalty, if any.

HEARING RECORDS
The disciplinary records and proceedings shall be kept confidential and separate from the student’s academic record.

PETITION TO THE PRESIDENT AND BOARD
Any student disciplined pursuant to this policy may, within 15 days of receiving notice of the appeal committee’s decision, petition in writing the College President to review the decision. The student’s petition will state with particularity why the decision is believed to be incorrect or unfair. The College President may, in its sole discretion, choose to allow oral argument on the petition.
Within 30 days of receiving the petition, the College President may act to affirm, modify, remand, or reverse the decision. If no action is taken within 60 days, the hearing committee’s decision will thereby be affirmed.

STUDENT COMPLAINTS
LEVEL 1
The College District encourages students to discuss their concerns and complaints through informal conferences with the appropriate instructor or other campus administrator.
Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint form.
Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.
The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.
Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.
The College District shall inform students of this policy.
In this policy, the terms “complaint” and “grievance” shall have the same meaning. This policy shall apply to all student complaints, except as provided below.
This policy shall not apply to:
1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion. [See FDE]
2. Complaints concerning retaliation relating to discrimination and harassment. [See FDE]
3. Complaints concerning disciplinary decisions. [See FMA]
4. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

At Levels One, Two, and Three “response” shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

“Days” shall mean College District business days. In calculating time lines under this policy, the day a document is filed is “day zero.” The following day is “day one.”

“Representative” shall mean any person who or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days’ notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District’s counsel. The College District may be represented by counsel at any level of the process.

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Each party shall pay its own costs incurred in the course of the complaint. Complaints under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies
may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

Complaint forms must be filed:
1. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students shall file Level One complaints with the department chairman or student services counselor. The complaint, however, may begin at the first level at which the administrator has the authority to remedy the complaint.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

LEVEL 2

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the academic dean or dean of students to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:
1. The original complaint form and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Two appeal notice. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.
The Level Two administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

**LEVEL 3**

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

- **1.** The Level One record.
- **2.** The written response issued at Level Two and any attachments.
- **3.** All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Three appeal notice. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two record, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

**LEVEL 4**

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the College District, within ten days after receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline. The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.
The Level Three record shall include:
1. The Level One record.
2. The Level Two record.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the administration in reaching the Level Three decision.

If, at the Level Four hearing, the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student’s representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

**TOBACCO USE POLICY**
The College District prohibits the use of any type of tobacco products on College District grounds and in College District buildings, facilities, and vehicles in order to provide students, employees, and visitors a safe and healthy environment. The use of “vapor” or electronic cigarettes are prohibited in any classroom or building on college property. This prohibition shall also apply to spaces leased by the College District. The use of tobacco products shall be permitted in private vehicles parked on College District property provided any residue is retained within the vehicle.

**TRANSCRIPT REQUESTS**
https://www.wc.edu/campus-administration/registrars-office/ordering-wc-transcripts

A transcript of college work is an official copy of a student’s permanent academic record bearing the college seal and the signature of the registrar. All delinquent fees must be paid to the Business Office and all holds cleared before a student’s transcript will be released.

Weatherford College, in partnership with SCRIP-SAFE, now delivers official transcripts electronically to other colleges/schools, potential employers, military recruiters and to students themselves. Transcript requests are typically processed within 2 to 3 business days.

Unofficial transcripts may be printed from an active myWC account.
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ALUMNI ASSOCIATION
www.wc.edu/alumni

The Alumni Association extends membership to all former students of Weatherford College. Members of the faculty, staff and board of trustees are honorary members. The Local Coyotes Ex-Students meet every second Monday for lunch, a program, and a business meeting in the Doss Student Center.

ATHLETICS AND INTRAMURAL SPORTS
www.wc.edu/Athletics/default.htm

Athletics at the intercollegiate level offered at WC include baseball, softball, rodeo and men’s and women’s basketball. The program is administered by the athletic director with administrative review. The college is a member of the National Junior College Athletic Association, Northern Texas Junior College Athletic Conference, and the National Intercollegiate Rodeo Association. Students may also participate on intramural sports teams including flag football, basketball, volleyball, and softball.

The intercollegiate athletic program at WC advocates the personal growth and education of students through their participation in a comprehensive program of NJCAA, Division I sports. As an integral part of the College, the intercollegiate athletic program actively promotes gender equity and diversity, and provides community enrichment. If you feel that you have the ability to compete at the intercollegiate level and would like to express your interest in a new sports program, please let those interests be made known to the Director of Athletics.

MYWC

myWC is the web-based student information system used by Weatherford College. The following student information can be printed or displayed from an individual student login:

- Register/Add/Drop classes
- Class schedule
- Grade report
- Course availability
- Unofficial transcript
- Account status
- Degree audit
- Demographic information
- Financial aid
- PIN maintenance
- Student Organizations

myWC is accessible from any computer with web-based capabilities. To use the system, visit the Weatherford College home page (www.wc.edu).

CAREER & TRANSFER CENTER
www.wc.edu/campus-resources/career-transfer-center

The Weatherford College Career and Transfer Center (CTC) serves students, alumni, and community members, as well as providing the dual credit needs of local school districts. CTC advisors specialize in working with students who have not declared a major or chosen a career pathway, and with individuals who are
returning to college or making a career change.

Students should schedule an appointment with a CTC advisor as soon as possible after enrollment at Weatherford College to develop a personalized degree plan, which will provide guidance in proper course selection to meet transfer and career goals.

The Career and Transfer Center provides the following:

**Career Services**
- Free career assessments and evaluations
- Job search resources
- Resume and cover letter assistance
- Interview tips and mock interviews
- Career fairs, fall and spring

**Transfer Services**
- Academic and technical transfer advising
- Correlation and alignment of WC coursework with university degree plans
- Agreements with university partners to provide seamless transition and reverse transfer options
- On-site access to university representatives
- University transfer fairs, fall and spring

**Dual Credit Services**
- Agreements with school districts that allow high school students to earn college credit
- Dual Credit registration assistance
- Student advising, including degree planning
- Transfer assistance from high school to Weatherford College
- Transfer assistance from Weatherford College to a university

For additional information, please visit the Career and Transfer Center on the main campus in Weatherford, or call 817-598-6498 to schedule an advising session. If you attend Weatherford College at another location, call to find out when a CTC advisor is scheduled to visit your facility. Our location and hours are posted on our website at www.wc.edu/campus-resources/career-transfer-center.

**COLLEGE BOOKSTORE**

The College Bookstore, operated by Texas Book Company, provides students, community members, faculty and staff with needed academic material to assist in their education. In addition to providing textbooks, the bookstore also provides college apparel, gifts, software, sundries and supplies. The store is located in the Doss Student Center on the north side of campus. For more information call (817) 598-6286 or email weatherford@texasbook.com. Please visit our website at www.weatherfordbooks.com.

**FREE SPEECH AREA**

Weatherford College supports and encourages the right of its students to assemble for free speech. WC has designated the Memorial Plaza as the area for free speech. Any student who wishes to make public announcements or addresses must do so in this designated free speech area. The designated area for free speech at WCWC is at the northwest entrance to the building, just off the student parking area. The designated area for free speech at ECGB and at ECMW is at the flag pole on those centers.
HOUSING AND DINING

Coyote Village is a unique alternative to traditional dormitory living. Walk to class from luxury apartments, located right on campus.

Coyote Village offers the best of both worlds with the comfort and amenities of an apartment style community and the convenience of on-campus living at very reasonable, affordable rates.

Choose from fully furnished two- and four-bedroom apartments. Units rent on an “individual lease basis,” meaning residents are never responsible for their roommate’s rent. For added privacy, the bedrooms are individually keyed and also include a separate phone line available in each bedroom. The kitchenettes are fully equipped, and each unit features a comfortable dining and living area. Other amenities are offered for resident students, including:

- Community center
- Social lounge with big screen TV
- 24-hour laundry facility
- Sand volleyball court
- Basketball sport court
- Computer learning center/cyber lounge
- 24-hour courtesy patrol serviced by the campus police department
- On-site community assistant staff
- On-site management and maintenance

Housing staff work in conjunction with the college’s student life director to develop and implement a full student life program.

Units rent on an individual lease basis. Current rates, deposits, and dates of availability are provided upon request. Early reservations are accepted and recommended. This housing contract is a 10 month lease (both fall & spring semesters). Summer housing is also available on a different contract agreement. For more information, contact the Coyote Village Assistant Director at 817-598-8876.

All students living in Coyote Village are required to purchase a meal plan through the Weatherford College cafeteria. The Coyote Café, located in the Doss Center, features a variety of delicious and nutritious dining choices served in a pleasant, casual atmosphere. The dining hall follows the official college calendar closing for all holidays including Thanksgiving, Easter, Spring Break, and between semesters. There are no dining hall services during the summer sessions. Contact the food service director, at (817) 598-6285 regarding any questions about meal plans.

INSTRUCTIONAL SUPPORT

LIBRARY SERVICES

https://www.wc.edu/academics/library

The mission of the Weatherford College Library is to provide access through ownership, resource sharing, online resources or formal agreement to sufficient library collections as well as to other learning information resources consistent with the degrees offered.

Facilities and hours: The Weatherford College Library is an open and spacious atrium within a two-story building located in the heart of campus. Four study rooms and individual study carrels are available for student use. The Fire Science/Health
Science Room includes special collections for fire science and allied health, video viewing equipment, and a group study area. Archival collections, centered on the history of the College, Parker County, and ranching, are held in the Faculty Development Room.

The Streib Center Academic Computer Lab is open to all members of the Weatherford College community. It offers course-specific software for keyboarding, foreign language, mathematics, and Physio-Ex. Instructors who wish to reserve the Streib can do so by emailing library@wc.edu with ‘Streib’ in the subject line.

The AV Center has individual listening/viewing stations with software to assist users who are visually or hearing impaired. There are an additional 36 computers for student use, and wireless internet is available for users who bring their laptops.

Library hours vary according to the school year and are posted on the entrance to the library and on the library’s website. For library hours on the Wise County and Mineral Wells (Hood County) campuses, check those locations specifically.

Services Most classes are held in the Streib Center. To schedule a class, email library@wc.edu with ‘Instruction’ in the subject line.

Interlibrary Loan allows faculty, staff, and students to request books and articles not owned by the Weatherford College library. In the WorldCat database, use the ILL option to submit requests. In all other situations, email citations directly to interlibraryloan@wc.edu. There is no charge for using ILL.

The TexShare Library Card is available to all enrolled students and faculty. TexShare is a statewide library card that grants borrowing privileges in participating libraries throughout Texas. Apply for a TexShare Card at the Circulation Desk.

Course reserves are available at the Circulation Desk. Ask reference questions through “Ask the Librarian” feature on the library’s website. Printing and photocopy services are available in the library for a minimal fee.

Students may check out up to 15 items with a student ID for a loan period of 7 days up to three weeks with one renewal. Overdue materials will result in a fine. Unpaid fines may result in blocking access to future registration and transcripts.

Resources: The library’s print collection at the Weatherford campus consists of over 60,000 volumes, 204 periodicals and newspapers, and 3,000 audio-visual items. Campuses at Wise County and Mineral Wells also offer a selection of library materials. For students attending classes at any of Weatherford College’s extension sites, the college has entered into written agreements with public libraries in those communities allowing access to use their facilities. The library has a written agreement with Tarleton State University to provide library support of teaching programs taught at WC.

All online resources are accessible via the library’s website at https://www.wc.edu/academics/library and are available both on- and off-campus. The Library Catalog is an online database which lists all items held in the library’s collection. Additional resources include over 80 databases that offer citations and full-text articles across all academic disciplines.

ACADEMIC RESEARCH CENTER (ARC)

The Academic Research Center (ARC) is a comprehensive facility offering assistance in research projects, access to online research materials, tutoring in advanced subjects, and tutoring for all levels of Mathematics. It is a place where questions have answers, even if that answer is “Let’s find out.” Staff are available to answer questions about research, student-available technology (wireless
access), and to provide student technical support. Additionally, various faculty members hold a portion of their office hours in the ARC and are available to assist student with questions. The ARC’s mission is to provide a setting for inquiry and intellectual pursuit.

INSTRUCTIONAL SUPPORT SERVICES

THE WRITING CENTER

Located in LART 118, the Writing Center offers one-on-one tutoring to all students on a drop-in basis. Trained College Reading and Learning Association (CRLA) tutors are available on a posted schedule to assist students with all phases of assignments requiring writing. Access to the center’s schedule and other information is available at https://www.wc.edu/campus-resources/instructional-support/writing-center. Distance education and dual credit students may contact Writing Center tutors for assistance by going to WC student e-mail to contact the Writing Center at writingcenter@wc.edu.

SUCCESS CONNECTION

Located on the lower level of the Liberal Arts building (LART-1-2), the Success Connection (https://www.wc.edu/campus-resources/instructional-support/success-connection) is a resource center for students who need assistance in gaining the skills and knowledge needed to achieve academic success. The Success Connection staff is dedicated to providing support to the entire Weatherford College community through maintaining an up-to-date computer lab, presenting workshops on study skills and specific math topics, offering tutoring for various subjects including developmental classes, and providing a variety of testing services. Handouts, DVDs, books, and study guides are available for students needing these resources. Additional services include:

- Academic assessment through computerized testing is available to assist students in identifying academic strengths and weaknesses providing students with information enabling them to develop effective learning strategies.
- COMPASS and TEAS Workshops are offered throughout each semester. Schedules are posted at https://www.wc.edu/campus-resources/instructional-support/success-connection/compass-teas-workshops; study guides and computer programs are also available to assist individual students in preparing for admission tests.
- Tutoring is offered on a drop-in basis to all Weatherford College students. Schedules are posted at https://www.wc.edu/campus-resources/instructional-support/success-connection/tutoring-0. All tutors are required to participate in a certification training program and in additional in-service training.
- Content tutoring is provided for Physics, Chemistry, Anatomy & Physiology, Microbiology, and Spanish. Tutoring for other courses may be provided on a one-to-one basis. Contact the Success Connection for more information.
- Required tutorials for developmental math, reading, and writing classes are coordinated through the Success Connection.
- Services for special needs students are coordinated through the Special Populations Office in conjunction with the Success Connection.

Study skills workshops in areas including time management, note-taking, listening, and test taking are provided throughout each long semester. A schedule of these workshops is posted on the Success Connection web page; additionally, fliers announcing topics, dates, times, and locations are regularly distributed throughout the campus. For access online, visit https://www.wc.edu/campus-
resources/instructional-support/success-connection/study-skills-workshops.

**WCWC ACADEMIC RESOURCE CENTER**

The WCWC Academic Resource Center offers tutoring in mathematics, reading, and writing, and biology. The Student Success Center also houses the WCWC Writing Center and Accommodations office for students with disabilities. All services are free of charge. Hours of operation are Monday through Thursday with appointments available on Friday and Saturdays as well. Hours vary by semester and are posted throughout the WCWC campus. Appointments are not necessary. Phone number is 940-626-3253.

**ECMW-HEALTH PROFESSIONS ACADEMIC SUPPORT CENTER**

The Health Professions Academic Support Center is located at ECMW in room 105 and has been designed to be a “one stop shop” where students can go to receive instructional support services. The ASC offers face to face content area tutoring, online tutoring, small group specialized tutoring, placement test preparation, online course support, computer usage, numerous supplemental resource hand-outs on study skills, and content area specific study sheets. The center will be expanding its services each semester. The center is open to any student currently enrolled in a Weatherford College course, students who are enrolled in a dual-credit course through Weatherford College, and any student who may be interested in pursuing a career in a health profession. Please contact the center at 817-598-8857 for center hours, specialized tutorial times, and workshop offerings.

**JOB SEARCH ASSISTANCE**

The Career Center provides access to a free online job search system used by local employers, as well as help with résumé and interview preparation. Information about on-campus employment is available through the Human Resources department, and information regarding on-campus Work Study opportunities is available through the office of Financial Aid.

**PERSONAL COUNSELING**

Individual and group counseling are available to all WC students. Personal issues and concerns such as decision-making, personal relationship skills, increasing self-confidence, anxiety, depression, eating disorders, substance abuse, anger management, and personal adjustments necessary to be successful may be topics through which students might work with the guidance of a WC counselor. All counseling provided by the WC counseling staff is free and confidential. Appointments can be scheduled by contacting the Student Services Counselor located on the lower floor of the Student Services Building on the North side by calling 817-598-6246. Appointments at WCWC, ECGB and ECMW are also available by calling 817-598-6246 for scheduling.

**SPECIAL SERVICES AND STUDENT ACCOMMODATIONS**

Students or prospective students with disabilities can contact the Office of Accommodations/Disabilities. The Office of A/D exists to assist students with documented disabilities as they pursue their goal of a college education. The office serves as a liaison between students and the college in matters of communication and action toward achievement of reasonable accommodations. Each student is
encouraged to act as his or her own advocate, and take the major responsibility for
securing accommodations. The Office of A/D provides students with the voluntary
and confidential means to seek accommodations for academic and related needs.
Early and regular contact will assure the timely identification of needed services
and the location of resources and options available to the student.

Eligibility for disability services at Weatherford College is dependent upon
the nature of the disability and its impact on learning. A disability is defined as
any mental or physical condition that substantially limits an individual’s ability
to perform one or more major life activities. These disabilities may be: physical,
visual or auditory, neurological or psychological in nature, and also include chronic
health problems and learning and communication disorders.

The Office of A/D is located in Student Services-lower level. Due to the high
volume of students who receive services through this office it is highly recommended
that students make appointments with the counselor in the Office of Accommodations
and Disabilities located in Students Services or call 817-598-6350.

STUDENT ACTIVITIES

Weatherford College believes in the value of extracurricular experiences as a
means of helping students to develop a sense of civic responsibility, social poise,
friendliness, initiative, and inventiveness. WC gives serious attention to sponsoring
such activities and organizations that will contribute to these and other worthy goals.

To participate in extracurricular organizations and activities sponsored by the
college, students must be in good standing. To hold an office in an organization,
students must be enrolled for at least twelve semester hours and maintain at least
a “C” average. Certain organizations and activities may require more stringent
standards. For more information please contact the Office of Student Life located
in the Doss Student Center, 817-598-6247.

STUDENT HANDBOOK

The Student Handbook provides a detailed explanation of Weatherford
College services, rules, regulations, and policies, and provides information to
students on the procedures for registering complaints. The most current edition
is found online on the Student Services webpage.

STUDENT ORGANIZATIONS

The Anime Club is for students, faculty and staff interested in anime;
animated films or shows that originated in Japan. Anime is commonly known for
its colorful graphics and vibrant characters.

The Art Club is formed for students who are interested in art.

BASO (Black Awareness Student Organization) brings together all
students on the campus with an emphasis on multicultural education and the
promotion of a sense of high self-esteem and the individual importance of black
students and all other minority students.

CARE (Caring and Responsible Educators) Club is open to anyone
interested in the growth and development of young children.

Coalition of Student Human Service Providers is open to all students
interested in the field of social work and related professions. Workshops and
speakers promote opportunities for career exploration to club members.

Coyote Corps is an organization that allows students an opportunity to
promote school spirit, boost fan participation, and support Weatherford College student events and activities.

**Drama Club** formed for students who are interested in theatre. The Drama Department presents four main stage productions a year.

**Forensic Science Club** for students who enjoy CSI type TV shows and the scientific facts behind them.

**Hispanos Unidos Club** brings together all students on the campus with an emphasis on multicultural education and the promotion of a sense of high self-esteem and the individual importance of Hispanic students and all other minority students.

**Intermedia Arts Club** welcomes all individuals interested in radio, television, publications, or other media related areas.

**Jazz Band** is comprised of some of the state’s finest jazz musicians. The band is nationally renowned and performs several times each year on campus and throughout the Dallas/Fort Worth area.

**National Student Nurses Association (WCWC)** is an organization that encourages student nurses to assume responsibility for contributing to the nursing education in order to provide for the highest quality of health care.

**Phi Theta Kappa** is a national community college scholarship society. Eligibility for membership is based upon scholarship, character, leadership, and service. The charter of the local chapter dates back to 1929.

**Rad Tech Club** provides opportunities for social and academic interaction with Radiological Technology students, faculty and guest speakers in the field.

**Respiratory Care Club** is for students enrolled in the Respiratory Care program. The club provides opportunities for students to share mutual interests, ideas, and experiences related to the field of respiratory care.

**Sonography Club** is for students enrolled in the Diagnostic Medical Sonography Program. The club provides opportunities for students to enhance the education of present sonography students, as well as provide moral support and a problem solving forum for individual members.

**Student Government Association** is comprised of class and organizational representatives who serve as the student leadership and decision-making body on campus.

**Student Nurses Association** is open to any Weatherford College student enrolled in the Associate Degree Nursing program. Members must be in good academic standing, maintain a 2.0 GPA, and adhere to the ADN Code of Conduct. Professional and social activities are voted on during monthly meetings.

**Student Occupational Therapy Association (SOTA)** is open to all Weatherford College students enrolled in the Occupational Therapy Assistant Program in Mineral Wells. Focus is on professional, service, and social activities.

**Student Vocational Nurses Association** provides for fellowship among nursing students, and networking within the community; promotes vocational nursing; plans and promotes professional development activities; provides opportunities for club members to explore employment opportunities. The association is open to any Weatherford College student enrolled in the Vocational Nursing program.

**Student groups sponsored by religious organizations** under the supervision of their respective churches, or bona fide members thereof, are given a place on the campus, so long as their campus activities do not include promotion of their beliefs among non-members. Groups currently active on campus include the **Wesley Foundation, Baptist Student Mission (BSM), and the Trinity Bible**
College Ministry. These groups welcome students, regardless of faith or belief system, seeking spiritual knowledge.

Veterans Organization provides opportunities and activities for everyone to acknowledge the contributions of our military personnel.

WC Squared is an organization to cultivate, promote, and maintain interest in cultural and service activities around Wise County. This organization educates students about the importance of community involvement, and develops a spirit of collegiality among persons interested in building a better society here at Weatherford College.

Weatherford College Cheerleaders and Mascots — all full-time students are eligible to try out in the Spring semester for cheerleading positions and mascot positions.

Weatherford College Criminal Justice Club promotes professional, academic, and public awareness of criminal justice issues. This organization promotes high standards of ethical conduct, professional training, and higher education within the criminal justice field.

Weatherford College Young Democrats is an organization open to any student with an interest in politics and the process of selecting our elected leaders. The organization meets on a regular basis to hear speakers and programs on civic engagement. While supporting the ideas of local, state, and national Democratic groups, the WCYD has an open door to all political philosophies in the pursuit of raising the level of public discussion on important governmental issues.

Weatherford College students are admitted free to campus basketball games, baseball games, softball games, rodeo events, drama presentations, choral concerts, and jazz band productions.

STUDENT SUPPORT SERVICES (SSS)

SSS is a TRIO program funded by the U.S. Department of Education, whose mission is to help eligible students succeed at Weatherford College, graduate and/or transfer to a university to complete a degree. SSS participants are provided personal academic advising, individual development plans, tutoring and supplemental instruction, financial aid assistance, personal counseling, career advising, transfer assistance through campus tours and cooperative advising with transfer admissions offices, and cultural enrichment, all at no cost to the student.

To be eligible, students must be enrolled at Weatherford College, be citizens or permanent residents of the U.S., and meet one or more of the following requirements: have a family income within federal low-income guidelines, be a first-generation student, or a student with a documented disability. Applications to the program may be obtained in Student Outreach offices, located in Room 104 of the Student Services Building.

TESTING SERVICES

The Weatherford College Testing Center offers a secure testing environment that is conducive to achievement. The testing center administers national and state standardized tests, such as GED, ACT, CLEP, TCLEOSE, and IC3/Mous. The testing center administers local tests, such as TSI Assessment, COMPASS, HOBET V, TEAS, Virtual College of Texas and campus faculty tests. The testing center is also available for students and community members to have tests proctored while taking on-line or correspondence courses from other colleges or
universities. All fees must be paid by cash or money order. For more information, contact the Testing Center at 817-598-6383. The Weatherford College Wise County Testing Center can be reached at 940-626-3247. The Education Center at Granbury Testing Center can be reached at 817-598-6339. The Education Center at Mineral Wells Testing Center can be reached at 940-325-2591.
The mission of the Workforce and 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.

**COURSES OFFERED**

Workforce and Continuing Education offers opportunities in adult vocational, certification, and special programs. Students are afforded a diversified agenda of course selections that include adult basic education, business, child care, computer applications, contract training, CPR, defensive driving, dental assistant, EKG technician, electrical, ESL, examination preparations, HVAC, Law Enforcement Academy, management/supervision, medical assistant, medication aide, nurse aide, pharmacy technician, phlebotomy, Spanish, teacher certification, truck driving, welding, and a host of special interest programs. Courses are conveniently offered on the Weatherford College main campus, education centers in Granbury, Mineral Wells and Wise County, area public schools, and other approved off-site training locations. Course offerings vary each semester. Financial assistance is offered to those students who qualify, provided funding is available. FAFSA application located at www.fafsa.ed.gov. Weatherford College code is 003664.

**WORKFORCE & CONTINUING EDUCATION INSTRUCTORS**

WF/CE instructors strive to provide quality learning experiences that are informative, interactive, and enriching. Their goal is to assist students in discovering new interests, achieving personal enrichment, developing and upgrading skills for employment, and obtaining mandated continuing education credits.

**THE CONTINUING EDUCATION UNIT (CEU)**

For all students who successfully complete the requirements for WF/CE courses, Weatherford College confers CEUs in compliance with accrediting agencies. A CEU is officially defined as “ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.” CEUs serve as valid documentation of professional and personal educational growth.

**REGISTRATION**

Students should register prior to the first day of class or by specified registration deadlines. Many courses have size and registration limitations. Students are registered on a first-come, first-served basis. The minimum enrollment requirement guidelines and delays in registration may result in cancellation of classes. Registration is not complete until fees are paid in full and all forms are complete.

Registration forms are normally included in the schedule of classes and are also available in the Workforce & Continuing Education office and on the website at www.wc.edu/ce. Students may telephone 817-598-8870 or request the required forms from the WF/CE office at 225 College Park Drive, Weatherford, Texas 76086.
TUITION
Costs, schedules, and descriptions for all courses offered are posted in campus and education center offices and are also included in the schedule of classes, in addition to the website posting at www.wc.edu/ce.

SENIOR CITIZEN DISCOUNT
Senior citizens (65 or older) may receive free tuition for certain courses at the time of registration based on seating availability. Fees, supplies, books, and/or a parking permit may be required. Verification of age is required, i.e. birth certificate, driver’s license, etc.

GUIDELINES FOR REFUNDS
A refund will be mailed from the Weatherford College Business Office if a student withdraws before the first day of class or if a class is canceled. Generally a refund requires two to four weeks for processing. No refunds will be made on or after the class start day.

TEXTBOOKS AND SUPPLIES
If a textbook and/or supplies are required, students may purchase them at the Weatherford College bookstore in the Doss Student Center during normal business hours.

MIRROR COURSES
Workforce & Continuing Education has certain courses identified as “mirror courses.” Mirror courses meet at the same time and place as existing college academic semester credit courses on the same topic. Enrollment is based upon space available, and where applicable, completion of appropriate assessment and counseling. Workforce & Continuing Education “mirror courses” are non-credit courses and not for academic college or academic certificate credit. Students are not required to pass the THEA exam; however students will earn Continuing Education Units (CEUs).

ARTICULATION AGREEMENT
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.

WORKFORCE AND CONTINUING EDUCATION OFFICE LOCATIONS AND OFFICE HOURS
WEATHERFORD COLLEGE MAIN CAMPUS
Student Services Building – Upper Level, south side entry
225 College Park Drive / Weatherford, TX  76086 / 817-598-8870

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

EDUCATION CENTER AT MINERAL WELLS (ECMW)
704 Wolters Industrial Park / Mineral Wells, TX 76067
817-599-6261 or 800-300-2591
Office hours are:
Monday through Thursday
8:00 a.m. to 5:00 p.m.
Friday - 8:00 a.m. to 4:00 p.m.

Summer Office hours are:
Monday through Thursday
8:00 a.m. to 5:30 p.m.
CLOSED FRIDAY

WORKFORCE & CONTINUING EDUCATION PROGRAMS
(courses vary by semester)

ADULT EDUCATION – GENERAL EDUCATIONAL DEVELOPMENT (GED) & ENGLISH AS A SECOND LANGUAGE (ESL)
Weatherford College and Weatherford Independent School District (WISD) are in cooperative agreement to offer a self-paced GED tutorial training that offers comprehensive written study material for those wanting help in preparing to take the GED test. ESL classes are offered free of charge to qualified participants through WISD Community Services. Contact the WISD Community Services office at 817-598-2806 for more information and registration.

BUSINESS & PROFESSIONAL SKILLS TRAINING
The Professionalism in the Workplace Certificate covers topics which teach and motivate attendees to improve personal effectiveness and create habits of success.

CHILD CARE TRAINING
The Texas Department of Health Services has adopted strict requirements for the licensing of its child care providers. Through this program students are afforded the opportunity to satisfy the annual continuing education hours required of a child care worker and/or director. In addition, the opportunity to obtain Child Development Associate (CDA) credentials is available online. Information about the Child Care Provider/Assistant Certificate is located in the Child Development/Early Childhood section.

COMPUTER-AIDED DRAFTING & DESIGN
The Computer-Aided Drafting Certificate includes basic computer-aided drafting, architectural drafting, mechanical drafting, and 3D design. Students will learn drafting fundamentals, techniques, and execution of software.

COMPUTER SKILLS FOR BUSINESS
Students will learn the basics and develop computer skills for today’s workplace. The Computer Skills for Business Certificate includes courses
in computer fundamentals, Microsoft Word®, Excel®, PowerPoint®, and professionalism in the workplace.

**CUSTOMIZED AND CONTRACT TRAINING**

Customized training for business & industry can help any company be more productive and competitive. We can provide training in a variety of areas including: welding, safety, computer skills, occupational Spanish, computer-aided drafting, facilities maintenance, professional development & more. To find out how your business/industry may qualify to receive employee training paid for with a Skills Development Fund or Skills for Small Business grant, contact the WF/CE office.

**ELECTRICIAN TRAINING**

Preparation courses that offer the basics to get the student started on the road to be an electrician technician. Class is approximately nine months with 224 contact hours. Courses include electrical theory and wiring, electrical calculations, and understanding NEC code.

**FIREFIGHTER TRAINING**

Firefighter Update Training is offered for surrounding area firefighters. The program provides instruction, facilities and the student earns WC continuing educations CEU’s upon successful completion.

**HEALTH PROFESSIONS**

Continuing education health professions courses include Certified Nurse Aide (CNA), CNA In-Service, CPR, Dental Assistant, Electronic Health Records Specialist, EKG Technician, Mammography Exam Prep, Medical Assistant, Medical Coding and Billing, Medication Aide, Medication Aide Update, Pharmacy Technician and Phlebotomy.

**HEATING, VENTILATION AND AIR CONDITIONING (HVAC) PROGRAM**

The HVAC program provides instruction on residential and light commercial heating, ventilation, and air conditioning systems. Training includes gas heating, refrigeration and heat pump cycles, and upgrading HVAC systems. After completion of the program, students may test at WC for certification as an EPA Specialist.

**LAW ENFORCEMENT ACADEMY**

The Law Enforcement Academy offers a Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Course for the individual seeking a career in law enforcement. Upon completion of the course, the Academy graduate will be able to take the state certification exam. Sponsorship by a law enforcement agency is not required for admission into the Academy. The Academy offers both full-time day and part-time night courses at the Weatherford College campus. Academy applicants must be 20 years of age to enroll. For additional information regarding course specifications and requirements, refer to the Public Safety Professions section of this catalog.
ONLINE CONTINUING EDUCATION COURSES
Online continuing education courses are offered through the WF/CE department via Education2Go, 360Training and the Virtual College of Texas (VCT). A VCT course is an internet-based course being delivered from a college other than Weatherford College. This provider college delivers the course instruction complete with assignments and assessments. Students will enroll through Weatherford College Continuing Education for the course, pay tuition and fees, and will be awarded credit for the course by Weatherford College. WC resources available to online students are the Success Connection, library, computer labs with Internet access, health labs and testing sites.

WELDING CERTIFICATES
Weatherford College welding courses can be taken individually or students can earn a Basic Welding Technology Certificate by completing all of the courses. Classes are offered in the evenings so that students can continue to work while learning new skills or improving existing skills. Classes are taught at the Weatherford College main campus and at the Education Center in Mineral Wells.

TRUCK DRIVING ACADEMY
www.wc.edu/programs
The Weatherford College Truck Driving Academy offers professional truck driver training to meet the skill level requirements of any road transportation industry carrier. The academy trains qualified men and women for four (4) weeks using a certified course of 160 hours of hands-on and classroom training.

To help fill the demand, the transportation industry looks to community colleges to provide the training needed to secure safe and responsible truck drivers. Weatherford College’s Truck Driving Academy, established in 1992, offers courses that provide practical, personalized instruction and prepares students for successful careers in truck driving. Using WC’s well-maintained tractors and other vehicles under the instruction of professional, experienced and trained instructors, students accumulate many behind-the-wheel hours, and learn more about employment opportunities from representatives of leading national carriers. Upon successful completion of this course, students will be licensed as Class A-CDL with double, triple and tanker endorsements, certified by the Department of Transportation.

COURSE OBJECTIVES
The Weatherford College Truck Driving Academy offers the potential driver a well-rounded training experience for commercial driving. Upon completion of the program, students will demonstrate an understanding of the basic concepts and requirements of the Federal Motor Carrier Safety Regulations.
Students learn to identify, inspect and evaluate the critical attributes of the commercial vehicle system; to complete a driver’s daily log and logbook recap and to transport cargo safely, read maps and plan trips effectively.
REQUIREMENTS & QUALIFICATIONS
To qualify for employment as a career driver, students must meet the following qualifications:

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

FOR MORE INFORMATION
Weatherford College Truck Driving Academy
Mineral Wells Education Center
Bubba Swearingin, Director
704 Hood Road
Mineral Wells, TX 76067
940-328-1074 or 800-951-3399
Online & Interactive Video Classes 112
Virtual College of Texas 112
Fees 113
Textbooks 113
DISTANCE EDUCATION
www.wc.edu/distance/

The Distance Education Department at Weatherford College is committed to providing quality non-traditional alternatives in the delivery of both credit and non-credit instruction to students regardless of geographical location. Distance education courses are made available to students via the Internet, Interactive (two-way) video, and through the Virtual College of Texas (VCT). The instructor and the students are not in a face-to-face environment when the teaching and learning take place.

For detailed information concerning distance education courses visit www.wc.edu/distance/.

ONLINE COURSES
Notice: All courses regardless of the delivery format require web activity.

An online course is one that is offered electronically, enabling the instructor to deliver course content using the Internet. Communication with the instructor and classmates is done via WC’s learning management system (Moodle). Internet access and e-mail are required for all online courses. Additionally, students should be very familiar with all aspects of computer use. Depending on the course taken, knowledge of particular computer software packages may be required. It is highly recommended that the student complete a diagnostic that will assist the student in determining if he or she is ready to take an online course. The diagnostic takes about 35 minutes to complete, is free of charge, and available at: http://wc.smartermeasure.com/. The general username is: Weatherford. The general password is: student.

INTERACTIVE (TWO-WAY) VIDEO

This type of distance education course enables students to receive instruction at remote locations via two-way video. Connection to these courses is available at the two-way video equipped labs at WC’s education centers in Wise County and at several of the independent school districts in Weatherford College’s service area. High school students who are accepted as early admission students may enroll in certain college classes and attend those classes via two-way video without leaving their high school campuses.

VIRTUAL COLLEGE OF TEXAS (VCT)

www.vct.org

The VCT is a collaborative of Texas’ community college districts and the Texas State Technical College System. Through the VCT, a student within Weatherford College’s service area may take Internet-based courses from colleges elsewhere in Texas, and high schools may access interactive (two-way) video courses. The student will enroll at Weatherford College for the course, and the remote college will provide the instruction complete with assignments, exams, and grades. Weatherford College will award the credit, and the student will have access to all Weatherford College resources. Students considering the VCT option, should e-mail a request to receive the VCT Request form to: mmccoy@wc.edu.

Due to the many steps necessary to complete the enrollment process, the request from a prospective VCT student must be initiated no later than three business days prior to the end of regular registration. For example, if regular registration ends on a Friday, the VCT request must be initiated no later than
Tuesday of that same week. This is necessary because the relevant department chairs must first approve the course, instructor, and syllabus. In addition, the course must be created within the WC registration system. Weatherford College students may complete no more than five (5) courses through the Virtual College of Texas per degree/certificate.

FEES
Tuition and fees for distance education courses do not differ from traditionally taught courses at Weatherford College with the exception of the courses provided through the Virtual College of Texas (VCT). Any course taken via the VCT will involve an additional fee.

TEXTBOOKS
Textbooks for distance education courses taught by Weatherford College instructors are available at the Weatherford College bookstore. If a student is enrolled in a VCT course at Weatherford College, the textbook must be obtained from the remote college bookstore.

The Distance Education Office is located on the first floor of the Liberal Arts Building.

FOR MORE INFORMATION
Distance Education
Angie Atkins, Secretary
817-598-8818
aatkins@wc.edu
SPECIAL PROGRAMS

Tarleton State University Partnership 116
Teacher Certification Program 116
Texas Christian University ROTC 118
Yearbook Courses 121
TARLETON STATE UNIVERSITY DUAL ADMISSION PROGRAM

Tarleton State University and Weatherford College have cooperatively established a Dual Admission Program. Students taking classes at Weatherford College, who meet the admission requirements for Tarleton State University, may apply for the program. This program allows students to be admitted to Tarleton before they are ready to take Tarleton classes. Those students will receive certain Tarleton services while they continue to take classes at Weatherford College.

In addition, the Dual Admission Program provides access to facilities and programs offered by Tarleton and Weatherford College that may enhance the transfer of student successes and provide a more seamless transition between the two institutions.

Weatherford students interested in the Dual Admission Program should contact Mary Beth Marks at 254-968-9343 or marks@tarleton.edu.

Tarleton also brings their courses to the Weatherford College campus. The following programs/degrees offer courses on Weatherford's campus:

- Undergraduate
  - BS-IS - Teacher Education (Grades EC-6/ESL)
  - BS-IS - Teacher Education (Grades EC-6 Bilingual)
  - BS-IS – Teacher Education (All Level Special Education/EC-6/ESL)
  - BS - Psychology

- Consortium Associates Degrees
  - AAS - Histotechnology
  - AAS - Medical Laboratory Technology

Business courses may also be offered on site in Weatherford intended for eventual completion programs in Stephenville and Fort Worth.

For more information about Tarleton programs at Weatherford College and a schedule of available classes, contact Ms. Lillian Hinson at 817-598-6443 or hinson@tarleton.edu. Ms. Hinson is located on the upper level of the Weatherford College BUSI 210.

TEACHER CERTIFICATION PROGRAM
https://www.wc.edu/academics/programs-study/education-and-childcare/alternative-teacher-certification

The Weatherford College Teacher Certification Program is designed to assist individuals who hold at least a bachelor’s degree and meet other specific criteria to obtain Texas teacher certification. The WC Teacher Certification Program is considered an “alternative” route because it accomplishes certification outside the traditional university program.

This program has been approved by the State Board for Educator Certification (SBEC) as one of the first teacher preparation programs offered through the Texas community college system.

Certified teachers wishing to add new specialization areas should contact the Teacher Certification Program office for details.

TEACHER CERTIFICATION PROGRAM OVERVIEW

The WC Teacher Certification Program consists of the following components for non-certified individuals, totaling 300 contact hours of instruction. Applicants must complete 30 hours of pre-service field experience.
Component One consists of 90 contact hours (face-to-face class and online component) of Pedagogy and Professional Development (PPR). Topics include:

- Human development
- Human diversity
- How the brain works
- Learning processes
- Instructional strategies and resources
- Highly effective instruction
- Meeting students’ special needs
- Assessment
- Classroom environment
- Classroom management
- Use of technology
- Parent/teacher relationships
- Community relations
- Professional behavior and ethics
- Teaching in Texas

Component Two provides 80 additional contact hours of content specific training and technology for teachers.

Component Three provides interns with support and an additional 60 online hours of training during the teaching intern year. Participants gain experience under the guidance of school mentors and program field supervisors.

CERTIFICATION AREAS

Certification may be obtained in the following areas:

**Grades 4-8**
- English Language Arts & Reading
- English Language Arts/Reading & Social Studies
- Generalist
- Mathematics
- Mathematics/Science
- Science
- Social Studies

**Grades 6-12**
- Agricultural Science & Technology
- Business Education
- Family & Consumer Sciences
- Technology Education

**Grades 8-12**
- English Language Arts & Reading
- History
- Life Sciences
- Mathematics
- Physical Sciences
- Physics/Mathematics
- Science
- Social Studies
- Speech
- Technology Applications

**Grades EC-12**
- English as a Second Language Supplemental
- Health
- Physical Education
- Special Education
- Special Education Supplemental
- Technology Applications
PROGRAM REQUIREMENTS

- Application completed in full
- Bachelor's degree from an accredited university (official transcripts from all schools required) *For high school certificates, minimum of 24 semester hours in subject to be taught, with at least 12 semester hours advanced level (junior/senior level) coursework. For middle school certificates, minimum of 24 semester hours in subject to be taught.
- Acceptable score on the Critical Thinking Appraisal
- Verification of competency in reading, writing, and math based on test scores or other methods that meet TSI requirements
- Professional Reference forms
- Successful interview
- 2.5 overall GPA
- 2.5 GPA in certification subject area
- Acceptable score on content knowledge pretests
- 30 hours of Pre-Service Field Experience
- Passage of background check

For more information about the Weatherford College Teacher Certification Program, contact:

Dr. Joyce Melton Pagés, Director
Education Department
817-598-6446
https://www.wc.edu/academics/programs-study (Education and Child Care on menu)

TEXAS CHRISTIAN UNIVERSITY ROTC CLASSES FOR WEATHERFORD COLLEGE STUDENTS

AIR FORCE ROTC (AFROTC)

A long-standing partnership with TCU allows WC students to begin participating in the Air Force ROTC Program. During their freshman and sophomore years, WC students may complete up to five aerospace courses that are part of the ROTC program.

The United States Air Force Reserve Officer Training Corps (AFROTC) provides men and women the education and training necessary to develop the management and leadership skills vital to professional Air Force officers. Enrollment in the General Military Course (GMC) the first two years is voluntary for eligible students and does not obligate non-scholarship students for further military service.

Aerospace studies courses are taken concurrently with other degree programs. No degree is offered in aerospace studies, but up to twenty-four semester hours may be earned in aerospace studies over the four-year period. Students who enroll in aerospace studies must attend both classroom and leadership laboratory classes at TCU. The laboratory classes give students first-hand experience in leadership and organizational skills while preparing them for enrollment in the Professional Officer Course.
Upon successful completion of the AFROTC program and baccalaureate degree, a student will be commissioned a second lieutenant in the U.S. Air Force. Newly-commissioned officers can normally expect to be called into active service within 60 days from the date of their commissioning. In certain instances, active service can be delayed by students continuing in post-baccalaureate degree programs.

General Qualifications

A student enrolling in AFROTC must:

- Be a full-time student (12 semester hours or more)
- Be a United States citizen
- Be in good physical condition
- Have good moral character
- Be no older than 29 years old (up to 34 years old with waivers) upon commissioning

AFROTC Scholarships

Air Force ROTC offers 4-, 3-, 2- and, in some situations, 1-year scholarships. Most scholarships pay for tuition, textbooks, and fees plus a $150 stipend per month during the school year. Requirements for each scholarship category may vary; therefore, applicants should contact the Department of Aerospace Studies at TCU at 817-921-7461 for specific details.

Applicants for a 4-year scholarship must be submitted by December 1 of the high school senior year. Applications for other scholarship are made through the Aerospace Studies Department. Scholarship applicants are selected using the “whole person” concept which includes objective factors (i.e., grade point average, physical fitness test and 1.5 mile run) and subjective factors (i.e., personal evaluations). Students who enrolled in Air Force ROTC generally improve their scholarship selection opportunity.

Additional Information

Texas Christian University
Department of Aerospace Studies
2800 W. Lowden Street
Fort Worth, TX 76129
817-921-7464 or 1-800-TCU-FROG

MILITARY SCIENCE/ARMY ROTC

WC participates with TCU’s Army ROTC Program. Military science offers opportunities to develop confidence, self-esteem, and leadership and life skills to succeed in college and beyond. It is an academic curriculum that supplements a student’s major and is designed to prepare qualified, high potential students for service as commissioned officers in the United States Army and its Reserve Components (the Army Reserve and the Army National Guard).

The Military Science Program is composed of a two-year Basic Course, a two-year Advanced Course, and a four-week Leadership Development and Assessment Course (LDAC) summer program. Non-scholarship students enrolling in only freshman- and sophomore-level classes incur no obligation to serve in the military after graduation. Upon completion of the requirements for the baccalaureate or master’s degree and military science training requirements, students are commissioned as second lieutenants.
Four-year, three-year and two-year programs are offered. Each program includes the option for qualified students to benefit from a tuition and fees scholarship, and TCU offers room and board grants for qualified ROTC scholarship winners.

**Two-Year Program**

The two-year program is designed for students who either transfer into TCU or elect to begin pursuing a commission in the fall of their junior year. It includes a paid four-week summer training session between the sophomore and junior years and the Advanced Course described under the four-year program. Application for the two-year program is normally made during the second semester of the sophomore year. However, the two-year program is also open to juniors and seniors planning attendance at graduate school. The monthly cash allowance for students in the two-year program is the same as for other students in the Advanced Course. Numerous full tuition and fees scholarships are available for qualified two-year program applicants.

**Military Science Scholarships**

Four-year, three-year and two-year scholarships are available to qualified applicants. Scholarships are full tuition. Scholarships can be applied toward tuition and mandatory fees, and provide $1,200 per year for books. The scholarship also provides a cash stipend for each month the student participates in full-time on-campus instruction (limited to 10 months each year). The stipend amount varies by class year, ranging from $300 for freshman to $500 for seniors.

**Four-Year Scholarships**

High school students wishing to compete for a four-year scholarship should apply during the summer between their junior and senior years. Outstanding candidates can be notified of their selection as early as November of their senior year. Students who wait until their senior year to apply must apply early. Completed applications must be received at the evaluation center before January 10 of the student’s senior year in high school.

**Three-Year Scholarships**

Freshman students enrolled at TCU or students planning to transfer into TCU at the beginning of their sophomore year may apply for three-year scholarships. Students applying for the three-year scholarship must have at least 27 semester hours credit at the beginning of the sophomore year and meet the other specified eligibility criteria.

**Two-Year Scholarships**

Any student, presently enrolled or planning to transfer to TCU, who will have 54 semester hours completed by the beginning of the next fall semester may apply for a two-year scholarship. To validate their scholarships, recipients are required to satisfactorily complete a paid four-week summer training session prior to entering school in the fall semester.

**Nursing Scholarships**

The Army ROTC provides four and a half-, four-, three- and two-year scholarships for students interested in becoming officers in the U.S. Army Nurse Corps. Application forms and information about these scholarships may be obtained by calling 817-257-7455.
Pass/No-Credit Option
Military science classes may not be taken on the Pass/No Credit basis.

Additional Information
Department of Military Science
Texas Christian University
TCU Box 298910
Fort Worth 76129
817-257-7455

Yearbook Courses
Communications 1131, 1132, 2131, and 2132 are courses in which students produce the college’s yearbook, The Oak Leaf. Students cover all aspects of college life in the creation of this publication. Photography, design, copywriting, and technical production are components of production that students learn through participating in a publishing environment and in marketing the publications. Prospective staff members should contact The Oak Leaf sponsors for more information.
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SELECTION OF COURSES

Weatherford College curricula are intended to serve as guidelines to students and their designated counselors or advisors in planning individual class schedules. Students are required to select one of these programs at the time of enrollment but may change their course of study at any time.

Students are encouraged to enroll in courses that help them realize their individual goals. Whether students plan to transfer to a four-year university and work toward a bachelor’s degree or take courses to prepare them to enter the labor market, appropriate programs of study are available. These programs are flexible enough to allow students to select the courses that will be most useful to them.

GRADUATION REQUIREMENTS FOR
THE ASSOCIATE IN ARTS,
THE ASSOCIATE IN SCIENCE, AND
THE ASSOCIATE OF APPLIED SCIENCE DEGREES

Students in associate’s degree programs may graduate under the current catalog or any previous catalog under which they were enrolled back to a maximum of five years prior to graduation, beginning with their first enrollment at WC. In cases of curriculum changes within an A.A.S. degree plan, refer to Curriculum Changes Affecting Students Enrolled in Vocational/Technical Programs (pg. 126).

Veterans with one year active duty will receive three credit hours of physical education.

Developmental courses are not counted for graduation requirements. Along with completion of coursework and credit hours outlined on pages that follow, the following must be in place for a student to earn a degree or certificate:

- Completion of entrance requirements.
- A minimum cumulative GPA of 2.0 in all courses presented for graduation.
- A minimum of 25% of the hours of a degree for graduation earned from Weatherford College.
- Credit from other colleges applied toward graduation as determined by transcript evaluation by the registrar’s office. Official transcripts from all prior colleges must be on file for this evaluation to take place.
- No more than nine semester hours of correspondence study credit applied toward a degree.
- All areas of the TSI test passed if not exempt from this state requirement.
- Discharge of all financial obligations to Weatherford College prior to graduation.
- Formal application made during the first eight weeks of the semester of graduation. (See Petition for Graduation on college website)
- Official transcript(s) from other colleges and universities on file.

REQUIRED COURSES

Students are not compelled to register for certain courses when they enroll in college. A course is required only in the sense that it must be completed to meet the requirements for a degree; however, students must bear in mind that some courses specify prerequisite courses or permission of the instructor. Students who
wish to earn a degree at Weatherford College or a bachelor’s degree when they
transfer should enroll in courses required for the degree they seek. Developmental
courses required due to TSI can be required in addition to degree requirements.

WEATHERFORD COLLEGE CORE TRANSFER CURRICULUM

All public colleges and universities in Texas must accept transfer credit for successfully completed courses identified by the Texas Higher Education Coordinating Board (THECB) as the Core Transfer Curriculum in a particular major for an associates or bachelors degree. No institution shall be required to accept in transfer more credit hours than in the granting institution’s approved Core Transfer Curriculum. In accordance with these requirements, Weatherford College has established for its students a 44 semester credit hour core curriculum with these objectives:

1) to enhance communication and critical thinking skills;
2) to develop skills and knowledge in math and the sciences adequate to meet today’s demands;
3) to promote both cultural awareness and multicultural awareness;
4) to enhance awareness of the importance of wellness; and
5) to foster civic responsibility.

Once a student has successfully completed the 44 semester credit hour core curriculum at Weatherford College, that block of courses may be transferred to any other public institution of higher education and must be substituted for the receiving institution’s core curriculum. Students will receive academic credit for each of the courses transferred and may only be required to take additional core courses for the purposes of meeting the requirements of a larger core curriculum adopted at the receiving institution and approved by the THECB.

Students should visit with an advisor to select courses above the core curriculum that will transfer to the senior institution to which they plan to transfer. No university shall be required to accept in transfer toward a degree, more than sixty-six (66) semester credit hours of academic credits earned by a student in a community college. Universities, however, may choose to accept additional credit hours.

In any major for which there is no coordinating board-approved transfer curriculum, no institution is required to accept in transfer more lower division course credit in the major applicable to a baccalaureate degree than the institution allows their non-transfer students in that major. A university may deny the transfer of credit in courses with a grade of “D” as applicable to a student’s field of study courses, core curriculum courses, or major if it denies credit in those same courses with a grade of “D” to its native students.
## WEATHERFORD COLLEGE CORE TRANSFER CURRICULUM
(Pending THECB Approval)

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</tr>
<tr>
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<tr>
<td>MATH 1314 College Algebra</td>
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<td>MATH 1316 Plane Trigonometry</td>
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<td>MATH 1324 Math for Business &amp; Social Sciences I</td>
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<td>MATH 1325 Math for Business &amp; Social Sciences II</td>
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<td>MATH 1332 Contemporary Mathematics</td>
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<td>MATH 1342 Elementary Statistics</td>
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<tr>
<td>MATH 1414 College Algebra (4 SCH Version)</td>
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<td>MATH 2413 Calculus I</td>
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<td><strong>LIFE AND PHYSICAL SCIENCES</strong></td>
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<td>BIOL 1407 Principles of Biology for Majors</td>
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<td>BIOL 1408 General Biology I (Non-majors)</td>
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<td>BIOL 1411 General Botany</td>
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<td>BIOL 1413 General Zoology</td>
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<td>BIOL 2401 Human Anatomy and Physiology</td>
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<tr>
<td>BIOL 2402 Human Anatomy and Physiology</td>
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<td>BIOL 2406 Environmental Biology (Non-majors)</td>
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<td>BIOL 2420 Microbiology for Non-Science Majors</td>
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<td>BIOL 2421 Microbiology for Science Majors</td>
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<td>CHEM 1411 General Chemistry I</td>
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<td>GEOL 1403 Physical Geology</td>
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<td>GEOL 1404 Historical Geology</td>
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<td>PHYS 1417 Physical Science II</td>
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<tr>
<td>PHYS 1404 Solar System</td>
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<td>PHYS 1403 Stars and Galaxies</td>
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<td>PHYS 2425 University Physics I</td>
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<td>COMPONENT AREA</td>
<td>Required Semester Credit Hours</td>
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<td>ARTS 1301 Art Appreciation</td>
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<tr>
<td>ARTS 1303 Art History Survey</td>
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<tr>
<td>ARTS 1304 Art History Survey</td>
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<tr>
<td>DRAM 1310 Introduction to Theatre</td>
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<tr>
<td>HUMA 1315 Fine Arts Appreciation</td>
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<tr>
<td>MUSI 1306 Music Appreciation</td>
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<tr>
<td>MUSI 1310 American Music</td>
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<tr>
<td>ENGL 2321, 2322 or 2323 Survey of English Literature</td>
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<tr>
<td>ENGL 2326, 2327 or 2328 Studies in American Literature</td>
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<tr>
<td>ENGL 2331, 2332 or 2333 World Masterpieces</td>
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<tr>
<td>ENGL 2341 Forms of Literature</td>
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<tr>
<td>HIST 2311 or 2312 History of Western Civilization</td>
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<tr>
<td>HUMA 1301 Introduction to the Language, Philosophy</td>
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<tr>
<td>HUMA 1302 Introduction to the Language, Philosophy</td>
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<tr>
<td>PHIL 1301 Introduction to Philosophy</td>
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<tr>
<td>PHIL 2306 Philosophy of Ethics</td>
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<td>PHIL 2321 Philosophy of Religion</td>
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<tr>
<td>SPAN 2311 or 2312 Intermediate Spanish</td>
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<tr>
<td><strong>AMERICAN HISTORY</strong></td>
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<tr>
<td>HIST 1301 U.S. History I</td>
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<td><strong>GOVERNMENT/POLITICAL SCIENCE</strong></td>
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<tr>
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<td>GOVT 2306 Texas Government</td>
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<td>COMPONENT AREA</td>
<td>Required Semester Credit Hours</td>
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<td>ANTH 2351</td>
<td>Cultural Anthroplogy</td>
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<tr>
<td>ECON 2301</td>
<td>Principles of Economics - Macro</td>
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<tr>
<td>ECON 2302</td>
<td>Principles of Economics - Micro</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>PSYC 2302</td>
<td>Applied Psychology</td>
</tr>
<tr>
<td>PSYC 2314</td>
<td>Life Span Growth and Development</td>
</tr>
<tr>
<td>PSYC 2315</td>
<td>Psychology of Adjustment</td>
</tr>
<tr>
<td>SOCI 1301</td>
<td>Introduction to Sociology</td>
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<tr>
<td>TECA 1303</td>
<td>Family, School, and Community</td>
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<td>TOTAL CORE SEMESTER CREDIT HOURS</td>
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<td>ADDITIONAL ELECTIVES REQUIRED FOR A WEATHERFORD COLLEGE ASSOCIATE’S DEGREE</td>
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<td>TOTAL SEMESTER HOURS REQUIRED FOR GRADUATION</td>
<td>60</td>
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</table>
ASSOCIATE IN ARTS & ASSOCIATE IN SCIENCE DEGREES

Both Associate in Arts and Associate in Science degrees are designed for transfer to four-year universities and consist of the transfer core as set forth by the Texas Higher Education Coordinating Board (THECB) for a particular major or field of study. Additional hours required to satisfy the minimum degree requirement are comprised of degree-specific electives. Listed below are possible bachelor’s degree majors into which students may transfer.

• Accounting  
• Agriculture  
• Architecture  
• Art  
• Biology  
• Business Administration  
• Chemistry  
• Communication/Intermedia Arts  
• Computer Science  
• Criminal Justice  
• Drama  
• Engineering  
• Kinesiology  
• Liberal Arts  
• Mathematics  
• Marketing  
• Music  
• Physics  
• Pre-Dentistry  
• Pre-Medicine  
• Pre-Nursing  
• Pre-Pharmacy  
• Psychology  
• Social Studies  
• Sociology  
• Teacher Education

ASSOCIATE IN ARTS (A.A.) DEGREE

60 semester hours required to graduate

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
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<tr>
<td>HIST 1301</td>
<td>U.S. History I</td>
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</tr>
<tr>
<td>MATH 1314, 1324, 1332, or higher</td>
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Second Semester

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<tr>
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<td>HIST 1302</td>
<td>U.S. History II</td>
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<td>Speech</td>
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<td>3</td>
</tr>
<tr>
<td>Creative Arts</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Science</td>
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<td><strong>TOTAL</strong></td>
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Third Semester

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<thead>
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<th>Title</th>
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<td>GOVT 2305</td>
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<td>Language, Philosophy and Culture</td>
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<td>Life and Physical Sciences</td>
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**Fourth Semester**

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<td>Texas Government</td>
<td>3</td>
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<tr>
<td>TOTAL</td>
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</tbody>
</table>

**TOTAL SEMESTER HOURS REQUIRED FOR GRADUATION**  60

Electives should be chosen from transfer courses associated with the student's major.

**ELECTIVES FOR TRANSFER BACHELOR IN ARTS MAJORS:**

**Anthropology**
ANTH 2301, 2346, 2351, 2389

**Art**
ARTS 1301, 1303, 1304, 1311, 1312, 1316, 1317

**Biology**
BIOL 1408, 1411, 1413, 2406

**Communication/Intermedia Arts**
COMM 1307, 1318, 1319, 1336, 2303, 2324, 2325, 2327

**Drama**
DRAM 1310, 1351, 1352, plus six hours from 1330, 1341, 1342, OR 2351

**Forensic Science**
FORS 2440, 2450, PSYC 2301, CRIJ 1310, CRIJ 2314 and either PSYC 2307 or PSYC 2315

**Music**
The Texas Higher Education Coordinating Board has approved Field of Study Curricula in Music. Students planning to transfer to a Texas public university may transfer the following subject specific courses into the appropriate baccalaureate degree major: MUEN 1121, 1122, 1131, 1132 or MUEN 1141, 1142, 1151, 1152 plus MUSI 1290, 1291, 1311, 1312, 2311, 2312, 1116, 1117, 2116, 2117, 1310 plus any MUAP courses up to 8 semester credit hours.

**Psychology**
PSYC 2301, 2302, 2389 or may substitute PSYC 2307 or 2314

**Sociology**
SOCI 1301, 1306, 2301 plus three hours from PSYC 2302 or 2306 or 2314 or 2315

**Social Work**
SOCW 2361, SOCW 2362. See advisor for additional electives for specific universities.

**Teacher Education**
Interdisciplinary, secondary, and physical education majors should seek advisement from a counselor regarding specific transfer degree requirements.
ASSOCIATE IN SCIENCE (A.S.) DEGREE
60 semester hours required to graduate

First Semester
<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>ENGL 1301</td>
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<td>HIST 1301</td>
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<td>Life and Physical Sciences</td>
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Second Semester
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<td>Life and Physical Sciences</td>
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<tr>
<td>Speech</td>
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<td><strong>TOTAL</strong></td>
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Third Semester
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Fourth Semester
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**TOTAL SEMESTER HOURS REQUIRED FOR GRADUATION**   60-62

Electives should be chosen from transfer courses associated with the student's major

*As appropriate for Bachelor in Science Majors

ELECTIVES FOR TRANSFER BACHELOR IN SCIENCE MAJORS:

**Agriculture**
AGRI 1131, 1309, 1407, 1415, 1419, 2303, 2313, 2317, 2321; BIOL 1411, 1413; MATH 1314

**Architecture**
MATH 1314, 1316, 2412; PHYS 1401, 1402

**Biology**
BIOL 1406, 1407, 2421; CHEM 1411, 1412; MATH 1314, 1316; PHYS 1401, 1402

**Business**
The Texas Higher Education Coordinating Board has approved Field of Study Curricula in Business. Students planning to transfer to a Texas public university may transfer the following subject-specific courses into the appropriate baccalaureate degree major: ACCT 2301, 2302; BCIS 1305; ECON 2301, 2302; MATH 1325; SPCH 1315 or 1321
**Chemistry**
BIOL 1408, 1409; CHEM 1411, 1412, 2423, 2425; MATH 1314, 2413, 2414; PHYS 1401, 1402

**Child Care Provider/Assistant**
The Texas Higher Education Coordinating Board has approved Field of Study Curricula in Child Care Provider/Assistant. A background check must be passed before required observations may be done. Students planning to transfer to a Texas public university may transfer the following subject-specific courses into the appropriate baccalaureate degree major:
Field of Study Curriculum – TECA 1303, 1311, 1318, 1354

**Computer Information Systems**
Networking Emphasis – ITNW 1316, 1325, 1353; CPMT 1351
Information Technology Emphasis – BCIS 1305; CPMT 1351; POFI 2340, ITSW 2334, 2337
Programming Emphasis – COSC 1309; ITSE 1307, 1331, 2313
Digital Publishing Emphasis – BCIS 1305; IMED 1316; ARTC 1313, 2313

**Criminal Justice**
The Texas Higher Education Coordinating Board has approved Field of Study Curricula in Criminal Justice. Students planning to transfer to a Texas public university may transfer the following subject specific courses into the appropriate baccalaureate degree major:
Field of Study Curriculum: CRIJ 1301, 1306, 1310, 2313, 2328 plus six hours from CRIJ 1307, 1313, 2314, 2323.

**Geology**
GEOL 1403, GEOL 1404

**Mathematics**
MATH 1316, 2412, 2413, 2414, 2315; CHEM 1411, 1412; PHYS 2425, 2426

**Nursing**
The Texas Higher Education Coordinating Board has approved Field of Study Curricula in Nursing. Students planning to transfer to a Texas public university may transfer the following subject-specific courses into the appropriate baccalaureate degree major: BIOL 2401, 2402 and 2421; CHEM 1411 or 1412 or 2423 or 2425; HECO 1322 or BIOL 1322; PSYC 2301 and 2314; MATH 1342.

**Physics/Engineering**
CHEM 1411, 1412; MATH 1314, 1316, 2412, 2413, 2314, 2315, 2423, 2425; PHYS 2425, 2426

**Pre-Medical/Pre-Dental**
MATH 2413; PHYS 1401, 1402; CHEM 1411, 1412, 2423, 2425; BIOL 1406, 1407
ASSOCIATE OF APPLIED SCIENCE DEGREE

Occupational education curricula are developed to provide students with vocational competencies upon completion of a prescribed course of study. Special attention is given to the development of SCANS (Secretary’s Commission on Achieving Necessary Skills) competencies which include problem solving and interpersonal skill development. These programs provide students an opportunity to develop the skills and knowledge necessary for immediate entry-level employment in business and industry.

A minimum total of 60 semester hours credit, excluding physical education activity courses must be presented with an average grade of “C” (2.0); some programs require more than the 60 semester hour total. All prescribed requirements for the specific technical or occupational programs for which the student is enrolled must be completed.

Requirements are listed in this catalog under the specific programs as follows:

- Accounting
- Associate Degree Nursing
- Business Administration
- Cosmetology
- Criminal Justice-Law Enforcement
- Diagnostic Medical Sonography
- Emergency Medical Services Professions
- Equine Production & Mgmt.
- Fire Science Technology
- Histotechnology (Tarleton State University Partnership)
- Human Service Provider
- Information Technology
- Medical Laboratory Technology (Tarleton State University Partnership)
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care

CURRICULUM CHANGES AFFECTING STUDENTS ENROLLED IN VOCATIONAL/TECHNICAL PROGRAMS

Weatherford College regularly updates programs and establishes occupational courses based on information obtained through advisory committees or other industry validations. Deans of the divisions submit program revisions to the Texas Higher Education Coordinating Board as they are developed.

Students enrolled prior to the semester in which a curriculum revision becomes effective will be assigned to a new curriculum when it goes into effect unless they request in writing not to do so. Upon request and agreement of the department chair and the director of admissions, these students may remain in the former curriculum providing individual degree plans showing the old curriculum have been filed with a counselor in the Student Services Office. Course substitutions will be made as needed by the department chair if required courses are deleted from the program.
CERTIFICATE OF COMPLETION
A certificate of completion is awarded to any student who completes a prescribed program of study in:

- Accounting
- Basic Firefighter
- Business Administration
- Child Care Provider/Assistant
- Cosmetology
- Database Programming
- Emergency Medical Technician-Basic
- Emergency Medical Technician-Paramedic
- Equine Production & Mgmt.
- Gaming Design & Programming
- Information Systems
- Network Systems
- Substance Abuse Counseling
- Veterinary Assisting
- Vocational Nursing
- Web Development

A certificate of completion will also be awarded to students who complete an approved course or program in the Continuing Education division.

In addition, the following are provided within the department for completion of specific technical skills courses:

- Advanced Technical Certificate for Echocardiography – within the Diagnostic Medical Sonography program.
- Mammography certificate – offered through Continuing Education.
- Phlebotomy Technology Marketable Skills Certificate – within the Allied Health Department.
- Program of Completion for Substance Abuse Prevention Specialist – within the Substance Abuse Counseling certificate program.
CERTIFICATE AND DEGREE CURRICULA

ACCOUNTING
www.wc.edu/programs

Marilyn St. Clair, Professor, Department Chair
Technology Building (TECH), RM 105
817-598-6344 • mstclair@wc.edu

Mary Harm, Accounting Professor/Advisor
mcharm@wc.edu

Paula Roddy, Accounting/Business/Office Associate Professor/Advisor
proddy@wc.edu

This program is designed to prepare students for various career opportunities in accounting, such as positions in accounting firms, industry or government. Emphasis is placed on internal accounting procedures and generally accepted accounting principles. This program is intended to provide a foundation on which the graduate can build an accounting career through expanded experience and/or further education.

Students planning to transfer to a four-year institution and/or become a Certified Public Accountant should follow the Associate of Science—Business Field of Study degree plan found in the Business Administration section.

CERTIFICATE PROGRAMS

ACCOUNTING FOUNDATION CERTIFICATE
16 semester hours required to complete

This certificate prepares students for the world of work in business, industry, and government. The certificate will give students background for an entry-level position as an accounting clerk, bookkeeper, accounts payable, accounts receivable, and other possible job positions in the accounting field. This certificate program can be used for completion of the Accounting A.A.S. degree.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>BUSG 1304</td>
<td>Introduction to Financial Advising</td>
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<td>ACNT 1311</td>
<td>Introduction to Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACNT 1329</td>
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<td>ACNT 1331</td>
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<td>3</td>
</tr>
<tr>
<td>POFT 1127*</td>
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<tr>
<td>POFT 1120</td>
<td>Job Search Skills</td>
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<tr>
<td>HRPO 1311</td>
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<tr>
<td>MRKG 1301</td>
<td>Customer Relationship Management</td>
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</tbody>
</table>

TOTAL 16

* If student cannot type proficiently, recommend taking POFT 1127, Introduction to Keyboarding.
## ACCOUNTING CERTIFICATE

30 semester hours required to complete

### Freshman First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting I</td>
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<tr>
<td>BUSG 1304</td>
<td>Introduction to Financial Advising</td>
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</tr>
<tr>
<td>COSC 1301</td>
<td>Introduction to Computing OR</td>
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<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
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</tr>
<tr>
<td>*ENGL 1301</td>
<td>Composition I OR</td>
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<tr>
<td>*POFT 1301</td>
<td>Business English</td>
<td>3</td>
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<td>HRPO 1311</td>
<td>Human Relations OR</td>
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**Total 15**

### Freshman Second Semester

<table>
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<tr>
<td>ACNT 1304</td>
<td>Introduction to Accounting II</td>
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<td>Introduction to Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACNT 1329</td>
<td>Payroll and Business Tax Accounting OR</td>
<td></td>
</tr>
<tr>
<td>ACNT 1331</td>
<td>Federal Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>POFT 1325</td>
<td>Business Math Using Technology</td>
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<td>ACNT 2288</td>
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<tr>
<td>POFT 1120</td>
<td>Job Search Skills</td>
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**Total 15**

*If student is not planning on obtaining Bachelor’s degree, recommend taking POFT 1301.

## DEGREE PROGRAM

### ACCOUNTING A.A.S.

60 hours required to graduate

*Pending THECB approval*

This program is designed to prepare students for various career opportunities in accounting, such as positions in accounting firms, industry, or government. Emphasis is placed on internal accounting procedures and generally accepted accounting principles. This program is intended to provide a foundation on which the graduate can build an accounting career through expanded experience and/or further education. Completion of the first two semesters leads to an award of an Accounting Clerk Certificate.

Students enrolling in accounting degree programs should make every possible effort to complete courses in the required sequence. When circumstances warrant deviation from prescribed plans, the department chair or one of the faculty advisors must be consulted for approval of changes including, but not limited to, substitution of courses, waiver of prerequisites, and permission to take courses.
### Freshman First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACNT 1303</td>
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<tr>
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<td>BCIS 1305</td>
<td>Business Computer Applications</td>
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<tr>
<td>*ENGL 1301</td>
<td>Composition I or</td>
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</tr>
<tr>
<td>*POFT 1301</td>
<td>Business English</td>
<td>3</td>
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<tr>
<td>HRPO 1311</td>
<td>Human Relations or</td>
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### Freshman Second Semester

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<tbody>
<tr>
<td>ACNT 1304</td>
<td>Introduction to Accounting II</td>
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<td>ACNT 1311</td>
<td>Introduction to Computerized Accounting</td>
<td>3</td>
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<td>ACNT 1329</td>
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<td><strong>TOTAL</strong></td>
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### Sophomore First Semester

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<td>Business Principles</td>
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<td>ACCT 2301</td>
<td>Principles of Accounting – Financial</td>
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<tr>
<td>BUSI 2301</td>
<td>Business Law</td>
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<tr>
<td>ECON 2301</td>
<td>Principles of Economics (Macro)</td>
<td>3</td>
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<td>SPCH 13xx</td>
<td>Speech</td>
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### Sophomore Second Semester

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>Elective</td>
<td>Language, Philosophy and Culture, or Creative Arts</td>
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</tr>
<tr>
<td>Elective X3XX</td>
<td>Math** or Life and Physical Sciences</td>
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<tr>
<td>Elective X3XX</td>
<td>Behavioral Science/Social Science</td>
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<tr>
<td>ACCT 2302</td>
<td>Principles of Accounting - Managerial</td>
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<tr>
<td>POFT 2312</td>
<td>Business Communications and Correspondence OR</td>
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<tr>
<td>Elective X3XX</td>
<td>Business***</td>
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<td><strong>TOTAL</strong></td>
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</table>

*If student is not planning on obtaining Bachelor’s degree, recommend taking POFT 1301.

**MATH 1332 or higher

***Business elective may be from BMGT, BUSG, BUSI, HRPO, MRKG, POFI, POFT, or ITSW or a course approved by the department chair
Weatherford College offers three agriculture programs: an Associate of Science two-year transfer degree, a two-year Equine Production and Management A.A.S. degree and a one-year certificate of completion in Equine Production and Management.

Students interested in the Associate of Science transfer degree should refer to page 129. Agriculture courses listed, when combined with the core curriculum, will prepare students to enter a four-year University or College with a total of 60 hours toward a B.S. degree in Agriculture.

EQUINE PRODUCTION AND MANAGEMENT A.A.S.
60 semester hours required to graduate

Students receive training in all areas of equine management as well as training in economic theories associated with profitable management of breeding farms and horse ranches. Students are exposed to various situations encompassing theory and hands-on experience in the field of agriculture. Program content and competencies are reviewed and endorsed by an agriculture advisory committee comprised of leaders in the agriculture industry and agri-business as well as four-year institutions.

Students who graduate with a degree in equine production and management will be trained to enter a wide range of career opportunities including: sales of equine and animal health products; breeding farm and stable management; and riding instruction.

Freshman First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AGEQ 1301</td>
<td>Equine Behavior and Training I</td>
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<td>AGEQ 1311</td>
<td>Equine Science I</td>
<td>3</td>
</tr>
<tr>
<td>AGEQ 1305</td>
<td>Equine Enterprise Management</td>
<td>3</td>
</tr>
<tr>
<td>AGEQ 1315</td>
<td>Horse Evaluation I</td>
<td>3</td>
</tr>
<tr>
<td>Elective X3XX</td>
<td>Behavioral Science/Social Science</td>
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TOTAL 15

Freshman Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>AGEQ 1319</td>
<td>Western Horsemanship</td>
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<td>AGEQ 1350</td>
<td>Equine Reproduction</td>
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<tr>
<td>AGEQ 2310</td>
<td>Equine Business Management</td>
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<tr>
<td>AGEQ 2311</td>
<td>Equine Science II</td>
<td>3</td>
</tr>
<tr>
<td>AGEQ 2386</td>
<td>Internship – Equestrian/Equine Studies</td>
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TOTAL 15
### Sophomore First Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
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<td>Equine Seminar</td>
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<td>AGRI</td>
<td>1407</td>
<td>Agronomy</td>
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<tr>
<td>AGRI</td>
<td>2317</td>
<td>Introduction to Agricultural Economics</td>
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<tr>
<td>BIOL</td>
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<td>General Zoology</td>
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### Sophomore Second Semester

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<td>Range Management</td>
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<td>AGEQ</td>
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<tr>
<td>AGRI</td>
<td>1419</td>
<td>Animal Science</td>
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<td>1301</td>
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<tr>
<td>Elective</td>
<td></td>
<td>Language, Philosophy and Culture, or Creative Arts</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td></td>
<td>Social/Behavioral Science</td>
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<td><strong>TOTAL</strong></td>
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### EQUINE PRODUCTION AND MANAGEMENT CERTIFICATE

24 semester hours required to complete

#### First Semester

<table>
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<th>Course</th>
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<tr>
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<td>1311</td>
<td>Equine Science I</td>
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<td>AGEQ</td>
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<td>Equine Enterprise Management</td>
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<tr>
<td>AGEQ</td>
<td>1301</td>
<td>Equine Behavior and Training I</td>
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</tr>
<tr>
<td>AGEQ</td>
<td>1315</td>
<td>Horse Evaluation I</td>
<td>3</td>
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#### Second Semester

<table>
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<th>Course</th>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>AGEQ</td>
<td>2310</td>
<td>Equine Business Management</td>
<td>3</td>
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<tr>
<td>AGEQ</td>
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<td>Equine Reproduction</td>
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<td>AGEQ</td>
<td>2386</td>
<td>Internship – Equestrian/Equine Studies Horse Management Training</td>
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<tr>
<td>AGEQ</td>
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<td>Equine Science II</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td></td>
<td><strong>12</strong></td>
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</tbody>
</table>

### ANTHROPOLOGY

**Don Jacobs**, Department Chair – Behavioral Sciences  
Business Building (BUSI), RM 210  
817-598-6431 • djacobs@wc.edu

### ART

**Myrlan Coleman**, Program Director – Art  
Fine Arts Building (FINE) – Rm 108  
817-598-6232

Art majors should see page 129 for Associate in Arts degree requirements.
The Weatherford College Associate Degree Nursing program is approved by the Texas Board of Nursing (BON). The board may be reached at 333 Guadalupe, Suite 3-640, Austin, TX 78701; phone: 512-305-7400. The nursing curriculum plan is approved by the Texas Higher Education Coordinating Board (THECB). The program is accredited by the National League for Nursing Accrediting Commission, Inc (NLNAC). NLNAC may be reached at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, phone: 404-975-5000.

The Associate Degree Nursing program is a curriculum comprised of two years of nursing courses offering classroom, laboratory and clinical learning experience and an additional semester of academic coursework to be taken as prerequisites for admission to the program. The course of study is comprised of 60 semester credit hours and is designed to prepare the graduate to meet the Essential Competencies of Graduates of Texas Associate Degree Nursing Programs functioning within the roles of Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate and Member of the Healthcare Team. Registered nurses prepared at the associate degree level possess a high degree of technical nursing skills and apply scientific principles to all nursing care. Graduates of an associate degree nursing program may continue their education at a four-year university to earn a bachelor’s degree. Individuals interested in pursuing a bachelor’s degree in nursing via an RN-BSN track may complete all required academic coursework for this track at the community college level. Individuals interested in the RN-BSN track may contact the ADN program or Weatherford College Student Services to receive academic advising for sequencing of courses to enable the individual to obtain “BSN academic core complete” status to combine with successful completion of the Associate Degree Nursing Program. This combination will render the individual eligible to obtain the BSN degree through completion of only 30 more credits of bachelor degree-level nursing coursework at multiple universities. Further, the individual interested in this track can be advised in early acceptance steps to facilitate seamless transition. All nursing courses must be taken in sequence. Students may choose to complete any of the general education courses prior to enrolling in the program or at any time prior to the required semester, but not later than sequentially required.

Students completing this curriculum receive the Associate of Applied Science degree and are eligible to apply to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN). The Texas Board of Nursing determines eligibility for licensure. In order to minimize potential problems nursing graduates might experience in obtaining a nursing license, it is important to understand the licensing process. Schools of nursing do not have the power to grant licensure for the registered nurse (RN). The nursing program has full accreditation by the Texas Board of Nursing to provide education and training which qualifies a student to take the state licensing examination.
CIRCUMSTANCES LEADING TO INELIGIBILITY FOR STATE LICENSURE

The Texas Board of Nursing has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. The board provides individuals the opportunity to petition the board for a Declaratory Order as to their eligibility in accordance with Section 301.257 of the Nursing Practice Act.

If you are required to answer “yes” to any of the following questions, contact the Associate Degree Nursing department chair for further instructions. Processing a petition may take 6 to 12 months, or longer, after you provide all required documentation and depending on your circumstances. Once all requested documents have been received, you will be notified that the petition has been transferred to the Enforcement Department for review.

1) [ ] No [ ] Yes For any criminal offense, including those pending appeal, have you:
   A. been convicted of a misdemeanor?
   B. been convicted of a felony?
   C. pled nolo contendere, no contest, or guilty?
   D. received deferred adjudication?
   E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
   F. been sentenced to serve jail or prison time? court-ordered confinement?
   G. been granted pre-trial diversion?
   H. been arrested or any pending criminal charges?
   I. been cited or charged with any violation of the law?
   J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

   (You may only exclude Class C misdemeanor traffic violations.)

   NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Nondisclosure of relevant offenses raises questions related to truthfulness and character.

   NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov’t Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov’t Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about that criminal matter.

2) [ ] No [ ] Yes Are you currently the target or subject of a grand jury or governmental agency investigation?

3) [ ] No [ ] Yes Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state
privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

4) [ ] No [ ] Yes Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?*

5) [ ] No [ ] Yes Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

If “YES” indicate the condition: [ ] schizophrenia and/or psychotic disorders, [ ] bipolar disorder, [ ] paranoid personality disorder, [ ] antisocial personality disorder, [ ] borderline personality disorder

An individual enrolled or planning to enroll in a basic nursing program who has reason to believe that he/she is ineligible for licensure must petition the board for a declaratory order as to his/her eligibility. The individual must submit a petition on forms provided by the board which includes:

1. a statement by the individual indicating the reason(s) and basis of potential ineligibility;
2. if the potential ineligibility is due to criminal conviction, any court documents including, but not limited to, any indictments, judgments, probation records and evidence of completion of probation, if applicable;
3. if the potential ineligibility is due to mental illness (which is defined as an illness, disease, or condition which either substantially impairs the person’s thought processes, perception of reality, emotional stability, judgment, or behavior), evidence of evaluation, including a prognosis, by a psychologist or psychiatrist, evidence of treatment, including any medication;
4. if the potential ineligibility is due to chemical dependency including alcohol, evidence of evaluation and treatment, after care and support group attendance; and
5. the required non-refundable fee of $39.00 (money order or cashier’s check) made payable to the Texas Board of Nursing.

The Associate Degree Nursing program reserves the right to change the curriculum and program policies as deemed necessary for the maintenance of a high quality education. Policies regarding advanced placement, dismissal, probation, class and clinical attendance, malpractice insurance, grading and readmission are available in the Associate Degree Nursing Student Handbook.

The program and courses within the program are subject to approval and changes mandated by the Texas Higher Education Coordinating Board and the Texas Board of Nursing.

REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING

1. Completion of entrance requirements for the Associate Degree Nursing program;
2. Sixty semester hours of credit as prescribed by the Associate Degree Nursing Curriculum Outline Course of Study;
3. An overall minimum GPA of 2.0 in all courses presented for graduation with a grade of 75 or better in nursing courses; and “C” or better in all non-nursing courses;
4. Student must meet Weatherford College TSI (Texas Success Initiative) requirements.
ASSOCIATE DEGREE NURSING LVN TO ADN TRANSITION

The course of study is comprised of 48 semester credit hours and upon completion of the curriculum; students will be awarded a total of 12 credits for previous LVN courses. The prerequisite non-nursing courses must be completed before making application to the ADN program. All admission requirements relevant to the ADN program must be met in order to be accepted into RNSG 2371. Work experience as an LVN and proof of licensure as a Licensed Vocational Nurse in the State of Texas is required. The LVN to ADN transition will be offered at Weatherford College Wise County beginning January 2013.

ASSOCIATE DEGREE NURSING PROGRAM ADMISSION REQUIREMENTS

Admission requirements considered include the following:

1. Submit Weatherford College application and official transcripts to the office of student affairs.
2. Submit Allied Health application with official transcripts and TEAS scores to the nursing office.
3. Completion of all prerequisite courses with a minimum GPA of 2.5 and no individual prerequisite course grade lower than a “C”.
4. Completion of the TEAS entrance exam with a minimum score of 70% on the reading comprehension section and the essential math skills section.
5. Submit proof of first Hepatitis B immunization or positive titer or Department of State Health Services Waiver with application to nursing office.

Applications are accepted the first business day in December through the last business day in February each year for fall admission to the ADN program and the first business day of May through the last business day in July each year for the spring admission to the ADN Program. Applications for admission to the LVN-RN Transition program are accepted each year from the first business day in November through the last business day in January. Microbiology and anatomy & physiology courses MUST have been taken within five years prior to admission. Exceptions to this rule may be granted based on applicant successful passing of additional testing. For further information contact Karen Long or Cheryl Livengood.

Once selected for admission to the program, the student MUST:

1. complete a criminal background check.
2. obtain a TB screening test or chest x-ray, a urine drug screen and a back examination.
3. submit records of up-to-date immunizations of T-dap, MMR and Varicella.
4. submit proof of major medical health insurance.
5. provide proof of current AHA Health Care Provider CPR.
6. provide proof of receipt of two Hepatitis B vaccinations and a positive titer demonstrating sero-conversion or all three Hepatitis B vaccinations is required prior to the first clinical day of the first semester. Proof that this process is in progress must be given when the student attends initial orientation into the program.
7. obtain nursing liability insurance (purchased through Weatherford College).

Before being accepted into the Associate Degree Nursing Program an applicant whose native language* is not English must submit an acceptable score on the TOEFL iBT with the application. Additional information may be obtained from the Allied Health Department. (*-A native language is a language that is acquired
naturally during childhood & is usually spoken at home, as opposed to a language that is learned later in life, for example, as a part of a person’s formal education.)

Acceptable TOEFL Scores are:
- A score of 20 or greater is required on the Speaking Skills Component.
- A composite score of 83 or greater is required.
- Four scaled section scores in Reading, Listening, Speaking and Writing are required.

Information on methods of obtaining the above criteria will be available to the student upon acceptance to the program.

Selection into the nursing program:

Admission is competitive due to the limited number of slots. Students will be selected based on the number of points earned. Points are awarded for grades earned in academic courses, academic courses in progress, and TEAS scores. For further information about points earned contact the Nursing Department Secretary Karen Long or ADN Program Director Cheryl Livengood. The potential applicant is strongly encouraged to use study materials to prepare for the TEAS entrance exam, to optimize scoring potential. Contact Karen Long or Cheryl Livengood for further information about tutorial assistance and other available preparatory materials.

ASSOCIATE DEGREE NURSING A.A.S. - AUGUST 2013 - MAY 2015,
OR JANUARY 2014 - DECEMBER 2015

60 semester hours required to complete

CIP 51.1601

Prerequisite

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
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<tr>
<td>BIOL 2401</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2314</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
<td>3</td>
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TOTAL 13

First Semester

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<tr>
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<th>Title</th>
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<tr>
<td>BIOL 2402</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>RNSG 1271</td>
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</tr>
<tr>
<td>RNSG 1170</td>
<td>Introduction to Health Care Concepts</td>
<td>1</td>
</tr>
<tr>
<td>RNSG 1471</td>
<td>Health Care Concepts I</td>
<td>4</td>
</tr>
<tr>
<td>RNSG 1171</td>
<td>Professional Nursing Concepts I</td>
<td>1</td>
</tr>
<tr>
<td>RNSG 1161</td>
<td>Clinical I</td>
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TOTAL 13

Second Semester

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<td>RNSG 2572</td>
<td>Health Care Concepts II</td>
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<td>Professional Nursing Concepts II</td>
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</tr>
<tr>
<td>RNSG 2362</td>
<td>Clinical II</td>
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TOTAL 13
Third Semester

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<tr>
<td>Elective</td>
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<tr>
<td>RNSG 2573</td>
<td>Health Care Concepts III</td>
<td>5</td>
</tr>
<tr>
<td>RNSG 2173</td>
<td>Professional Nursing Concepts III</td>
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<tr>
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<td>Clinical III</td>
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Fourth Semester

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<tbody>
<tr>
<td>RNSG 2574</td>
<td>Health Care Concepts IV</td>
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<tr>
<td>RNSG 2174</td>
<td>Professional Nursing Concepts IV</td>
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<tr>
<td>RNSG 2360</td>
<td>Clinical IV</td>
<td>3</td>
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<td></td>
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ASSOCIATE DEGREE NURSING A.A.S. – LVN TO ADN TRANSITION

60 semester hours required to complete
CIP 51.1601

Prerequisite

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2401</td>
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<td>BIOL 2420</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
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</tr>
<tr>
<td>PSYC 2314</td>
<td>Human Growth &amp; Development</td>
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<tr>
<td>XXXX XXXX</td>
<td>Vocational Nursing Hours (electives)</td>
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Summer Semester (10 week)

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<td>RNSG 1172</td>
<td>Professional Nursing Competencies</td>
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<tr>
<td>RNSG 1170</td>
<td>Introduction to Health Care Concepts</td>
<td>1</td>
</tr>
<tr>
<td>RNSG 2371</td>
<td>Concept-based Transition to Professional Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>RNSG 1162</td>
<td>Transition Clinical</td>
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Second Semester

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RNSG 2573</td>
<td>Health Care Concepts III</td>
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<tr>
<td>RNSG 2173</td>
<td>Professional Nursing Concepts III</td>
<td>1</td>
</tr>
<tr>
<td>RNSG 2363</td>
<td>Clinical III</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2402</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
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<td></td>
<td>TOTAL 13</td>
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Third Semester

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RNSG 2574</td>
<td>Health Care Concepts IV</td>
<td>5</td>
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<tr>
<td>RNSG 2174</td>
<td>Professional Nursing Concepts IV</td>
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<tr>
<td>RNSG 2360</td>
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<tr>
<td>Elective</td>
<td>Language, Philosophy &amp; Culture/Visual Arts</td>
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</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL 15</td>
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</tbody>
</table>

*Upon acceptance to the program and review of transcript the LVN is awarded 12 credits for Vocational Nursing coursework completed prior to beginning this track.
The objectives of this department are to make available to students courses at the freshman and sophomore levels which will transfer to the senior college of their choice; to provide training for those students who wish to develop a marketable skill for immediate employment; to provide for the needs of individuals wishing to upgrade their present skills and positions; and to provide all students with a background of business and career information for further study, further training, and citizenship.

CERTIFICATE PROGRAMS

BUSINESS FOUNDATION CERTIFICATE
16 hours to complete

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUSG 1304</td>
<td>Introduction to Financial Advising</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 1301</td>
<td>Business Principles</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 1327</td>
<td>Principles of Management</td>
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</tr>
<tr>
<td>MRKG 1301</td>
<td>Customer Relationship Management OR</td>
<td></td>
</tr>
<tr>
<td>HRPO 1311</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>*POFT 1127</td>
<td>Introduction to Keyboarding OR</td>
<td></td>
</tr>
<tr>
<td>POFT 1120</td>
<td>Job Search Skills</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL 16</strong></td>
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</table>

*Recommended for students that do not type proficiently

BUSINESS ADMINISTRATION CERTIFICATE
33 hours to complete
Pending THECB approval

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUSG 1304</td>
<td>Introduction to Financial Advising</td>
<td>3</td>
</tr>
<tr>
<td>BUSI 1301</td>
<td>Business Principles</td>
<td>3</td>
</tr>
<tr>
<td>*ENGL 1301</td>
<td>Composition I OR</td>
<td></td>
</tr>
<tr>
<td>*POFT 1301</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>COSC 1301</td>
<td>Introduction to Computing OR</td>
<td></td>
</tr>
<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
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<td><strong>TOTAL 15</strong></td>
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</table>
Second Semester

- POFT 1325 Business Math Using Technology ...........................................3
- POFT 2312 Business Communications and Correspondence ..................3
- MRKG 1311 Principles of Marketing .......................................................3
- BMGT 1327 Principles of Management ..................................................3
- MRKG 1301 Customer Relationship Management OR
- HRPO 1311 Human Relations ...............................................................3
- BMGT 2288 Internship .................................................................2
- POFT 1120 Job Search Skills ..............................................................1

Total 18

*Students not planning on obtaining Bachelor’s degree at a university, recommend taking POFT 1301.

DEGREE PROGRAMS

BUSINESS ADMINISTRATION A.A.S.

The Associate of Applied Sciences degree in Business Administration is designed for students seeking a broad program of study in all phases of business practices. The degree focuses not only at the core of management (principles of management, organizational behavior, and personnel administration) but also encompasses the critical areas of business operations (principles of marketing, accounting, and business law). This program is designed for the student who plans to start a business career after two years of concentrated study. Students seeking a four-year degree should follow the Business A.S. Degree Plan.

Program completion requires a field experience course in which students work 6 hours each week at an approved place of employment.

BUSINESS ADMINISTRATION A.A.S.

60 hours
Pending THECB approval

Freshman First Semester

- ACNT 1303 Introduction to Accounting I ..............................................3
- BUSG 1304 Introduction to Financial Advising ...................................3
- BUSI 1301 Business Principles ..........................................................3
- ENGL 1301* Composition I OR
- POFT 1301* Business English .........................................................3
- COSC 1301 Introduction to Computing OR
- BCIS 1305 Business Computer Applications ...................................3

TOTAL 15

Freshman Second Semester

- POFT 1325 Business Math and Machine Applications .........................3
- POFT 2312 Business Communications and Correspondence ............3
- MRKG 1311 Principles of Marketing ...................................................3
- BMGT 1327 Principles of Management ...............................................3
- MRKG 1301 Customer Relationship Management OR
- HRPO 1311 Human Relations ..........................................................3
- BMGT 2288 Internship .................................................................2

TOTAL 17
Sophomore First Semester

ENGL 1301 Composition I OR
ENGL 1302 Composition II OR
Elective X3XX Business** .................................................................3
ACCT 2301 Principles of Accounting I ...........................................3
BUSI 2301 Business Law .................................................................3
ECON 2301 Principles of Economics (Macro) ....................................3
SPCH 13XX Speech ...........................................................................3

TOTAL 15

Sophomore Second Semester

ACCT 2302 Principles of Accounting II ...........................................3
Elective X3XX Language, Philosophy and Culture or Creative Arts......3
Elective X3XX Math*** or Life and Physical Sciences ........................3
Elective X3XX Social/Behavioral Science ........................................3
POFT 1120 Job Search Skills ...............................................................1

TOTAL 13

*Students not planning on obtaining Bachelor’s degree at a university, recommend taking POFT 1301.

**Business Electives may choose from BMGT, BUSG, BUSI, HPRO, MRKG, POFI, POFT, or
ITSW 2334, or any course approved by the department chair. Business Electives may be Business
Electives or any Core Elective.

*** MATH 1332 or higher.

ASSOCIATE OF SCIENCE

BUSINESS FIELD OF STUDY (TRANSFER CURRICULUM)

60 hours required to graduate

Pending THECB approval

The Associate of Science—Business Field of Study degree is designed for
those students planning to seek a four-year or advanced degree from a college or
university.

Freshman First Semester

ENGL 1301 Composition I .................................................................3
BCIS 1305 Business Computer Applications ....................................3
HIST 1301 U.S. History I .................................................................3
Elective X4XX Life and Physical Sciences ....................................4
KINE 11XX Kinesiology Activity .........................................................1

TOTAL 14

Freshman Second Semester

ENGL 1302 Composition II ..............................................................3
BUSI 1301* Business Principles OR
BUSI 2301 Business Law .................................................................3
HIST 1302 U.S. History II .................................................................3
Elective X4XX Life and Physical Sciences .....................................4
SPCH 13XX Speech ...........................................................................3

TOTAL 16
Sophomore First Semester
ECON 2301  Principles of Economics (Macro).................................3
ACCT 2301  Principles of Accounting I ........................................3
GOVT 2305  Federal Government......................................................3
MATH 1314  College Algebra ..........................................................3
Elective X3XX  Language, Philosophy and Culture ..........................3
TOTAL 15

Sophomore Second Semester
ECON 2302  Principles of Economics (Micro).................................3
ACCT 2302  Principles of Accounting II .........................................3
GOVT 2306  Texas Government ......................................................3
MATH 1325  Calculus for Business and Economics Analysis ..........3
Elective 13XX  Creative Arts.............................................................3
TOTAL 15

*Accordance to preference of college transfer

CHILD DEVELOPMENT/EARLY CHILDHOOD
https://www.wc.edu/academics/programs-study (Education and Child Care on menu)
Early Childhood Education Department
Dr. Joyce Melton Pagés, Education Department Director
817-598-6446

Child development/early childhood programs exist for people who wish to work with young children. Public and private schools, federal agencies, medical facilities, child care facilities, industry, and community agencies need trained professionals who understand the growth, development, needs of children, and learning processes. Emphasis in this course of study includes professionalism; human growth and development; learning theories; guidance and group management; developmentally appropriate curriculum; family and community relations; safety; health; and nutrition.

The Child Development/Early Childhood Program is designed to provide students with the knowledge and skills necessary to obtain employment as child care workers and pre-school teachers. The Child Care Provider/Assistant Certificate can also serve as a first step toward earning a bachelor’s degree.

REQUIREMENTS

Proof of general good health from a physician, proof of education level, T.B. screening, and clear criminal history background search.

CHILD CARE PROVIDER/ASSISTANT CERTIFICATE
28 semester hours required to complete certificate

The Child Care Provider/Assistant Certificate includes 28 hours of coursework. Students are encouraged to take the courses as defined below; this will enable them to finish the program in one year. The courses for each semester are designed to complement each other in terms of content taught and assignments. Students may begin coursework in the fall cohort or the spring cohort. Each semester includes at least one hybrid (face-to-face and online) class while others
are offered in an online format. All courses require the passage of a background check. Most require observation or field experience hours. An orientation to online classes is required. In addition, students are expected to seek additional support for online courses at the Success Connection in the Liberal Arts building or the Academic Research Center on the bottom floor of the Academic Building.

**Fall Semester**

- TECA 1354 Child Growth & Development .............................................3
- TECA 1318 Wellness of the Young Child .............................................3
- CDEC 1319 Child Guidance .................................................................3
- CDEC 1313 Curriculum Resources for Early Childhood Programs ..........3
- CDEC 2326 Administration of Programs for Children I .........................3
- **TOTAL 15**

**Spring Semester**

- TECA 1303 Family, School, & Community (Diversity) .......................3
- TECA 1311 Educating Young Children ..............................................3
- CDEC 1195 Issues of Abuse & Neglect.............................................1
- CDEC 1359 Children with Special Needs ...........................................3
- CDEC 2328 Administration of Programs for Children II ......................3
- **TOTAL 13**

**COMMUNICATIONS/INTERMEDIA ARTS**

[www.wc.edu/programs/communication/index.htm](http://www.wc.edu/programs/communication/index.htm)

**Doc Ballard, Program Director**

Fine Arts Building (FINE), RM 109
817-598-6408

Communications and Intermedia Arts majors should see page 127 for Associate in Arts degree requirements.

**COMPUTER INFORMATION SYSTEMS**

**Marilyn St. Clair, Department Chair**

Technology Building (TECH), RM 105
817-598-6344 • mstclair@wc.edu

**Ken Logan, Professor/Advisor**

klogan@wc.edu

**Dr. Jim Messinger, Professor/Advisor**

jmessinger@wc.edu

**Dr. Linda Robinson, Professor/Advisor**

lrobinson@wc.edu

**Donna Shepherd, Associate Professor/Advisor**

dshepherd@wc.edu

The Computer Information Systems (CIS) component of the BCIS Department offers courses that lead to the award of five one-year certificates and one A.A.S. degree with four options. The certificates include Information Systems, Web Development, Database Programming, Gaming Design and Programming, and Networking Systems. The Information Technology A.A.S. degree includes options in Information Systems, Web Development, Database Programming and Gaming.
Design & Programming.

All courses are developed, approved, and implemented in coordination with the BCIS advisory committee, a body of professionals in business, information technology, and computer operations environments.

The curriculum mirrors local, regional, and statewide demands that lead to successful participation in a global economy. Students will be able to apply information processing techniques, demonstrate a basic understanding of application software, communicate effectively, and use the knowledge gained to master new, advanced computer techniques.

Courses fall into instructional areas that include the following:
• ARTC Graphic Design
• BCIS Business Computer Applications
• COSC Computer Science
• CPMT Computer Installation and Repair Technology/Technician
• GAME Animation, Interactive Technology, Video Graphics and Special Effects
• IMED/INEW/ITSC/ITSE Web Page, Digital/Multimedia and Information Resources Design
• ITCC/ITNW Computer Systems Networking & Telecommunications
• ITSC Computer & Information Sciences, General
• ITSE Computer Programming/Programmer, General
• ITSE/ITSW Data Modeling/Warehousing and Database Administration
• ITSW Data Processing and Data Processing Technology/Technician
• POFI/POFT Business/Office Automation/Technology/Data Entry

CERTIFICATE PROGRAMS
The Information Systems, Web Development, Database Programming, and Gaming Design and Programming certificate programs use specialized courses to help those students who want to study and develop skills that can also lead to award of the Information Technology A.A.S. degree.

The Networking Systems certificate contains courses for students who want to study and develop computer system network administration skills.
INFORMATION TECHNOLOGY

Information technology prepares students for proficiency in the use of computer system hardware and software. This course of study is for the person who wants to gain knowledge and skills for entry-level information technology positions in business and industry. Students must be proficient in keyboarding prior to enrolling in and pursuing this course of study.

INFORMATION SYSTEMS CERTIFICATE

29 semester hours required to complete

This certificate prepares students for proficiency in the use of computer software. Emphasis of the program is on a wide variety of application programs, a foundation in computer programming, and an introduction to mobile app development. This course of study is for the person who wants to gain knowledge and skills for entry-level positions in business and industry. Students must be proficient in keyboarding prior to enrolling in and pursuing this degree. Students who successfully complete the following courses can be awarded this certificate. This certificate program can also be used for completion of the Information Technology A.A.S. – Information Systems Option.

Students must adhere to prerequisite courses as described in the course descriptions in this catalog.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ARTC 1313</td>
<td>Digital Publishing I</td>
<td>3</td>
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<tr>
<td>IMED 1316</td>
<td>Web Design I</td>
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<td>ITSC 2321</td>
<td>Integrated Software Applications II</td>
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<tr>
<td>POFI 1349</td>
<td>Spreadsheets</td>
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Second Semester

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<thead>
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<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ARTC 2313</td>
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<tr>
<td>ITSC 1391</td>
<td>Special Topics in Computer &amp; Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>(App Development)</td>
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<tr>
<td>ITSW 2334</td>
<td>Advanced Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CPMT 1351</td>
<td>IT Essentials: Hardware and Software</td>
<td>3</td>
</tr>
<tr>
<td>ITSC 2286*</td>
<td>Internship, Computer and Information Sciences</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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</table>

* Students work 6 hours each week at an approved place of employment.
WEB DEVELOPMENT CERTIFICATE
32 semester hours required to complete

This certificate gives students an introduction to software applications and instruction in designing and developing web sites using current technologies and authoring tools. Students are exposed to the latest technologies and development platforms. Moving beyond basic HTML, web development students learn how to use industry-standard software packages to create multimedia web presentations that work on any computer. Students also learn how to integrate databases into their projects, to create dynamic web environments that change at the direction of the end user. Students who successfully complete the following courses can be awarded this certificate. This certificate program can also be used for completion of the Information Technology A.A.S. – Web Development Option.

Students must adhere to prerequisite courses as described in the course descriptions in this catalog.

**First Semester**
- **ARTC 1313** Digital Publishing I..........................................................3
- **BCIS 1305** Business Computer Applications........................................3
- **COSC 1309** Logic and Design.............................................................3
- **ITSE 1311** Beginning Web Programming............................................3
- **IMED 1316** Web Design I......................................................................3
- **TOTAL 15**

**Second Semester**
- **ARTC 2313** Digital Publishing II..........................................................3
- **ITSW 2337** Advanced Database ............................................................3
- **ITSE 2313** Web Authoring.....................................................................3
- **ITSC 1391** Special Topics in Computer & Information Sciences......3
  (App Development)
- **INEW 2334** Advanced Web Programming............................................3
- **ITSE 2286*** Internship, Computer Programming.................................2
- **TOTAL 17**

* Students work 6 hours each week at an approved place of employment.
DATABASE PROGRAMMING CERTIFICATE
32 semester hours required to complete

This certificate gives students substantial knowledge of programming techniques required for database management. Students work with desktop database programs as well as client-server applications. Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming, database design, database application, web development and related computer areas that provide the ability to adapt as information systems evolve. Graduates should qualify for employment in business, industry, and government organizations as entry-level programmers, programmer trainees, software developers, database developers, software specialists, or information managers. Students who successfully complete the following courses can be awarded this certificate. This certificate program can also be used for completion of the Information Technology A.A.S. – Database Programming Option.

Students must adhere to prerequisite courses as described in the course descriptions in this catalog.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>COSC 1309</td>
<td>Logic Design</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 1331</td>
<td>Introduction to Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>ITCW 1307</td>
<td>Introduction to Database</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 1311</td>
<td>Beginning Web Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 15

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSC 1391</td>
<td>Special Topics in Computer &amp; Information Sciences (App Development)</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 2317</td>
<td>JAVA Programming</td>
<td>3</td>
</tr>
<tr>
<td>ITCW 2334</td>
<td>Advanced Web Programming</td>
<td>3</td>
</tr>
<tr>
<td>ITCW 2337</td>
<td>Advanced Database</td>
<td>3</td>
</tr>
<tr>
<td>CPMT 1351</td>
<td>IT Essentials: Hardware and Software</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 2286*</td>
<td>Internship, Computer Programming</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL 18

* Students work 6 hours each week at an approved place of employment.
GAMING DESIGN AND PROGRAMMING CERTIFICATE
29 semester hours required to complete

This certificate gives students substantial knowledge of techniques required for software programming fundamentals and game software development. Students work with desktop game design programs as well as online gaming environments using appropriate languages and software.

The primary emphasis of the curriculum is hands-on training in game programming, game design, game development and related computer areas that provide the ability to adapt as gaming systems evolve. Students should qualify for employment in business and industry as entry-level gaming designers and programmers, gaming programmer trainees or game software developers. This certificate program can also be used for completion of the Information Technology A.A.S. – Gaming Design and Programming Option. Students who successfully complete the following courses can be awarded this certificate.

Students must adhere to prerequisite courses as described in the course descriptions in this catalog.

<table>
<thead>
<tr>
<th>First Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>GAME 1303</td>
<td>Introduction to Game Design and Development</td>
</tr>
<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
</tr>
<tr>
<td>GAME 1302</td>
<td>Interactive Storyboarding</td>
</tr>
<tr>
<td>ITSE 1331</td>
<td>Introduction to Visual Basic Programming</td>
</tr>
<tr>
<td>GAME 1294</td>
<td>Special Topics (Second Life)</td>
</tr>
<tr>
<td><strong>TOTAL 14</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GAME 1304</td>
<td>Level Design</td>
</tr>
<tr>
<td>GAME 1309</td>
<td>Introduction to Animation Programming</td>
</tr>
<tr>
<td>GAME 1301</td>
<td>Computer Ethics</td>
</tr>
<tr>
<td>GAME 2308</td>
<td>Portfolio for Game Development</td>
</tr>
<tr>
<td>ITSE 2317</td>
<td>JAVA Programming</td>
</tr>
<tr>
<td><strong>TOTAL 15</strong></td>
<td></td>
</tr>
</tbody>
</table>
NETWORKING SYSTEMS CERTIFICATE
25 semester hours required to complete

Upon completion of this certificate program, graduates will have the foundation knowledge of network operating systems, network hardware, network troubleshooting and network management. Graduates will have an understanding of the requirements for certification by network operating system vendors.

The Cisco certification courses, those with a prefix of ITCC, must be taken in sequence. No enrollment will be allowed in a given ITCC course without the prerequisite course being completed with a grade of C or higher.

Students who enroll in these courses are also enrolled at the Cisco Networking Academy website maintained by Cisco Systems, Inc. Students who have not passed the Cisco requirements for graduation from a specific course cannot be enrolled in the next course in the sequence, both at the Cisco website or at Weatherford College. Students who successfully complete the following courses can be awarded this certificate.

Students must adhere to prerequisite courses as described in the course descriptions in this catalog.

First Semester
ITCC 1301*  Cisco Exploration 1: Network Fundamentals..............3
ITCC 1304*  Cisco Exploration 2: Routing Protocols and Concepts...3
CPMT 1351   IT Essentials: PC Hardware and Software ...............3
ITNW 1325   Fundamentals of Networking Technologies...............3

TOTAL 12

Second Semester
ITCC 2308*  Cisco Exploration 3: LAN Switching and Wireless ....3
ITCC 2310*  Cisco Exploration 4: Accessing the WAC ...............3
ITNW 1313   Computer Virtualization .......................................3
ITNW 1316   Network Administration ......................................3
ITNW 1164** Practicum – Computer Systems Networking &
Telecommunications .........................................................1

TOTAL 13

* Students must take these courses in sequence.
** Students work 7 hours each week at an approved place of employment.
DEGREE PROGRAMS

Students enrolling in any of the CIS degree programs should make every possible effort to complete courses in the required sequence. When circumstances warrant deviation from prescribed plans, the BCIS department chair or one of the faculty advisors must be consulted for approval of changes including, but not limited to, substitution of courses, waiver of prerequisites, and permission to take courses concurrently.

Upon completion of a two-year A.A.S. program, students will be competent in the understanding and practical use of computer systems and will be prepared to seek job opportunities in the following computer areas: production support specialist, database manager, computer systems analyst, operations analyst, or gaming specialist.

INFORMATION TECHNOLOGY A.A.S. – INFORMATION SYSTEMS OPTION

60 semester hours required to graduate

This degree prepares students for proficiency in the use of both computer hardware and software. Emphasis of the program is on a wide variety of application programs, a foundation in computer programming, and an introduction to computer hardware to include the networking of microcomputers. This course of study is for the person who wants to gain knowledge and skills for entry-level positions in business and industry. Students who successfully complete the following courses can be awarded this degree.

Students must adhere to prerequisite courses as described in the course descriptions in this catalog.

Freshman First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BCIS</td>
<td>1305</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ARTC</td>
<td>1313</td>
<td>Digital Publishing I</td>
<td>3</td>
</tr>
<tr>
<td>IMED</td>
<td>1316</td>
<td>Web Design I</td>
<td>3</td>
</tr>
<tr>
<td>ITSC</td>
<td>2321</td>
<td>Integrated Software Applications II</td>
<td>3</td>
</tr>
<tr>
<td>POFI</td>
<td>1349</td>
<td>Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<td>TOTAL 15</td>
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Freshman Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTC</td>
<td>2313</td>
<td>Digital Publishing II</td>
<td>3</td>
</tr>
<tr>
<td>ITSC</td>
<td>1391</td>
<td>Special Topics in Computer &amp; Information Sciences (App Development)</td>
<td>3</td>
</tr>
<tr>
<td>ITCW</td>
<td>2334</td>
<td>Advanced Spreadsheets</td>
<td>3</td>
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<tr>
<td>CPMT</td>
<td>1351</td>
<td>IT Essentials: Hardware and Software</td>
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<tr>
<td>ITSC</td>
<td>2286*</td>
<td>Internship, Computer and Information Sciences</td>
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Sophomore First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>1301</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>1332</td>
<td>Contemporary Math or Higher</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>X3XX</td>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>ITNW</td>
<td>1325</td>
<td>Fundamentals of Networking</td>
<td>3</td>
</tr>
<tr>
<td>Elective **X3XX</td>
<td>Information Technology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL 15</td>
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</tr>
</tbody>
</table>
Sophomore Second Semester

Elective**X3XX  Information Technology .................................................. 3
Elective X3XX  Language, Philosophy & Culture OR Creative Arts ............. 3
HRPO  1311  Human Relations ................................................................. 3
SPCH  X3XX  Choose one of the following: SPCH 1311 OR 1315 .......... 3
BMGT  1327  Principles of Management ................................................. 3
POFT  1120  Job Search Skills ................................................................. 1

TOTAL 16

* Students work 6 hours each week at an approved place of employment.
** Any course from any instructional rubric listed in the CIS section of this catalog.

INFORMATION TECHNOLOGY A.A.S. – WEB DEVELOPMENT OPTION

60 semester hours required to graduate

This degree gives students an introduction to software applications and instruction in designing and developing web sites using current technologies and authoring tools. Students are exposed to the latest technologies and development platforms. Moving beyond basic HTML, web development students learn how to use industry-standard software packages to create multimedia web presentations that work on any computer.

Students also learn how to integrate databases into their projects, to create dynamic web environments that change at the direction of the end user. Students who successfully complete the following courses can be awarded this degree.

Students must adhere to prerequisite courses as described in the course descriptions in this catalog.

Freshman First Semester

ARTC  1313  Digital Publishing ................................................................. 3
BCIS  1305  Business Computer Applications .......................................... 3
COSC  1309  Logic and Design ................................................................. 3
ITSE  1311  Beginning Web Programming .............................................. 3
IMED  1316  Web Design I ....................................................................... 3

TOTAL 15

Freshman Second Semester

ARTC  2313  Digital Publishing II ............................................................. 3
ITSW  2337  Advanced Database .............................................................. 3
ITSE  2313  Web Authoring ................................................................. 3
ITSC  1391  Special Topics in Computer & Information Sciences
           (App Development) ................................................................. 3
INEW  2334  Advanced Web Programming .............................................. 3
ITSE  2286*  Internship, Computer Programming .................................. 2

TOTAL 17

Sophomore First Semester

CPMT  1351  IT Essentials: Hardware and Software ................................. 3
ENGL  1301  Composition I ................................................................. 3
MATH  1332  Contemporary Math or Higher ........................................... 3
Elective X3XX  Social/Behavioral Science .............................................. 3
Elective**X3XX  Information Technology .............................................. 3

TOTAL 15
Sophomore Second Semester

Elective**X3XX  Information Technology ...............................................................3
Elective X3XX  Language, Philosophy & Culture OR Creative Arts .................3
HRPO 1311  Human Relations ............................................................................3
SPCH X3XX  Choose one of the following: SPCH 1311 OR 1315 ......3
POFT 1120  Job Search Skills ..............................................................................1

TOTAL 13

* Students work 6 hours each week at an approved place of employment.
** Any course from any instructional rubric listed in the CIS Section of this catalog.

INFORMATION TECHNOLOGY A.A.S. – DATABASE PROGRAMMING OPTION
60 semester hours required to graduate

This degree gives students substantial knowledge of programming techniques required for database management. Students work with desktop database programs as well as client-server applications. Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software.

The primary emphasis of the curriculum is hands-on training in programming, database design, database application, web development and related computer areas that provide the ability to adapt as information systems evolve. Graduates should qualify for employment in business, industry, and government organizations as entry-level programmers, programmer trainees, software developers, database developers, software specialists, or information managers. Students who successfully complete the following courses can be awarded this degree.

Students must adhere to prerequisite courses as described in the course descriptions in this catalog.

Freshman First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>COSC 1309</td>
<td>Logic Design</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 1331</td>
<td>Introduction to Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>ITSW 1307</td>
<td>Introduction to Database</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 1311</td>
<td>Beginning Web Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 15

Freshman Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSC 1391</td>
<td>Special Topics in Computer and Information Sciences (App development)</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 2317</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>INEW 2334</td>
<td>Advanced Web Programming</td>
<td>3</td>
</tr>
<tr>
<td>ITSW 2337</td>
<td>Advanced Database</td>
<td>3</td>
</tr>
<tr>
<td>CPMT 1351</td>
<td>IT Essentials: Hardwards and Software</td>
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</tr>
<tr>
<td>ITSE 2286*</td>
<td>Internship, Computer Programming</td>
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TOTAL 17
### Sophomore First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSE 1307</td>
<td>Introduction to C++</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1332</td>
<td>Contemporary Math or Higher</td>
<td>3</td>
</tr>
<tr>
<td>Elective**X3XX</td>
<td>Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>Elective X3XX</td>
<td>Social/Behavioral Science</td>
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</table>

**TOTAL 15**

### Sophomore Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective**X3XX</td>
<td>Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>Elective X3XX</td>
<td>Language, Philosophy &amp; Culture OR Creative Arts</td>
<td>3</td>
</tr>
<tr>
<td>HRPO 1311</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>SPCH X3XX</td>
<td>Choose one of the following: SPCH 1311 OR 1315</td>
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</tr>
<tr>
<td>POFT 1120</td>
<td>Job Search Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL 13**

* Students work 6 hours each week at an approved place of employment.

** Any course from any instructional rubric listed in the CIS section of this catalog.

### INFORMATION TECHNOLOGY A.A.S. – GAMING DESIGN AND PROGRAMMING OPTION

60 semester hours required to graduate

This degree gives students substantial knowledge of techniques required for software programming fundamentals and game software development. Students work with desktop game design programs as well as online gaming environments using appropriate languages and software.

The primary emphasis of the curriculum is hands-on training in game programming, game design, game development and related computer areas that provide the ability to adapt as gaming systems evolve. Graduates should qualify for employment in business and industry as entry-level gaming designers and programmers, gaming programmer trainees or game software developers.

Students will use these skills to obtain jobs and to advance to better positions in their current jobs at some of the top companies both in and out of the gaming industry. With the skills learned from programming and designing games, students will be able to work in jobs with advanced C++ programming, graphic design, and artificial intelligence. Students who successfully complete the following courses can be awarded this degree.

Students must adhere to prerequisite courses as described in the course descriptions in this catalog.

### Freshman First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAME 1303</td>
<td>Introduction to Game Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>GAME 1302</td>
<td>Interactive Storyboarding</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 1331</td>
<td>Introduction to Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>GAME 1294</td>
<td>Special Topics (Second Life)</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL 14**
Freshman Second Semester
GAME 1304 Level Design .............................................. 3
GAME 1309 Introduction to Animation Programming .......... 3
GAME 1301 Computer Ethics ........................................... 3
GAME 2308 Portfolio for Game Development ..................... 3
ITSE 2317 Java Programming ........................................... 3

TOTAL 15

Sophomore First Semester
ITSE 1307 Introduction to C++ Programming ..................... 3
ENGL 1301 Composition I .............................................. 3
MATH 1332 Contemporary Math or Higher ......................... 3
Elective X3XX Social/Behavioral Science ......................... 3
CPMT 1351 IT Essentials: PC Hardware and Software .......... 3

TOTAL 15

Sophomore Second Semester
GAME 2342 Gaming Development Using C++ ..................... 3
Elective* X3XX Information Technology .......................... 3
Elective X3XX Language, Philosophy & Culture OR Creative Arts .... 3
HRPO 1311 Human Relations .......................................... 3
SPCH X3XX Choose one of the following: SPCH 1311 OR 1315 ...... 3
POFT 1120 Job Search Skills ............................................ 1

TOTAL 16

* Any course from any instructional rubric listed in the CIS section of this catalog

COSMETOLOGY
Approved by the Texas Department of Licensing and Regulations
www.wc.edu/programs

EDUCATION CENTER AT MINERAL WELLS (ECMW)
Valerie Hopkins, Director
940-325-2528 • vhopkins@wc.edu

Colleen Walker, Cosmetology Instructor
940-325-2528 • cwalker@wc.edu

WEATHERFORD COLLEGE WISE COUNTY (WCWC)
Carolyn Jeane, Cosmetology Instructor
940-626-3260 • cjeane@wc.edu

Gail Henard, Cosmetology Instructor
940-626-3309 • ghenard@wc.edu

The Cosmetology program is designed to incorporate theoretical and laboratory experiences required to achieve the basic competencies necessary for a career in cosmetology. The Weatherford College Cosmetology Department is committed to providing students with excellent educational programs that meet the demands of today's full-service salons as well as providing excellence in teaching and learning to meet the needs of each student enrolled.
Articulation agreements are established allowing students to earn up to 41 semester hour credits in the Cosmetology Certificate Program. All articulation requests must be approved by the Dean of Workforce of Economic Development. To be eligible for enrollment the student must have a high school diploma or a high school equivalency certificate; passed the reading on the Compass Exam; be at least 17 years of age.

Upon completion of 1500 hours of instruction students are eligible to take the licensing exam through the Texas Department of Licensing and Regulation. In some cases, students with felony convictions will not be issued a license. It is strongly recommended that prospective students contact the Texas Department of Licensing and Regulation (TDLR) for more information before beginning this program at www.license.state.tx.us. Graduates who have successfully met all requirements set forth by the TDLR will be able to perform all salon services including cutting, styling, perming, coloring and manicuring.

**COSMETOLOGY CERTIFICATE**

41 semester hours required to complete

<table>
<thead>
<tr>
<th>First Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 1401 Orientation to Cosmetology</td>
</tr>
<tr>
<td>CSME 1405 Fundamentals of Cosmetology</td>
</tr>
<tr>
<td>CSME 1451 Artistry of Hair, Theory and Practice</td>
</tr>
<tr>
<td>CSME 2310 Advanced Haircutting and Related Theory</td>
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<tr>
<td><strong>TOTAL 15</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 1547 Principles of Skin Care/Facials and Related</td>
</tr>
<tr>
<td>CSME 1553 Chemical Reformation and Related Theory</td>
</tr>
<tr>
<td>CSME 2343 Salon Development</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 1543 Manicuring and Related Theory</td>
</tr>
<tr>
<td>CSME 2501 Principles of Haircoloring and Related Theory</td>
</tr>
<tr>
<td>CSME 2345 Preparation for the State Licensing Practical Exam</td>
</tr>
<tr>
<td><strong>TOTAL 13</strong></td>
</tr>
</tbody>
</table>

Upon completion of the 41 SCH, students will be able to sit for the Texas Department of Licensing and Regulation Licensure Exam.

**COSMETOLOGY A.A.S.**

60 semester hours required to graduate

<table>
<thead>
<tr>
<th>Freshman First Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 1401 Orientation to Cosmetology</td>
</tr>
<tr>
<td>CSME 1405 Fundamentals of Cosmetology</td>
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<td>CSME 1451 Artistry of Hair, Theory and Practice</td>
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<tr>
<td>CSME 2310 Advanced Haircutting and Related Theory</td>
</tr>
<tr>
<td><strong>TOTAL 15</strong></td>
</tr>
</tbody>
</table>
Freshman Second Semester
CSME 1547  Principles of Skin Care/Facials and Related ............5
CSME 1553  Chemical Reformation and Related Theory ...............5
CSME 2343  Salon Development ...........................................3
TOTAL 13

Freshman Third Semester
CSME 1543  Manicuring and Related Theory ............................5
CSME 2501  Principles of Haircoloring and Related Theory ..........5
CSME 2345  Preparation for the State Licensing Practical Exam ......3
TOTAL 13

Sophomore First Semester
ACNT 1303  Introduction to Accounting I ...............................3
ENGL 1301  Composition I ....................................................3
PSYC 2301  General Psychology OR
PSYC 2314  Lifespan Growth and Development ........................3
TOTAL 9

Sophomore Second Semester
SPCH 1315  Public Speaking OR
SPCH 1321  Business and Professional Speaking ........................3
Elective  Creative Arts OR Language, Philosophy & Culture ......3
Elective  Math or Natural Science .........................................4
TOTAL 10

COSMETOLOGY INSTRUCTOR
Per TDLR License Requirements §83.20 - To be eligible for an instructor license an applicant must:
(1) submit a completed application on a department -approved form;
(2) pay the fee required under §83.80;
(3) be at least 18 years of age;
(4) have a high school diploma or a high school equivalency certificate;
(5) hold an active operator license under this chapter; and
   (A) have completed a course consisting of 750 hours of instruction in methods of teaching in a licensed private beauty culture school or a vocational training program of a publicly financed postsecondary institution; OR
   (B) have at least one year of verifiable work experience as a licensed operator; and
      (i) have completed 500 hours of instruction in cosmetology in a commission-approved training program; or
      (ii) have completed 15 semester hours in education courses through an accredited college or university within the 10 years before the date of application; or
      (iii) have obtained a degree in education from an accredited college or university; and
(6) pass a written and practical examination required under §83.21.
The Criminal Justice A.A.S. Program at Weatherford College is designed to prepare students for employment in the various fields of Criminal Justice. Current practitioners will find that they can continue their studies and improve their skills and enhance promotion opportunities in their careers. The curriculum provides students with the option of law enforcement or corrections as a principle area of study. Courses in Forensic Science are also offered. The Criminal Justice faculty is committed to developing responsible and knowledgeable public servants in law enforcement and corrections. Faculty are experienced in these fields and desire to assist students in reaching their personal goals. Articulation agreements exists with senior colleges and universities that make the transition from Criminal Justice and Forensic Science at Weatherford College possible. Course specifications and requirements are described in the Criminal Justice and Forensic Science section of this catalog.

CRIMINAL JUSTICE LAW ENFORCEMENT A.A.S.
64-65 semester hours required to graduate

Freshman First Semester (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIJ 1301/</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>*CJSA 1322</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRIJ 1306</td>
<td>Court Systems and Practicesa.</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1301</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>**KINE 1301</td>
<td>Kinesiology/Physical Education</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL 16
### Freshman Second Semester (Spring)

- CRIJ 1307/ Crime in America .......................................................... 3
- *CJSA 1312
- CRIJ 1313 Juvenile Justice System .................................................. 3
- ENGL 1302 Composition II ........................................................... 3
- HIST 1302 U.S. History II ............................................................... 3
- SPCH 1315 Public Speaking ............................................................. 3
- ***KINE Kinesiology/Physical Education ......................................... 1

**TOTAL 16**

### Sophomore First Semester (Fall)

- CRIJ 1310/ Fundamentals of Criminal Law ...................................... 3
- *CJSA 1327
- CRIJ 2328 Police Systems and Practices ......................................... 3
- CJSA 2334 Contemporary Issues in Criminal Justice .......................... 3
- COSC 1301/ Introduction to Computing ............................................. 3
- ITSC 1301
- GOVT 2305 Federal Government ...................................................... 3

**TOTAL 15**

### Sophomore Second Semester (Spring)

- CJSA 2282 Cooperative Work Experience ......................................... 2
- CRIJ 2323 Legal Aspects of Law Enforcement ................................... 3
- CRIJ 2314 Criminal Investigation .................................................... 3
- GOVT 2306 Texas Government .......................................................... 3
- Elective College Mathematics OR Natural Science ............................. 3-4
- Elective Creative Arts OR Language, Philosophy & Culture ............... 3

**TOTAL 17-18**

*CJSA 1322, CJSA 1312, and CJSA 1327 will only be articulated as Dual credit.

**KINE 1106 Beginning Marksmanship recommended.

***KINE 2106 Intermediate Marksmanship recommended.

### DEVELOPMENTAL READING/Writing

**Rhonda Torres, Dean of Education & Instructional Support**

Liberal Arts Building, Room 1-1

817-598-6212

Weatherford College offers two levels of reading and two levels of writing in the developmental program. Placement is determined by assessment scores.
Diagnostic imaging embraces several procedures that aid in diagnosing many ailments. Diagnostic medical sonographers use special equipment to direct nonionizing, high frequency sound waves into areas of the patient’s body. Sonographers operate the equipment which collects reflected echoes and forms an image that may be video taped, transmitted, or photographed for interpretation and diagnosis by a physician.

ADMISSION TO DIAGNOSTIC MEDICAL SONOGRAPHY

Admission to Weatherford College does not guarantee selective admission to the Diagnostic Medical Sonography Program. The number of students admitted to this program is limited. Students admitted to the Diagnostic Medical Sonography Program are selected on the basis of admission to the college, reading, writing, and math level, prior educational achievement, and health status. For specific application information and deadlines, contact the Sonography Program Director or the academic counselor.

Admission to Weatherford College is required along with application to the program. Completion of all prerequisite courses with a GPA grade of “C” or higher is mandatory.

All students must achieve a minimum of 78% or higher to pass the Sonography courses and progress in the program.

DIAGNOSTIC MEDICAL SONOGRAPHY A.A.S.

60 credit hours required to graduate

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL 2401</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
<td></td>
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<tr>
<td>MATH 1314</td>
<td>College Algebra</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHYS 1401*</td>
<td>Physics I OR</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHYS 1415</td>
<td>Physics I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Language, Philosophy &amp; Culture or Creative Arts</td>
<td>3</td>
<td></td>
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</tbody>
</table>

**TOTAL 20**

Freshman First Semester (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMSO 1441</td>
<td>Abdominopelvic Sonography</td>
<td>4</td>
</tr>
<tr>
<td>DMSO 1302</td>
<td>Basic Ultrasound Physics</td>
<td>3</td>
</tr>
<tr>
<td>DMSO 1266</td>
<td>Practicum</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL 9**

Freshman Second Semester (Spring)

<table>
<thead>
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<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DMSO 1110</td>
<td>Introduction to Sonography</td>
<td>1</td>
</tr>
<tr>
<td>DMSO 2405</td>
<td>Sonography of Obstetrics/Gynecology</td>
<td>4</td>
</tr>
<tr>
<td>DMSO 2243</td>
<td>Advanced Ultrasound Principles and Instrumentation</td>
<td>2</td>
</tr>
<tr>
<td>DMSO 1366</td>
<td>Practicum</td>
<td>3</td>
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</table>

**TOTAL 10**
Freshman Third Semester (Summer)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DMSO 1355</td>
<td>Sonographic Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>DSVT 1103</td>
<td>Introduction to Vascular Technology</td>
<td>1</td>
</tr>
<tr>
<td>DMSO 1267</td>
<td>Practicum</td>
<td>2</td>
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**TOTAL 6**

Sophomore First Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DMSO 2253</td>
<td>Sonography of Superficial Structures</td>
<td>2</td>
</tr>
<tr>
<td>DSVT 1300</td>
<td>Principles of Vascular Technology</td>
<td>3</td>
</tr>
<tr>
<td>DMSO 1367</td>
<td>Practicum</td>
<td>3</td>
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</table>

**TOTAL 8**

Sophomore Second Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>DSVT 2335</td>
<td>Advanced Non-Invasive Vascular Technology</td>
<td>3</td>
</tr>
<tr>
<td>DMSO 2130</td>
<td>Advanced Ultrasound and Review (Capstone)</td>
<td>1</td>
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<tr>
<td>DSVT 1364</td>
<td>Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 7**

*Students may also substitute RADR 1313 and RADR 2305

**ADMISSION TO THE ECHOCARDIOGRAPHY CERTIFICATE PROGRAM**

Admission to Weatherford College does not guarantee selective admission to the Echocardiography Certificate Program. The number of students admitted to this program is limited. Students admitted to the Echocardiography Certificate Program are selected on the basis of admission to the college, reading, writing, and math level, prior educational achievement, and health status. For specific application information and deadlines, contact the Sonography Program Director or the academic counselor.

All students must achieve a minimum of 78% or higher to pass the Echocardiography courses and progress in the program.

**ECHOCARDIOGRAPHY CERTIFICATE**

24 semester hours required to complete

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSAE 1303</td>
<td>Introduction to Echocardiography Techniques</td>
<td>3</td>
</tr>
<tr>
<td>DSAE 1440</td>
<td>Diagnostic Electrocardiography</td>
<td>4</td>
</tr>
<tr>
<td>DSAE 2303</td>
<td>Cardiovascular Concepts</td>
<td>3</td>
</tr>
<tr>
<td>DSAE 2360</td>
<td>Clinical</td>
<td>3</td>
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</table>

**TOTAL 13**

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSAE 2335</td>
<td>Advanced Echocardiography</td>
<td>3</td>
</tr>
<tr>
<td>DSAE 2404</td>
<td>Echocardiographic Evaluation of Pathology I</td>
<td>4</td>
</tr>
<tr>
<td>DSAE 2461</td>
<td>Clinical (Capstone)</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL 11**

**ADMISSION TO THE VASCULAR CERTIFICATE PROGRAM**

Admission to Weatherford College does not guarantee selective admission to the Vascular Certificate Program. The number of students admitted to this program is limited. Students admitted to the Vascular Certificate Program are selected on the basis of admission to the college, reading, writing, and math level, prior educational achievement, Sonographer Credentials, and health status. For specific application information and deadlines, contact the Sonography Program Director or the academic counselor.
All students must achieve a minimum of 78% or higher to pass the Vascular Certificate courses and progress in the program.

**VASCULAR CERTIFICATE**

6 Semester hours to complete

**Summer I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSVT 1300</td>
<td>Principles of Vascular Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Summer II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSVT 2335</td>
<td>Advanced Non-Invasive Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 6

**DRAMA**

www.wc.edu/programs

Nancy McVean, Program Director
Fine Arts Building (FINE), RM 112
817-598-6307

Drama majors should see page 129 for Associate in Arts degree requirements.

**EDUCATION/TEACHER PREPARATION**

Dr. Joyce Melton Pagés, Director
Business Building (BUSI), 210
817-598-6245

The Associate of Arts in Teaching (A.A.T.) degree was developed by the Texas Higher Education Coordinating Board in the fall of 2005. Students who wish to obtain Texas teacher certification may complete the required coursework and receive an A.A.T. Once students complete the A.A.T., they must transfer to a university that offers a bachelor’s degree and complete requirements for standard teacher certification. Students should work closely with an academic advisor/counselor and consult with the college/university to which they wish to transfer in order to understand the specific requirements of that institution. Additional information may be reviewed at the state website http://www.tea.state.tx.us/. Then, click on Educator Certification in the left menu.

Tarleton State University offers a bachelor’s degree in Interdisciplinary Studies (leading to an elementary teaching certificate) on the Weatherford College campus. Taking courses in the A.A.T. in Teaching Program is the first step toward pursuing this teaching certificate.

In order to be eligible to receive the A.A.T. degree, a student must:
1. Complete a minimum of 60 hours including all the required courses listed.
2. Earn a grade of “C” or better in English 1301; Speech 1311 (Tarleton requires a grade of “B”); and EDUC 1301 and EDUC 2301.
3. Receive a GPA of at least 2.00.
4. Meet all TSI test requirements.
ASSOCIATE OF ARTS IN TEACHING PROGRAM OF STUDY

61 hours required to graduate

Leading to Texas Teacher Certification Generalist EC-6; Generalist 4-8; Special Education EC-12

**Special Note:** Students must be TSI complete in reading and writing in order to enroll in EDUC 1301. In addition, students must pass a background check. Local districts will not allow observation in their classrooms if a person has a criminal history. Additionally, the State Board for Educator Certification may refuse to issue a certificate based on criminal history. Sixty-one hours are required to graduate. For courses marked with an asterisk (*) below, consult the advising sheet [that you can obtain] in the Education Department. This advising sheet will reduce the likelihood that the student will need to take additional courses for certification purposes.

**Freshman First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1301</td>
<td>Introduction to the Teaching Profession</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1314</td>
<td>College Algebra or higher</td>
<td>3</td>
</tr>
<tr>
<td>KINE 1164</td>
<td>Concepts of Physical Fitness</td>
<td>1</td>
</tr>
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**TOTAL 13**

**Freshman Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1302</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1350</td>
<td>Fundamentals of Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1302</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2301</td>
<td>Introduction to Special Populations</td>
<td>3</td>
</tr>
<tr>
<td>Science with Lab*</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

(See advisor in the Education Dept. for specific approved lab science courses)

**TOTAL 16**

**Sophomore First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore English Literature*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>GOVT 2305</td>
<td>Federal Government</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1351</td>
<td>Fundamentals of Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>Science with Lab*</td>
<td></td>
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</tr>
</tbody>
</table>

(See advisor in the Education Dept. for specific approved lab science courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>SPCH 1311</td>
<td>Speech</td>
<td>3</td>
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</tbody>
</table>

**TOTAL 16**

**Sophomore Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>GOVT 2306</td>
<td>Texas Government</td>
<td>3</td>
</tr>
<tr>
<td>Sophomore English Literature*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Science with Lab*</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Creative Arts*</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

(See advisor in the Education Dept. for specific approved courses for lab science, creative arts, and social/behavioral sciences)

**TOTAL 16**
EMERGENCY MEDICAL SERVICE PROFESSIONS -
See page 184
Greg Martin
EMS Program Coordinator
817-598-6234

ENGLISH
Beau Black, Department Chair
LART 13
817-598-6477

English majors should seek advisement within the English department regarding specific transfer degree requirements in the Associate in Arts Degree.

FIRE SCIENCE
FIRE ACADEMY - See page 188
Rick Wallace
Coordinator, Fire Academy
817-598-6253

FIRE SCIENCE DEGREE - See page 186
David Anderson
Degree Program Coordinator
817-598-6424

HISTOTECHNOLOGY A.A.S.
Advanced Placement - Tarleton State University
Dale Telgenhoff, Ph.D., HTL (ASCP), Histotechnology Program Director,
Tarleton State University
817-926-1101 ext. 234, telgenhoff@tarleton.edu

Katherine Boswell, MS, RN Dean of Health and Human Sciences, Weatherford College
817-598-6217, kboswell@wc.edu

Weatherford College in partnership with Tarleton State University, a part of the Texas A & M University System, offers prerequisite courses for the Histology Technician Certification program through Tarleton State University’s Department of Clinical Laboratory Sciences in Fort Worth, Texas.

Histotechnicians work in the medical laboratory where they process surgical, autopsy or research tissues for examination by a pathologist for determination of disease conditions in patient tissue. People who enjoy working in histopathology laboratories possess and exhibit manual dexterity, attention to detail, ability to work as a team member, and the desire to be an integral part of quality health care delivery. Due to current histopathology laboratory workforce shortages, the employment outlook for Histotechnology is very good, with opportunities for employment in the North Texas area and across the nation.
Upon completion of 33-35 hours of required courses from Weatherford College, students will complete 37 hours of sophomore level courses at Tarleton State University for the degree. The sophomore courses comprising the technical program will be taken in Fort Worth, at the Schaffer Building and at affiliated clinical hospital sites. These courses will comprise the certification portion of the degree plan. Students are admitted at the beginning of each semester; the program’s technical courses are completed in 12 months. Acceptance into the program is on a competitive basis.

The program is accredited by the National Accrediting Agency for Clinical laboratory Sciences (NAACLS). After successful completion of the program, students are eligible for the Associate of Applied Science degree in Histotechnology, awarded by Tarleton State University and to apply for the Histotechnician (HT) national certification examination administered by the American Society for Clinical Pathology Board of Registry (ASCP).

**PREREQUISITE COURSES FOR HISTOTECHNOLOGY, TAKEN AT WC INCLUDE**

**BIOLOGY**

<table>
<thead>
<tr>
<th>Option 1</th>
<th>BIOL 2401</th>
<th>Anatomy and Physiology I</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>BIOL 2402</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td></td>
<td>BIOL 2421</td>
<td>Microbiology</td>
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</table>

| Option 2 | BIOL 1406* | Principles of Biology for Science Major I |
|          | BIOL 1407* | Principles of Biology for Science Major II|
|          | BIOL 2421  | Microbiology              |

**CHEMISTRY**

<table>
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<tr>
<th>Option 1</th>
<th>CHEM 1411</th>
<th>General Chemistry I</th>
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<tbody>
<tr>
<td></td>
<td>HPRS 1206</td>
<td>Medical Terminology</td>
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</table>

| Option 2 | CHEM 1411* | General Chemistry I |
|          | CHEM 1412* | General Chemistry II|

**ENGLISH**

| ENGL 1301 | English Composition I |

**PSYCHOLOGY**

| PSYC 2301 | Introduction to Psychology |

**SPEECH**

<table>
<thead>
<tr>
<th>SPCH 1321</th>
<th>Business and Professional Speaking</th>
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| SPCH 1311 | Fundamentals of Speech |

**MATH**

<table>
<thead>
<tr>
<th>MATH 1314</th>
<th>College Algebra</th>
</tr>
</thead>
</table>

| MATH 1332 | Contemporary Mathematics |

**ELECTIVE** Language, Philosophy & Culture and Fine Arts Elective

*Students planning to articulate from the Histotechnology Associate of Applied Science Degree to the Medical Technology Bachelor’s Degree should choose BIOL 1406, 1407, and CHEM 1411, 1412.
REQUIRED HISTOTECHNOLOGY COURSES TO BE TAKEN IN FORT WORTH THROUGH TARLETON STATE UNIVERSITY AND AFFILIATED CLINICAL SITES

Fall Semester:
- HLAB 282 Introduction to Medical Laboratory Sciences (1)
- HLAB 295 Clinical Histotechnology I (4)
- HLAB 214 Introduction to Histotechnology (4)
- HLAB 215 Histotechnology I (4)

Spring Semester:
- HLAB 296 Clinical Histotechnology II (4)
- HLAB 224 Functional Histology II (4)
- HLAB 225 Histotechnology II (4)

Summer Semester:
- HLAB 285 Capstone Cases and Review (2)
- HLAB 297 Clinical Histotechnology III (4)
- HLAB 234 Functional Histology (3)
- HLAB 235 Histotechnology III (3)

Students may begin the Histotechnology program during the fall, spring or summer semester.

HUMAN SERVICE PROVIDER ASSOCIATE/
SUBSTANCE ABUSE COUNSELING CERTIFICATE

Joe Reed, Program Director
Allied Health (ALHE) 135A
817-598-6332

The Human Service Provider Associate degree at Weatherford College would prepare the student for careers in the fields of social work, human services, and substance abuse. Specific objectives of this program are to introduce the student to the sociological, psychological and social work perspectives of mental health, drug and alcohol issues, interviewing and assessing techniques, case management, counseling techniques, and group dynamics. Practicums and internships will be offered to allow the student to experience the actual field of human service provider and substance abuse counseling. Students completing this program will have met the requirements for state licensure examination as a licensed chemical dependency counselor. A final internship will be used to verify workplace competencies (Capstone). Students successfully completing the program would be awarded the Associate of Applied Science degree in Human Service Provider Associate.

Articulation agreements and transferability with state universities are available. For more information contact Joe Reed.

SUBSTANCE ABUSE COUNSELING CERTIFICATE

The Substance Abuse Counseling Certificate is a one-year certificate program that is designed to prepare students to enter the field of human services and to provide specialized services to individuals and their families who are experiencing the affects of substance abuse. Graduates of this program will have the necessary educational requirements to become eligible to register with
the State and function as a Counselor Intern (CI). This will include working in the field with supervision.

The practicums will provide structured supervised field experience. The certificate program mirrors the first year of the Associate of Applied Science in Human Service Provider Associate. The final practicum will be developed as the capstone for the program.

Articulation agreements and transferability with state universities are available.

**ADMISSION TO HUMAN SERVICE PROVIDER/SUBSTANCE ABUSE COUNSELING PROGRAM**

Admission to Weatherford College does not guarantee selective admission to the Human Service/Substance Abuse Counseling program. The number of students admitted to this program is limited. Students admitted to this program will be selected on the basis of admission to the college, reading and writing level, prior educational achievements and an interview with the program director. All potential students need to complete an application, submit a criminal background check, reading and writing placement scores, and any prior education. For specific application information and deadlines, contact the program director or the academic counselor.

**HUMAN SERVICE PROVIDER ASSOCIATE A.A.S.**

60 semester hours required to complete

**Freshman First Semester**

- DAAC 1304 Pharmacology of Addiction ................................................. 3
- DAAC 2341 Counseling Alcohol and Other Drug Addictions............. 3
- DAAC 2307 Addicted Family Intervention ........................................ 3
- SOCI 2340 Drug Use and Abuse .......................................................... 3
- SCWK 1203 Ethics for Social Service Professionals .......................... 2

**Total** 14

**Freshman Second Semester**

- SCWK 1305 Group Intervention.......................................................... 3
- SCWK 2311 Interviewing and Counseling Theories ........................... 3
- SCWK 2301 Assessment and Case Management .................................. 3
- DAAC 1166 Practicum ....................................................................... 1
- DAAC 1305 Co-Occurring Disorders ................................................ 3

**Total** 13

**Summer Semester (10 weeks)**

- SOCI 1306 Social Problems ................................................................. 3
- DAAC 2266 Practicum ....................................................................... 2

**Total** 5

**Sophomore First Semester**

- SOCW 2362 Social Welfare and Policy .............................................. 3
- SPCH 1311 Fundamentals of Speech ............................................... 3
- SCWK 2186 Internship ..................................................................... 1
- PSYC 2301 Introduction to Psychology ............................................ 3
- ENGL 1301 Composition I ................................................................. 3
- Elective Language, Philosophy & Culture or Creative Arts .......... 3

**Total** 16
## Sophomore Second Semester

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tr>
<td>SOCW 2361</td>
<td>Introduction to Social Work</td>
<td>3</td>
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<tr>
<td>Elective</td>
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<tr>
<td>SOCI 1301</td>
<td>Introduction to Sociology</td>
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<tr>
<td>SCWK 2286</td>
<td>Internship</td>
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**TOTAL 12**

## SUBSTANCE ABUSE COUNSELING CERTIFICATE

32 semester hours required to complete

### Fall Semester

<table>
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<tr>
<td>DAAC 2341</td>
<td>Counseling Alcohol and Other Drug Addictions</td>
<td>3</td>
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<tr>
<td>DAAC 2307</td>
<td>Addicted Family Intervention</td>
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<tr>
<td>SOCI 2340</td>
<td>Drug Use and Abuse</td>
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<tr>
<td>SCWK 1203</td>
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**TOTAL 14**

### Spring Semester

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<tr>
<td>SCWK 2311</td>
<td>Interviewing and Counseling Theories</td>
<td>3</td>
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<td>SCWK 2301</td>
<td>Assessment and Case Management</td>
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<tr>
<td>DAAC 1166</td>
<td>Practicum</td>
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<td>DAAC 1305</td>
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**TOTAL 13**

### Summer Semester

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<td>DAAC 2266</td>
<td>Practicum (12 weeks)</td>
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**TOTAL 5**

## CIRCUMSTANCES THAT MAY LEAD TO INELIGIBILITY FOR STATE LICENSURE

The Board of Licensed Chemical Dependency Counselor has identified certain criminal backgrounds that may render a potential candidate ineligible for licensure in the State of Texas. Contact the program director to find out more about potential ineligibility.

## SUBSTANCE ABUSE PREVENTION SPECIALIST – PROGRAM OF COMPLETION

13 credit hours required for completion

### First Semester (Fall)

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<tr>
<td>DAAC 2306</td>
<td>Substance Abuse Prevention I</td>
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<td>SOCI 2340</td>
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<tr>
<td>SPCH 1311</td>
<td>Fundamentals of Speech</td>
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**TOTAL 12**

### Second Semester (Spring)

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**TOTAL 1**
KINESIOLOGY
Trey McKinley, Department Chair
817-598-6255 • tmckinley@wc.edu

Betty Jo Crumm Graber Athletic Center (GYMN)
817-598-6355

Kinesiology majors should seek advisement within the Kinesiology Department regarding specific transfer degree requirements.

LAW ENFORCEMENT ACADEMY - See page 188
Jerrold Hoffee, Program Coordinator
Couts Hall (COUT), RM 427
817-598-6313 • 817-598-6347
jhoffee@wc.edu

LIFE SCIENCES
Charlene Fletcher, Department Chair
Academic Building (ACAD), RM 216
817-598-6490

Biology majors should see page 131 for Associate in Science degree requirements.

MATHEMATICS
Shirley Brown, Department Chair
Faculty Offices (FACL), RM 101f
817-598-6330

Mathematics majors should see page 131 for Associate in Science degree requirements.

MEDICAL LABORATORY TECHNOLOGY A.A.S.
Advanced Placement - Tarleton State University
Virginia Reyes, M.Ed., MT(ASCP) SBB, MLT Program Director,
Tarleton State University
817-926-1101 ext.228, reyes@tarleton.edu

Katherine Boswell, RN, MS, Dean of Health and Human Sciences,
Weatherford College
817-598-6217 • kboswell@wc.edu

Weatherford College in partnership with Tarleton State University, a part of the Texas A & M University System, offers prerequisite courses for the Medical Laboratory Technician Certification program through Tarleton State University’s Department of Clinical Laboratory Sciences in Fort Worth, Texas.

The Medical Laboratory Technician (MLT/CLT) is a laboratory professional that performs analyses of patient specimens in all areas of the clinical laboratory including, hematology, clinical microbiology, clinical chemistry, immunology, urinalysis and immunohematology. Test results assist physicians in the diagnosis and monitoring of patient diseases such as diabetes, heart disease, kidney
disease, infectious disease, malignancies and other disease states. Medical Laboratory Technicians must be dedicated and self-motivated and be able to work independently, think analytically, exhibit manual dexterity, and must be willing to perform as an integral part of the health care team. Current shortages of laboratory personnel in Texas and the nation offer Medical Laboratory Technicians many employment opportunities.

Upon completion of 32-35 hours of required courses from Weatherford College, students will complete 37 hours of sophomore level courses at Tarleton State University for the degree. The sophomore courses comprising the technical program will be taken in Fort Worth at the Schaffer Building and affiliated clinical hospital sites. These courses will comprise the certification portion of the degree plan. Students are admitted at the beginning of each semester; the program’s technical courses are completed in 15 months. After successful completion of the program, students are eligible for the Associate of Applied Science degree in Medical Laboratory Technology awarded by Tarleton State University and are also eligible to apply for the Medical Laboratory Technology (MLT) national certification exam administered by the American Society for Clinical Pathology (ASCP) Board of Registry. Acceptance into the program is on a competitive basis.

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), in cooperation with the Commission of Accreditation of Allied Health Education programs (CAAHEP) and the American Medical Association (AMA).

**PREREQUISITE COURSES FOR MEDICAL LABORATORY TECHNOLOGY, TAKEN AT WC INCLUDE**

**BIOLOGY**

**Option 1**

- BIOL 2401 Anatomy and Physiology I
- BIOL 2402 Anatomy and Physiology II
- BIOL 2421 Microbiology

**Option 2**

- BIOL 1406* General Biology I
- BIOL 1407* General Biology II
- BIOL 2421 Microbiology

**CHEMISTRY**

**Option 1**

- CHEM 1411 General Chemistry I
- HPRS 1206 Medical Terminology

**Option 2**

- CHEM 1411* General Chemistry I
- CHEM 1412* General Chemistry II

**ENGLISH**

- ENGL 1301 Composition I

**PSYCHOLOGY**

- PSYC 2301 Introduction to Psychology

**SPEECH**

**Option 1**

- SPCH 1321 Business and Professional Speaking

**Option 2**

- SPCH 1311 Fundamentals of Speech

**MATH**

**Option 1**

- MATH 1314 College Algebra

**Option 2**

- MATH 1332 Contemporary Mathematics
ELECTIVE
Language, Philosophy & Culture and Fine Arts Elective

*Students planning to articulate from the Medical Laboratory Technology, Associate of Applied Science Degree to the Clinical Laboratory Science, Bachelor of Science Degree should choose BIOL 1406, 1407, and CHEM 1411, 1412.

REQUIRED MEDICAL LABORATORY COURSES TO BE TAKEN IN FORT WORTH THROUGH TARLETON STATE UNIVERSITY AND AFFILIATED CLINICAL SITES

Fall Semester:
- MLAB 282 Introduction to Medical Laboratory Sciences (1)
- MLAB 264 Introduction to Immunology/Serology (3)
- MLAB 244 Introduction to Immunohematology (4)
- MLAB 274 Laboratory Operations (4)
- MLAB 294 MLT Field Practicum I (1)

Spring Semester:
- MLAB 276 Introduction to Clinical Chemistry (4)
- MLAB 224 Introduction to Hematology (4)
- MLAB 228 Coagulation (2)
- MLAB 295 MLT Field Practicum II (1)

Summer Semester:
- MLAB 234 Introduction to Medical Microbiology (5)
- MLAB 214 Introduction to Urinalysis (2)
- MLAB 293 MLT Field Practicum III (1)

Fall Semester:
- MLAB 292 MLT Field Practicum IV (2)
- MLAB 285 Advanced Topics and Capstone Review (2)

Students may begin the Medical Laboratory Technology program during a fall, spring, or summer semester.

MUSIC – JAZZ BAND & CHOIR
www.wc.edu/programs
Cal Lewiston, Department Chair
Fine Arts Building (FINE), RM 108
817-598-6237

Music majors should see page 129 for Associate in Arts degree requirements.

NURSING
www.wc.edu/programs
ASSOCIATE DEGREE NURSING - see page 140
Cheryl Livengood, Department Chair
Allied Health Building (ALHE)
817-598-6309 • clivengood@wc.edu

Carin Adams, WCWC Assistant Program Director
Weatherford College Wise County
940-626-3271 • cadams@wc.edu
The Weatherford College Occupational Therapy Assistant (OTA) Program is a two-year curriculum comprised of classroom, laboratory, and clinical learning experiences. It is specifically designed to prepare the OTA graduate to work under the supervision of a registered Occupational Therapist and provide occupational therapy services to people with physical, mental, emotional, and/or developmental disabilities. Occupational Therapy professionals are skilled practitioners who work with every age group and in a wide variety of settings. OT professionals use occupation-based activities to assist their clients in building skills to participate fully in their daily lives.

Individuals applying to the OTA program must complete seven prerequisite courses that provide them with the foundational knowledge they need to move successfully through the program and graduate with an Associates of Applied Science degree. Once accepted into the program the student will complete five semesters of coursework and clinical experiences specifically designed to build the necessary skills to be successful in practice. Students who complete all coursework with a “C” (75%) or better and successfully complete the assigned Level I & II clinical experiences within the required time frame will then be awarded an A.A.S. and be qualified to “sit” for the national certification examination.

ADMISSION PROCEDURES

Individuals who have completed the seven prerequisite courses or who will complete them successfully by the start of the program and who are free of illegal drug use, are encouraged to apply to the OTA program. Those who successfully complete this process and are accepted into the program will begin their first semester the following January.

Students applying to the program are required to complete a specific number of documented observation hours with a licensed OT clinician as part of the application process. Students must also pass a background check, present evidence of TSI completion or exemption, complete all outlined health screening requirements, and meet all other college admission requirements. Applications may be downloaded from our program web page or an application packet maybe requested by calling the program secretary at 1-817-598-8850.
# OCCUPATIONAL THERAPY ASSISTANT

60 credit hours required for completion

## Prerequisite

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
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<td>Composition I</td>
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<tr>
<td>MATH X3XX</td>
<td>College Level Math</td>
<td>3</td>
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<tr>
<td>BIOL 2401</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
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<td>HUMA X3XX</td>
<td>Language, Philosophy &amp; Culture or Creative Arts</td>
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<tr>
<td>PSYC 2314</td>
<td>Lifespan Growth and Development</td>
<td>3</td>
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**TOTAL** 3

## FIRST YEAR

### First Semester

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<th>Course</th>
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<tbody>
<tr>
<td>OTHA 1305</td>
<td>Principles of Occupational Therapy</td>
<td>3</td>
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<td>OTHA 1409</td>
<td>Human Structure &amp; Function in Occupational Therapy</td>
<td>4</td>
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<tr>
<td>OTHA 1315</td>
<td>Therapeutic Use of Occupations or Activities I</td>
<td>3</td>
</tr>
<tr>
<td>OTHA 2309</td>
<td>Mental Health in Occupational Therapy</td>
<td>3</td>
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<tr>
<td>OTHA 2301</td>
<td>Pathophysiology in OT</td>
<td>3</td>
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**TOTAL 16**

### Second Semester

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<th>Course</th>
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<tr>
<td>OTHA 1166</td>
<td>Practicum-Occupational Therapist Assistant-Level I</td>
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<tr>
<td>OTHA 2204</td>
<td>Neurology in Occupational Therapy</td>
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**TOTAL 3**

### Third Semester

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<td>OTHA 1319</td>
<td>Therapeutic Interventions I</td>
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<tr>
<td>OTHA 1167</td>
<td>Practicum-Occupational Therapist Assistant-Level</td>
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<tr>
<td>OTHA 1341</td>
<td>Occupational Performance from Birth to Adolescence</td>
<td>3</td>
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<tr>
<td>OTHA 2331</td>
<td>Physical Function in Occupational Therapy</td>
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**TOTAL 10**

## SECOND YEAR

### First Semester

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<td>OTHA 2266</td>
<td>Practicum/Field Experience Level II</td>
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<td>OTHA 1353</td>
<td>Occupational Performance for Elders</td>
<td>3</td>
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<td>OTHA 2305</td>
<td>Therapeutic Interventions II</td>
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<tr>
<td>OTHA 2235</td>
<td>Health Care Management in OT</td>
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**TOTAL 10**

### Second Semester

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<td>OTHA 2330</td>
<td>Workplace Skills for the OTA</td>
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<tr>
<td>OTHA 2267</td>
<td>Practicum/Field Experience Level II</td>
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**TOTAL 5**

*** The Occupational Therapy Assistant program has applied for accreditation and has been granted Developing Program Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is (301) 652-6611. Once accreditation of the program has been obtained, its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a
felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

**PHLEBOTOMY Marketable Skills Certificate**

www.wc.edu/programs

Nina Maniotis, Program Director

COUT 434

817-598-6466 • nmaniotis@wc.edu

Phlebotomists are an essential part of the laboratory team. Patients often gain their first impression of the laboratory from their encounter with the phlebotomist. The primary responsibility of a phlebotomist is to perform venipuncture and dermal puncture on patients. The majority of diagnostic medical decisions are based on laboratory test results. Other duties include specimen processing, Quality Control, analysis of samples in the CLIA waived testing category, requisition interpretation, and correct sample collection techniques. Accurate laboratory results begin with blood collection procedures compliant with the Clinical and Laboratory Standards Institute and acquiring the appropriate skills and training to become a professional phlebotomist. *Although this is a Marketable Skills Certificate approved by the National Accrediting Agency for Clinical Laboratory Sciences, it is not a WECM Certificate and thus will not be eligible for federal financial aid.

**ADMISSION TO PHLEBOTOMY TECHNOLOGY**

Admission to Weatherford College does not guarantee selective admission to Phlebotomy Technology. The number of students admitted is limited. Selection is based on admission to the college, Phlebotomy Compass Test scores, and proof of Hepatitis B immunity. The Phlebotomy Program accepts transfer of prior Medical Terminology college course work of at least 2 credit hours. For specific application information and deadlines, contact or the Allied Health Department at 817-598-6217.

Criminal history disqualifications for admission:

- Felony convictions, misdemeanor convictions, or felony deferred adjudications involving crimes against persons.
- Misdemeanor convictions related to moral turpitude.
- Felony deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances.
- Registered sex offenders.

**PHLEBOTOMY TECHNOLOGY**

10 semester hours required for completion

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<tr>
<td>HPRS 1206</td>
<td>Essentials of Medical Terminology</td>
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<tr>
<td>PLAB 1191</td>
<td>Special Topics in Phlebotomy/Phlebotomist</td>
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<tr>
<td>PLAB 1323</td>
<td>Phlebotomy</td>
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<tr>
<td>PLAB 1460</td>
<td>Clinical Phlebotomy</td>
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**TOTAL 10**
PHYSICAL SCIENCES
Lori Gouge, Department Chair
Academic Building (ACAD), RM 218
817-598-6277 • lgouge@wc.edu

Astronomy, Chemistry, Geology, Meteorology and Physics majors should see page 131 for Associate in Science degree requirements.

PHYSICAL THERAPIST ASSISTANT, A.A.S.
www.wc.edu/programs
Lynn McKelvey, Program Director
Education Center at Mineral Wells
817-598-8873 • lmckelvey@wc.edu

Physical therapist assistants (PTAs) work as part of a team to provide physical therapy services under the direction and supervision of the physical therapist. PTAs assist the physical therapist in the treatment of individuals of all ages, from newborns to the very oldest, who have medical problems or other health-related conditions that limit their abilities to move and perform functional activities in their daily lives. PTAs perform treatment procedures that involve the therapeutic use of heat, cold, electromagnetic radiations, traction, compression, water, massage, ultrasound and therapeutic exercise, and assist the physical therapist with evaluative procedures. PTAs provide care for people in a variety of settings, including hospitals, private practices, outpatient clinics, home health agencies, schools, sports and fitness facilities, work settings, and nursing homes.

The Weatherford College Physical Therapist Assistant (PTA) Program leads to an associate in applied science degree and encompasses an approximate twenty-one month course of study. The curriculum balances general educational and technical courses with supervised clinicals at hospitals and private clinics. These combined experiences provide students with an opportunity for educational development as well as occupational competence. PTAs must graduate from a CAPTE-accredited PTA program and licensure is required in the State of Texas. This program is offered at the Education Center at Mineral Wells.

ADMISSION TO THE PHYSICAL THERAPIST ASSISTANT PROGRAM

Admission to Weatherford College does not guarantee admission to the Physical Therapist Assistant (PTA) Program. Because clinical space is limited, the number of students admitted to this program is limited. Students admitted to the PTA Program are selected on the basis of admission exam score, academic record, references, interview, a writing sample and completion of a specified number of observation hours. For specific application information and deadlines, contact the PTA Program director or the Education Center at Mineral Wells secretary.

Students accepted into the program must comply with all school and PTA Program policies and procedures. Students must pass a physical examination, urine drug screen and criminal background check. Health and accident insurance must be maintained throughout the program. Current CPR certification (Healthcare Provider) must be maintained throughout all clinicals; and proof of required immunizations must be on file before students will be allowed to participate in clinicals.
## ACCREDITATION STATUS

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective July 31, 2013, Weatherford College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program may matriculate students in technical/professional courses and that the program is progressing toward accreditation. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

## PHYSICAL THERAPIST ASSISTANT

72 credit hours required to graduate

### Prerequisite

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<td>BIOL 2402</td>
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### First Year

#### First Semester

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<td>HPRS 1206</td>
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<tr>
<td>PTHA 1301</td>
<td>The Profession of Physical Therapy</td>
<td>3</td>
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<td>PTHA 1405</td>
<td>Basic Patient Care Skills</td>
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<tr>
<td>PTHA 1413</td>
<td>Functional Anatomy</td>
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#### Second Semester

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<td>HUMA X3XX</td>
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<td>PTHA 1225</td>
<td>Communication in Health Care</td>
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<td>PTHA 1321</td>
<td>Pathophysiology for the PTA</td>
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<td>Essentials of Data Collection</td>
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### Third Semester Summer (6 weeks)

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<tr>
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### SECOND YEAR

**First Semester**

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<td>Speech Elective</td>
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<tr>
<td>PTHA 1431</td>
<td>Physical Agents</td>
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<tr>
<td>PTHA 2509</td>
<td>Therapeutic Exercise</td>
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<td>PTHA 2435</td>
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**Second Semester**

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<tr>
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<td>Mgmt of Neurological Disorders (4 wks)</td>
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<tr>
<td>PTHA 2462</td>
<td>Clinical II – PTA (6 wks)</td>
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<tr>
<td>PTHA 2463</td>
<td>Clinical III – PTA (6 wks)</td>
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</table>

### PSYCHOLOGY

**Don Jacobs, Department Chair, Behavioral Sciences**

Business Building (BUSI), RM 209B  
817-598-6431 • djacobs@wc.edu

The psychology department prepares students to succeed in the demanding requirements of university studies with an emphasis on neuropsychology. All PSYC courses for majors in forensic science require a neuropsych emphasis: introducing students to brain neuroimaging, criminal profiling, and analysis of sexual psychopathy of serial killers: Clinical forensic psychology is introduced in PSYC 2389.

With a national honor society (Psi-Beta), an active student organization (The Psych Club), and TA (teaching assistant) training prior to entering the university, psychology offers students much more than academic curricula.

Psychology and sociology majors should see page 131 for Associate in Arts and Associate in Science degree requirements.

### PUBLIC SAFETY PROFESSIONS

**Steve Malley, Department Chair**

Couts Hall (COUT), RM 413  
817-598-6347 • smalley@wc.edu

### ADMISSION TO PUBLIC SAFETY PROFESSIONS PROGRAMS

Admission to Weatherford College does not guarantee selective admission to the Public Safety Professions program. The number of students admitted to each of these programs is limited. Students admitted to the Public Safety Professions program are selected on the basis of admission to the college, reading level, math ability, prior educational achievements, criminal history and health status. For specific application information and deadlines, contact Anita Garcia, 817-598-6347.

Programs requiring separate application include Basic Peace Officer, EMT-B Certification, EMT-P Certification, EMS A.A.S., and Basic Fire Academy.
EMERGENCY MEDICAL SERVICES PROFESSIONS
www.wc.edu/programs
Greg Martin, EMS Program Coordinator
Couts Hall (COUT), RM 409
817-598-6234 • gmartin@wc.edu

Steve McCaslin, EMS Clinical Coordinator
Couts Hall (COUT), RM 410
817-598-8835 • smccaslin@wc.edu

Kyle Chambers, Instructor
Couts Hall, Room 410
817-598-6394 • kchambers@wc.edu

Weatherford College Wise County
WCWC Student Services
940-627-2690 • wiseconty@wc.edu

EMERGENCY MEDICAL SERVICES EDUCATION ACADEMY ADMISSION

Admission to Weatherford College does not guarantee selective admission to the Emergency Medical Services Education Academy. The number of students admitted to the academy is limited. Students admitted to the EMS Academy are selected on the basis of admission to the college, reading level, math ability, prior educational achievements, criminal history, health status, and interview scores. Admission to the EMS EMT-P Academy are selected on the basis of admission to the college, reading level, math level, prior educational achievements, criminal history, health status, entrance exam scores and interview scores. For specific application information and deadlines, contact Anita Garcia, 817-598-6347 or agarcia@wc.edu.

EMERGENCY MEDICAL TECHNICIAN–BASIC CERTIFICATE
12 semester hours required for completion

<table>
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<tr>
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<th>Course Title</th>
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<td>Clinical - Emergency Medical Technician</td>
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<td>EMSP 1391</td>
<td>Special Topics in Emergency Medical Technology</td>
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<td>HPRS 1206</td>
<td>Medical Terminology</td>
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PARAMEDIC CERTIFICATE
45 semester hours required for completion

Prerequisite

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<tr>
<td>BIOL 2401</td>
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First Semester

<table>
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<tr>
<td>EMSP 1438</td>
<td>Introduction to Advanced Practice</td>
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<tr>
<td>EMSP 1456</td>
<td>Patient Assessment and Airway Management</td>
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<td>EMSP 1455</td>
<td>Trauma Management</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>EMSP 2260</td>
<td>Clinical – Emergency Medical EMT Paramedic</td>
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<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>EMSP 2348</td>
<td>Emergency Pharmacology</td>
<td>3</td>
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<tr>
<td>EMSP 2434</td>
<td>Medical Emergencies</td>
<td>4</td>
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<tr>
<td>EMSP 2544</td>
<td>Cardiology</td>
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<tr>
<td>EMSP 2261</td>
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<td><strong>Third Semester</strong></td>
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<tr>
<td>EMSP 2330</td>
<td>Special Populations</td>
<td>3</td>
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<tr>
<td>EMSP 2338</td>
<td>EMS Operations</td>
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<td>EMSP 2361</td>
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<tr>
<td>EMSP 2243</td>
<td>Assessment Based Management</td>
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<tr>
<td>EMSP 2264</td>
<td>Practicum – Emergency Medical EMT Paramedic</td>
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<td><strong>Fourth Semester</strong></td>
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Upon completion of 45 Semester Hours the **Paramedic Certificate** is completed. After first semester of the Paramedic Certificate students may earn Intermediate Certification.

**EMSP DEGREE**

60 semester hours required for completion

**Prerequisite**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
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<tr>
<td>EMSP 1438</td>
<td>Introduction to Advanced Practice</td>
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<td>EMSP 1456</td>
<td>Patient Assessment and Airway Management</td>
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<td>EMSP 1455</td>
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<tr>
<td>EMSP 2260</td>
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<td><strong>Second Semester</strong></td>
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<td>EMSP 2348</td>
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<td>EMSP 2544</td>
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<td>EMSP 2261</td>
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<td>EMSP 2330</td>
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<td>EMSP 2338</td>
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</table>
Weatherford College offers two A.A.S. degree tracts as well as a Texas Commission on Fire Protection approved basic structural firefighter academy. The fire academy provides the basic training for students wanting to become firefighters. Upon successful completion of the fire academy, students have the option to enter into one of the two A.A.S. degree programs utilizing the semester credit hours awarded within the fire academy program. The Fire Protection and Safety Technology A.A.S. degree gives students an expanded knowledge base to help them improve as firefighters. The Fire Services Administration A.A.S. degree helps prepare the firefighter for their move into supervision and/or helps the supervisor improve in their role as an administrator.

FIRE SERVICES ADMINISTRATION A.A.S.
60 semester hours required to graduate

Freshman First Semester
- FIRS 1407 Firefighter Certification II ........................................4
- FIRS 1313 Firefighter Certification III ........................................3
- FIRS 1319 Firefighter Certification IV ..........................................3
- FIRS 1323 Firefighter Certification V ..........................................3
- FIRS 1329 Firefighter Certification VI ..........................................3
- FIRS 1433 Firefighter Certification VII ........................................4

TOTAL 20

Freshman Second Semester
- ACNT 1303 Introduction to Accounting .......................................3
- BMGT 1327 Principles of Management .........................................3
- FIRT 1309 Fire Administration I .................................................3
- FIRT Elective .........................................................................3
- FIRT Elective .........................................................................3

TOTAL 15

Sophomore First Semester
- FIRT 1309 Fire Administration II (Capstone) .................................3
- FIRT Elective .........................................................................3
- FIRT Elective .........................................................................3
- ENGL 1301 Composition I .........................................................3
- GOVT 2305/6 Texas or Federal Government ................................3

TOTAL 15
### Sophomore Second Semester

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<tr>
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<td>Speech</td>
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<td>Language, Philosophy &amp; Culture or Creative Arts</td>
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<tr>
<td>FIRT 1192</td>
<td>Special Topics in Fire Service Administration</td>
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**TOTAL 10**

* The following FIRT courses can be used to fulfill the FIRT elective requirement either degree tract: FIRT 1301, FIRT 1303, FIRT 1305, FIRT 1307, FIRT 1315, FIRT 1319, FIRT 1329, FIRT 1353, FIRT 2309, FIRT 2331, FIRT 2333

### FIRE PROTECTION AND SAFETY TECHNOLOGY/TECHNICIAN A.A.S.

60 semester hours required to graduate

#### Freshman First Semester

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<td>FIRS 1407</td>
<td>Firefighter Certification II</td>
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<td>FIRS 1313</td>
<td>Firefighter Certification III</td>
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<td>Firefighter Certification IV</td>
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<td>FIRS 1323</td>
<td>Firefighter Certification V</td>
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<td>FIRS 1329</td>
<td>Firefighter Certification VI</td>
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<td>FIRS 1433</td>
<td>Firefighter Certification VII</td>
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**TOTAL 23**

#### Freshman Second Semester

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<tr>
<td>FIRT 1433</td>
<td>Fire Chemistry I</td>
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**TOTAL 13**

#### Sophomore First Semester

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<td>Elective</td>
<td>College Level Math or Natural Science</td>
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<tr>
<td>FIRT</td>
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<td>FIRT</td>
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**TOTAL 12**

#### Sophomore Second Semester

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**TOTAL 12**

* The following FIRT courses can be used to fulfill the FIRT elective requirement either degree tract: FIRT 1301, FIRT 1303, FIRT 1305, FIRT 1307, FIRT 1315, FIRT 1319, FIRT 1329, FIRT 1353, FIRT 2309, FIRT 2331, FIRT 2333
FIRE ACADEMY
Rick Wallace, Fire Academy Coordinator
Couts Hall (COUT), RM 430
817-598-6253 • rwallace@wc.edu

BASIC FIRE ACADEMY
23 semester hours required to complete

The Fire Academy prepares the student for a career as a professional firefighter. Students successfully completing the program will have obtained a well-balanced classroom and skills based education. This technical knowledge prepares them for a career in combating the fire problems created by modern living. Students take the TCFP State Exam upon successful completion of the academy.

Special Note: Students interested in attending the fire academy must contact the Fire Academy office in advance due to prerequisites and entrance requirements. Students are also required to successfully pass a background check and drug testing prior to acceptance once all other requirements are met.

FIRS 1301 Firefighter Certification I ........................................3
FIRS 1407 Firefighter Certification II ......................................4
FIRS 1313 Firefighter Certification III ....................................3
FIRS 1319 Firefighter Certification IV ....................................3
FIRS 1323 Firefighter Certification V ....................................3
FIRS 1329 Firefighter Certification VI ..................................3
FIRS 1433 Firefighter Certification VII (Capstone) ..................4

TOTAL 23

LAW ENFORCEMENT ACADEMY
Jerrold Hoffee, Program Coordinator
Couts Hall (COUT), RM 409
817-598-6313 • 817-598-6347
jhoffee@wc.edu

BASIC PEACE OFFICER COURSE
800-hour continuing education course

CJLE 1006 Basic Peace Officer I ...........................................176
CJLE 1012 Basic Peace Officer II ...........................................176
CJLE 1018 Basic Peace Officer III ...........................................176
CJLE 1024 Basic Peace Officer IV ...........................................176
CJLE 1029 Basic Peace Officer V ...........................................96

TOTAL CE HOURS 800

The Law Enforcement Academy (LEA) Basic Peace Officer Course is designed to prepare cadets for a career as a professional peace officer. Successful completion of the LEA equips cadets with the essential skills and knowledge for certification as a Basic Peace Officer by TCOLE (Texas Commission on Law Enforcement) and allows cadets to take the state exam administered by TCLEOSE. Sponsorship by a law enforcement agency is not required for admission into the Academy.
While the program may not guarantee a job, LEA graduates have increased marketability for positions with public safety agencies as certified law enforcement personnel.

The LEA offers full-time, 6-month, day academies and part-time, 8-month, night academies at the Weatherford College campus. Additional offerings may be scheduled at Weatherford College Wise County and the Education Center at Mineral Wells based upon student interest, need, and facilities expansion.

LEA instructors are drawn from throughout the region, selected from those with current experience in various specializations and a strong desire to give the benefits of their knowledge to the emerging workforce. LEA instruction is heavy on law, criminal and police procedure, and extensive study outside the classroom is strongly suggested.

The LEA is designed to function as a law enforcement agency in order to facilitate learning of police procedure, and 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 standard during the Academy.

The Basic Peace Officer Course is eligible for the Texas Public Education Grant (EG), VA, and Hazelwood (Texas Vets) assistance for qualified applicants. Applicants interested in acceptance into the Law Enforcement Academy must contact the LEA office in advance to obtain entrance requirements. Among other requirements, LEA applicants must pass a criminal background check, physical exam, psychological exam, drug screen and physical agility test prior to acceptance.

If requested and upon approval, WC Academy graduates may earn up to 18 semester credit hours toward the WC Criminal Justice Degree. For additional information requirements to earn this credit, contact the WC Criminal Justice Department.

RADIOLOGIC TECHNOLOGY
Barbara Baker-Morrison, Program Director
BUSI 219
817-598-6432

Radiologic Technology is the segment of the healthcare team that produces diagnostic medical images for the treatment and care of patients. Radiographic imaging takes place in different venues including hospitals, out-patient clinics, and physician offices. Students will be performing radiography on patients from all age groups and suffering from a broad spectrum of diseases. The program is designed for students to be trained to work in diagnostic radiology, but will be shown other modalities such as Cat Scan, MRI, Nuclear Medicine, and Ultrasound.

The program includes didactic lecture and laboratory classes along with clinical rotations for field experience throughout the 2 year curriculum. The course of study is comprised of 60 semester credit hours and is designed to prepare the graduate for employment as a diagnostic radiologic technologist. Students will be assigned a preceptor in the practicum courses and will be responsible to complete a specific number of competencies. At the conclusion of the program, the students will be awarded an A.A.S. degree in Radiologic Technology and be eligible to sit for the ARRT national registry exam. Radiologic Technology provides a rewarding career in the healthcare industry.
ADMISSION TO RADIOLOGIC TECHNOLOGY PROGRAM
The program begins in the fall of each year and is a two-year continuous program requiring all day attendance Monday through Friday. All applicants will need to show evidence of successful completion of the TSI or of being exempt. All college transcripts will be required and should be submitted to the Allied Health Department and the Office of Student Affairs.

Admission to Weatherford College is required along with application to the program. Completion of all prerequisite courses with a GPA of 2.5 or higher is mandatory.

RADIOLOGIC TECHNOLOGY
60 credit hours
Pending THECB approval

It is highly recommended that students complete all general education courses prior to application to the program.

Prerequisite

<table>
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<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BIOL</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>MATH</td>
<td>College Algebra</td>
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<tr>
<td>ENGL</td>
<td>Composition I</td>
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<tr>
<td>PSYC</td>
<td>Introduction to Psychology</td>
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TOTAL 13

Freshman First Semester

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<td>RADR</td>
<td>Basic Radiographic Procedures</td>
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<tr>
<td>RADR</td>
<td>Principles of Radiographic Imaging I</td>
<td>3</td>
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<tr>
<td>RADR</td>
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TOTAL 12

Freshman Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>RADR</td>
<td>Intermediate Radiographic Procedures</td>
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<td>RADR</td>
<td>Clinical II</td>
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<tr>
<td>RADR</td>
<td>Principles of Radiographic Imaging II</td>
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TOTAL 9

Summer (10 Weeks)

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<tr>
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TOTAL 3

Sophomore First Semester

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<tr>
<td>RADR</td>
<td>Radiation Biology and Protection</td>
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<td>RADR</td>
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<td>RADR</td>
<td>Advanced Radiographic Procedures</td>
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<tr>
<td>RADR</td>
<td>Radiographic Imaging Equipment</td>
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<tr>
<td>Elective</td>
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TOTAL 15

Sophomore Second Semester

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<th>Course</th>
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<tr>
<td>RADR</td>
<td>Clinical V</td>
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<tr>
<td>RADR</td>
<td>Radiographic Pathology</td>
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</tr>
<tr>
<td>RADR</td>
<td>Radiologic Technology Seminar</td>
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TOTAL 8
COMPUTED TOMOGRAPHY CERTIFICATE PROGRAM (51.0911)
16 credit hours
Pending THECB Approval

Prerequisite
Graduate of a 2-year accredited medical radiography program in ionizing radiation, ARRT certification in Radiography, Radiation Therapy, or Nuclear Medicine. Must be ARRT Certified to be eligible for clinical education in Fall and Spring.

Summer I
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RADR 2340</td>
<td>Sectional Anatomy for Medical Imaging</td>
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<tr>
<td>CTMT 2332</td>
<td>Principles of Computed Tomography</td>
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TOTAL 6

Fall Semester
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<th>Course</th>
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<tr>
<td>CTMT 2336</td>
<td>Computed Tomography Equipment &amp; Methodology</td>
<td>3</td>
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<tr>
<td>CTMT 2264</td>
<td>Practicum (or field experience)-Radiologic Technology/Science-Radiographer</td>
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TOTAL 5

Spring Semester
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<th>Course</th>
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<tbody>
<tr>
<td>CTMT 1391</td>
<td>Special Topics in Computed Tomography</td>
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<tr>
<td>CTMT 2265</td>
<td>Practicum (or field experience)-Radiologic Technology/Science-Radiographer</td>
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TOTAL 5

MAMMOGRAPHY CERTIFICATE
Offered through Continuing Education
<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MAMT 2037</td>
<td>Mammography</td>
<td>32</td>
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RESPIRATORY CARE
www.wc.edu/programs
Tonya Edwards, Program Director
Allied Health Building (ALHE)
817-598-6452

Roger Gleason, Medical Director

The clinical practice of respiratory care involves the application of skills and knowledge in the diagnosis and treatment of cardiopulmonary diseases. Respiratory care practitioners engage in the care of patients from all age groups who suffer from a broad spectrum of diseases. They perform their duties in all patient care areas of hospitals, although primary involvement is in the intensive care units. They staff diagnostic laboratories, provide respiratory services for patients at home and in rehabilitation centers, are involved in the transportation of patients who require respiratory care en route, and serve as managers or educators.

The curriculum balances general educational and technical courses with supervised clinical work in local hospitals under the direction of qualified therapists and technicians. Physicians proficient in pulmonary medicine provide medical direction. This setting provides students with an excellent opportunity for
educational development and occupational competence.

Respiratory care offers a satisfying and rewarding career for individuals who are interested in caring directly for patients and their families. The health care industry for registered respiratory therapists is increasing rapidly. Recent surveys have indicated that the supply of trained respiratory care professionals has not been sufficient to meet the progressive growth in demand.

TRANSITION PROGRAM

Weatherford College offers a transition program to allow those with a CRT credential from the NBRC and a minimum of one year recent experience to enter the therapist program. Contact the program chair for additional information.

ADMISSION TO RESPIRATORY CARE PROGRAM

Admission to Weatherford College does not guarantee selective admission to the Respiratory Care program. The number of students admitted to this program is limited. Students admitted to Respiratory Care program are selected on the basis of admission to the college, reading level, math ability, prior educational achievements and health status. For specific application information and deadlines, contact the Respiratory Care program director or the academic counselor.

RESPIRATORY CARE A.A.S.

60 credit hours required to graduate

Prerequisite

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 2401</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>BIOL 2420</td>
<td>Microbiology for Non-Science Majors</td>
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TOTAL 8

Freshman First Semester

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HPRS 1206</td>
<td>Essentials of Medical Terminology</td>
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<tr>
<td>RSPT 1410</td>
<td>Respiratory Care Procedures I</td>
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<tr>
<td>RSPT 1207</td>
<td>Cardiopulmonary Anatomy and Physiology</td>
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<tr>
<td>RSPT 1201</td>
<td>Introduction to Respiratory Care</td>
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<tr>
<td>RSPT 1160</td>
<td>Clinical I</td>
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TOTAL 11

Freshman Second Semester

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<td>ENGL 1301</td>
<td>Composition I</td>
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<tr>
<td>RSPT 2210</td>
<td>Cardiopulmonary Disease</td>
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<tr>
<td>RSPT 1411</td>
<td>Respiratory Care Procedures II</td>
<td>4</td>
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<tr>
<td>RSPT 1113</td>
<td>Basic Respiratory Care Pharmacology</td>
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<tr>
<td>RSPT 1361</td>
<td>Clinical II</td>
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TOTAL 13

Freshman Summer Semester

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<tbody>
<tr>
<td>RSPT 1362</td>
<td>Clinical III</td>
<td>3</td>
</tr>
<tr>
<td>RSPT 2355</td>
<td>Critical Care Monitoring</td>
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TOTAL 6
Sophomore First Semester

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>PSYC 2301</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RSPT 2358</td>
<td>Advanced Respiratory Care Pt. Assess</td>
<td>3</td>
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<tr>
<td>RSPT 2353</td>
<td>Neonatal/Pediatric Cardiopulmonary Care</td>
<td>3</td>
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<tr>
<td>RSPT 2360</td>
<td>Clinical IV (Capstone)</td>
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TOTAL 12

Sophomore Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Elective</td>
<td>Language, Philosophy &amp; Culture or Creative Arts</td>
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</tr>
<tr>
<td>RSPT 2361</td>
<td>Clinical V (Capstone)</td>
<td>3</td>
</tr>
<tr>
<td>RSPT 2231</td>
<td>(Clinical) Simulations in Respiratory Care</td>
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<tr>
<td>RSPT 2147</td>
<td>Specialties in Respiratory Care</td>
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</tr>
<tr>
<td>RSPT 2139</td>
<td>Advanced Cardiac Life Support</td>
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TOTAL 10

It is recommended that students complete all general educational requirements prior to applying to the program.

SOCIAL SCIENCES
Tom Wells, Department Chair
FACL 108A
817-598-6327

Government, history, and philosophy majors should seek advisement within the Social Sciences Department regarding specific transfer degree requirements.

SOCIAL WORK
See Human Service Provider Associate pages 172-174.

SPEECH
Cal Lewiston, Department Chair Fine Arts and Speech
Fine Arts Building (FINE), RM 113
817-598-6233

Speech majors should seek advisement within the Speech Department regarding specific transfer degree requirements.

VETERINARY ASSISTING
www.wc.edu/programs
Dr. Kathryn Garofalo, Program Director
Animal Science Center
817-599-7109
ADMISSION TO THE VETERINARY ASSISTING PROGRAM

Admission to Weatherford College does not guarantee admission into the Veterinary Assisting program. The number of students admitted into this program is limited. Students admitted into the Veterinary Assisting program are selected on the basis of admission to the college, reading level, math ability and health status. For specific information contact the Veterinary Assisting program director, Life Science department chair, or the academic counselor.

VETERINARY ASSISTING CERTIFICATE
31 semester hours required to complete

First Semester
VTHT 1401 Introduction to Veterinary Technology .........................4
VTHT 1317 Veterinary Office Management ..................................3
VTHT 1413 Veterinary Anatomy and Physiology ...........................4
VTHT 2321 Veterinary Parasitology ...........................................3
TOTAL 14

Second Semester
VTHT 2301 Canine and Feline Clinical Management ......................3
VTHT 1349 Pharmacology .........................................................3
VTHT 1341 Anesthesia and Surgical Assistance .............................3
VTHT 2305 Equine Clinical Management ......................................3
VTHT 1166 Practicum - Veterinary/Animal Health Technician ...........1
TOTAL 13

Summer I
VTHT 2325 Large Animal Assisting Techniques .............................3
VTHT 2166 Practicum - Veterinary/Animal Health Technician ...........1
TOTAL 4

VOCATIONAL NURSING
www.wc.edu/programs

Nita Parsons, Program Director
Coyote Village 3110
817-598-6259 • nparsons@wc.edu

Weatherford College provides vocational nursing students with quality instruction from health care professionals who are not only experienced and competent nurses, but also caring individuals. The twelve-month course of study consists of 42 semester hours (1520 clock hours) and graduates are prepared to provide general bedside nursing care to medical, surgical, maternity/newborn, and pediatric patients. There are no prerequisites for the Vocational Nursing Program.

The Texas Board of Nursing (BON) and the Texas Higher Education Coordinating Board (THECB) approve the Vocational Nursing curriculum. Upon completion of the Vocational Nursing program, graduates may apply to take the NCLEX-PN licensure exam. The BON determines eligibility for licensure. The BON may be reached at 333 Guadalupe, Suite 3-640, Austin, TX 78701; phone:
In order to minimize potential problems nursing graduates might experience in obtaining a nursing license, it is important to understand the licensing process. Schools of nursing do not have the power to grant licensure for the Graduate Vocational Nurse (GVN). The nursing program has full accreditation by the Texas Board of Nursing to provide education and training which qualifies a student to take the state licensing examination.

CIRCUMSTANCES LEADING TO INELIGIBILITY FOR STATE LICENSURE

The Texas Board of Nursing has identified certain circumstances that may render a potential candidate ineligible for licensure as a Licensed Vocational nurse in the State of Texas. The board provides individuals the opportunity to petition the board for a Declaratory Order as to their eligibility in accordance with Section 301.257 of the Nursing Practice Act.

If you are required to answer “yes” to any of the following questions, contact the Vocational Nursing Program Director for further instructions. Processing a petition may take 6 to 12 months, or longer, after you provide all required documentation and depending on your circumstances. Once all requested documents have been received, you will be notified that the petition has been transferred to the Enforcement Department for review.

1) [ ] No [ ] Yes For any criminal offense, including those pending appeal, have you:
   A. been convicted of a misdemeanor?
   B. been convicted of a felony?
   C. pled nolo contendere, no contest, or guilty?
   D. received deferred adjudication?
   E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
   F. been sentenced to serve jail or prison time? court-ordered confinement?
   G. been granted pre-trial diversion?
   H. been arrested or any pending criminal charges?
   I. been cited or charged with any violation of the law?
   J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Nondisclosure of relevant offenses raises questions related to truthfulness and character.

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov’t Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov’t Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, the Board may take disciplinary action against your license.
matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about that criminal matter.

2) [ ] No [ ] Yes Are you currently the target or subject of a grand jury or governmental agency investigation?

3) [ ] No [ ] Yes Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

4) [ ] No [ ] Yes Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?*

5) [ ] No [ ] Yes Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?
   If “YES” indicate the condition: [ ] schizophrenia and/or psychotic disorders, [ ] bipolar disorder, [ ] paranoid personality disorder, [ ] antisocial personality disorder, [ ] borderline personality disorder

An individual enrolled or planning to enroll in a basic nursing program who has reason to believe that he/she is ineligible for licensure must petition the board for a declaratory order as to his/her eligibility. The individual must submit a petition on forms provided by the board which includes:

1. a statement by the individual indicating the reason(s) and basis of potential ineligibility;

2. if the potential ineligibility is due to criminal conviction, any court documents including, but not limited to, any indictments, judgments, probation records and evidence of completion of probation, if applicable;

3. if the potential ineligibility is due to mental illness (which is defined as an illness, disease, or condition which either substantially impairs the person’s thought processes, perception of reality, emotional stability, judgment, or behavior), evidence of evaluation, including a prognosis, by a psychologist or psychiatrist, evidence of treatment, including any medication;

4. if the potential ineligibility is due to chemical dependency including alcohol, evidence of evaluation and treatment, after care and support group attendance; and

5. the required non-refundable fee of $39.00 (money order or cashier’s check) made payable to the Board of Nurse Examiners.

Students participate in clinical in health care facilities located in Parker, Palo Pinto, Tarrant, Wise, and Erath counties. These facilities include area hospitals, long-term care facilities, clinics, doctor offices, public health departments, pediatric facilities, and home health agencies.

Vocational nursing offers a satisfying and rewarding career for men and women interested in giving direct patient care. A vocational nurse cares for acute, sub-acute, convalescent, and chronic clients requiring nursing care at home or in institutions, always under the direct supervision of a licensed physician or
registered professional nurse. Hospitals, public health clinics, doctor offices, long-term care facilities, the armed forces, and home health agencies employ men and women as licensed vocational nurses. Job security can be found as a vocational nurse in the rapidly expanding health care field.

**ADMISSION TO VOCATIONAL NURSING PROGRAM**

Admission requirements considered include the following:

1. Admission to Weatherford College
2. Submit the following to the secretary of the nursing department: passing COMPASS scores, Allied Health application, high school transcript or GED scores, college transcripts (if applicable) and proof of first Hepatitis B immunization or positive titer or Department of State Health Services waiver. Only completed applications with COMPASS scores, transcripts and Hepatitis B information will be accepted.
3. Before being accepted into the Vocational Nursing Program an applicant whose native language* is not English must submit an acceptable score on the TOEFL iBT with the application. Additional information may be obtained from the Allied Health Department. (*A native language is a language that is acquired naturally during childhood and us usually spoken at home, as opposed to a language that is learned later in life, for example, as a part of a person’s formal education.) Acceptable TOEFL Scores are:
   - A score of 20 or greater is required on the Speaking Skills Component.
   - A composite score of 83 or greater is required.
   - Four scaled section scores in Reading, Listening, Speaking and Writing are required.

Admission is competitive due to the limited number of positions. Selection into the program is based on a point system. Please contact the nursing department for more information.

Once selected as an applicant, the student must:
- complete a criminal background check;
- obtain a TB screen test or chest X-ray (current within one year), a urine drug screen, and a back/spine examination;
- have a physical examination and submit records of up-to-date immunizations;
- submit proof of major medical health insurance;
- provide proof of a current CPR certificate for health care providers from the American Heart Association; and
- provide proof of completion of Hepatitis B vaccine series. Completion of the Hepatitis B series is either completion of two Hepatitis B vaccines and then a positive titer, or completion of all three vaccinations.

Information on methods of obtaining the above criteria will be available to the student upon acceptance into the program.
VOCATIONAL NURSING CERTIFICATE
42 semester hours required to complete

**First Semester**
- VNSG 1115 Disease Control and Prevention.................................1
- VNSG 1116 Nutrition ......................................................................1
- VNSG 1122 Vocational Nursing Concepts ........................................1
- VNSG 1320 Anatomy and Physiology for Allied Health.........................3
- VNSG 1360 Clinical I.........................................................................3
- VNSG 1400 Nursing in Health and Illness I........................................4
- VNSG 1423 Basic Nursing Skills..........................................................4

TOTAL 17

**Second Semester**
- VNSG 1136 Mental Health ...............................................................1
- VNSG 1361 Clinical II........................................................................3
- VNSG 1509 Nursing in Health and Illness II........................................5
- VNSG 1230 Maternal-Neonatal Nursing................................................2
- VNSG 1234 Pediatrics........................................................................2
- VNSG 2331 Advanced Nursing Skills....................................................3

TOTAL 16

**Third Semester**
- VNSG 1119 Professional Development...............................................1
- VNSG 1362 Clinical III.....................................................................3
- VNSG 1510 Nursing in Health and Illness III......................................5

TOTAL 9

**Capstone experience:** Texas Board of Nursing Licensure Exam.

NOTE: Students who satisfy the requirements of this program are issued a certificate of completion and are eligible to apply to take the NCLEX-PN exam for licensure.
NUMBERING OF COURSES
Courses are designated by a four-digit number.

- The first digit indicates the level at which the course is taught:
  1 - indicates freshman level
  2 - indicates sophomore level
- The second digit indicates the semester hour credit value.
- The last two digits indicate the distinguishing number of the course. For example, English 1301 is a Freshman-level (1), three semester-hours (3).

CLASSIFICATION OF INSTRUCTIONAL PROGRAM CODES (CIP)
The 10-digit codes following each course in parenthesis denote academic transfer courses while a six-digit code denotes technical courses.

COMMON COURSE NUMBERING SYSTEM
Weatherford College participates in a statewide common course numbering system designed to facilitate the transfer of course work among Texas institutions of higher learning, both public and private. Identical numbers are referenced in the catalogs of other participating Texas institutions and may be used to establish transfer equivalents for WC courses.
ACCT, ACNT/Accounting

ACCT 2301 – Principles of Accounting I - Financial (52.0301.51.04) 3 semester hours (3-0-0)

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Suggested prerequisite: ACNT 1303 or high school bookkeeping. Three hours lecture.

ACCT 2302 – Principles of Accounting II - Managerial (52.0301.51.04) 3 semester hours (3-0-0)

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Prerequisite: ACCT 2301 with a C or better. Three hours lecture.

ACNT 1303 – Introduction to Accounting I (52.0302) 3 semester hours (3-0-0)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Three hours lecture per week.

ACNT 1304 – Introduction to Accounting II (52.0302) 3 semester hours (3-0-0)

A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environments. Prerequisite: ACNT 1303 with a C or better. Three hours lecture per week.

ACNT 1311 – Introduction to Computerized Accounting (52.0302) 3 semester hours (3-1-0)

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package. Prerequisite: ACCT 2301 or ACNT 1303. Keyboarding proficiency required. Three hours lecture and one hour lab per week.

ACNT 1313 - Federal Income Tax Accounting (52.1601) 3 semester hours (3-0-0)

A study of federal tax law for preparation of individual income tax returns. Three hours lecture per week.

ACNT 1329 – Payroll and Business Tax Accounting (52.0301) 3 semester hours (3-0-0)

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environments. Prerequisites: ACCT 2301 or ACNT 1303, high school accounting, or consent of instructor. Three hours lecture per week.

ACNT 1331 - Federal Income Tax Accounting (52.1601) 3 semester hours (3-0-0)

A study of the federal tax law for preparation of individual income tax returns. Three hours lecture per week.

ACNT 2288 – Internship – Accounting (52.0301) 2 semester hour (0-0-6)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed.
by the college and the employer. The student must have at least 6 work hours per week. Student is required to obtain appropriate paid or unpaid employment.

AER0/AEROSPACE STUDY
AER0 1171 – Leadership Lab
The AS 100 and AS 200 LLabs include a study of Air Force customs and courtesies, drill and ceremonies, and military commands. The LLab also includes studying the environment of an Air Force officer and learning about areas of opportunity available to commissioned officers.

AER0 1172 and 1173 – Aerospace Studies (AS 100)
(The Air Force Today in the fall and The Air Force Today II in the spring)
AERO 1172 and 1173 (AS 100) is a survey course designed to introduce students to the U.S. Air Force and the Air Force ROTC. Featured topics include mission and organization of the Air Force, officership and professionalism, military customs and courtesies. Leadership Lab (AEST 1001) is mandatory for Air Force ROTC cadets (not special students), and it complements this course by providing cadets with followership experiences.

AER0 2172 and 2173 – Aerospace Studies (AS 200)
The Evolution of U.S. Air and Space Power
AS 200 is a survey course designed to examine general aspects of air and space power through a historical perspective. Utilizing this perspective, the course covers a time period from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Leadership Lab (AEST 1001) is mandatory for Air Force ROTC cadets (not special students), and it complements this course by providing cadets with followership experiences.

AGAH, AGCR, AGEQ, AGRI/AGRICULTURE
AGCR 1307 – Range Management (01.1106) 3 semester hours (2-2-0)
The establishment, development, and maintenance of pasture for livestock grazing. Emphasis is placed on modern techniques of using fertilizer, identification of range plants, and control of weeds. Two hours lecture and two hours lab per week.

AGEQ 1301 – Equine Behavior and Training I (01.0507) 3 semester hours (1-4-0)
Instruction in basic equine behavior and training methods. Topics include anatomy and physiology, behavior, safety, health care management, and training methods. Topics will include safety, behavior, health care and management, and training methods. Students will use a systematic approach to training a weanling horse while learning proper safety and training techniques used in the industry. Prerequisite: AGEQ 1319. One hour lecture and four hours lab per week.

AGEQ 1305 – Equine Enterprise Management (01.0507) 3 semester hours (3-0-0)
A business survey of the equine industry. Topics include equine industry segments and applied management techniques. Three hours lecture per week.

AGEQ 1311 – Equine Science I (01.0507) 3 semester hours (2-2-0)
An introduction to the fundamental aspects of horse production and the importance of the horse in our society. An in-depth study in functional anatomy of the horse will be covered, in addition to principles of breeding, feeding, grooming, handling and health care. Two hours lecture, two hours lab per week.
AGEQ 1315 – Horse Evaluation I (01.0507) 3 semester hours (2-2-0)
Comparative evaluation of stock, pleasure and show horses. Ability to present accurate, clear and concise oral and written reasons will be stressed. Prerequisite: AGEQ 1311 or consent of the instructor. Two hours lecture and two hours lab per week.

AGEQ 1319 – Western Horsemanship I (01.0507) 3 semester hours (1-4-0)
Previously: AGRI 1372. Management and basic training of stock, pleasure and show horses. Topics include grooming, feeding, care of feet, care of tack, conformation, soundness, basics of riding, and care of facilities. Horse and equipment must be furnished by student and approved by the instructor. One hour lecture and four hours lab per week.

AGEQ 1350 – Equine Reproduction (01.0507) 3 semester hours (2-2-0)
Principles of genetics as applied to horses. Physiology of mare and stallion. Reproductive processes including hormones, estrus cycles, ovulation, gestation, sterility problems, and artificial insemination in horses. Practices for foaling the mare. Prerequisites: AGEQ 1311 or consent of the instructor. Two hours lecture and two hours lab per week.

AGEQ 1391 – Special Topics in Equestrian/Equine Studies, Horse Management and Training 1 (01.0507) 3 semester hours (3-0-0)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Three hours lecture per week.

AGEQ 2310 – Equine Business Management (01.0507) 3 semester hours (3-0-0)
Management of the equine business. Content includes record keeping, insurance and liability, show management, equine promotion and sales, and employer relationships. Lecture will be supplemented with guest speakers and field trips to area farms and businesses. Three hours lecture per week.

AGEQ 2311 – Equine Science II (01.0507) 3 semester hours (2-2-0)
Study of advanced concepts of equine production. Emphasis on management practices utilized in the horse industry. Identify and describe the functional anatomy of the horse. Explain digestive physiology of the horse. Determine nutrient needs of the horse. Recognize diseases of the horse. Identify and treat parasites of horses. Two hours lecture and two hours lab per week.

AGEQ 2340 – Equine Seminar (01.0507) 3 semester hours (3-0-0)
Capstone course designed to illustrate previously learned competencies associated with the equine industry. Prerequisite: AGEQ 2311. Three hours lecture per week.

AGEQ 2386 – Internship, Equestrian/Equine Studies, Horse Management and Training (01.0507) 3 semester hours (0-0-9)
An experience external to the college for students in a specialized field involving a written agreement between Weatherford College and a business or industry. Mentored and supervised by a workplace employee, students achieve objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Prerequisite: AGEQ 1311.

AGEQ 2387 – Internship, Equestrian/Equine Studies, Horse Management and Training (01.0507) 3 semester hours (0-0-9)
An experience external to the college for students in a specialized field involving a written agreement between Weatherford College and a business or industry.
industry. Mentored and supervised by a workplace employee, students achieve objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. Prerequisite: AGEQ 2386.

**AGRI 1131 – The Agriculture Industry** (01.0103.52 01) 2 semester hour (2-0-0)

An introductory course to the field of agriculture with emphasis placed on career guidance, counseling, educational requirements in the job market, and current trends in the field. Two hour lecture per week.

**AGRI 1407 – Agronomy** (01.1102.51 01) 4 semester hours (3-3-0)

Classification and distribution of farm crops; importance of good varieties and good seed crop improvement; preparation of seed bed; commercial fertilizers; manures and lime; seeding practices; crop tillage; harvesting; meadow and pasture management; weeds; crop rotation; disease and insect enemies. Three hours lecture and three hours lab per week.

**AGRI 1415 – Horticulture** (01.0601.51 01) 4 semester hours (3-3-0)

Structure, growth, and development of horticultural plants. Control of environment and plant growth with consideration of biological competition and progressive improvement of crops. Principles of propagation and greenhouse production of horticultural crops. Three hours lecture and three hours lab per week.

**AGRI 1419 – Introductory Animal Science** (01.0901.51 01) 4 semester hours (3-3-0)

The importance of livestock and livestock farming in the United States with emphasis on Texas; appreciation of improved livestock; efficiency in feeding; market value; breeding; health; adaptability of various species to geographic and climatic regions. Lab consists of identifying and judging the various breeds and market classes. Three hours lecture and three hours lab per week.

**AGRI 2303 – Agriculture Construction** (01.0201.51 01) 3 semester hours (2-2-0)

Fundamentals of oxyacetylene and electric arc welding. Tool identification will be emphasized. Building design and calculating a bill of materials will also be covered. Emphasis will be placed on safety. Identification, selection, care, use and fitting of hand tools. Planning and calculating bills of materials for farm building and equipment, use and safety with power tools. Woodwork, sheet metal, concrete form work, and painting will be covered. Two hours lecture and two hours lab per week.

**AGRI 2317 – Introduction to Agriculture Economics** (01.0103.51 01) 3 semester hours (3-0-0)

Characteristics of our economic system and basic economic concepts. Survey of the farm and ranch firm and its organization and management; structure and operation of the marketing system; functional and institutional aspects of agriculture finance; government farm programs. Three hours lecture per week.

**AGRI 2330 – Wildlife Conservation & Management** (03.0601.51 01) 3 semester hours (3-0-0)


**ANTH/Anthropology**

**ANTH 2301 – Physical Anthropology** (45.0301.51 25) 3 semester hours (3-0-0)

This course examines evolutionary processes acting on human populations;
human genetics; non-human primate anatomy (and behavior), classification and ecology of primates; the primate paleontological record, and human variation and adaptation. Three hour lecture and zero hours lab per week.

**ANTH 2346 - General Anthropology (45.0201.51 25)**

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, and ethnoLOGY. Three hour lecture and zero hours lab per week.

**ANTH 2351 – Cultural Anthropology (45.0201.53 25) 3 semester hours (3-0-0)**

A survey of the influence of culture in the development of individuals across cultures. Three hour lecture and zero hours lab per week.

**ANTH 2389 – Academic Cooperative (45.0101.51 25) (0-0-6)**

ANTH 2389 is the forensic application of bone identification as applied to crime scenes and other identifications. Zero hour lecture and six hours lab per week.

**ANTH 2401 – Physical Anthropology (45.0301.51 25) 4 semester hours (3-3-0)**

A lab-driven course, ANTH 2401 examines evolutionary processes acting on human populations; human genetics; non-human primate anatomy (and behavior), classification and ecology of primates; the primate paleontological record, and human variation and adaptation. Three hour lecture and three hours lab per week.

**ARTC/Graphic Design**

**ARTC 1313 – Digital Publishing I (50.0409) 3 semester hours (2-4-0)**

The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout. Two hours lecture and four hours lab per week.

**ARTC 2313 – Digital Publishing II (50.0409) 3 semester hours (2-4-0)**

Includes layout procedures from thumbnails and roughs to final comprehensive and printing; emphasis on design principles for the creation of advertising and publishing materials, and techniques for efficient planning and documenting projects. Two hours lecture and four hours lab per week.

**ARTS, DESIGN/Art & Design**

**ARTS 1301 – Art Appreciation (50.0703.51 26) 3 semester hours (3-0-0)**

Exploration of purposes and processes in the visual arts including evaluation of selected works. Three hours lecture per week.

**ARTS 1303 – Art History Survey I (50.0703.52 26) 3 semester hours (3-0-0)**

A survey of painting, sculpture, and other visual arts from prehistoric times to the 14th century. Three hours lecture per week.

**ARTS 1304 – Art History Survey II (50.0703.52 26) 3 semester hours (3-0-0)**

A survey of painting, sculpture, architecture, and other visual arts from the 14th century to the present. Three hours lecture per week.

**ARTS 1311 – Design I (50.0401.53 26) 3 semester hours (3-3-0)**

A basic course in the study and application of the elements and principles of design and color theory. Studio work involves the use of a wide range of media in solving problems dealing with value, line, space, texture, color and shape in two-dimensional design. Three hours lecture and three hours lab per week.

**ARTS 1312 – Design II (50.0401.53 26) 3 semester hours (3-3-0)**

A study and application of the principles of creative processes using three-
dimensional design. Three hours lecture and three hours lab per week.

**ARTS 1316 – Drawing I** (50.0705.52 26) 3 semester hours (3-3-0)
A beginning course investigating a variety of media, techniques, and subjects, exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process as well as an end in itself. Three hours lecture and three hours lab per week.

**ARTS 1317 – Drawing II** (50.0705.52 26) 3 semester hours (3-3-0)
Expansion of Drawing I exploring a variety of drawing media and stressing expressive aspects of drawing. Prerequisite: ARTS 1316. Three hours lecture and three hours lab per week.

**ARTS 2316 – Painting I** (50.0708.52 26) 3 semester hours (3-3-0)
An introductory course in the study and practice of painting. Emphasis on color and composition. Three hours lecture and three hours lab per week.

**ARTS 2317 – Painting II** (50.0708.52 26) 3 semester hours (3-3-0)
Continuation of Painting I with emphasis on individual expression. Prerequisite: ARTS 2316. Three hours lecture and three hours lab per week.

**ASTRONOMY**
(See PHYS/Physics)

**BCIS/BUSINESS COMPUTER APPLICATIONS**

**BCIS 1305 - Business Computer Applications** (11.0202.54 04) 3 semester hours (2-4-0)
Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Prerequisite: None. Two hours lecture and four hour lab per week. NOTE: This course is recommended for business, mathematics and computer science majors - this course teaches basic programming skills.

**BIOL/BIOLOGY**

**BIOL 1322 – Nutrition & Diet Therapy I** (19.0501.51 09) 3 semester hours (3-0-0)
A survey of the science of human nutrition, including an in-depth study of nutrients and the roles they play in the body for maintenance, growth and health. Three hours lecture per week.

**BIOL 1406 – Principles of Biology I (for Majors)** (26.0101.51 03) 4 semester hours (3-3-0)
An introduction to the physical and chemical organization of living organisms, cell structure, function, and metabolism. Students learn to understand and interpret terms and discover principles covering all aspects of living organisms. Concepts of reproduction, genetics, ecology, and the scientific method are included. Intended for science majors and pre-health professionals. Three hours lecture and three hours lab per week.

**BIOL 1407 – Principles of Biology II (for Majors)** (26.0101.51 03) 4 semester hours (3-3-0)
An introduction to plant and animal growth, plant and animal tissues and systems, ecology, evolution and behavior. Concepts of reproduction, genetics, ecology, and the scientific method are included. Intended for science majors and pre-health professionals. Three hours lecture and three hours lab per week.

**BIOL 1408 – General Biology I (Non-majors)** (26.0101.51 03) 4 semester hours (3-3-0)

An introduction to the nature of science, the fundamental principles of living organisms including characteristics of life, the molecular and cellular basis of life, genetics, reproduction, and development, for non-science majors. Concepts of reproduction, genetics, ecology, and the scientific method are included. An emphasis will be placed on how these topics are related to current issues and problems facing modern society. Prerequisite: None. Three hours lecture and three hours laboratory per week.

**BIOL 1411 – General Botany** (26.0301.51 03) 4 semester hours (3-3-0)

Study of structure and function of plant cells, tissues, and organs. Includes an evolutionary survey and life histories of the following representative groups: algae, fungi, mosses, liverworts, ferns, and seed producing organisms. Plant reproductive and functional interactions with their environment and with humans. Selected lab exercises. Three hours lecture and three hours lab per week.

**BIOL 1413 – General Zoology** (26.0701.51 03) 4 semester hours (3-3-0)

Study of the principles of taxonomy, molecular biology, and ecology as they relate to animal form and function, diversity, behavior, and evolution. Three hours lecture and three hours lab per week.

**BIOL 2401 – Human Anatomy and Physiology I** (26.0707.51 03) 4 semester hours (3-3-0)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. Content may be either integrated or specialized. Three hours lecture and three hours lab per week.

**BIOL 2402 – Human Anatomy and Physiology II** (26.0707.51 03) 4 semester hours (3-3-0)

A continued study of anatomical structures and functions of the human body, including respiratory, reproductive, digestive, excretory, endocrine, and circulatory systems. Prerequisite: Successful completion of Biology 2401 is required. Three hours lecture and three hours lab per week.

**BIOL 2406 – Environmental Biology** (03.0103.51 01) 4 Semester hours (3-3-0)

This course is to provide students with an interdisciplinary approach to understanding basic concepts in environmental biology. Topics include conservation, pollution, energy, and other contemporary issues. An emphasis will be placed on how these topics are related to current issues and problems facing modern society. Prerequisite: None. Three hours lecture and three hours laboratory per week.

**BIOL 2420 -Microbiology for Non-Science Majors** (26.0503.51 03) 4 semester hours (3-3-0)

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. Recommended for Health Science Majors. Prerequisites: BIOL 2401 and BIOL 2402 recommended. Three hours lecture and three hours laboratory per week.
BIOL 2421- Microbiology for Science Majors (26.0503.51 03) 4 semester hours (3-3-0)
Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Prerequisites: CHEM 1411 General Chemistry I and BIOL 1406 Biology for Science Majors I. Three hours lecture and three hours laboratory per week.

BMGT, BUSG, BUSI/BUSINESS
BMGT 1327 – Principles of Management (52.0201) 3 semester hours (3-0-0)
Concepts, terminology, principles, theories, and issues in the field of management. Three hours lecture per week.
BMGT 2288 – Internship –Business Administration and Management (52.0101) 2 semester hour (0-0-6)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. The student must have at least 6 work hours per week. Student is required to obtain appropriate paid or unpaid employment.

BUSG 1304 – Introduction to Financial Advising (52.0801) 3 semester hours (3-0-0)
Previously: BUSI 1307. A study of financial problems encountered by financial advisors when managing family financial affairs. Includes methods to advise clients on topics such as estate planning, retirement, home ownership, savings, and investment planning. Three hours lecture per week.

BUSI 1301 – Business Principles (52.0101.51 04) 3 semester hours (3-0-0)
Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization and development of business vocabulary. Three hours lecture per week.
BUSI 2301 – Business Law 3 semester hours (3-0-0)
(22.0101.51 24) Principles of law which form the legal framework for business activity. Three hours lecture per week.

CDEC/Child Care Provider/Assistant
CDEC 1164 – Practicum in Child Development (19.0706) 1 semester hour (1-0-8)
Practical, general training supported by individualized learning plan developed by the employer, college, and student. The guided external experience may be paid or unpaid. Passage of a background check is required for this course. One hour lecture and eight hours of field experience per week. Offered spring only.
CDEC 1195 – Issues of Abuse and Neglect (19.0709) 1 semester hour (1-0-0)
(Special Topics in Early Childhood Provider/Assistant) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Course focuses on the causes and symptoms of abusive behavior. Emphasis is placed on developing skills and competencies for working with the abused child and families to help alleviate abusive experiences. One hour lecture per week. Offered spring only.
CDEC 1313 – Curriculum Resources for Early Childhood Programs (19.0709)
3 semester hours (3-0-0)
Fundamentals of curriculum design and implementation of developmentally appropriate programs for young children. The history, philosophy, and ethics of child care. Also includes types of child care facilities. Passage of a background check is required for this course. Three hours lecture per week. Offered fall only.

CDEC 1319 – Child Guidance (19.0709) 3 semester hours (3-0-0)
An exploration of guidance strategies for promoting prosocial behaviors with individuals and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Practical application through direct participation with children. Passage of a background check is required for this course. Three hours lecture per week. Offered fall only.

CDEC 1356 – Emergent Literacy for Early Childhood (19.0706) 3 semester hours (3-0-0)
An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum. Prerequisite or corequisite: CDEC 1313. Passage of a background check is required for this course. Three hours lecture per week. Offered fall only.

CDEC 1359 – Children with Special Needs (19.0709) 3 semester hours (3-0-0)
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, and the advocacy role and legislative issues. Passage of a background check is required for this course. Three hours lecture per week. Offered spring only.

CDEC 2307 – Math and Science for Early Childhood (19.0709) 3 semester hours (3-0-0)
An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play. Prerequisite or corequisite: CDEC 1313. Passage of a background check is required for this course. Three hours lecture. Offered fall only.

CDEC 2326 – Administration of Programs for Children I (19.0708) 3 semester hours (3-0-0)
Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics include philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Prerequisite: Six hours in Child Development/Early Childhood or consent of division director. Passage of a background check is required for this course. Three hours lecture per week. Offered fall only.

CDEC 2328 – Administration of Programs for Children II (19.0708) 3 semester hours (3-0-0)
An in-depth study of the skills and techniques in managing early care and education programs including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning, parent education/partnerships, and technical applications in programs. Prerequisite: CDEC 2326 or consent of division director. Passage of a background check is required for this course. Three hours lecture per week. Offered spring only.
CDEC 2486 – Internship: Child Development and Early Childhood (19.0709)
4 semester hours (1-0-20)
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. Passage of a background check is required for this course. One hour lecture and twenty hours field experience per week. Offered spring only.

CHEM/Chemistry
CHEM 1411, 1412 – General Chemistry I & II (40.0501.54 03, 40.0501.57 03)
4 semester hours (3-3-0)
Modern basic concepts in chemistry, with special emphasis placed upon nuclear and electronic structures, kinetic theory, solutions, equations, oxidation-reduction reactions, and ionization. Includes chemical equilibrium; phase diagrams and spectometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Lab experiments include modern approaches to basic concepts and relevant instrumentation. Course designed for freshman college students with or without high school chemistry. Prerequisites: MATH 1314, or MATH 1414, or permission of the instructor. Must successfully pass CHEM 1411 before taking CHEM 1412. Three hours lecture and three hours lab per week.
CHEM 2423, 2425 – Organic Chemistry (40.0504.52 03) 4 semester hours (3-3-0)
Modern introductory course dealing with the compounds of carbon. Special emphasis will be given to the study of functional groups, their reactions and mechanisms. Includes theory and practice of spectral analysis by infrared, ultraviolet, and nuclear magnetic resonance spectroscopy. Theory and practice of analysis by gas chromatography. Prerequisites: CHEM 1411 and CHEM 1412. Three hours lecture and three hours lab per week.

COMM/Communication
COMM 1131, 1132, 2131, 2132 – Publications I, II, III, IV (09.0401.54 06) 1 semester hour (0-3-0)
Work on the staff of one of the college publications. Students are required to work on the staff of at least one of the official college publications for prescribed periods under faculty supervision. Three lab hours per week.
COMM 1307 – Introduction to Mass Communication (09.0102.51 06) 3 semester hours (3-0-0)
Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports and influences. Three lecture hours per week.
COMM 1318 – Photography I (Photojournalism Emphasis) (50.0605.51 26) 3 semester hours (2-4-0)
Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. Two hours lecture and four hours lab per week.
COMM 1319 – Photography II (Photojournalism Emphasis) (50.0605.52 26)
3 semester hours (2-4-0)
Extends the students' knowledge of techniques and guides them in developing personal outlooks toward specific applications of the photographic process. Prerequisite: COMM 1318 or its equivalent. Two hours lecture and four hours lab per week.

COMM 1336 – Television Production (10.0202.52 06) 3 semester hours (2-4-0)
Study of the operation of a Television studio and control room equipment, including both pre- and post-production needs. Two hours lecture and four hours lab per week.

COMM 2303 – Audio/Radio Production (10.0202.51 06) 3 semester hours (3-0-0)
Introduction to concepts and techniques of sound production, including the coordinating and directing processes. Hands-on experience with equipment, sound sources, and direction of talent. Three hours lecture per week.

COMM 2324, 2325 – Practicum in Electronic Media (09.0701.53 06) 3 semester hours (2-4-0)
Study and participation in the operation of an electronic media. Two hours lecture and four hour lab per week.

COMM 2327 – Introduction to Advertising (09.0903.51 06) 3 semester hours (3-0-0)
Fundamentals of advertising including marketing theory and strategy, copy writing, design and selection of media. Three hour lecture per week.

COSC/Computer Science
COSC 1309 – Logic Design (11.0201.51 07) 3 semester hours (3-0-0)
A disciplined approach to problem solving with structured techniques and representation of algorithms using pseudo-code and graphical tools. Discussion of methods for testing, evaluation, and documentation. Three hours lecture per week.

COSC 1301/ITSC 1301 - Introduction to Computing (11.0101.51 07) 3 semester hours (2-4-0)
Overview of computer systems hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. NOTE: This course is NOT recommended for business, mathematics and computer science majors. Prerequisite: Keyboarding proficiency. Two hours lecture and four hours lab per week.

CPMT/Computer Installation and Repair Technology/Technician
CPMT 1351 – IT Essentials: PC Hardware and Software (47.0104) 3 semester hours (2-4-0)
An introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking, and security, and also provides an introduction to advanced concepts. Hands-on labs and Virtual Laptop and Virtual Desktop learning tools help students develop critical thinking and complex problem-solving skills. Cisco Packet Tracer simulation-based learning activities promote the exploration of network and
networking security concepts and allow students to experiment with network behavior. Two hours lecture and four hours lab per week.

**CJLE/Basic Peace Officer (Law Enforcement Academy) Continuing Education**

**CJLE 1006 – Basic Peace Officer** (43.0107)

Continuing Education Course: Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Training Academy.

**CJLE 1012 – Basic Peace Officer II** (43.0107)

Continuing Education Course: Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Academy.

**CJLE 1018 – Basic Peace Officer III** (43.0107)

Continuing Education Course: Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Academy.

**CJLE 1024 – Basic Peace Officer IV** (43.0107)

Continuing Education Course: Course Description: Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Academy.

**CJLE 1029 – Basic Peace Officer V** (43.0107)

Continuing Education Course: Course Description: Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and IV to satisfy the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Academy.

**CRIJ/Criminal Justice**

**CJSA 2334 – Contemporary Issues in Criminal Justice** 3 semester hours (3-0-0)

Upon completion of this course the student will have an enhanced understanding of specific issues in the criminal justice system. Current issues will be related directly to the objectives of police, courts, and corrections agencies. The student will have a broader understanding of crime and criminals as well as being better equipped to deal with them. The course may be repeated with each topic change. Three hours lecture per week. (CJSA 2334)

**CJSA 2282 – Cooperative Work Experience** 2 semester hours (0-0-20)

Students who complete this course will have a hands-on knowledge of the criminal justice system. Students participate in a combination of seminars and on-the-job activities in various criminal justice agencies. Learning is guided by objectives set at the beginning of the semester. Performance is graded by the instructor through conferences with the student and employer, through submission of scheduled reports and by adherence to stated objectives. A minimum of twenty working hours per week on the job.
CRIJ 1301/CJSA 1322 – Introduction to Criminal Justice (43.0104.51 24) 3 semester hours (3-0-0)
   History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of the criminal justice system; prosecution and defense; trial process; corrections. CJSA 1322 meets the requirements of CRIJ 1301. Three hours lecture per week.

CRIJ 1306/CJSA 1313 – Court Systems and Practices (22.0101.54 24) 3 semester hours (3-0-0)
   The judiciary in the criminal justice system; right to counsel; pretrial release; grand juries; adjudication process; types and rules of evidence; sentencing. Three hours lecture per week.

CRIJ 1307/CJSA 1312 – Crime in America (45.0401.52 25) 3 semester hours (3-0-0)
   American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime. CJSA meets the requirements of CRIJ 1307. Three hours lecture per week.

CRIJ 1310/CJSA 1327 – Fundamentals of Criminal Law (22.0101.53 24) 3 semester hours (3-0-0)
   A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. Three hours lecture per week.

CRIJ 1313/CJSA 1317 – Juvenile Justice System (43.0104.52 24) 3 semester hours (3-0-0)
   Upon completion of this course the student will have a basic understanding of the issues that cause juvenile delinquency and deviancy. The student will also learn state laws, Supreme Court decisions, and police policies and practices relating to delinquency. This knowledge will allow the student to function at a higher degree of competency in the workplace when dealing with juveniles. Three hours lecture per week.

CRIJ 2301/CJCR 2324 – Community Resources in Corrections (43.0104.53 24) 3 semester hours (3-0-0)
   An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; and future trends in community treatment. Three hours lecture per week.

CRIJ 2313/CJCR 1307 – Correctional Systems and Practices (43.0104.54 24) 3 semester hours (3-0-0)
   Corrections in the criminal justice systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; and current and future issues. Three hours lecture per week.

CRIJ 2314/CJSA 1342 – Criminal Investigation (43.0104.55 24) 3 semester hours (3-0-0)
   Theories and concepts of the investigator’s role in modern criminal investigation. Basic skills necessary in conduct of investigations; development of information sources, and evidence collection and preservation. Concentration is on crime solution and case preparation. Three hours lecture per week.
CRIJ 2323/CJSA 2300 – Legal Aspects of Law Enforcement  (43.0104.56 24)  
3 semester hours (3-0-0)  
Covering a brief history and philosophy of modern law including the structure, definition and application of commonly used penal statutes and leading case law. Also includes a review of the elements of crimes, laws of arrest, search and seizure. Three hours lecture per week.

CRIJ 2328/CJSA 1359 – Police Systems and Practices  (43.0104.57 24) 3 semester hours (3-0-0)  
The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues. Three hours lecture per week.

**CSME/Cosmetology**

CSME 1401 – Orientation to Cosmetology  (12.0401) 4 semester hours (3-8-0)  
An overview of the skills and knowledge necessary for the field of cosmetology. Three hours lecture and eight hours lab per week.

CSME 1405 – Fundamentals of Cosmetology  (12.0401) 4 semester hours (2-8-0)  
A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. Two hour lecture and eight hours lab per week.

CSME 1434 – Cosmetology Instructor I  (12.0413) 4 semester hours (2-8-0)  
The fundamentals of instructing cosmetology students. Two hours lecture and eight hours lab per week.

CSME 1435 – Orientation to the Instruction of Cosmetology  (12.0413) 4 semester hours (2-6-0)  
An overview of the skills and knowledge necessary for the instruction of cosmetology students. Two hours lecture and six hours lab per week.

CSME 1451 – Artistry of Hair, Theory and Practice  (12.0407) 4 semester hours (2-8-0)  
Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. Two hour lecture and eight hours lab per week.

CSME 1543 – Manicuring and Related Theory  (12.0410) 5 semester hours (3-8-0)  
Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Three hours lecture and eight hour lab per week.

CSME 1547 – Principles of Skin Care/Facials and Related Theory  (12.0409) 5 semester hours (2-8-0)  
In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Two hours lecture and eight hours lab per week.

CSME 1553 – Chemical Reformation and Related Theory  (12.0407) 5 semester hours (3-8-0)  
Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. Three hours lecture and eight hours lab per week.
CSME 2310 – Advanced Haircutting and Related Theory (12.0407) 3 semester hours (1-8-0)
Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. One hour lecture and eight hours lab per week.

CSME 2343 – Salon Development (12.0412) 3 semester hours (2-4-0)
Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping. Two hour lecture and four hours lab per week.

CSME 2345 – Preparation for the State Licensing Practical Examination (12.0401) 2 semester hours (1-7-0)
Preparation for the state licensing practical examination.

CSME 2414 – Cosmetology Instructor II (12.0413) 4 semester hours (2-8-0)
A continuation of the fundamentals of instructing cosmetology students. Two hours lecture and eight hours lab per week.

CSME 2415 – Cosmetology Instructor III (12.0413) 4 semester hours (2-8-0)
Presentation of lesson plan assignments and evaluation techniques. Two hours lecture and eight hours lab per week.

CSME 2444 – Cosmetology Instructor IV (12.0413) 4 semester hours (2-8-0)
Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques. Two hours lecture and eight hours lab per week.

CSME 2501 – The Principles of Haircoloring and Related Theory (12.0407) 5 semester hours (3-8-0)
Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color. Three hour lecture and eight hour lab per week.

CTMT/Computed Tomography
Pending THECB approval

CTMT 1391 – Special Topics in Computed Tomography (51.0911) 3 semester hours (3-0-0)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Three hours lecture per week.

CTMT 2232 – Principles of Computed Tomography (51.0911) 2 semester credit hours (3-0-0)
In-depth coverage of computed tomography imaging techniques. Image quality assurance and radiation protection are emphasized. Three hours lecture per week.

CTMT 2264 – Practicum (or field experience)-Radiologic Technology/Science-Radiographer (51.0911) 2 semester hours (0-0-16)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 16 external hours per week.

CTMT 2265 – Practicum (or field experience)-Radiologic Technology/Science-Radiographer (51.0911) 2 semester hours (0-0-16)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 16 external hours per week.
CTMT 2336 – Computed Tomography Equipment & Methodology (51.0911) 
3 semester hours (3-0-0) 
Skill development in the operation of computed tomographic equipment, focusing on routine protocols, image quality, quality assurance, and radiation protection. Three hours lecture per week.

DAAC/Drug and Alcohol Abuse Counseling 
DAAC 1166 – Practicum (51.1501) 1 semester hour (0-0-7) 
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Seven contact hours per week. 
DAAC 1304 – Pharmacology of Addiction (51.1501) Three semester hours (3-0-0) 
Psychological, physiological, and sociological effects of mood altering substances and behaviors. Emphasizes pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction. Three hours lecture per week. 
DAAC 1305 – Co-Occurring Disorders (51.1501) Three semester hours (3-0-0) 
Provides students with an understanding of co-occurring psychiatric and substance abuse disorders and their impact on the individual, family, and community. Includes an integrated approach to address the issues accompanying the illness. 
DAAC 2266 – Practicum (51.1501) 2 semester hours (0-0-14) 
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is a twelve week summer class and requires 18.6 hours per week. 
DAAC 2306 – Substance Abuse Prevention I (51.1501) 3 semester hours (3-0-0) 
Focuses on aspects of substance abuse prevention from a public health model. Three hours lecture per week. 
DAAC 2307 – Addicted Family Intervention (51.1501) Three semester hours (3-1-0) 
The family as a dynamic system focusing on the effects of addiction on family roles, rules, and behavior patterns. Includes the effects of mood altering substances, behaviors, and therapeutic alternatives as they relate to the family from a multicultural and transgenerational perspective. Three hours lecture and one hour lab per week. 
DAAC 2341 – Counseling Alcohol and Other Drug Addictions (51.1501) 
Three semester hours (3-0-0) 
Special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Development and utilization of advanced treatment planning and management. Includes review of confidentiality and ethical issues. Three hours lecture per week. 

DEV/DEVELOPMENTAL READING 
NCBO 0100 – 
This is a pass/fail course designed as skill-based modular instruction in reading and writing. It combines online content lessons and activities with instructor consultation to provide individualized instruction for highly motivated students who need to improve basic skills in reading and/or writing. A student
is expected to complete the course in 9-16 hours, depending on need and effort. Students who successfully complete the course in 8 weeks will have the opportunity to enroll in an 8-week ENGL-1301 offered during the second half of the semester. Students also have the option of remaining in the course for the full 16-weeks of the semester to complete the work. Upon successful completion of NCBO 0100, a student will be considered TSI complete in reading and writing.

**DEVR 0100—Special Tutorial/Reading** (32.0108.52 12) 1 semester hour (1-1-0)

DEVR 0100 is an option for students whose scores on the state-required assessment test fall in the standard deviation range indicating a need to master specific reading skills in a flexible scheduling format. DEVR 0100 will not transfer but will count for non-degree credit from Weatherford College. Permission is required. Completion of an individually-prepared schedule requiring 12 hours of tutorials supervised by the assigned instructor is mandatory. Students must re-test and pass the reading portion of the appropriate assessment in order to satisfy TSI requirements.

**DEVR 0301—Developmental Reading I** (3201085212) 3 semester hours (3-1-0)

DEVR 0301 is designed for students whose scores on assessment tests indicate a need for improvement in reading comprehension and vocabulary. This course will not transfer but will count for non-degree credit. Three hours lecture and twelve hours of tutorials required.

**DEVR 0302—Developmental Reading II** (32.0108.52 12) 3 semester hours (3-1-0)

DEVR 0302 is designed for students whose scores on assessment tests indicate a need for improvement in critical reading skills including comprehension and vocabulary. This course will not transfer but will count for non-degree credit. Three hours lecture and twelve hours of tutorials required. Students completing this course successfully are not required to re-test.

**DEVW/Developmental Writing**

**DEVW 0100—Special Tutorial/Writing** (32.0108.53 12) 1 semester hour (1-1-0)

DEVW 0100 is an option for developmental writing students whose scores on the state required assessment test fall in the standard deviation range and indicate a need for supplemental activities to master specific writing skills in a flexible scheduling format. Permission of the Developmental Writing/Reading Department Chair is required. DEVW 0100 will not transfer to a senior institution but will count for non-degree credit from Weatherford College. Completion of an individually-prepared schedule requiring 12 hours of tutorials per semester is mandatory. Students must re-test and pass the writing portion of the appropriate assessment in order to satisfy TSI requirements.

**DEVW 0301—Developmental Writing I** (3201085312) 3 semester hours (3-1-0)

DEVW 0301 emphasizes development of skills needed for college level writing including grammar, paragraph structure, and essay form. Critical reading and analytical skills are also developed. DEVW 0301 will not transfer but will count for non-degree credit. Three hours lecture and twelve hours of tutorials required.

**DEVW 0302—Developmental Writing II** (32.0108.53 12) 3 semester hours (3-1-0)

DEVW 0302 emphasizes basic rhetorical principles needed for college-level writing, particularly development of effective paragraphs and organization of essays. The major focus is on preparing students to be successful in college-
level English courses and in all courses requiring writing skills. DEVW 0302 will not transfer but will count for non-degree credit. Three hours lecture and twelve hours of tutorials required. Students completing this course successfully are not required to re-test.

**DIRW/Developmental Reading & Writing**

**DIRW 0302—Integrated Reading/Writing Level 2** 32.0108.59 12; 3 semester hours (3-1-0)

DIRW 0302 is a three-credit course that integrates reading and writing instruction to engage students in the rigors of college work. This course is designed for students whose scores on assessment tests indicate a need for improvement in critical reading and writing skills. Through strategic instruction and guided practice, students strengthen their reading skills and gain practice in college level writing assignments. Through an exploration of knowledge and learning in higher education, students are encouraged to think critically. DIRW 0302 consists of three hours lecture and requires twelve hours of tutorial activities. Students completing this course successfully are not required to re-test.

**DMSO, DSVT, DSAE/Diagnostic Medical Sonography**

**DMSO 1110-Introduction to Sonography** (51.0910) 1 semester hour (1-1-0)

An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession. Prerequisites: DMSO 1441, DMSO 1302, DMSO 1266. Corequisites: DMSO 2243, DMSO 1366. 1 lecture hour and 1 lab hour per week.

**DMSO 1266-Practicum I** (51.0910) 2 semester hours (0-0-14)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Corequisites: DMSO 1441, DMSO 1302. 14 contact hours per week.

**DMSO 1267-Practicum III** (51.0910) 2 semester hours (0-0-18)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: DMSO 1302. Corequisites: DMSO 1355, DSVT 1103. 18 contact hours per week.

**DMSO 1302-Basic Ultrasound Physics** (51.0910) 3 semester hours (2-2-0)

Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams. Corequisites: DMSO 1441, DMSO 1266. 2 lecture hours and 2 lab hours per week.

**DMSO 1355-Sonographic Pathophysiology** (51.0910) 3 semester hours (3-0-0)

Pathology and pathophysiology of the abdominal structures visualized with ultrasound. Includes abdomen, pelvis, and superficial structures. Prerequisites: DMSO 2405, DMSO 2243, DMSO 1110, DMSO 1366. Corequisites: DSVT 1103, DMSO 11267. 3 lecture hours per week.

**DMSO 1366-Practicum II** (51.0910) 3 semester hours (0-0-24)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: DMSO 1266. Corequisites: DMSO 1110, DMSO 2405, DMSO 2243. 24 contact hours per week.
DMSO 1364-Practicum V (51.0910) 3 semester hours (0-0-24)
   Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: DMSO 1367. Corequisites: DMSO 2130, DSVT 2335. 24 contact hours per week.

DMSO 1367-Practicum IV (51.0910) 3 semester hours (0-0-24)
   Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: DMSO 1267. Corequisites: DMSO 2253, DSVT 1300. 24 contact hours per week.

DMSO 1441-Abdominopelvic Sonography (51.0910) 4 semester hours (3-4-0)
   Normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols. Corequisites: DMSO 1266, DMSO 1302. 3 lecture hours and 4 lab hours per week.

DMSO 2130-Advanced Ultrasound and Review (51.0910) 1 semester hour (0-4-0)
   Knowledge, skills, and professional values within a legal and ethical framework addressing emerging technologies and professional development. Prerequisites: DSVT 1300, DMSO 2253, DMSO 1367. Corequisites: DSVT 2335, DMSO 1364, DMSO 2130. 4 lab hours per week.

DMSO 2243-Advanced Ultrasound Principles and Instrumentation (51.0910) 2 semester hours (1-2-0)
   Theory and application of ultrasound principles. Includes advances in ultrasound technology. Prerequisites: DMSO 1441, DMSO 1166. Corequisites: DMSO 2405, DMSO 1110, DMSO 1366. 1 lecture hour and 2 lab hours per week.

DMSO 2253-Sonographic Superficial Structures (51.0910) 2 semester hours (2-1-0)
   Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Prerequisites: DSVT 1103, DMSO 1110, DMSO 1267. Corequisites: DSVT 1300, DMSO 2367. 2 lecture hours and 1 lab hour per week.

DMSO 2405-Sonography of Obstetrics/Gynecology (51.0910) 4 semester hours (3-4-0)
   Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Prerequisites: DMSO 1441, DMSO 1302, DMSO 1166. Corequisites: DMSO 1110, DMSO 2243, DMSO 1267. 3 lecture hours and 4 lab hours per week.

DSAE 1303-Introduction to Echocardiography (51.0910) 3 semester hours (2-2-0)
   An introduction to scanning techniques and procedures with hands-on experience in a lab setting. Emphasis is placed on the sonographic evaluation of the normal adult. Corequisites: DSAE 1440, DSAE 2303, DSAE 2360. 2 lecture hours and 2 lab hours per week.

DSAE 1440-Diagnostic Electrocardiography (51.0910) 4 semester hours (3-4-0)
   Cardiac testing including the techniques and interpretation of patient physical assessment. Covers electrocardiography, stress testing, Holter monitoring, vital signs, and cardiovascular pharmacology. Corequisites: DSAE 1303, DSAE 2303, DSAE 2360. 3 lecture hours and 4 lab hours per week.
**DSAE 2303-Cardiocascular Concepts** (51.0910) 3 semester hours (6-0-0)

Anatomy, physiology, and pathophysiology of the cardiovascular system. Focuses on cardiac and vascular structural anatomy and relationships, electrical innervation, embryology, and hemodynamics of the heart and vascular system. Includes pathophysiology, etiology, pathology, signs, symptoms, risk factors, and treatment of cardiovascular diseases. Corequisites: DSAE 1440, DSAE 1303, DSAE 2360. 6 lecture hours per week.

**DSAE 2335-Advanced Echocardiography** (51.0910) 3 semester hours (2-2-0)

Advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging, and related noninvasive cardiac testing. Prerequisites: DSAE 1440, DSAE 2303, DSAE 1303, DSAE 2360. Corequisites: DSAE 2404, DSAE 2461. 2 lecture hours and 2 lab hours per week.

**DSAE 2360-Clinical** (51.0910) 3 semester hours (0-0-16)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Corequisites: DSAE 1440, DSAE 2303, DSAE 1303. 16 contact hours per week.

**DSAE 2404-Echocardiographic Evaluation of Pathology I** (51.0910) 4 semester hours (3-2-0)

Adult acquired cardiac pathologies. Topics include cardiovascular pathophysiology, quantitative measurements, and the application of 2-D, M-Mode, and Doppler. Recognition of the sonographic appearances of cardiovascular disease is stressed. Prerequisites: DSAE 1440, DSAE 2303, DSAE 1303, DSAE 2360. Corequisites: DSAE 2335, DSAE 2461. 3 lecture hours and 2 lab hours per week.

**DSAE 2461-Clinical (Capstone)** (51.0910) 4 semester hours (0-0-24)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 16 contact hours per week. Prerequisites: DSAE 1440, DSAE 2303, DSAE 1303, DSAE 2360. Corequisites: DSAE 2404, DSAE 2335. 24 contact hours per week.

**DSVT 1103-Introduction to Vascular Technology** (51.0910) 1 semester hour (1-0-0)

Introduction to basic non-invasive vascular theories. Emphasizes image orientation, transducer handling, and identification of anatomic structures. Prerequisites: DMSO 2405, DMSO 2243, DMSO 1110, DMSO 1366. Corequisites: DMSO 1355, DMSO 1267. 1 lecture hour per week.

**DSVT 1300-Principles of Vascular Technology** (51.0910) 3 semester hours (2-2-0)

Introduction to non-invasive vascular technology modalities. Includes 2D imaging, Doppler, plethysmography, and segmental pressures. Emphasis on performing basic venous and arterial imaging and non-imaging exams. Prerequisites: DSVT 1103, DMSO 1366. Corequisites: DMSO 2253, DMSO 1367. In lieu of prerequisites/corequisites, will accept RDMS, RVT, or RDCS. 2 lecture hours and 4 lab hours per week.

**DSVT 1364-Practicum V** (51.0910) 3 semester hours (0-0-24)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: DSVT 1103, DSVT 1300. Corequisites: DMSO 2130, DSVT 2335. 24 contact hours per week.
DSVT 2335-Advanced Non-Invasive Vascular Technology (51.0910) 3 semester hours (2-2-0)
Non-Invasive vascular concepts. Includes harmonics, contrast, power Doppler, digital intraoperative, intravascular, abdominal vascular, graft surveillance, vascular interventions, and research. Emphasizes extensive review of case studies, technical reporting, preliminary interpretation, and registry review. Prerequisites: DSVT 1300, DMSO 2253, DMSO 1367. Corequisites: DMSO 2130, DSVT 1364. In lieu of prerequisites/corequisites, will accept RDMS, RVT, or RDCS. 2 lecture hours and 2 lab hours per week.

DRAM/Drama

DRAM 1120, 1121, 2120, 2121 – Theatre Practicum (50.0506.53 26) 1 semester hour (0-3-0)
Practicum in theatre with emphasis on techniques and procedures with experience gained in play productions. May be repeated for credit up to nine semester hours. Three hours lab per week.

DRAM 1161, 1162 – Musical Theatre (50.0904.61 26) 1 semester hour (0-5-0)
Study and performance of works from the musical theater repertoire. Also listed as MUSI 1159, 2159. Five hours lab per week.

DRAM 1310 – Introduction to Theatre (50.0501.51 26) 3 semester hours (3-0-0)
Survey of all phases of theatre including its history, dramatic works, stage techniques, production procedures, and relation to the fine arts. Three hours lecture per week.

DRAM 1330, 2331 – Stagecraft I & II (50.0502.51 26) 3 semester hours (3-2-0)
Study and application of visual aesthetics of design which may include the physical theater, scenery construction and painting, properties, lighting, costume, makeup, and backstage organization. Three hours lecture and two hours lab per week.

DRAM 1341 – Makeup (50.0502.52 26) 3 semester hours (3-2-0)
Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application. Three hours lecture and two hours lab per week.

DRAM 1342 – Introduction to Costume (50.0502.53 26) 3 semester hours (3-2-0)
Principles and techniques of costume design and construction for theatrical productions. Three hours lecture and two hours lab per week.

DRAM 1351 – Acting I (50.0506.51 26) 3 semester hours (3-0-0)
A lab course in all phases of drama theatre, with emphasis on techniques and procedures, with practical experience gained by participating in a play production. Three hours lecture per week.

DRAM 1352 – Acting II (50.0506.51 26) 3 semester hours (3-0-0)
Study with practical experience in problems of creating characterization, with emphasis on developing vocal and physical skill in acting. Prerequisite: DRAM 1351. Three hours lecture per week.

ECON/Economics

ECON 2301 – Principles of Economics (Macro) (45.0601.51 25) 3 semester hours (3-0-0)
A study of macroeconomic principles including economic organization, national income determination, the measurement of economic aggregates, economic stability and worth, money and banking, and the use of monetary and
fiscal policy. Three hours lecture per week.

**ECON 2302 – Principles of Economics (Micro)** (45.0601.51 25) 3 semester hours (3-0-0)

A study of microeconomic principles including the theories of demand, production, the firm, and income determination. Also covered are the topics of international trade, economic development, and comparative systems. Three hours lecture per week.

**EDUC/Education**

**EDUC 1200—Learning Frameworks** (42.2701.51 25) 2 semester hours (3-0-0)

A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned in face-to-face, online, and hybrid modalities. This course also includes information on doing library research and critical thinking. This course is considered an open elective worth two lecture hours.

**EDUC 1300 – Learning Frameworks** (42.2701.51 25) 3 semester hours (3-0-0)

A study of the research and theory in the psychology of learning, cognition and motivation; factors that impact learning; and application of learning strategies. Theoretical models of strategic learning, cognition and motivation serve as the conceptual basis for the introduction of college-level student strategies. Students use assessment instruments (e.g. learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply learning skills discussed to their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. This course is considered an open elective worth three lecture hours per week.

**EDUC 1301 – Introduction to the Teaching Profession** (13.0101.51 09) 3 semester hours (3-0-16)

An introduction to how learning occurs, EC-12 with varied and diverse student populations, the culture of schooling and classrooms, and instructional strategies needed to be a successful teacher in today’s schools. Passage of a background check is required for this course. 3 hours lecture per week and 16 hours observation/field experience per semester. Must be TSI complete in reading and writing.

**EDUC 2301 – Introduction to Special Populations** (13.1001.51 09) 3 semester hours (3-0-16)

An overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on factors that facilitate learning; will have opportunities to participate in early field observations of EC-12 special populations; will develop knowledge and skills about instruction needed to work with special populations. Passage of
a background check is required for this course. 3 hours lecture per week and 16 hours observation/field experience per semester. Must be TSI complete in reading and writing. Prerequisite for this course is EDUC 1301.

EMSP/Emergency Medical Technology

EMSP 1391 – Special Topics in Emergency Medical Technology (51.0904) 3 semester hours (3-0-0)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Co requisite: EMSP 1501, EMSP 1260, HPRS 1206.

EMSP 1501 – Emergency Medical Technician – Basic (51.0904) 5 semester hours (3-6-0)
Preparation for certification as an Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services. A minimum course grade of 80 is required to receive a course completion. Co requisite: EMSP 1391, EMSP 1260, HPRS 1206.

EMSP 1260 – Clinical – Emergency Medical Technician (51.0904) 2 semester hours (0-0-6)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Co requisite: EMSP 1501, EMSP 1391, HPRS 1206.

EMSP 1438 – Introduction to Advanced Practice (51.0904) 4 semester hours (3-2-0)
An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401. Co requisite: EMSP 1456, EMSP 1455, EMSP 2260.

EMSP 1456 – Patient Assessment and Airway Management (51.0904) 4 semester hours (3-4-0)
A detailed study of the knowledge and skills required to perform patient assessment and airway management. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401. Co requisite: EMSP 1438, EMSP 1455, EMSP 2260.

EMSP 1455 – Trauma Management (51.0904) 4 semester hours (3-4-0)
A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401. Co requisite: EMSP 1438, EMSP 1456, EMSP 2260.

EMSP 2260 – Clinical 1 – Emergency Medical EMT Paramedic (51.0904) 2 semester hours (0-0-6)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external
learning experiences. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401. Co requisite: EMSP 1438, EMSP 1456, EMSP 1455.

EMSP 2348 – Emergency Pharmacology (51.0904) 3 semester hours (3-0-0)
A comprehensive course covering the utilization of medications in treating emergency situations. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260. Co requisite: EMSP 2434, EMSP 2544, EMSP 2330, EMSP 2261.

EMSP 2434 – Medical Emergencies (51.0904) 4 semester hours (3-4-0)
A detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260. Co requisite: EMSP 2348, EMSP 2544, EMSP 2330, EMSP 2261.

EMSP 2544 – Cardiology (51.0904) 5 semester hours (3-6-0)
Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260. Co requisite: EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2261.

EMSP 2330 – Special Populations (51.0904) 3 semester hours (2-3-0)
A detailed study of the knowledge and skills necessary to assess and manage ill or injured patients in diverse populations. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260. Co requisite: EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2261.

EMSP 2261 - Clinical 2 – Emergency Medical EMT Paramedic (51.0904) 2 semester hours (0-0-6)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260. Co requisite: EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2330.

EMSP 2338 – EMS Operations (51.0904) 3 semester hours (3-0-0)
A detailed study of the knowledge and skills to safely manage the scene of an emergency. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260, EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2330, EMSP 2261. Co requisite: EMSP 2361.
EMSP 2361 – Clinical 3 - Emergency Medical EMT Paramedic (51.0904) 3 semester hours (0-0-9)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260, EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2330, EMSP 2261. Co requisite: EMSP 2338.

EMSP 2243 – Assessment Based Management (51.0904) 2 semester hours (1-4-0)

A capstone course covering comprehensive, assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260, EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2330, EMSP 2261, EMSP 2338, EMSP 2361. Co requisite: 2264

EMSP 2264 – Practicum (Field Experience) - Emergency Medical EMT Paramedic (51.0904) 2 semester hours (0-0-15)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. A minimum course grade to complete this section is 80. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260, EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2330, EMSP 2261, EMSP 2338, EMSP 2361. Co requisite: 2243.

ENGL/ENGLISH

ENGL 1301 – Composition I (23.1301.51 12) 3 semester hours (3-0-0)

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Note: ENGL 1301 is a pre-requisite for all 2000-level literature courses. Three hours lecture per week.

ENGL 1302 – Composition II (23.1301.51 12) 3 semester hours (3-0-0)

Techniques for creating effective oral and written expression; developing critical reading and thinking skills; writing effective essays including a major research paper and a literary analysis paper; and conducting library research. Prerequisite: ENGL 1301 or consent of the English Department Chair. Three hours lecture per week.

ENGL 2307 – Creative Writing I (23.1302.51 12) 3 semester hours (3-0-0)

This course focuses on the study of forms and genres in creative writing with an emphasis on the current trends in contemporary literature. The development of style through modeling and analysis are the primary tools in developing writing
skills. The emphasis of the course is the relationship between the study of literature and its influence on creative writing. Prerequisite: ENGL 1301 and ENGL 1302. Three hours lecture per week.

**ENGL 2308 – Creative Writing II** (23.1302.51 12) 3 semester hours (3-0-0)

The course focuses on developing techniques for effective creative writing. Students are expected to enhance their creative writing skills through the examination of literary models, workshop experience, peer and instructor critiques, and revision. Although all genres will be examined, students will select a particular genre for the bulk of their assignments. Students are expected to analyze various forms of literature, as well as understand the fundamentals of literary critique. Prerequisites: ENGL 1301 and ENGL 1302. Three hours lecture per week.

**ENGL 2311 – Technical Writing** (23.1303.51 12) 3 semester hours (3-0-0)

Practice in workplace writing skills. Of special benefit to students planning to enter technical fields, business, or education, the course involves students in writing technical reports, business correspondence, and other forms of technical writing. Students are encouraged to use their own work experience or areas of specialized study in fulfilling the various assignments in the course. Prerequisites: ENGL 1301 and ENGL 1302 or ENGL 1301 and chair approval. Three hours lecture per week.

**ENGL 2321 – British Literature** (23.1404.51 12) 3 semester hours (3-0-0)

This single semester course includes selected significant works of British literature. May include study of movements, schools, or periods. The course may include literature of England from Anglo-Saxon times to the twentieth century. Students are provided opportunities to analyze and evaluate the progression of ideas and emphasizes religious, political, and socioeconomic commentaries and encouraged to practice critical thinking and critical analysis by reading literature and writing about literature. Prerequisites: ENGL 1301 and ENGL 1302. Three hours lecture per week.

**ENGL 2322 – Survey of English Literature** (23.1404.51 12) 3 semester hours (3-0-0)

A survey of the literature of England from Anglo-Saxon times to the establishment of England as a political entity in the Renaissance, and continuing through the neoclassical period. This course emphasizes religious, political, and socioeconomic commentaries and encourages students to practice critical thinking and critical analysis by reading and writing about literature. Prerequisites: ENGL 1301 and 1302. Three hours lecture per week.

**ENGL 2323 – Survey of English Literature** (23.1404.51 12) 3 semester hours (3-0-0)

A survey of the literature of England from the mid-nineteenth century through the twentieth century. Representative writers from the Romantic Period, the Victorian Age, and the Modern Period are studied. Students are provided with opportunities to analyze and evaluate the progression of ideas from an agrarian society to an industrialized society to the modern technological world. Prerequisites: ENGL 1301 and 1302. Three hours lecture per week.

**ENGL 2326 – American Literature** (23.1402.51 12) 3 semester hours (3-0-0)

Single semester offering. Selected significant works of American literature. May include study of movements, schools, or periods. A critical study of American literary writers and their works, ranging from the pre-colonial period to the twentieth century. This course emphasizes reading, analyzing, and interpreting literary works, relating the relevant influences on the writers of this period, using library
resources including electronic resources, and writing essays about literature. Prerequisites: ENGL 1301 and ENGL 1302. Three hours lecture per week.

**ENGL 2327 – Studies in American Literature** (23.1402.51 12) 3 semester hours (3-0-0)

A critical study of American literary writers and their works, ranging from the pre-colonial period to approximately 1865. The course emphasizes reading, analyzing, and interpreting literary works, relating the relevant influences on the writers of this period, using library resources including electronic resources, and writing essays about literature. Prerequisites: ENGL 1301 and 1302. Three hours lecture per week.

**ENGL 2328 – Studies in American Literature** (23.1402.51 12) 3 semester hours (3-0-0)

A critical study of American literary writers and their works, ranging from approximately 1865 to the present. The course emphasizes reading, analyzing, and interpreting literary works, relating the relevant influences on the writers of the period, using library resources including electronic resources, and writing essays about literature. Prerequisites: ENGL 1301 and 1302. Three hours lecture per week.

**ENGL 2331 – World Literature** (16.0104.5213) 3 semester hours (3-0-0)

Single semester course covering selected significant world literature from ENGL 2332 and 2333, World Masterpieces I and II. Prerequisites: ENGL 1301 and 1302. Three hours lecture per week.

**ENGL 2332 – World Literature I** (16.0104.52 13) 3 semester hours (3-0-0)

Previously: ENGL 2331. A study of major world authors and their masterpieces from the ancient world through the Renaissance. The course examines historical, cultural, and aesthetic values emphasizing critical and analytical methods of reading, writing, and thinking. The course emphasizes the relationships between literary masterpieces and the real world and between cultural elements evident in the literature throughout the ages and in today’s world. Prerequisites: ENGL 1301 and 1302. Three hours lecture per week.

**ENGL 2333 – World Literature II** (16.0104.52 13) 3 semester hours (3-0-0)

Previously: ENGL 2332. A study of major world authors and their masterpieces from the Enlightenment through the present. The course examines historical, cultural, and aesthetic values emphasizing critical and analytical methods of reading, writing, and thinking. The course emphasizes the relationships between literary masterpieces and the real world and between cultural elements evident in the literature throughout the ages and in today’s world. Prerequisites: ENGL 1301 and 1302. Three hours lecture per week.

**ENGL 2341 – Forms of Literature** (16.0104.51 13) 3 semester hours (3-0-0)

Previously: ENGL 2371. A study of the three major literary genres: fiction, poetry, and drama. Students practice critical thinking and critical analysis by reading literature, writing about literature, and researching the ideas encountered in literature. This course emphasizes the relationships between literary masterpieces and the real world. Prerequisites: ENGL 1301 and 1302. Three hours lecture per week.
FIRS, FIRT/Fire Science Technology

FIRS 1301 – Firefighter Certification I. (43.0203) 3 semester hours (2-3-0)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP). Prerequisite: Department Approval. Two hours lecture and three hours lab per week.

FIRS 1313 – Firefighter Certification III. (43.0203) 3 semester hours (2-4-0)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION. Prerequisite: Department Approval. Two hours lecture and two hours lab per week.

FIRS 1319 – Firefighter Certification IV. (43.0203) 3 semester hours (2-4-0)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION. Prerequisite: Department Approval. Two hours lecture and two hours lab per week.

FIRS 1323 – Firefighter Certification V. (43.0203) 3 semester hours (2-2-0)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION. Prerequisite: Department approval. Two hours lecture and four hours lab per week.

FIRS 1329 – Firefighter Certification VI. (43.0203) 3 semester hours (2-2-0)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION. Prerequisite: Department approval. Two hours lecture and two hours lab per week.

FIRS 1407 – Firefighter Certification II. (43.0203) 4 semester hours (3-3-0)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP). Prerequisite: Department approval. Three hours lecture and three hours lab per week.
FIRS 1433 – Firefighter Certification VII (43.0203) 4 semester hours (3-2-0)
One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION. Prerequisite: Department approval. Two hours lecture and hours three lab per week.

FIRT 1192 – Special Topics in Fire Services Adminsitration (43.0202) 1 semester hour (1-0-0)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

FIRT 1301 – Fundamentals of Fire Protection (43.0202) 3 semester hours (2-2-0)
Orientation to the fire service, career opportunities, and related fields. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements. Prerequisite: None. Two hours lecture and two hours lab per week.

FIRT 1303 – Fire and Arson Investigation I (43.0201) 3 semester hours (2-2-0)
Basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination. Prerequisite: None. Two hours lecture and two hours lab per week.

FIRT 1305 – Public Education Programs (43.0202) 3 semester hours (2-2-0)
Preparation of firefighters and fire officers to develop public fire safety awareness. Emphasis on implementation of fire and public safety programs in an effort to reduce the loss of life. Prerequisite: None. Two hours lecture and two hours lab per week.

FIRT 1307 – Fire Prevention Codes and Inspections (43.0201) 3 semester hours (2-2-0)
Local building and fire prevention codes. Fire prevention inspections, practices, and procedures. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements. Prerequisite: None. Two hours lecture and two hours lab per week.

FIRT 1309 – Fire Administration I (43.0202) 3 semester hours (2-2-0)
Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphases on fire service leadership from the perspective of the company officer. Prerequisite: None. Two hours lecture and two hours lab per week.

FIRT 1315 - Hazardous Materials I (43.0203) 3 semester hours (2-2-0)
The chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation. The prerequisite; department approval. 2 hours lecture and 2 hours of lab per week.

FIRT 1319 – Firefighter Health and Safety (43.0201) 3 semester hours (2-2-0)
Firefighter occupational safety and health in emergency and non-emergency situations. This course meets Fire and Emergency Services Higher Education...
(FESHE) Model Curriculum core requirements. Prerequisite: None. Two hours lecture and two hours lab per week.

**FIRT 1329 – Building Codes and Construction** (43.0201) 3 semester hours (2-2-0)

Examination of building codes and requirements, construction types, and building materials. Includes walls, floorings, foundations, and various roof types and the associated dangers of each. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements. Prerequisite: None. Two hours lecture and two hours lab per week.

**FIRT 1349 – Fire Administration II** (43.0202) 3 semester hours (2-2-0)

An in-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies. Prerequisite: FIRT 1309 – Fire Administration I. Two hours lecture and two hours lab per week.

**FIRT 1353 – Legal Aspects of Fire Protection** (43.0202) 3 semester hours (2-2-0)

Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies and personnel. Prerequisite: None. Two hours lecture and two hours lab per week.

**FIRT 1433 – Fire Chemistry I** (43.0201) 3 semester hours (2-2-0)

Introduction to the chemical nature and properties of inorganic compounds as related to the fire service. Topics include fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics with applications to various industrial processes. Prerequisite: None. Two hours lecture and two hours lab per week.

**FIRT 2309 – Firefighting Strategies and Tactics I** (43.0202) 3 semester hours (2-2-0)

Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of staffing and equipment to mitigate the emergency. Prerequisite: None. Two hours lecture and two hours lab per week.

**FIRT 2331 – Firefighting Strategies and Tactics II** (43.0202) 3 semester hours (2-2-0)

Emphasis on the use of incident management in large scale command problems and other specialized fire problems. Prerequisite: FIRT 2309 Firefighting Strategies and Tactics I. Two hours lecture and two hours lab per week.

**FIRT 2333 – Fire and Arson Investigation II** (43.0201) 3 semester hours (2-2-0)

Identify the elements of a fire investigation from the fire scene to the courtroom; and demonstrate techniques such as sketching, photographing, interviewing, and documenting. Prerequisite: FIRT 1303 – Fire and Arson Investigation I. Two hours lecture and two hours lab per week.

**FIRT 2388 – Internship - Fire Protection and Safety Technology/Technician** (43.0201) 1 semester hour (0-0-8)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Department approval. Eight contact hours per week.
FORS/FORENSIC SCIENCE

FORS 2440 - Introduction to Forensic Science (43.0106.51 24) 4 semester hours (3-3-0)

An introduction to fundamentals of forensic science articulated at crime scenes with crime scene investigation, evidence gathering, and preservation. Utilizing lecture and lab, established methods, techniques, and analyses of crime scene evidence are presented as students learn correct techniques of first responders to crime scenes and how evidence is analyzed. Areas of study include trace analysis of hair and fiber, stain analysis, epithelial cell analysis, latent fingerprint analysis, DNA sequencing and other chemical analyses upon gathered evidence.

Students will gain a practical understanding of crime scene investigation joined to the operation of forensic labs. Although not a prerequisite, students are encouraged to take CRIJ 2314 - Crime Scene Investigation before taking FORS 2440. Three hours lecture and three hours laboratory per week.

FORS 2450 - Forensic Psychology (43.0106.52 24) 4 semester hours (3-3-0)

A survey of current perspectives and technologies in the analysis of criminal mind suggested by crime scene evidence and victimology. This course provides students with an introduction to applications of criminal forensic psychology, including the history and current practice of criminal profiling in the apprehension of violent offenders engaging in sexually psychopathic serial crime, known in popular culture as “serial killers”. FORS 2450 may be taken before FORS 2440. Prerequisite: PSYC 2301. Three hours lecture and three hours laboratory per week.

FREN/FRENCH

FREN 1411, 1412 - Beginning French I & II (16.0901.51 13) 4 semester hours (3-1-0)

Traditional grammar, reading, and writing courses with emphasis primarily on these areas, but with some attention to speaking, especially to authentic pronunciation. Class work is individual as well as group oriented and consists of exercises, answering questions, and reading aloud. Three hours lecture and one hour lab per week. Must be taken in sequence.

FREN 2311, 2312 - Intermediate French III & IV (16.0901.52 13) 3 semester hours (3-0-0)

Review and extension of grammatical concepts and vocabulary. Reading of French, practical conversation, and writing. Class work is individual as well as group oriented. Emphasis is placed on comprehension, appreciation, and interpretation of French culture. Three hours lecture per week. Must be taken in sequence.

GAME/Animation, Interactive Technology, Video Graphics and Special Effects

GAME 1294 - Special Topics in Animation, Interactive Technology, Video Graphics and Special Effects (10.0304) 2 semester hours (1-4-0)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be
repeated multiple times to improve student proficiency. Will use “Second Life” Virtual World for this course. One hour lecture and four hours lab per week.

**GAME 1301 - Computer Ethics** (10.0304) 3 semester hours (3-0-0)

A study of ethical issues that apply to computer related professions, intellectual property and privacy issues, professional responsibility, and the effects of globalization. Emphasizes the practical application of computer ethics through case studies and current events in the game and simulation industry. Three hours lecture per week.

**GAME 1302 - Interactive Storyboarding** (10.0304) 3 semester hours (2-3-0)

In-depth coverage of storyboarding for the development of interactive media. Addresses target audience analysis, purpose, goals and objectives, content outline, flow chart, and interactive storyboarding. Two hours lecture and three hours lab per week.

**GAME 1303 - Introduction to Game Design and Development** (10.0304) 3 semester hours (2-2-0)

Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. Two hours lecture and two hours lab per week.

**GAME 1304 - Level Design** (10.0304) 3 semester hours (2-3-0)

Introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balancing, play testing, and storytelling. Includes utilization of toolsets from industry titles. Two hours lecture and three hours lab per week.

**GAME 1309 - Introduction to Animation Programming** (10.0304) 3 semester hours (2-4-0)

Mathematical elements and algorithms involved in basic animation. Includes generating graphics, viewing 3D environments such as visible line detection and 3D surfaces, image processing techniques, and special effects. Two hours lecture and four hours lab per week.

**GAME 2308 - Portfolio for Game Development** (10.0304) 3 semester hours (2-3-0)

Design and management of an industry standard portfolio. Includes techniques in self-promotion, resume writing, portfolio distribution systems, and interviewing. Two hours lecture and three hours lab per week.

**GAME 2342 - Game Development Using C++** (10.0304) 3 semester hours (2-3-0)

Skill development in C++ programming for games and simulations. Examines real-world C++ development issues. Prerequisite: ITSE 1307. Two hours lecture and three hours lab per week.

**GEOG/GEOGRAPHY**

**GEOG 1303 – World Geography** (45.0701.53 25) 3 semester hours (3-0-0)

Previously: GEOG 1301. Presents the basic terminology of the fields of geography and their application to the prevailing conditions of the major geographical regions of the world. Emphasis is placed on the awareness of the diversity of ideas and practices and on evaluating and interpreting these different fields of information as they apply to the stability, growth, and welfare of a nation and its population. Three hours lecture per week.
GEOL/Geology
GEOL 1403 – Physical Geology (40.0601.54 03) 4 semester hours (3-3-0)
A study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth’s interior, and magnetism. Three hours lecture and three hours lab per week.

GEOL 1404 – Historical Geology (40.0601.54 03) 4 semester hours (3-3-0)
A study of earth materials and processes within a developmental time perspective. Fossils, geological maps, and field studies are used to interpret geologic history. Prerequisite: GEOL 1403. Three hours lecture and three hours lab per week.

GEOL 1447 – Meteorology (40.0601.51 03) 4 semester hours (3-3-0)
An introductory course designed to study the earth’s atmosphere and many of the phenomena related to weather and climate. Topics will include atmospheric composition and the environmental processes responsible for weather related events: heating and cooling, clouds, rain, snow, thunderstorms, tornadoes, flash floods, and hurricanes. Emphasis will be on cause and effect meteorological mechanism. Three hours lecture and three hours lab per week.

GOVT/Government
GOVT 2305 – Federal Government (Federal Constitution & Topics) (45.1002.51 25) 3 semester hours (3-0-0)
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. This course satisfies three of the six hours of government required for a bachelor’s degree from a state institution of higher education, as well as an Associate of Arts degree from Weatherford College. Students transferring credit hours from a Texas college or university using the GOVT 2305, 2306 sequence are advised that only GOVT 2301 may be combined with these hours to meet the content requirements of Texas Education Code 51.301. Prerequisite: A passing score on the TASP reading section. Three hours lecture per week.

GOVT 2306 – Texas Government (Texas Constitution & Topics) (45.1002.51 25) 3 semester hours (3-0-0)
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. This course satisfies three of the six hours of government required for a bachelor’s degree from a state institution of higher education, as well as an Associate of Arts degree from Weatherford College. Students transferring credit hours from a Texas college or university using the GOVT 2305, 2306 sequence are advised that only GOVT 2301 may be combined with these hours to meet the content requirements of Texas Education Code 51.301. Prerequisite: A passing score on the TASP reading section. Three hours lecture per week.
HECO/Health Nutrition

HECO 1322 – Principles of Nutrition & Dietary Therapy (19.0501.51 09) 3 semester hours (3-0-0)
A survey of the science of human nutrition, including an in-depth study of nutrients and the roles they play in the body for maintenance, growth and health. Three hours lecture per week.

HIST/History

HIST 1301 – U.S. History I (54.0102.51 25) 3 semester hours (3-0-0)
A survey course that develops the ability to organize, interpret, and evaluate oral, printed, and electronic sources of information about the political, economic, and cultural history of the United States from pre-Columbian times through Reconstruction. Prerequisite: A passing score on the TASP/THEA reading section. Three hours lecture per week.

HIST 1302 – U.S. History II (54.0102.51 25) 3 semester hours (3-0-0)
A survey course that develops the ability to organize, interpret, and evaluate oral, printed, and electronic sources of information about the political, economic and cultural history of the United States from the end of Reconstruction to the present. Prerequisite: A passing score on the TASP/THEA reading section. Three hours lecture per week.

HIST 2301 – Texas History (54.0102.52 25) 3 semester hours (3-0-0)
Survey of Texas from the Spanish exploration to the present. Three hours lecture per week.

HIST 2311 – Western Civilization to 1700 (54.0101.54 25) 3 semester hours (3-0-0)
A survey course that develops the ability to organize, interpret, and evaluate oral, printed, and electronic sources of information about the political, economic, and cultural history of Western Civilization from ancient times to the 1700s. Emphasis is on the development of cultures in the Mediterranean Basin and the Near East. Prerequisite: ENGL 1301. Three hours lecture per week.

HIST 2312 – Western Civilization Since 1660 (54.0101.54 25) 3 semester hours (3-0-0)
A survey course that develops the ability to organize, interpret, and evaluate oral, printed, and electronic sources of information about the political, economic, and cultural history of Western Civilization from the period leading up to the French Revolution to modern times. The course is supplemented with correlated readings and audiovisual materials. Prerequisite: English 1301. Three hours lecture per week.

HPRS/Health Professions and Related Services

HPRS 1206 – Essentials of Medical Terminology (51.0000) 2 semester hours (2-1-0)
A study of medical terminology, word origin, structure, and application. Two hours lecture weekly and one lab.

HRPO/Human Resources

HRPO 1311 – Human Relations (52.1003) 3 semester hours (3-0-0)
Practical application of the principles and concepts of the behavioral sciences
to interpersonal relationships in the business and industrial environment. Three hours lecture per week.

**HRPO 2301 – Human Resources Management.** (52.1001) 3 semester hours (3-0-0)

Behavioral and legal approaches to the management of human resources in organizations. Prerequisite: BUSI 1301 or BMGT 1301, 1327. Three hours lecture per week.

**HUMA/LANGUAGE, PHILOSOPHY & CULTURE**

**HUMA 1301, 1302 – Introduction to the Language, Philosophy & Culture I, II** (24.0103.51 12) 3 semester hours (3-0-0)

This course is an interdisciplinary, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formulation of those values that have shaped the historical development of the individual and of society. This course is open only to students in the leadership program. Requires instructor permission. Three hours lecture per week.

**HUMA 1315 – Fine Arts Appreciation** (50.0101.51 26) 3 semester hours (3-0-0)

Understanding purposes and processes in the visual, dramatic and musical arts including evaluation of selected works. Three hours lecture per week.

**IMED, INEW, ITSE/Web Page, Digital/Multimedia and Information Resources Design**

**IMED 1316 – Web Design I** (11.0801) 3 semester hours (2-4-0)

Instruction in web design and related graphic design issues including mark-up languages, web sites and browsers. Prerequisites: None. Two hours lecture and four hours lab per week.

**INEW 2334 – Advanced Web Programming** (11.0801) 3 semester hours (2-4-0)

Web programming using industry-standard languages and data stores. Prerequisites: Any lower level programming course or consent of department chair or faculty. Two hours lecture and four hours lab per week.

**ITSE 1311 – Beginning Web Programming** (11.0801) 3 semester hours (2-4-0)

Skill development in web page programming including mark-up and scripting languages. Prerequisites: None. Two hours lecture and four hours lab per week.

**ITSE 2313 – Web Authoring** (11.0801) 3 semester hours (2-4-0)

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. Prerequisites: IMED 1316 or consent of department chair or faculty. Two hours lecture and four hours lab per week.

**ITCC, ITNW/Computer Systems Networking & Telecommunications**

**ITCC 1301 – Cisco Exploration 1: Networking Fundamentals** (11.1002) 3 semester hours (2-4-0)

A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications,
network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. Prerequisite: None. Two hours lecture and four hours lab per week.

**ITCC 1304 – Cisco Exploration 2: Routing Protocols and Concepts (11.1002)**
3 semester hours (2-4-0)

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes. Prerequisite: ITCC 1301. Two hours lecture and four hours lab per week.

**ITCC 2308 – Cisco Exploration 3: LAN Switching and Wireless (11.1002)**
3 semester hours (2-4-0)

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. Prerequisite: ITCC 2308. Two hours lecture and four hours lab per week.

**ITCC 2310 – Cisco Exploration 4: Accessing the WAN (11.1002)**
3 semester hours (2-4-0)

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). Prerequisite: ITCC 2308. Two hours lecture and four hours lab per week.

**ITNW 1164 – Practicum: Computer Systems Networking & Telecommunications (11.0901)**
1 semester hour (0-0-7)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Completion of two core courses in the related program. Seven hours work per week. Student is required to obtain appropriate paid or unpaid employment.

**ITNW 1316 – Network Administration (11.0901)**
3 semester hours (2-4-0)

An introduction to network administration. Prerequisites: ITNW 1325. Two hours lecture and four hours lab per week.

**ITNW 1325 – Fundamentals of Networking Technologies (11.1002)**
3 semester hours (2-4-0)

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Corequisites: CPMT 1351 and keyboarding
proficiency. Two hours lecture and four hours lab per week.

**ITNW 2188 – Computer Network Internship** (11.0901) 2 semester hours (0-0-48)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Student is required to obtain appropriate paid or unpaid employment. The student must have at least 3 work hours per week.

**ITSC/Computer & Information Sciences**

**ITSC 1391 – Special Topics in Computer and Information Sciences, General (App Development)** (11.0101) 3 semester hours (2-4-0)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Prerequisites: Will vary depending on the topics covered. Two hour lecture and four hours lab per week.

**ITSC 2286 – Internship, Computer and Information Sciences, General** (11.0101) 2 semester hour (0-0-6)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisites: Completion of two core courses in a related program. Six hours work per week. Student is required to obtain appropriate paid or unpaid employment.

**ITSC 2321 – Integrated Software Applications II** (11.0101) 3 semester hours (2-4-0)
Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. Three hours lecture and three hours lab per week.

**ITSE/Computer Programming/Programmer, General**

**ITSE 1307 – Introduction to C++ Programming** (11.0201) 3 semester hours (2-4-0)
Introduction to computer programming using C++. Emphasis on the fundamentals of object-oriented design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisites: COSC 1309 or consent of department chair or faculty. Keyboarding proficiency required. Two hours lecture and four hours lab per week.

**ITSE 1331 – Introduction to Visual Basic Programming** (11.0201) 3 semester hours (2-4-0)
Introduction to computer programming using Visual Basic. Emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Prerequisites: COSC 1309 or consent of department chair or faculty. Keyboarding proficiency required. Two hours lecture and four hours lab per week.

**ITSE 2286 – Internship, Computer Programming/Programmer** (11.0201) 2 semester hours (0-0-6)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed
by the college and the employer. Prerequisites: Completion of two core courses in a related program. Six hours work per week. Student is required to obtain appropriate paid or unpaid employment.

**ITSE 2317 – JAVA Programming** (11.0201) 3 semester hours (2-4-0)

Introduction to object-oriented Java programming including the fundamental syntax and semantics. Prerequisites: COSC 1309 or consent of department chair or faculty. Keyboarding proficiency required. Two hours lecture and four hours lab per week.

**ITSW/Data Modeling/Warehousing and Database Administration**

**ITSW 2337 – Advanced Database** (11.0802) 3 semester hours (2-4-0)

Advanced concepts of database design and functionality. Prerequisites: ITSW 1307. Keyboarding proficiency required. Two hours lecture and four hours lab per week.

**ITSW/Data Processing and Data Processing Technology/Technician**

**ITSW 1391 – Special Topics in Data Processing Technology/Technician**

(11.0301) 3 semester hours (2-4-0)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Prerequisites: Will vary depending on topics covered. Keyboarding proficiency required. Two hours lecture and four hours lab per week.

**ITSW 2334 – Advanced Spreadsheets** (11.0301) 3 semester hours (2-4-0)

Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions. Prerequisites: POFT 1349. Two hours lecture and four hours lab per week.

**KINE/Kinesiology Activity**

Courses are designed to meet Kinesiology elective requirements.

**KINE 1100 – Table Tennis** (36.0108.51 23) 1 semester hour (0-3-0)

An introduction to the game of table tennis. Use and care of the equipment and game strategies will be introduced as well as Table Tennis as a lifelong activity. National Table Tennis rules will be stressed.

**KINE 1101 – Beginning Spinning** (36.0108.51 23) 1 semester hour (0-3-0)

Designed for the beginning student interested in the knowledge, improvement, and maintenance of cardiovascular fitness through the primary use of spinning. Development of aerobic and anaerobic systems. Three hours activity per week.

**KINE 1102 – Camping and Hiking** (36.0108.51 23) 1 semester hour (0-3-0)

An introduction to camping and hiking. Emphasis will be on appropriate camping gear and apparel, camping and hiking safety and etiquette, exercises for flexibility, strength and conditioning and camping/hiking as a lifelong activity. Course schedule for instructional classes and overnight camping will be discussed at the first class.
KINE 1104 – Beginning Weight Training and Conditioning (36.0108.51 23) 1 semester hour (0-3-0)
Principles of weight training including progression, specificity, overload through an individualized program of basic exercises to improve strength, endurance, and flexibility of major muscle groups. Three hours activity per week.

KINE 1106 – Beginning Marksmanship (36.0108.51 23) 1 semester hour (0-3-0)
Proper care and use of weapons. Target shooting to improve accuracy. Three hours activity per week.

KINE 1107 – Outdoor Education: Camping, Canoeing, Orienteering 1 semester hour (0-3-0)
(36.0108.51 23) Basic instruction in camping skills. Fundamental strokes and maneuvers for canoeists. Canoeing safety and exercises for flexibility and strength. Map reading and compass skills for orienteering. Course schedule for instructional classes and overnight camping will be discussed at the first class. Three hours activity per week.

KINE 1111 – Beginning Tennis (36.0108.51 23) 1 semester hour (0-3-0)
Stroke techniques for recreational play including ground strokes, volleys, overheads, and serves. Terminology, scoring, and historical background of tennis. Three hours activity per week.

KINE 1112 – Beginning Golf (36.0108.51 23) 1 semester hour (0-3-0)
Stroke fundamentals, terminology, and scoring. Three hours activity per week.

KINE 1113 – Beginning Jogging (36.0108.51 23) 1 semester hour (0-3-0)
Designed for the beginning student interested in an individualized program for cardiovascular endurance and conditioning. Development of aerobic and anaerobic systems. Three activity hours per week.

KINE 1114 – Self Defense (36.0108.51 23) 1 semester hour (0-3-0)
Basic principles of self-defense; stressing physical fitness and utilizing basic martial arts related to self defense. Three hours activity per week.

KINE 1115 – Beginning Softball (36.0108.51 23) 1 semester hour (0-3-0)
Throwing, catching, batting skills for recreational slow-pitch team play. Three hours activity per week.

KINE 1116 – Zumba 1 (36.0108.51 23) 1 semester hour (0-3-0)
A latin dance style cardio class focused on improving cardiovascular endurance, flexibility, strength and endurance. Three hours activity per week.

KINE 1121 – Beginning Basketball (36.0108.51 23) 1 semester hour (0-3-0)
Emphasis on conditioning through drills for passing, shooting, rebounding, offensive and defensive plays. Three hours activity per week.

KINE 1122 – Beginning Volleyball (36.0108.51 23) 1 semester hour (0-3-0)
An introductory course focusing on fundamentals of passing, serving, setting, and spiking for recreational play. Three hours activity per week.

KINE 1123 – Beginning Power Tumbling (36.0108.51 23) 1 semester hour (0-3-0)
Beginning principles incorporating tumbling and gymnastics. For those interested in cheerleading and competitive tumbling. Three hours activity per week.

KINE 1130 – Pilates I (36.0108.51 23) 1 semester hour (0-3-0)
The practice of Pilates is designed for fitness enthusiasts who want to experience the bountiful benefits of Pilates by embodying safe body alignment principles, increasing circulation, improving strength and flexibility and learning various relaxation techniques. Three hours per week. One hour credit.

KINE 1140 – Beginning Kickboxing (36.0108.51 23) 1 semester hour (0-3-0)
Aerobic exercise class designed to teach beginning basics of kickboxing
skills and improve cardiovascular endurance, flexibility, strength and endurance. Three hours activity per week.

**KINE 1150 – Yoga I (36.0108.51 23) 1 semester hour (0-3-0)**

Asanas (postures), Pranayamas (breathing techniques) and relaxation for proficiency in Hatha Yoga technique. Yoga terminology, basic nutrition, and historical background of Yoga. Three hours per week. One hour credit.

**KINE 1164 – Introduction to Physical Fitness & Sport I (31.0501.51 23) 1 semester hour (1-2-0)**

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. One hour lecture and two hours lab per week.

**KINE 1238 – Introduction to Physical Fitness & Sport II (31.0501.51 23) 2 semester hours (2-2-0)**

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. Two hours lecture and two hours lab per week.

**KINE 1253 – Lifeguarding Training (36.0108.53 23) 2 semester hours (1-2-0)**

Preparation, knowledge, and skills training for lifeguard certification through the American Red Cross Lifeguarding Program. Prerequisite: Proficiency in advanced swimming skills. Course schedule will be discussed at the first class date. Minimum of 48 hours of classroom and pool activity.

**KINE 2100 – Intermediate Table Tennis (36.0108.51 23) 1 semester hour (0-3-0)**

Designed for students interested in advanced skills for doubles and singles tournament play as well as table tennis as a lifelong activity. Three hours activity per week.

**KINE 2101 – Intermediate Spinning (36.0108.51 23) 1 semester hour (0-3-0)**

Designed for students interested in continuing their knowledge, improvement, and maintenance of cardiovascular fitness through the primary use of spinning. Development of aerobic and anaerobic systems. Three hours activity per week.

**KINE 2104 – Intermediate Weight Training and Conditioning (36.0108.51 23) 1 semester hour (0-3-0)**

Advanced applications of principles of progression, specificity, and overload. Three hours activity per week.

**KINE 2106 – Intermediate Marksmanship (36.0108.51 23) 1 semester hour (0-3-0)**

This course is designed for students majoring in criminal justice or interested in attending the police academy. Advanced skills for firing weapons. Three hours activity per week.

**KINE 2107 – Outdoor Education: Camping, Canoeing, Orienteering (36.0108.51 23) 1 semester hour (0-3-0)**

Outdoor enthusiasts interested in advanced skills in canoeing and orienteering. Three hours activity per week.

**KINE 2111 – Intermediate Tennis (36.0108.51 23) 1 semester hour (0-3-0)**

Advanced skills for serving, drop shots, doubles and singles tournament play. Three hours activity per week.

**KINE 2112 – Intermediate Golf (36.0108.51 23) 1 semester hour (0-3-0)**

Stroke analysis and opportunity for tournament play. Three hours activity per week.
KINE 2113 – Intermediate Jogging (36.0108.51 23) 1 semester hour (0-3-0)
Recommended for aerobically fit students who want to continue a running program designed to provide optimum conditioning. Three hours activity per week.

KINE 2115 – Intermediate Softball (36.0108.51 23) 1 semester hour (0-3-0)
Designed for students with fundamental knowledge of softball skills. Three hours activity per week.

KINE 2116 – Zumba 2 (36.0108.51 23) 1 semester hour (0-3-0)
A Latin dance style cardio class focused on improving cardiovascular endurance, flexibility, strength and endurance. Three hours activity per week.

KINE 2121 – Intermediate Basketball (36.0108.51 23) 1 semester hour (0-3-0)
Team play for students with basic basketball knowledge and skills with focus on conditioning. Three hours activity per week.

KINE 2122 – Intermediate Volleyball (36.0108.51 23) 1 semester hour (0-3-0)
Advanced skills for volleyball with emphasis on strength training and conditioning. Three hours activity per week.

KINE 2123 – Intermediate Power Tumbling (36.0108.51 23) 1 semester hour (0-3-0)
Advanced principles incorporating tumbling and gymnastics. For those interested in cheerleading and competitive tumbling. Three hours activity per week.

KINE 2130 – Pilates II (36.0108.51 23) 1 semester hour (0-3-0)
A continuation of the practice of Pilates is designed for fitness enthusiasts who want to experience the bountiful benefits of Pilates by embodying safe body alignment principles, increasing circulation, improving strength and flexibility and learning various relaxation techniques. Three hours per week. One hour credit.

KINE 2140 – Intermediate Kickboxing (36.0108.51 23) 1 semester hour (0-3-0)
Aerobic exercise class designed to teach intermediate skills of kickboxing and improve cardiovascular endurance, flexibility, strength and endurance.

KINE 2150 – Yoga II (36.0108.51 23) 1 semester hour (0-3-0)
Expanding and building on the “Sun Salutation.” Teaching Vinyasa yoga combinations, asanas and expanding on various pranayamas, mudras and mantra techniques for relaxation and stress relief. Introduction to Agni Yoga and developing a personal practice. Deeper understanding of the Chakra system and relaxation techniques. Three hours per week. One hour credit.

KINE 2156 – Taping and Bandaging (51.0913.51 16) 1 semester hour (0-3-0)
This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries.

KINE 2356 – Care and Prevention of Athletic Injuries (51.0913.52 16) (3 semester hours (3-0-0)
Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training.

KINE/ Kinesiology Health Education
Courses are designed for Physical Education or Allied Health majors.

KINE 1304 – Personal and Community Health (51.1504.51 16) 3 semester hours (3-0-0)
Investigation of the principles and practices in relation to personal and community health. Three hours lecture per week.
KINE 1306 – First Aid (51.1504.53 16) 3 semester hours (3-0-0)
Emergency care for injuries. Coverage of topics that include poisoning, burns, strains, sprains, broken bones, snake bites, cardiac care, rescue breathing and CPR. Prevention of injuries is a major focus. Eligible for American Red Cross certification. Three hours lecture per week.

KINE/KINESIOLOGY INTERCOLLEGIATE ATHLETICS
Courses are designed for team sports only and require prior approval.

KINE 1105 – Weight Training and Conditioning for Athletes 1
(36.0108.51 23) 1 semester hour (0-3-0)
Principles of weight training that enhance conditioning for varsity athletes. Admission by approval of athletic director. Three hours activity per week.

KINE 1124 – Weight Training and Conditioning for Athletes 3
(36.0108.51 23) 1 semester hour (0-3-0)
Principles of weight training that enhance conditioning for varsity athletes. Admission by approval of athletic director. Three hours activity per week.

KINE 1131 – Varsity Basketball 1
(36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor. Three hours activity per week.

KINE 1134 – Varsity Cheerleading
(36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor. May be repeated for credit. Three hours activity per week.

KINE 1135 – Varsity Rodeo
(36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor. May be repeated for credit. Three hours activity per week.

KINE 1136 – Varsity Baseball 1
(36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor. Three hours activity per week.

KINE 1137 – Varsity Softball 1
(36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor. Three hours activity per week.

KINE 1138 – Varsity Basketball 3
(36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor. Three hours activity per week.

KINE 1139 – Varsity Baseball 3
(36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor. Three hours activity per week.

KINE 1141 – Varsity Softball 3
(36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor. Three hours activity per week.

KINE 2105 – Weight Training and Conditioning for Athletes 2
(3601085123) 1 semester hour (0-3-0)
Principles of weight training that enhance conditioning for varsity athletes. Admission by approval of athletic director. Three hours activity per week.

KINE 2124 – Weight Training and Conditioning for Athletes 4
(36.0108.51 23) 1 semester hour (0-3-0)
Principles of weight training that enhance conditioning for varsity athletes. Admission by approval of athletic director. Three hours activity per week.
KINE 2131 – Varsity Basketball 2 (36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor.
Three hours activity per week.
KINE 2134 – Varsity Cheerleading (36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor.
Three hours activity per week.
KINE 2135 – Varsity Rodeo (36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor.
Three hours activity per week.
KINE 2136 – Varsity Baseball 2 (36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor.
Three hours activity per week.
KINE 2137 – Varsity Softball 2 (36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor.
Three hours activity per week.
KINE 2138 – Varsity Basketball 4 (36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor.
Three hours activity per week.
KINE 2139 – Varsity Baseball 4 (36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor.
Three hours activity per week.
KINE 2141 – Varsity Softball 3 (36.0108.51 23) 1 semester hour (0-3-0)
College varsity level of competition. Admission by approval of instructor.
Three hours activity per week.

KINE/KINESIOLOGY
Courses are designed for Physical Education or Allied Health majors.

KINE 1308 – Sports Officiating (31.0101.51 23) 3 semester hour (3-0-0)
Rules, interpretation, and mechanics of officiating selected sports. Opportunity
to officiate community or school activities. Three hours lecture per week.
KINE 1321 – Coaching/Sports/Athletics I -Basketball and Volleyball
(31.0505.51 23) 3 semester hours (3-0-0)
Skills, strategies, and administration of coaching basketball in a recreational
or competitive athletic program. Opportunity to develop coaching philosophy.
Three hours lecture per week.
KINE 1322 – Coaching/Sports/Athletics II - Baseball and Softball (31.0505.51
23) 3 semester hours (3-0-0)
Skills, strategies, and administration of coaching baseball and softball in
recreational or competitive athletic programs. Opportunity to develop coaching
philosophy. Three hours lecture per week.

MAMT/MAMMOGRAPHY
MAMT 2037-Mammography (51.0911) 32-96 hours
Preparation for the registered technologist to enter the advanced field of
mammography. Addresses skills, knowledge, and behaviors necessary to perform
mammographic procedures.
MATH/MATHEMATICS

MATH 0301 – Foundational Mathematics (32.0104.51 19) 3 semester hours (3-1-0)
An introductory course designed to provide a review of fundamental operations in Mathematics with a review of basic arithmetic operations of whole numbers, decimals and common fractions, basic ideas in the treatment of percentage and the applications of percent to practical problems, ratios and proportion, elementary concepts from introductory algebra including operations with signed numbers and operations with algebraic expressions. Solving linear equations is also a major component of this course. This course is designed to allow students to demonstrate their reasoning ability to solve verbal problems. This course is designed for students whose placement scores indicate that they require additional mathematics skills prior to enrolling into a college level course. This course will not transfer to a 4-year college; however, it will count for non-degree credit from Weatherford College. Prerequisite: Placement by TSI instrument.

This is a class taught in a non-course based platform and tutorial hours are required. The course is designed around three assessment instruments to indicate specific areas of foundational math need. The course covers these foundational math areas through nine learning modules.

A study plan is developed for each student based on the individual’s performance on the assessments. Students are required to complete only those modules for which the assessment instruments demonstrate a need for further foundational development. Apart from the module assessments, all course activities are web-based.

MATH 0402 – Developmental Mathematics (32. 0104.51 19)4 semester hours (4-1-0)
This course is designed for students with a minimum high school background in mathematics or students who may not have completed all mathematics requirements in high school. The course consists of beginning algebra including operations with signed numbers and operations with algebraic expressions. The course includes the study of all basic methods of factoring. Simplifications of algebraic fractions are included. Solving linear equations and inequalities is also a major component of this course. This course is designed to allow students to demonstrate their reasoning ability to solve verbal problems. It is recommended for students whose placement scores in mathematics indicate they are not prepared for college level mathematics. Like MATH 0301, this course is not designed to transfer to a four-year college. It will, however, count for non-degree credit from Weatherford College. Completion of this course prepares students to pass TSI. Attendance and tutorial hours required. Prerequisite: Either a P in MATH 0301 or placement by TSI instrument. Four hours lecture per week.

MATH 1314 – College Algebra (27.0101.54 19) 3 semester hours (3-0-0)
This course includes the study of linear, quadratic, polynomial, logarithmic, and exponential functions and their graphs; characteristics of other basic functions, graphing techniques, and operations on functions; systems of equations; and matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisite: Either a C or better in MATH 0303 – Precalculus Algebra, a C or better in MATH 0402 – Developmental Mathematics, or fulfillment of TSI requirements. Three hours lecture per week.
MATH 1316 – Plane Trigonometry (27.0101.53 19) 3 semester hours (3-0-0)

This course is an in-depth study and applications of trigonometry including the study of trigonometric functions, solutions of triangles, trigonometric identities and equations, inverse trigonometric functions, and vectors. Emphasis is placed on acquiring and evaluating information based on the trigonometric functions. Exercises are designed to allow students to demonstrate their reasoning ability to solve problems using trigonometry. Prerequisite: MATH 1314/1414. Three hours lecture per week.

MATH 1324 – Mathematics for Business & Social Sciences I (Finite Mathematics) (27.0301.52 19) 3 semester hours (3-0-0)

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. (The content level of MATH 1324 is expected to be at or above the level of college algebra). Prerequisite: Either a C or better in MATH 0303 – Precollege Algebra, a C or better in MATH 0402 – Developmental Mathematics, or fulfillment of TSI requirements. Three hours lecture per week.

MATH 1325 – Mathematics for Business & Social Sciences II (Business Calculus) (27.0301.53 19) 3 semester hours (3-0-0)

Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business. Prerequisite: MATH 1314, MATH 1414 or MATH 1324 (The content level of MATH 1325 is expected to be below the content level of Calculus I, MATH 2413). Three hours lecture per week.

MATH 1332 – Contemporary Mathematics I (Math for Liberal Arts Majors I) (27.0101.51 19) 3 semester hours (3-0-0)

Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. This course is designed for liberal arts students. It will provide knowledge of the nature of mathematics as well as training in mathematical thinking and problem solving. All topics are motivated by real world applications and may include logic, problem solving, financial management, probability, statistics, modeling, and the mathematics of politics. Prerequisite: Either a C or better in MATH 0302/0402 – Developmental Mathematics or fulfill TSI requirements. Three hours lecture per week.

MATH 1342 – Elementary Statistical Methods (27.0501.51 19) 3 semester hours (3-0-0)

An elementary course in statistics including the following topics and their applications in various fields; probability; population sampling; collection; tabulation and graphing of data; frequency distributions; mean and standard deviation; correlation and regression, the normal distribution; and hypothesis testing. Prerequisite: Recommend credit for Mathematics 1314/1414. Three hours lecture per week.

MATH 1350 – Fundamentals of Mathematics I (27.0101.56 19) 3 semester hours (3-0-0)

This course is designed for elementary and middle school education majors, but is open to all students. This course covers an introduction to problem solving, set theory, functions, other numeration systems, integers, number theory, rational numbers, and real numbers. Emphasis is placed on the National Council of Teachers of Mathematics Standards, the Texas Essential Knowledge and Skills,
and the College and Career Readiness Standards for the elementary and middle school levels. Exercises are designed to allow students to demonstrate their reasoning ability to solve problems using a problem solving approach. Also, the students develop conceptual understanding through using math manipulatives. Prerequisite: Math 1314/1414 with C or better. Three hours lecture per week.

**MATH 1351 – Fundamentals of Mathematics II** (27.0101.57 19) 3 semester hours (3-0-0)

This course is designed specifically for students who seek middle grade (4 through 8) teacher certification. This course includes study of statistics, probability, geometry, and measurement. The course looks at using math manipulatives to develop conceptual understanding. Exercises are designed to allow students to demonstrate their reasoning ability to solve problems using a problem solving approach. Prerequisite: MATH 1350 with C or better. Three hours lecture per week.

**MATH 1414 – College Algebra** (27.0101.54 19) 4 semester hours (4-0-0)

This course includes the study of linear, quadratic, polynomial, rational, radical, absolute value, logarithmic, and exponential functions and their graphs; characteristics of other basic functions, graphing techniques, and operations on functions; systems of equations; and matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisite: Either a C or better in MATH 0303 – Precollege Algebra, a C or better in MATH 0402 – Developmental Mathematics, or fulfillment of TSI requirements. Four hours lecture per week.

**MATH 2412 – Precalculus Mathematics** (27.0101.58 19) 4 semester hours (4-0-0)

This course includes the applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. This course is designed to assist students to prepare for their study of the calculus sequence, and it includes five contact hours per week. Prerequisite: MATH 1314/1414 or MATH 1324 or permission of the department chair.

**MATH 2413 – Calculus I** (27.0101.59 19) 4 semester hours (6-0-0)

This course presents terminology, concepts, and techniques needed to study limits, continuity, differentiation, and integration of algebraic, trigonometric, exponential, and logarithmic functions. Exercises are designed to allow students to demonstrate their reasoning ability, to determine maxima and minima, and to analyze functions and their graphs. A Maple component is included in this course. Six lecture hours per week. Prerequisite: MATH 1316, or MATH 2412, or Math department approval. Six hours lecture per week includes a Maple lab.

**MATH 2414 – Calculus II** (27.0101.59 19) 4 semester hours (6-0-0)

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. The Maple computer algebra system will be used throughout the course. Prerequisite: MATH 2413 or mathematics department approval. Six hours lecture per week includes a Maple lab.

**MATH 2315 – Calculus III** (27.0101.59 19) 3 semester hours (3-0-0)

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green’s Theorem, the Divergence Theorem, and Stokes’ Theorem. Prerequisite: MATH 2414 or mathematics department approval. Three hours lecture per week.
MRKG/Marketing

MRKG 1301 - Customer Relationship Management (52.1401) 3 semester hours (3-0-0)
General principles of customer service including skills, knowledge, attitudes, and behaviors. Three hours lecture per week.

MRKG 1311 – Principles of Marketing (52.1401) 3 semester hours (3-0-0)
Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. Three hours lecture per week.

MSCL/Military Science Classes
Offered at Texas Christian University

MSCL 1171 – Leadership Lab
Fall/Spring. This course facilitates the development of leadership skills while giving practical experience in military skills. Areas of emphasis include drill and ceremonies, squad level tactics, first aid and land navigation. Advanced Course cadets conduct the training and lead the cadet battalion under cadre supervision. A weekend field training exercise and weekly physical fitness training are included in the course. One credit hour.

MSCL 1172 – Introduction to Leadership I
Fall. A progressive overview of the U.S. Army to include its history, its organization, its customs and courtesies, its strategic mission, dynamic structure, and methods of tactical deployment. One credit hour.

MSCL 1173 – Introduction to Leadership II
Spring. Leadership skills and actions, fundamentals of basic tactics to include movement techniques, battle drill/assault techniques, squad tactical control measures, land navigation, and first-aid training. Designed to give the student an initial level of tactical proficiency and a degree of leadership training. One credit hour.

MSCL 2272 – Basic Leadership I
Fall. Challenges the student to become tactically and technically proficient. Students study team building techniques, learn leadership traits and behaviors, the military element of power, use light infantry tactics, and gain a fundamental knowledge of map preceding. Prerequisite: Concurrent or past enrollment in MSCL 1172 & 1173 or permission of the department chair. Two credit hours.

MSCL 2273 – Basic Leadership II
Spring. This course prepares students to be positive and assertive leaders and conduct instruction through the study and application of basic military leadership principles. Includes leadership assessment training and student classroom presentations. Prerequisite: Concurrent or past enrollment in MSCL 1172 & 1173 Introduction to Military Science or permission of the department chair. Two credit hours.

MUAP, MUEN, Musi/Music

MUAP – Individual Instruction (50.0903.54 26) 1 semester hour (0-1-1)
Individual instruction in voice (1121), trumpet (1131), trombone (1141), drums (1151), saxophone (1161), guitar (1171), bass guitar (1181), piano (1191), or jazz piano (1191). Subject to availability of instructors. Each course may be repeated for credit to a maximum of 20 hours in this area. Two hours lab per week.
MUEN 1121, 1122 – Jazz Band (50.0903.55 26) 1 semester hour (0-6-0)
Woodwind, brass, and percussion players. Study and performance of jazz and popular music. Open to woodwind, brass, and percussion players. Enrollment only by audition or by consent of instructor. Six hours lab per week.
MUEN 1131, 1132 – Small Instrument Ensembles (50.0903.56 26) 1 semester hour (0-2-0)
Emphasis on performance. Enrollment only by audition or by consent of instructor. Two hours lab per week.
MUEN 1141, 1142 – College Choir (50.0903.57 26) 1 semester hour (0-4-0)
The Weatherford College Choir sings music of all types and periods and performs at various functions throughout the year. Open to all students of the college. Four hours lab per week.
MUEN 1151, 1152 – Small Vocal Ensembles (50.0903.58 26) 1 semester hour (0-3-0)
Emphasis on performance. Open by audition only. Three hours lab per week.
MUSI 1116, 1117 - Musicianship I & II (50.0904.56 26) 1 semester hour (1-2-0)
Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation of rhythm, melody, and diatonic harmony. One hour lecture and two hours lab per week.
MUSI 1181, 1182, 2181, 2182 – Piano Class (50.0907.51 26) 1 semester hour (1-2-0)
Practical instruction in keyboard proficiency for music majors and minors. Enrollment in MUSI 1182, 1183, 1184 is subject to instructor’s discretion. One hour lecture and two hours lab per week.
MUSI 1263, 1264 – Jazz Improvisation I & II (50.0903.65 26) 2 semester hour (1-2-0)
A study designed to provide background in the art of improvisation and knowledge of basic materials and practices in playing jazz. Prerequisite: Jazz Improvisation I, prior knowledge of music theory including fundamentals of pitch, scales, and rhythm; Jazz Improvisation II, Jazz Improvisation I or equivalent experience. Enrollment in class is subject to instructor’s discretion. One hour lecture and two hours lab per week.
MUSI 1290, 1291 – Electronic Music I & II (50.0904.58 26) 2 semester hours (1-2-0)
Study of the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music. One hour lecture and two hours lab per week.
MUSI 1304 - Foundations of Music (50.0904.54 26) 3 semester hours (3-2-0)
Study of the fundamentals of music for prospective classroom teachers with an introduction to melodic, rhythmic, and harmonic elements. Emphasis on participation in singing and reading music. Development of increasing ability to manage notation. Recommended for education majors. Three hours lecture and two hours lab per week.
MUSI 1306 – Music Appreciation (50.0902.51 26) 3 semester hours (3-0-0)
General survey of the history and literature of music, with the goal of intelligent listening and appreciation on the part of students. Important composers, forms, and characteristics of music are heard through recordings and live performances. No previous knowledge of music required. Recital attendance is required. Three
hours lecture per week.

MUSI 1310 – American Music (50.0902.53 26) 3 semester hours (3-0-0)

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music. Three hours lecture per week.

MUSI 1311, 1312 – Music Theory I & II (50.0904.51 26) 3 semester hours (3-0-0)

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Three hours lecture per week.

MUSI 2116, 2117 – Musicianship III & IV (50.0904.57 26) 1 semester hour (1-2-0)

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended certain structures. One hour lecture and two hours lab per week.

MUSI 2311, 2312 – Music Theory III & IV (50.0904.52 26) 3 semester hours (3-0-0)

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended certain structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Three hours lecture per week.

OTH/ OCCUPATIONAL THERAPY ASSISTANT

OTH 1305 – Principles of Occupational Therapy (51.0803) 3 semester hour (2-4-0)

Introduction to occupational therapy including the historical development and philosophy. Emphasis on the roles of the occupational therapy assistant. Topics include areas of occupation; occupational therapy personnel; current health care environment; and moral, legal, and ethical issues. Prerequisite: Admission to OTA program. Thirty-two lecture hours and sixty-four lab hours per semester.

OTH 1409 – Human Structure & Function in Occupational Therapy (51.0803) 4 semester hours (3-4-0)

Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures. Prerequisite: Admission to the OTA program. Forty-eight lecture hours and sixty-four lab hours.

OTH 1315 – Therapeutic Use of Occupations or Activities I (51.0803) 3 semester hours (2-4-0)

Various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities. Prerequisite: Admission to the OTA program. Thirty-two lecture hours and sixty-four lab hours.

OTH 2309 – Mental Health in Occupational Therapy (51.0803) 3 semester hours (2-3-0)

Promotion of mental health and wellness through occupational therapy. Topics include theory and intervention strategies to enhance occupational performance. Prerequisite: Admission to the OTA program. Thirty-two lecture hours and forty-eight lab hours.

OTH 1319 – Therapeutic Interventions I (51.0803) 3 semester hours (2-4-0)

Concepts, techniques, and assessments leading to proficiency in skills
and activities used as treatment interventions in occupational therapy (OT). Emphasizes the occupational therapy assistant's role in the OT process. Prerequisites: OTHA 1305, OTHA 1409, OTHA 1315, and OTHA 2309. Thirty-two lecture hours and sixty-four lab hours.

**OTHA 1166 – Clinical-Occupational Therapist Assistant-Level I** (51.0803) 2 semester hours (0-0-16)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: OTHA 1305, OTHA 1409, OTHA 1315, and OTHA 2309. One hundred sixty clinical hours.

**OTHA 2301 – Pathophysiology in OT** (51.0803) 3 semester hours (2-4-0)

Pathology and general health management of diseases and injuries across the lifespan encountered in occupational therapy treatment settings. Includes etiology, symptoms, and the client’s physical and psychological reactions to disease and injury. Prerequisites: OTHA 1305, OTHA 1409, OTHA 1315, and OTHA 2309. Thirty-two lecture hours and Sixty-four lab hours.

**OTHA 2204 – Neurology in Occupational Therapy** (51.0803) 2 semester hours (1-4-0)

Study of neuroanatomy and neurophysiology as it relates to neurological conditions commonly treated in occupational therapy. Prerequisites: OTHA 1319, OTHA 1261, and OTHA 2301. Sixteen lecture hours and sixty-four lab hours.

**OTHA 1167 – Practicum-Occupational Therapist Assistant-Level I** (51.0803) 3 credit hours (0-0-10)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: OTHA 1319, OTHA 1261, and OTHA 2301. One hundred sixty clinical hours.

**OTHA 1341 – Occupational Performance from Birth to Adolescence** (51.0803) 3 credit course (2-4-0)

Occupational performance of newborns through adolescents. Includes frames of reference, evaluation tools and techniques, and intervention strategies. Prerequisites: OTHA 1319, OTHA 1261, and OTHA 2301. Thirty-two lecture hours and sixty-four lab hours.

**OTHA 2305 – Therapeutic Interventions II** (51.0803) 3 credit course (2-4-0)

Continuation of Therapeutic Interventions I. Emphasis on current rehabilitative interventions. Prerequisites: OTHA 1319, OTHA 1261, and OTHA 2301. Thirty-two lecture hours and sixty-four lab hours.

**OTHA 2302 – Therapeutic Use of Occupations or Activities II** (51.0803) 3 credit course (2-4-0)

Continuation of OTHA 1315/1415: Therapeutic Use of Occupations or Activities I. Emphasis on advanced techniques and applications used in traditional and non-traditional practice settings. Prerequisites: OTHA 1319, OTHA 1261, and OTHA 2301. Thirty-two lecture hours and sixty-four lab hours.

**OTHA 2331 – Physical Function in Occupational Therapy** (51.0803) 3 credit course (2-4-0)

Physical function to promote occupational performance. Includes frames of reference, evaluative tools, intervention strategies, and consumer education. Prerequisites: OTHA 2204, OTHA 1361, OTHA 1341, OTHA 2305 and OTHA 2302. Thirty-two lecture hours and sixty-four lab hours.
Otha 2266 – Practicum/Fieldwork Experience Level II (51.0803) 2 credit course (0-0-20)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: Otha 2204, Otha 1361, Otha 1341, Otha 2305 and Otha 2302. Three hundred twenty clinical hours.

Otha 1353 – Occupational Performance for Elders (51.0803) 3 credit course (2-4-0)

Occupational performance of elders. Includes frames of reference, evaluation tools and techniques, and intervention strategies. Prerequisites: Otha 2204, Otha 1361, Otha 1341, Otha 2305 and Otha 2302. Thirty-two lecture hours and sixty-four lab hours.

Otha 2330 – Workplace Skills for the OTA (51.0803) 3 credit course (2-3-0)

A course designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, knowledge, and/or behaviors related to the practice environment. Application of didactic coursework practice. Prerequisites: Otha 2331, Otha 2266, and Otha 1353. Thirty-two lecture hours and forty-eight lab hours.

Otha 2235 – Health Care Management in OT (51.0803) 2 credit course (1-3-0)

Explores the roles of the occupational therapy assistant in health care delivery. Topics include documentation, reimbursement, credentialing, ethical standards, health care team role delineation, and management. Prerequisites: Otha 2331, Otha 2266, and Otha 1353. Sixteen lecture hours and forty-eight lab hours.

Otha 2267 – Practicum/Fieldwork Experience Level II (51.0803) 2 credit course (0-0-20)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: Otha 2331, Otha 2266, and Otha 1353. Three hundred twenty clinical hours.

Philosophy

Phil 1301 – Introduction to Philosophy (38.0101.51 12) 3 semester hours (3-0-0)

A general introduction to critical and reflective thinking as applied to the basic problems of existence and the meaning of human life and institutions; study of methods and types of evidence utilized by authority, intuition, revelation, reason and scientific methods, and a study of the nature of philosophy, including its relations to religion, science, and art. Three hours lecture per week.

Phil 2303 – Introduction to Logic (38.0101.52 12) 3 semester hours (3-0-0)

Nature and methods of clear and critical thinking and methods of reasoning such as deduction, induction, scientific reasoning, and fallacies. Three hours lecture per week.

Phil 2306 – Introduction to Ethics (38.0101.53 12) 3 semester hours (3-0-0)

An introductory course dealing with the problems of standards and behavior in the world today. Historical and theoretical implications are considered before specific and practical moral issues are discussed. Three hours lecture per week.

Phil 2321 – Philosophy of Religion (38.0201.53 12) 3 semester hours (3-0-0)

A critical investigation of major religious ideas and experiences. Three hours lecture per week.
**PHYS PHYSICS PHYSICAL SCIENCE ASTRONOMY**

**PHYS 1401 – Physics I (40.0801.53 03)** 4 semester hours (3-3-0)

Algebra and trigonometry-based applications of mechanics, heat and wave theory. For life science majors and pre-professional students. Prerequisites: MATH 1314, or MATH 1414, or permission of the instructor. Three hours lecture and three hours lab per week.

**PHYS 1402 – Physics II (40.0801.53 03)** 4 semester hours (3-3-0)

Algebra and trigonometry-based applications of sound, electricity, magnetism, and light. For life sciences majors and pre-professional students. Prerequisite: PHYS 1401. Three hours lecture and three hours lab per week.

**PHYS 1403 – Stars and Galaxies (40.0201.51 03)** 4 semester hours (3-3-0)

An introduction to the physical characteristics and motions of the stellar and galactic systems. Open to all students of the college, suggested for non-science majors. Evening laboratory sessions will be held in order for students to use the telescopes to make observations with telescopes. Three hours lecture and three hours lab per week.

**PHYS 1404 – Solar System (40.0201.52 03)** 4 semester hours (3-3-0)

An introduction to the physical characteristics and motions of bodies in the solar system. Open to all students of the college, suggested for non-science majors. Evening sessions will be held in order for students to use the telescope to make observations with telescopes. Three hours lecture and three hours lab per week.

**PHYS 1415 – Physical Science I (40.0101.51 03)** 4 semester hours (3-3-0)

A study of mechanics, heat, light, sound, electricity, and magnetism. Open to all students of the college, suggested for elementary education majors. PHYS 1415 and 1417 may fulfill the degree requirement of eight semester hours of lab science for majors in a college of education or in a college of business administration, but does not count towards most university lab science requirements. Three hours lecture and three hours lab per week.

**PHYS 1417 – Physical Science II (40.0101.51 03)** 4 semester hours (3-3-0)

A study of selected items of chemistry and geology. Suggested for elementary education majors, open to all students of the college. Three hours lecture and three hours lab per week.

**PHYS 2425 – University Physics I (40.0101.54 03)** 4 semester hours (3-3-0)

A calculus-base course for engineering and science majors. Mechanics and heat. Prerequisites: One year of high school or college physics, and MATH 2413 which may be taken concurrently. Three hours lecture and three hours lab per week.

**PHYS 2426 – University Physics II (40.0101.57 03)** 4 semester hours (3-3-0)

Wave theory, electrostatics, electricity, magnetism, and light. Prerequisite: Physics 2425. Three hours lecture and three hours lab per week.

**PLAB PHLEBOTOMY TECHNOLOGY**

**PLAB 1191 – Special Topics in Phlebotomy (51.1009)** 1 semester hour (1-0-0)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation, and relevant to the professional development of the student. One hour lecture per week for 4 weeks; this is a hybrid course.
PLAB 1323 - Phlebotomy (51.1009) 3 semester hours (2-4-0)
This class emphasizes skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Both venipuncture and dermal puncture are covered, along with blood culture collection. Devices used include vacuum collection, syringe, winged-collection, and capillary tubes. Topics include, but are not limited to, infection control, patient identification, special patient populations, specimen labeling, quality assurance, confidentiality, specimen handling, professionalism, ethics, and customer service. Corequisites: PLAB 1460. 6 contact hours per week

PLAB 1460 – Clinical (51.1009) 4 semester hour (0-0-12)
Clinical internship enables the student to apply specialized laboratory knowledge and skills in a clinical setting. Direct supervision is provided by clinical laboratory professionals. Corequisites: PLAB 1191 and PLAB 1323. 12 contact hours per week.

POFI, POFT/Office Technology
Web-enhanced online formats exist for almost all office course listings. Students may tour POFI and POFT online courses by going to www.wc.edu – click on online courses, then Office Technology.

POFI 1349–Spreadsheets (52.0407) 3 semester hours (2-4-0)
Skill development in concepts, procedures, and applications of spreadsheets. Two hours lecture and four hours lab per week.

POFT 1120–Job Search Skills (52.0401) 1 semester hour (0-2-0)
Skills to seek and obtain employment in business and industry. Two hours lab per week.

POFT 1127 – Introduction to Keyboarding (52.0408) 1 semester hour (0-2-0)
Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy. Two hours lab per week.

POFT 1301 – Business English (52.0501) 3 semester hours (3-0-0)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Three hours lecture per week

POFT 1325 – Business Math Using Technology (52.0408) 3 semester hours (3-0-0)
Skill development in business math problem-solving using electronic technology. Three hours lecture per week.

POFT 1329 – Beginning Keyboarding (52.0408) 3 semester hours (2-4-0)
Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. For students who have had no or limited keyboarding instruction. Two hours lecture and four hours lab per week.

POFT 2301 – Intermediate Keyboarding (52.0408) 3 semester hours (2-4-0)
A continuation of keyboarding skills emphasizing acceptable speed, and accuracy levels and formatting documents. Prerequisite: POFT 1329 (grade of C) or speed of 35 words per minute. Two hours lecture and four hours lab per week.
POFT 2312 – Business Correspondence and Communication (52.0501)
3 semester hours (3-0-0)
Development of writing and presentation skills to produce effective business communications. Suggested prerequisite: POFT 1301. Keyboarding skills required. Three hours lecture per week.

PSYC/PSYCHOLOGY

PSYC 2301 – General Psychology (42.0101.51 25) 3 semester hours (3-0-0)
General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes. Three hours lecture per week.

PSYC 2302 – Applied Psychology (42.0101.52 25) 3 semester hours (3-0-0)
Survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work, and government work. Three hours lecture per week.

PSYC 2306 – Human Sexuality (42.0101.53 25) 3 semester hours (3-0-0)
Study of the psychological, sociological, and physiological aspects of human sexuality. Presents current theories and contemporary research as it impacts current understanding of human sexuality. Principles and issues of human sexuality are presented from a scientific perspective with the intent to educate adults on the fundamental facts of life. Three hours lecture per week.

PSYC 2307 – Adolescent Psychology I (42.2703.51 25) 3 semester hours (3-0-0)
Adolescent psychology deals with the issues and challenges of the adolescent stage of development and growth, a particularly difficult psychosocial stage. Topics include psychophysiological aspects of puberty, emerging gender issues, eating disorders, Eriksonian developmental stages, identity crisis, work and school issues, dating and relationship issues. Individual and group participation highlight the multidimensional aspect of this course. Three hours lecture per week.

PSYC 2314 – Lifespan Growth and Development (42.2703.51 25) 3 semester hours (3-0-0)
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. Three hours lecture per week.

PSYC 2315 – Psychology of Adjustment (42.0101.56 25) 3 semester hours (3-0-0)
Study of the processes involved in adjustment of individuals to their personal and social environments. Development of personality and other psychological pathologies are introduced, analyzed, and discussed. Three hours lecture per week.

PSYC 2316 – Psychology of Personality (42.0101.57 25) 3 semester hours (3-0-0)
Study of various approaches to determinants, development, and assessment of personality. Three hours lecture per week.

PSYC 2317 - Statistical Methods in Psychology (42.0101.52 25) 3 semester hours (3-0-0)
An introductory course on the study of statistical methods used in psychological research, assessment, and testing. This course includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology. Three lecture hours per week.
PSYC 2319 – Social Psychology (42.2707.51 25) 3 semester hours (3-0-0)

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Three hours lecture per week.

PSYC 2389 – Academic Cooperative (45.0101.51 25) 3 semester hours (3-0-0)

An instructional program designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions. Three hours lecture per week.

**PTHA/PHYSICAL THERAPIST ASSISTANT**

PTHA 1301 – The Profession of Physical Therapy (51.0806) 3 semester hours (2-2-0)

Introduction to the profession of physical therapy and the role of the physical therapist assistant. Prerequisites: BIOL 2401, HPRS 1206, Admission to PTA program. Corequisite: BIOL 2402 (if not already completed), PTHA 1405. Thirty-two lecture hours and thirty-two lab hours per semester.

PTHA 1405 – Basic Patient Care Skills (51.0806) 4 semester hours (2-6-0)

The application of basic patient handling, functional skills, communication, and selected data collection techniques. Prerequisites: BIOL 2401, HPRS 1206, Admission to PTA program. Corequisite: BIOL 2402 (if not already completed), PTHA 1301. Thirty-two lecture hours and ninety-six lab hours per semester.

PTHA 1225 Communication in Health Care (51.0806) 2 semester hours (1-3-0)

Communication theories and principles for optimal delivery of health care. Prerequisites: PTHA 1301, PTHA 1405. Corequisites: PTHA 1321, PTHA 1413, PTHA 2201. Sixteen lecture hours and forty-eight lab hours per semester.

PTHA 1321 Pathophysiology for the PTA (51.0806) 3 semester hours (3-0-0)

Study of the pathophysiology of diseases/conditions encountered in physical therapy. Prerequisites: PTHA 1301, PTHA 1405. Corequisites: PTHA 1225, PTHA 1413, PTHA 2201. Forty-eight lecture hours per semester.

PTHA 1413 Functional Anatomy (51.0806) 4 semester hours (2-6-0)

The relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement. Prerequisites: PTHA 1301, PTHA 1405. Corequisites: PTHA 1225, PTHA 1321, PTHA 2201. Thirty-two lecture hours and ninety-six lab hours per semester.

PTHA 2201 Essentials of Data Collection (51.0806) 2 semester hours (1-4-0)

Data collection techniques used to assist in patient/client management. Prerequisites: PTHA 1301, PTHA 1405. Corequisites: PTHA 1225, PTHA 1321, PTHA 1413. Sixteen lecture hours and sixty-four lab hours per semester.

PTHA 1461 Clinical I – PTA (6 wks) (51.0806) 4 semester hours (0-0-40)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: PTHA 1225, PTHA 1321, PTHA 1413, PTHA 2201. Two hundred forty clinical hours.

PTHA 1431 Physical Agents (51.0806) 4 semester hours (2-6-0)

Biophysical principles, physiological effects, efficacy, and application of physical agents. Prerequisite: PTHA 1461. Corequisites: PTHA 2509, PTHA 2435. Thirty-two lecture hours and ninety-six lab hours per semester.
PTHA 2509 Therapeutic Exercise (51.0806) 5 semester hours (3-6-0)
Concepts, principles, and application of techniques related to therapeutic exercise and functional training. Prerequisite: PTHA 1461. Corequisites: PTHA 1431, PTHA 2435. Forty-eight lecture hours and ninety-six lab hours per semester.

PTHA 2435 Rehabilitation Techniques (51.0806) 4 semester hours (2-6-0)
Comprehensive rehabilitation of selected diseases and disorders. Prerequisite: PTHA 1461. Corequisites: PTHA 1431, PTHA 2509. Thirty-two lecture hours and ninety-six lab hours per semester.

PTHA 2431 Management of Neurological Disorders (4 weeks) 4 semester hours (3-3-0)
Comprehensive rehabilitation techniques of selected neurological disorders. Prerequisites: PTHA 1431, PTHA 2509, PTHA 2435. Corequisites: PTHA 2462, PTHA 2463. Forty-eight lecture hours and forty-eight lab hours per semester (completed in four weeks).

PTHA 2462 Clinical II – PTA (6 wks) (51.0806) 4 semester hours (0-0-40)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: PTHA 1431, PTHA 2509, PTHA 2435. Corequisites: PTHA 2431, PTHA 2463. Two hundred forty clinical hours.

PTHA 2463 Clinical III – PTA (6 wks) (51.0806) 4 semester hours (0-0-40)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: PTHA 1431, PTHA 2509, PTHA 2435. Corequisites: PTHA 2431, PTHA 2462. Two hundred forty clinical hours.

RADR/Radiologic Technology

RADR 1260 – Clinical I (51.0911) 2 semester hour (0-0-12)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: BIOL 2401, ENGL 1301, PSYC 2301, MATH 1314. Corequisites: RADR 1409, 1311, 1313. 192 contact hours.

RADR 1311 – Basic Radiographic Procedures (51.0911) 3 semester hours (2-3-0)
An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy. Prerequisite: College Algebra, A & P I, English, Psychology. Corequisites: RADR 1409, 1313, 1260. Two hours lecture and three hours lab per week.

RADR 1313 – Principles of Radiographic Imaging I (51.0911) 3 semester hours (2-3-0)
An introduction to radiographic image qualities and the effects of exposure variables upon these qualities. Prerequisites: A & P I, College Algebra, English, Psychology. Corequisites: RADR 1409, 1311, 1260. Two hours lecture and three hours lab per week.

RADR 1360 – Clinical II (51.0911) 3 semester hour (0-0-16)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision
is provided by the clinical professional. Prerequisites: RADR 1409, 1311, 1313, 1260. Corequisites: RADR 2301, 2305. 256 contact hours.

**RADR 1409 – Introduction to Radiography and Patient Care** (51.0911) 4 semester hours (3-2-0)

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to the health care system. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included. Prerequisite: A & P I, College Algebra, English, Psychology. Corequisites: RADR 1311, 1313, 1260. Three hours lecture and two hours lab per week.

**RADR 2213 – Radiation Biology and Protection** (51.0911) 2 semester hours (2-0-0)

A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. Prerequisites: RADR 2366. Corequisites: RADR 2331, 2309, 2460. Two hours lecture per week.

**RADR 2217 – Radiographic Pathology** (51.0911) 2 semester hours (2-0-0)

A presentation of the disease process and common diseases and their appearance on medical images. Prerequisites: RADR 1409, 1313, 2305, 1311, 2301. Corequisites: RADR 2235, 2367, 2461. Two hours lecture per week.

**RADR 2235 – Radiologic Technology Seminar** (51.0911) 2 semester hours (1-4-0)

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. Prerequisites: All RADR course study in program. Corequisites: RADR 2367, 2217. One hour lecture per week and four hours lab.

**RADR 2301 – Intermediate Radiographic Procedures** (51.0911) 3 semester hours (2-3-0)

A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy. Prerequisite: RADR 1311, 1409, 1313, 1260. Corequisites: RADR 1360, 2305. Two hours lecture and three hours lab per week.

**RADR 2305 – Principles of Radiographic Imaging II** (51.0911) 3 semester hours (3-1-0)

A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production. Prerequisite: RADR 1409, 1311, 1260. Corequisites: RADR 2301, 1360. Three hours lecture and one hour lab per week.

**RADR 2309 – Radiographic Imaging Equipment** (51.0911) 3 semester hours (3-0-0)

Equipment and physics of x-ray production, including basic x-ray circuits. Examination of the relationship of conventional and digital equipment components to the imaging process. Prerequisites: RADR 2301, 2366, 2305. Corequisites: 2331, 2213, 2460.
**RADR 2331 – Advanced Radiographic Procedures (51.0911) 3 semester hours (2-3-0)**

A continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology. Prerequisites: RADR 2301, 1311. Corequisites: RADR 2213, 2460, 2309. Two hours lecture per week and three hours lab.

**RADR 2340 – Sectional Anatomy for Medical Imaging (51.0911) 3 semester hours (3-0-0)**

Anatomic relationships present under various sectional orientations. Three hours lecture per week.

**RADR 2366 – Practicum (or Field Experience) (51.0911) 3 semester hour (0-0-40)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: RADR 2301, 2305, 1360. 400 contact hours.

**RADR 2460 – Clinical IV (51.0911) 4 semester hour (0-0-24)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: RADR 1360. Corequisites: RADR 2213, 2331, 2309. 384 contact hours.

**RADR 2461 – Clinical V (51.0911) 4 semester hour (0-0-24)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: RADR 2213, 2331, 2309, 2460. Corequisites: RADR 2217, 2235. 384 contact hours.

**RNSG/ASSOCIATE DEGREE NURSING**

**RNSG 1161 – Clinical I (51.1601) 1 semester hour (0-0-4)**

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences focus on the concept of caring while providing care within structured acute care settings: health promotion, RN assessment of adult and geriatric clients, application of a systematic problem solving process, multidisciplinary teamwork, and communication is incorporated. Computers are used in this course. Sixty-four clinical hours.

**RNSG 1162 – Transition Clinical (51.1601) 1 semester hour (0-0-4)**

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences focus on the concept of caring while providing care within structured and community mental health settings. Computers are used in this course. Corequisite: RNSG 2371. Sixty-four clinical hours per semester.
RNSG 1170 – Introduction to Health Care Concepts (51.1601). One semester hour (1-0-0)
An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, elimination, fluid and electrolytes, genetics, immunity, nursing applications. Concepts include acid-base balance, elimination, fluid and electrolytes, genetics, immunity, infection, inflammation, gas exchange, perfusion, and tissue integrity. Prerequisite: Admission to the ADN program. Sixteen lecture hours per semester

RNSG 1171 – Professional Nursing Concepts I (51.1601). One semester hour (1-0-0)
Introduction to professional nursing concepts and exemplars within the professional nursing roles: Member of Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Healthcare Team. Emphasizes role development of the professional nurse. Pre-requisite: Admission to the ADN program. Sixteen lecture hours per semester.

RNSG 1244 – Nursing Skills Lab II (51.3801.53 14) 2 semester hours (1-4-0)
Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. Computers will be used in this class. Prerequisite: RNSG 1205, RNSG 1215, RNSG 1413, RNSG 1260, and RNSG 1301. Corequisites courses are RNSG 1261, RNSG 1341. Sixteen hours lecture and Sixty-four hours lab per semester.

RNSG 1251 – Care of the Childbearing Family (51.3801.57 14) 2 semester hours (2-0-0)
Study of concepts related to the provision of nursing care for childbearing families. Topics may include selected complications. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. Computers are used in this course. Prerequisites: RNSG 1205, RNSG 1260, RNSG 1413. Corequisite: RNSG 2260. Thirty-two lecture hours.

RNSG 1261 – Clinical (51.1601) 2 semester hours (0-0-8)
A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences focus on the concept of caring while providing care for adult and geriatric clients and provision of advancing nursing skills within structured health care settings. Computers are used in this course. Prerequisites: RNSG 1413, RNSG 1260, RNSG 1205, RNSG 1215, and RNSG 1301. Corequisite: RNSG 1341. 128 clinical hours per semester.

RNSG 1271- Professional Nursing Competencies (51.1601) Two semester hours (0-8-0)
Development of professional nursing competencies in the care of diverse patients through the lifespan. Emphasizes psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, oxygenation, safety, and tissue integrity. Includes health assessment and medication administration. Pre-requisite: Admission to ADN Program. One hundred and
twenty eight lab hours per semester

**RNSG 1341 – Common Concepts of Adult Health** (51.3801.63 14) 3 semester hours (3-0-0)

Study of the general principles of caring for selected adult clients and families with common health needs in a structured setting. Emphasis on knowledge, judgment, skills, and professional values within a legal/ethical framework. Content includes, but is not limited to, perioperative care, immunology, oncology, gastrointestinal and genitourinary problems, and respiratory and musculoskeletal problems. Computers are used in this course. Prerequisites: RNSG 1413, RNSG 1260, RNSG 1205, RNSG 1215, and RNSG 1301. Co-requisite: RNSG 1261. Forty-eight lecture hours.

**RNSG 1343 – Complex Concepts of Adult Health** (51.3801.64 14) 3 semester hours (3-0-0)

Integration of previous knowledge and skills into the continued development of the associate degree nurse - a provider of care, coordinator of care, and member of a profession - in the care of adult clients/families in structured health care settings. Incorporates judgments, skills, and professional values within a legal/ethical framework. Content related to, but not limited to, endocrinology, the reproductive system, neuromuscular problems, hematology, and community based nursing and home health for the associate degree nurse. Computers are used in this course. Prerequisites RNSG 1341/RNSG 1261 or RNSG 1327/RNSG 1161. Forty-eight lecture hours.

**RNSG 1471 - Health Care Concepts I** (51.1601) Four semester hours.

In-depth coverage of foundational health care concepts with application through selected exemplars. Emphasizes development of clinical judgment skills in the beginning nurse. Pre-requisite: Admission to the ADN program. Co-requisite: RNSG 1161. Forty-eight lecture and sixty-four lab hours per semester.

**RNSG 2172 - Professional Nursing Concepts II** (51.1601)

One semester hour (1-0-0). Expanding professional nursing concepts and exemplars within the professional nursing roles. Emphasizes role development of the professional nurse. Prerequisite: RNSG 1171. Sixteen lecture hours per semester.

**RNSG 2201 – Care of Children and Families** (51.1601) 2 semester hours (2-0-0)

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. Computers are used in this course. Pre-requisites RNSG 1341/RNSG 1261 or RNSG 1327/RNSG 1161. Co-requisite RNSG 2263. Thirty-two lecture hours per semester.

**RNSG 2213 – Mental Health Nursing** (51.3801.55 14) 2 semester hours (2-0-0)

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. Computers are used in this course. Prerequisites: RNSG 1341, RNSG 1261, RNSG 1144, and PSYC 2314 (or RNSG 1327 and RNSG 1161). Corequisite: RNSG 1162. Thirty-two hours lecture per semester.

**RNSG 2221 – Management of Client Care** (51.1601) 2 semester hours (2-0-0)

Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. Computers are used in this course. Pre-requisites: RNSG 1343/RNSG 2261. Thirty-two lecture hours.
RNSG 2260 – Clinical (51.1601) 2 semester hour (0-0-8)
A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences focus on the concept of caring while performing assessment of the child-bearing client and family, provision of nursing skills, and medication administration within structured health care settings. Computers are used in this course. Prerequisite: RNSG 1413, RNSG 1260 and RNSG 1205; or admission to Transition Program; corequisite course is RNSG 1251. 128 clinical hours per semester.

RNSG 2261 – Clinical (51.1601) 2 semester hours (0-0-8)
A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences focus on the concept of caring while performing assessment of adult and geriatric clients and families, provision of advanced nursing skills, and medication administration within structured health care settings. Computers are used in this course. Prerequisite: RNSG 1341 and RNSG 1261; or RNSG 1327 and RNSG 1161; corequisite course is RNSG 1343. 128 clinical hours per semester.

RNSG 2263 – Clinical (51.1601) 2 semester hours (0-0-8)
A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences focus on the concept of caring while performing assessment the pediatric client and family, provision of nursing skills, and medication administration within structured health care settings. Computers are used in this course. Prerequisite: RNSG 1341/RNSG 1251, or RNSG 1327/RNSG 1161. Corequisite: RNSG 2201. 128 clinical hours per semester.

RNSG 2331 – Advanced Concepts of Adult Health (51.1601) 3 semester hours (3-0-0)
Application of advanced concepts and skills for the development of the associate degree nurse’s roles in complex nursing situations with adult client/families in structured settings. Emphasis is given to judgment and professional values within a legal/ethical framework. Content related to, but not limited to critical care, the cardiovascular system, emergency care, trauma, spinal cord injuries, and burns. Computers are used in this course. Pre-requisites: RNSG 1343/RNSG 2261. Co-requisite: RNSG 2363. Forty-eight lecture hours.

RNSG 2362-Clinical II (51.1601) 3 semester hours (0-0-12)
A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of
the college faculty. Clinical experiences are unpaid external learning experiences
Prerequisites RNSG 1471 & RNSG 1161. Co-requisite RNSG 2172 192 clinical
hours per semester.

RNSG 2363 – Clinical (51.1601) 3 semester hours (0-0-12)
A method of instruction providing detailed education, training and work-
based experience and direct patient/client care, generally at a clinical site.
Specific detailed learning objectives are developed for each course by the
faculty. On-site clinical instruction, supervision, evaluation, and placement is
the responsibility of the college faculty. Clinical experiences are unpaid external
learning experiences. Course may be repeated if topics and learning outcomes
vary. Clinical experiences focus on the concept of caring while providing care
for clients of all ages, groups of clients, and management of client care within
critical, emergency, and perioperative care settings. Prerequisite: RNSG 1343
and RNSG 2261. Corequisite: RNSG 2331. 192 clinical hours per semester.

RNSG 2572- Health Care Concepts II (51.1601) Five semester hours (4-4-0)
In-depth coverage of health care concepts with application through selected
exemplars. Provides continuing opportunities for development of clinical judgment
skills. Sixty-four lecture and sixty-four lab hours per semester

RSPT/Respiratory Care
RSPT 1113 – Basic Respiratory Care Pharmacology (51.0908) 1 semester
hours (1-1-0)
A study of basic pharmacological principles/practices of respiratory care drugs.
Emphasis on classification, routes of administration, dosages/calculations, and
physiological interaction. Prerequisites: RSPT 1160, RSPT 1201, RSPT 1207, RSPT
1410. Corequisites: RSPT 1361, RSPT 1411, RSPT 2210. One lecture hour and one
lab hour per week.

RSPT 1160 – Clinical - Respiratory Care Therapy/Therapist (51.0908) 1
semester hour (0-0-6)
A health-related work-based learning experience that enables the student
to apply specialized occupational theory, skills, and concepts. Direct supervision
is provided by the clinical professional. Corequisites: RSPT 1201, RSPT 1410,
RSPT 1207. Six contact hours per week.

RSPT 1201 – Introduction to Respiratory Care (51.0908) 2 semester hours
(2-1-0)
An introduction to the field of respiratory care. Corequisites RSPT 1160,
RSPT 1207, RSPT 1410. Two lecture hours and one lab hour per week.

RSPT 1207 – Cardiopulmonary Anatomy and Physiology (51.0908) 2 semester
hours (1-4-0)
Anatomy and physiology of the cardiovascular and pulmonary systems.
Corequisites: RSPT 1160, RSPT 1201, RSPT 1410. One lecture hour and four
lab hours per week.

RSPT 1361 – Clinical - Respiratory Care Therapy/Therapist (51.0908) 3
semester hours (0-0-16)
A health-related work-based learning experience that enables the student
to apply specialized occupational theory, skills, and concepts. Direct supervision
is provided by the clinical professional. Prerequisites: RSPT 1160, RSPT 1201,
RSPT 1207, RSPT 1410. Corequisites: RSPT 1113, RSPT 1411, RSPT 2210.
Sixteen contact hours per week.
RSPT 1362 – Clinical - Respiratory Care Therapy/Therapist (51.0908) 3 semester hours (0-0-16)
   A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: RSPT 1113, RSPT 1361, RSPT 1411, RSPT 2210. Corequisites: RSPT 2355. 16 contact hours per week.
RSPT 1410 – Respiratory Care Procedures I (51.0908) 4 semester hours (3-4-0)
   Essential knowledge of the equipment and techniques used in the treatment of cardiopulmonary disease. Corequisites RSPT 1160, RSPT 1201, RSPT 1207. Three lecture hours and four lab hours per week.
RSPT 1411 – Respiratory Care Procedures II (51.0908) 4 semester hours (3-4-0)
   Develop essential knowledge and skills of airway care and mechanical ventilation. Prerequisites: RSPT 1160, RSPT 1201, RSPT 1207, RSPT 1410. Corequisites: RSPT 1113, RSPT 1361, RSPT 2210. Three lecture hours and four lab hours per week.
RSPT 2139 - Advanced Cardiac Life Support (51.0908) 1 semester hour (1-2-0)
   Advanced Cardiac Life Support (ACLS) with an emphasis on airway management. Designed to develop skills for resuscitation of the adult. Includes strategies for managing and stabilizing the cardiopulmonary arrested patient. May include certification. Prerequisites: RSPT 2353, RSPT 2358, RSPT 2360 Corequisites: RSPT 2231, RSPT 2147, RSPT 2361. One hour lecture and two hours lab per week.
RSPT 2147 – Specialties in Respiratory Care (51.0908) 1 semester hours (1-1-0)
   Emerging and specialty practices in respiratory care. Prerequisites: RSPT 2353, RSPT 2358, RSPT 2360. Corequisites: RSPT 2139, RSPT 2231, RSPT 2361. One hour lecture and one lab hour per week.
RSPT 2210 – Cardiopulmonary Disease (51.0908) 2 semester hours (1-4-0)
   Etiology pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases. Prerequisites: RSPT 1160, RSPT 1201, RSPT 1207, RSPT 1410. Corequisites: RSPT 1113, RSPT 1361 RSPT 1411. One lecture hours and four lab hours per week.
RSPT 2231 – Simulations in Respiratory Care (51.0908) 2 semester hours (1-4-0)
   Theory of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination. Prerequisites: RSPT 2353, RSPT 2358, RSPT 2360. Corequisites: RSPT 2139, RSPT 2147, RSPT 2361. One hour lecture and four hours lab per week.
RSPT 2353 – Neonatal/Pediatric Cardiopulmonary Care (51.0908) 3 semester hours (2-4-0)
   A study of neonatal/pediatric cardiopulmonary care. Prerequisites: RSPT 1362, RSPT 2355. Corequisites: RSPT 2358, RSPT 2360. Two lecture hours and four lab hours per week.
RSPT 2355 – Critical Care Monitoring (51.0908) 3 semester hours (2-4-0)
   Advanced monitoring techniques used to assess a patient in the critical care setting. Prerequisites: RSPT 1113, RSPT 1361, RSPT 1411, RSPT 2210. Corequisites: RSPT 1362. Two lecture hours and four lab hours per week.
RSPT 2358 – Respiratory Care Patient Assessment (51.0908) 3 semester hours (2-4-0)
   Integration of patient examination techniques, including patient history and
physical exam, lab studies, x-ray, pulmonary function, arterial blood gases, and invasive and noninvasive hemodynamics. Prerequisites: RSPT 1362, RSPT 2355. Corequisites: RSPT 2353, RSPT 2360. Two lecture hours and four lab hours per week.

RSPT 2360 – Clinical - Respiratory Care Therapy/Therapist (51.0908) 3 semester hours (0-0-16)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: RSPT 1362, RSPT 2355. Corequisites: RSPT 2353, RSPT 2358. Sixteen contact hours per week.

RSPT 2361 – Clinical - Respiratory Care Therapy/Therapist (51.0908) 3 semester hours (0-0-16)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: RSPT 2360, RSPT 2353, RSPT 2358. Corequisites: RSPT 2147, RSPT 2231, RSPT 2139. Sixteen contact hours per week.

SOCI/Sociology

SOCI 1301 – Introduction to Sociology (45.1101.51 25) 3 semester hours (3-0-0)

Presents the basic terminology and concepts needed to understand major sociological theories and application to society. Emphasis is placed on the comprehension of sociological vocabulary appraisal of applications to various social situations, and analysis of the complex interrelationships involved in individual, small group and societal interactions. Three lecture hours per week.

SOCI 1306 – Social Problems (45.1101.52 25) 3 semester hours (3-0-0)

Presents the basic terminology needed to comprehend the behaviors and conditions which society defines as social problems. Emphasis is placed on evaluation of the juxtaposition of the consequences of human behaviors and expectations of societal norms. Students learn to recognize unacceptable behaviors and to project the impact of such problematic behavior on American culture and society. Three lecture hours per week.

SOCI 2301 – Marriage and Family Living (45.1101.54 25) 3 semester hours (3-0-0)

Presents the terminology needed to explain the constructs, principles, and dynamics of the family unit. Emphasis is placed on communication, types of families, comprehension of the delicate interrelationships of family members, and the importance of family as the basic component unit of all societies. Three hours lecture per week.

SOCI 2306 – Human Sexuality (42.0101.53 25) 3 semester hours (3-0-0)

Presents fundamental issues and principles of human sexuality utilizing legal, ethical, psychosocial, and biological perspectives. Presents current theories and research such as the landmark Masters and Johnson studies and contemporary research as it impacts current understanding of sexuality. Principles and issues of human sexuality are presented from a scientific perspective with the intent to educate adults on the fundamental facts of life. Online course available. Also PSYC 2306. Three hours lecture per week.

SOCI 2326 – Social Psychology (42.2707.51 25) 3 semester hours (3-0-0)

Presents an introduction to the specialty of social psychology within the field of general psychology and sociology. Terms, concepts, methodologies,
and studies are analyzed in regard to relationships and context. Social influences factors in communication, interrelationships, and groups highlight this fascinating psychosocial specialty. Also PSYC 2319. Three hours lecture per week.

**SOCI 2340 – Drug Use and Abuse** (51.1504.52 16) 3 semester hours (3-0-0)

Study of the use and abuse of drugs in today’s society to include: alcohol, caffeine, ecstasy, hallucinogens, herbal drugs, inhalants, marijuana, nicotine, opiates, sedatives, steroids, and stimulants. Emphasize the physiological, sociological, and psychological factor related to drug use and abuse. The relationship and consequences of the adaptive process to drug use will be explored. Three lecture hours per week.

**SCWK, SOCW/SOCIAL WORK**

**SCWK 1203- Ethics for Social Service Professionals** (51.1501) Two semester hours (2-1-0)

Ethical considerations based on social and human services standards. This class includes comparison of ethical codes, confidentiality, dual relationships, guidelines for web counseling, ethical considerations dealing with broadcast media, diversity and multiculturalism.

**SCWK 1305 – Group Work Intervention** (44.0701) 3 semester hours (3-0-0)

Examination of the various stages of the group work treatment process with emphasis on roles, tasks, and potential problem areas. Topics include mechanics of group function, structure of groups, communication patterns within groups, effective group facilitation skills, and techniques used to address special population issues and needs. Three hours lecture per week.

**SCWK 2186 – Internship** (44.0701) 1 semester hour (0-0-3)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Three contact hours per week.

**SCWK 2286 – Internship** (44.0701) 2 semester hours (0-0-12)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Twelve contact hours per week.

**SCWK 2301 – Assessment and Case Management** (44.0701) 3 semester hours (3-0-0)

Exploration of procedures to identify and evaluate an individual’s and/or family’s strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for assessment, screening, intervention, prevention, case management, and referral. Three lecture hours per week.

**SCWK 2311 – Interviewing and Counseling Theories** (44.0701) 3 semester hours (3-0-0)

A comprehensive study of major theories of various treatment modalities including person-centered, motivational interviewing, stages of change, solution focused therapy, rational-emotive, and reality therapy etc. Topics include cognitive/behavioral approaches such as behavior modification, life skills training, and role playing in a simulated situation. Three lecture hours per week.
**SOCW 2361 – Introduction to Social Work** (44.0701.51 24) 3 semester hours (3-0-0)

Presents an introduction to the concepts, terms, theory, and practice of social work. Family dynamics, interrelations, and patterns of communication will be explored. The role of social work practitioners will be analyzed in relation to psychiatric team members. Data gathering in the preparation of the psychosocial history will be analyzed for content and application. Three hours lecture per week.

**SOCW 2362 – Social Welfare as a Social Institution** (44.0701.52 24) 3 semester hours (3-0-0)

This course gives a general introduction to human services in the United States. Current social policies and issues affecting the development of social welfare services will be covered. Emphasis is on services and programs provided to meet human needs determined by societal values. Three hours lecture per week.

**SPAN/Spanish**

**SPAN 1411, 1412 – Beginning Spanish I and II** (16.0905.51 13) 4 semester hours (3-1-0)

Traditional grammar, reading, and writing courses with emphasis primarily on these areas, but with some attention to speaking using authentic pronunciation. Class work is individual as well as group-oriented and consists of exercises, answering questions, and reading aloud. Three hours lecture and one hour lab per week. Must be taken in sequence.

**SPAN 2311, 2312 – Intermediate Spanish I and II** (16.0905.52 13) 3 semester hours (3-0-0)

Review and extension of grammatical concepts and vocabulary. Reading of Spanish and Spanish-American literature, practical conversation, and writing. Class work is individual as well as group-oriented. Emphasis is placed on comprehension, appreciation, and interpretation of the Hispanic culture. Three hours lecture per week. Must be taken in sequence.

**SPCH/Speech**

**SPCH 1311 – Introduction to Speech Communication** (23.1304.51 12) 3 semester hours (3-0-0)

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking. Three hours lecture per week.

**SPCH 1315 – Public Speaking** (23.1304.53 12) 3 semester hours (3-0-0)

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students’ speaking abilities, as well as ability to effectively evaluate oral presentations. Three hours lecture per week.

**SPCH 1321 – Business and Professional Speaking** (23.1304.52 12) 3 semester hours (3-0-0)

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. Three lecture hours per week.
TECA/Early Childhood Education/Child Care Provider/Assistant

TECA 1303 – Family, School and Community (13.0101.52 09) 3 semester hours (3-0-16)
A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Students will participate in field experiences with children from infancy through age 12. Passage of a background check is required for this course. Three hours lecture per week and 16 hours of field experiences per semester. Offered spring semester.

TECA 1311 – Educating Young Children (13.1202.51 09) 3 semester hours (3-0-16)
An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Students will participate in field experiences with children from infancy through age 12. Passage of a background check is required for this course. Three hours lecture per week and 16 hours of field experience per semester. Offered spring semester.

TECA 1318 – Wellness of the Young Child (13.0101.53 09) 3 semester hours (3-0-16)
A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focus on local and national standards along with legal implications of relevant policies and regulations. Content is aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Students will participate in field experiences with children from infancy through age 12. Passage of a background check is required for this course. Three hours lecture per week and 16 hours of field experiences. Offered fall semester.

TECA 1354 – Child Growth and Development (13.1202.52 09) 3 semester hours (3-0-0)
A study of the physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence. Three hours lecture per week.

VNSG/Vocational Nursing

Prerequisite: Requires admission to the program.

VNSG 1115 – Disease Control and Prevention (51.1613.00 00) 1 semester hour (1-0-0)
Study of the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions. Prerequisite: Admission to the program or permission of instructor. Sixteen hours lecture per semester.

VNSG 1116 – Nutrition (51.1613.00 00) 1 semester hour (1-0-0)
Introduction to nutrients and diet therapy and the role of each in proper growth and development and the maintenance of health. Prerequisite: Admission to the program. Sixteen hours lecture per semester.
VNSG 1119 – Leadership and Professional Development (51.1613.00 00) 1 semester hour (1-0-0)

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Prerequisite: Successful completion of all second semester courses with a grade of 75 (C) or better. Sixteen hours lecture per semester.

VNSG 1122 – Vocational Nursing Concepts (51.1613.00 00) 1 semester hour (1-0-0)

Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Prerequisite: Admission to the program. Sixteen hours lecture per semester.

VNSG 1136 – Mental Health (51.1613.00 00) 1 semester hour (1-0-0)

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills. Prerequisite: Successful completion of all fall semester courses with a grade of 75 (C) or better. Sixteen hours lecture per semester.

VNSG 1230 – Maternal-Neonatal Nursing (51.1613.00 00) 2 semester hours (2-0-0)

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the biological, psychological, sociological, and cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Prerequisite: Successful completion of all first semester courses with a grade of 75 (C) or better. Thirty-two hours lecture per semester.

VNSG 1234 – Pediatrics (51.1613.00 00) 2 semester hours (2-0-0)

Study of childhood diseases and child care from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. Prerequisite: Successful completion of all first semester courses with a grade of 75 (C) or better. Thirty-two hours lecture per semester.

VNSG 1320 – Anatomy and Physiology for Allied Health (51.1613.00 00) 3 semester hours (3-0-0)

Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis. Prerequisite: Admission to the program or permission of instructor. Forty-eight hours lecture per semester.

VNSG 1360 – Clinical I (51.1613.00 00) 3 semester hours (0-0-18)

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Prerequisite: Admission to the program. 288 laboratory hours per semester.

VNSG 1361 – Clinical II (51.1613.00 00) 3 semester hours (0-0-18)

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Prerequisite: Successful completion of all first semester courses with a grade of 75 (C) or better, 288 laboratory hours per semester.
VNSG 1362 – Clinical III (51.1613.00 00) 3 semester hours (0-0-18)

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Prerequisite: Successful completion of all second semester courses with a grade of 75 (C) or better, 288 laboratory hours per semester.

VNSG 1400 – Nursing in Health and Illness I (51.1613.00 00) 4 semester hours (3-2-0)

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions. Prerequisite: Admission to the program. Forty-eight hours lecture and thirty-two hours lab per semester.

VNSG 1423 – Basic Nursing Skills (51.1613.00 00) 4 semester hours (2-6-0)

Mastery of entry-level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions is included. Also includes medication administration skills. Prerequisite: Admission to the program. Thirty-two hours lecture and ninety-six hours lab per semester.

VNSG 1509 – Nursing in Health and Illness II (51.1613.00 00) 5 semester hours (5-0-0)

Introduction to common health problems requiring medical and surgical interventions. Prerequisite: Successful completion of all first semester courses with a grade of 75 (C) or better. Eighty hours lecture per semester.

VNSG 1510 – Nursing in Health and Illness III (51.1613.00 00) 5 semester hours (5-0-0)

Continuation of VNSG 1509. Further study of common medical-surgical health problems of the client, including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Prerequisite: Successful completion of all second semester courses with a grade of 75 (C) or better. Eighty hours lecture per semester.

VNSG 2331 – Advanced Nursing Skills (51.1613.00 00) 3 semester hours (2-4-0)

Mastery of advanced-level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Prerequisite: Successful completion of all first semester courses with a grade of 75 (C) or better. Thirty-two hours lecture and sixty-four hours lab per semester.

VTHT/Veterinary Assisting

VTHT 1166 – Practicum (51.0808) 1 semester hour (0-0-7/10)

A work-based instruction activity that provides students the opportunity gain practical experience in the treatment and care of animals. Emphasis is placed on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. The clinical professional provides direct supervision and determines if compensation is to be granted. Students are required to work 7-10 hours per week in the external learning environment.

VTHT 1317 – Veterinary Office Management (51.0808) 3 semester hours (3-0-0)

Veterinary Office Management is a comprehensive study of the veterinary practice. This course discusses the efficiency and the procedures that are used in a hospital or clinic. Emphasis is placed on office etiquette, employer
employee relationships, the electronic office technology, and on client-veterinary relationships. This course provides a hands-on approach to popular software applications currently in use in the veterinary office. Three hours lecture per week.

**VTHT 1341 - Anesthesia and Surgical Assistance (51.0808) 3 semester hours (2-3-0)**

In-depth application of surgical, obstetrical, and anesthesia techniques including identification and use of instruments and equipment. Prerequisite: VTHT 1401. Two hours lecture and three hours lab per week.

**VTHT 1349 - Veterinary Pharmacology (51.0808) 3 semester hours (3-0-0)**

Fundamentals of pharmacology including recognition, calculation, labeling, packaging, and administration of common veterinary drugs, biologics and therapeutic agents. Discussion of normal and abnormal responses to these agents. Prerequisite: VTHT 1401. Three hours lecture per week.

**VTHT 1401 – Introduction to Veterinary Technology (51.0808) 4 semester hours (3-3-0)**

Survey of the profession of veterinary technology with emphasis on basic techniques, handling and care of domestic animals, and ethical and professional requirements. Three hours lecture and three hours lab per week.

**VTHT 1413 – Veterinary Anatomy and Physiology (51.0808) 4 semester hours (3-3-0)**

Gross anatomy of domestic animals including physiological explanations of how each organ system functions. Three hours lecture and three hours lab per week.

**VTHT 2166 – Practicum (51.0808) 1 semester hour (0-0-7/10)**

A work-based instruction activity that provides students the opportunity to gain practical experience in the treatment and care of animals. Emphasis is placed on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. The clinical professional provides direct supervision and determines if compensation is to be granted. Students are required to work 7 – 10 hours per week in the external learning environment. Prerequisite: VTHT 1166

**VTHT 2301– Canine and Feline Clinical Management (51.0808) 3 semester hours (3-1-0)**

Survey of feeding, common management practices, and care of canines and felines in a clinical setting. Review of common diseases of canines and felines encountered in the practice of veterinary medicine. Prerequisite: VTHT 1401. Three hours lecture and one hour lab per week.

**VTHT 2305 – Equine Clinical Management (51.0808) 3 Semester hours (2-3-0)**

Survey of feeding, common management practices, and care of equines in a clinical setting. Review of common diseases of equines encountered in the practice of veterinary medicine. Two hours lecture and three hours lab per week.

**VTHT 2321 – Parasitology (51.0808) 3 semester hours (2-3-0)**

Study of parasites common to domestic animals including zoonotic diseases. Prerequisite: VTHT 1401. Two hours lecture and three hours lab per week.

**VTHT 2325 – Large Animal Assisting Techniques (51.0808) 3 semester hours (2-3-0)**

Study of basic restraint and proper management, treatment, and medication techniques for farm animals. Prerequisite: VTHT 2305. Two hours lecture and three hours lab per week.
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   B.A., Texas Christian University
   M.Ed., Texas Christian University
   M.S., Texas A&M Commerce
   Ph.D., Texas Christian University
Abraham, Jared ....................................... English
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   M.A., Texas A&M University
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   M.S.N., Texas Christian University
   Registered Nurse
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   M.Ed., University of North Texas
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   B.A., Dallas Baptist University
   M.S., Grand Canyon University
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   Sonography Certificate, El Centro Community College
   B.S., University of Texas, Southwestern
   RT (R)(S), American Registry of Radiologic Technologists
   RDMS, American Registry for Diagnostic Medical Sonographers
   RVS, Registered Vascular Sonographer
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  M.S., Texas Tech University Health Science Center
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  B.A., Rice University
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**Education Center at Mineral Wells**
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- Building 704
  - Academic Center
- Building 790
  - Welding / Machine Shop
- Building A
  - Truck Driving Academy

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*Note: The maps depict the locations of the education centers and ancillary buildings.*