Weatherford College Main Campus
225 College Park Drive • Weatherford, Texas 76086
817-594-5471 • 800-287-5471
www.wc.edu

Weatherford College Wise County
502 Big Sandy Court • Bridgeport, Texas 76426
940-627-2690 • 800-287-5471
wisecounty.wc.edu

Education Center at Mineral Wells
704 Hood Rd. • Mineral Wells, Texas 76067
940-325-2591 • 800-300-2591

Education Center at Granbury
210 N. Jones St. • Granbury, Texas 76048
817-598-6339 • 817-579-9188
granbury.wc.edu
WC Board of Trustees
Frank Martin, Chair
Joel Watson, Vice Chair
Luke Haynes, Secretary/Treasurer
Elaine Carter
Dr. Trev Dixon
Mac Smith

Administration
Dr. Kevin Eaton, President
Dr. Richard Bowers, Vice President of Instruction & Student Services
Andra Cantrell, Vice President of Financial and Administrative Affairs
Brent Baker, Vice President of Institutional Advancement
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GENERAL INFORMATION

College Accreditation  
Institutional Mission Statement  
Board of Trustees  
Academic Calendar
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**
Frank Martin, Chair  
Joel Watson, Vice Chair  
Dr. Luke Haynes, Secretary/Treasurer  
Elaine Carter  
Dr. Trev Dixon  
Mac Smith

**ACADEMIC CALENDAR**

**FALL 2015**

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>August 3</td>
<td>Tuition payment deadline for early registration. From this date forward students with an outstanding balance will be dropped from all classes at the end of the business day.</td>
</tr>
<tr>
<td>August 17</td>
<td>Fall In-Service Begins, Return to Regular Office Hours, Check Offices for Opening Time After In-Service Activities</td>
</tr>
<tr>
<td>August 21</td>
<td>WC Live – New Student Event</td>
</tr>
<tr>
<td>August 24</td>
<td>Fall 2015 Semester Begins, Late Registration Begins</td>
</tr>
<tr>
<td>August 25</td>
<td>Last day for Late Registration</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day Holiday, College Closed</td>
</tr>
<tr>
<td>September 8</td>
<td>Fall Count Day. Official Rosters Open for Verification</td>
</tr>
<tr>
<td>September 10</td>
<td>Official Count Day Roster Deadline 5:00 p.m.</td>
</tr>
<tr>
<td>September 10</td>
<td>Last Day to Receive 70% Refund</td>
</tr>
<tr>
<td>September 16</td>
<td>Last Day to Receive 25% Refund</td>
</tr>
<tr>
<td>September 28</td>
<td>Priority Deadline to Request ADA Accommodations</td>
</tr>
<tr>
<td>October 19</td>
<td>Academic Advising for Spring 2016 Begins</td>
</tr>
<tr>
<td>October 19</td>
<td>Late Fall Classes Begin</td>
</tr>
<tr>
<td>November 4-6</td>
<td>Early Bird Online Registration for Currently Enrolled Students Who Will Have Completed 40 College Credit Hours Toward Degree by the end of the Semester for Spring 2016</td>
</tr>
<tr>
<td>November 10</td>
<td>Registration for Current and Returning (a student who does not need to complete a new admissions application) Students for Spring 2016</td>
</tr>
<tr>
<td>November 12</td>
<td>Last Day to Withdraw With a “W”</td>
</tr>
<tr>
<td>November 18</td>
<td>Priority Deadline for Financial Aid, Spring 2016</td>
</tr>
<tr>
<td>November 25-27</td>
<td>Thanksgiving Holidays, College Closed</td>
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<tr>
<td>December 1</td>
<td>New (First Time in College) and Transfer Advising/ Registration Begins for Spring 2016</td>
</tr>
<tr>
<td>December 7-12</td>
<td>Fall Semester Finals</td>
</tr>
<tr>
<td>December 14</td>
<td>Fall Final Grades Due 9:00 a.m.</td>
</tr>
<tr>
<td>December 18</td>
<td>College Offices Closed to the Public at Noon</td>
</tr>
<tr>
<td>Dec. 21 – Jan. 1</td>
<td>Winter Break, College Closed</td>
</tr>
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**Winter Mini 2015**

Dec. 14 – Jan. 1  
Winter Mini Semester

December 15  
Priority Deadline to Request ADA Accommodations for Winter Mini

December 15  
Winter Mini Count Day. Rosters Open for Verification

December 16  
Winter Mini Count Day Roster Deadline 5:00 p.m.

December 28  
Last day to withdraw from Winter Mini with a “W”

January 4  
Winter Mini Grades Due at 9:00 a.m.

**Spring 2016**

January 6  
Tuition payment deadline for early registration for Spring 2016. From this date forward students with an outstanding balance will be dropped from all classes at the end of the business day.

January 11  
Faculty Spring 2016 In-Service Activities Begin

January 18  
Martin Luther King Day Holiday, College Closed

January 19  
Spring 2016 Semester Begins, Late Registration Begins

January 20  
Late Registration Ends

February 1  
Spring Count Day. Official Rosters Open for Verification

February 3  
Official Count Day Roster Deadline 5:00 p.m.

February 4  
Last Day to Receive 70% Refund

February 10  
Last Day to Receive 25% Refund

February 11  
Priority Deadline to Request ADA Accommodations for Spring 2016

March 14-18  
Spring Break, College Closed

March 21  
Academic Advising for Summer/Fall Begins

March 21  
Late Spring Classes Begin

March 21  
Scholarship Applications Due for Fall 2016

March 25  
Good Friday Holiday, College closed

April 6-8  
Early Bird Online Registration for Currently Enrolled Students Who Will Have Completed 40 College Credit Hours Toward Degree by the end of the Semester Begins for May Mini/Summer/Fall

April 12  
Registration for Currently enrolled and Returning (a student who does not need to complete a new admissions application) Students for May-Mini/ Summer/Fall.

April 14  
Deadline to Withdraw with a “W”

April 17  
Priority Deadline for Financial Aid, Summer 2016

May 5-11  
Spring Semester Finals

May 13  
Spring Final Grades Due 9:00 a.m.

May 14  
Commencement

**Summer Mini 2016**

May 16  
Begin Summer Office Hours: 8:00 – 5:30, Monday through Thursday, Closed Friday

May 16 – June 2  
May Mini Semester

May 16  
May Mini Count Day. Official Rosters Open for Verification

May 17  
Priority Deadline to Request ADA Accommodations for May Mini

May 17  
Official Count Day Roster Deadline 5:00 p.m.

May 17  
New (First Time in College) and Transfer Students Advising/Registration Begins for Fall 2016

May 30  
Memorial Day Holiday, College Closed

May 26  
Last Day to Withdraw From May Mini with a “W”

June 6  
May Mini Final Grades Due 9:00 a.m.
SUMMER I 2016
June 6  Summer I Semester Begins, Summer I Late Registration (One Day Only)
June 7  Priority Deadline for ADA Accommodations for Summer I
June 9  Summer I Count Day Official Rosters Open for Verification
June 10 Last Day to Receive 70% Refund
June 13 Official Count Day Roster Deadline 5:00 p.m.
June 14 Last Day to Receive 25% Refund
June 21 Priority Deadline for Financial Aid, Fall 2016
June 30 Last Day to Withdraw with a “W”
July 4  July 4 Holiday, College Closed
July 11-12 Summer I Finals
July 13 Summer I Final Grades Due 9:00 a.m.

SUMMER II 2016
July 13 Summer II Semester Begins, Summer II Late Registration (One Day Only)
July 14 Priority Deadline to Request ADA Accommodations for Summer II
July 19 Summer II Count Day Official Rosters Open for Verification
July 19 Last Day to Receive 70% Refund
July 21 Official Count Day Roster Deadline 5:00 p.m.
July 21 Last Day to Receive 25% Refund
August 1 Tuition payment deadline for early registration. From this date forward students with an outstanding balance will be dropped from all classes at the end of the business day.
August 9 Last Day to Withdraw From Summer II with a “W”
August 17-18 Summer II Finals
August 22 Summer II Final Grades Due 9:00 am
August 22 Fall 2016 In-Service Begins, Return to Regular Office Hours, Check With Offices for Opening Time After In-Service Activities
August 24 Fall 2016 Begins, Late Registration Begins
August 25 Last Day for Late Registration
September 5 Labor Day Holiday, College Closed
September 12 Fall Count Day. Official Rosters Open for Verification
September 14 Official Count Day Roster Deadline 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.
Admissions 11
Placement Testing 16
Health Science Admissions 18
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 22 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.collegevaccinerequirements.com.
• Complete IRS form W-9S for social security number verification

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 17 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.
ENTRANCE REQUIREMENTS

- 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.

Early admission students who participate in the federally funded free and reduced meal program are eligible to qualify for reduced tuition for dual credit courses. Early admission students who enroll in a workforce-related academic course for dual credit may qualify for tuition waiver. Students in these two categories will be responsible for all other course expenses, including textbooks and fees. 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
EntRanCE REquIREMEnts

- 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:
**Entrance Requirements**

**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.

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. Health Science 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 Health Science 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, Canada (except Quebec), Channel Islands, Dominica, Falklands, Grenada, Guyana, Ireland (Erie), Jamaica, Liberia, Montserrat, New Zealand, St Christopher (St Kitts) & Nevis, St Lucia, St Helena, St Vincent & the Grenadines, South Africa, Trinidad & Tobago, United Kingdom (England, Isle of Man, Northern Ireland, Scotland, Wales), Virgin Islands.

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 Service.
Services (ETS) before the last day of the specific application period for the appropriate Health Science 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 Health Science 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 REINSTATMENT
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
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, Wise County Campus, Education Center at Mineral Wells, and Education Center at Granbury. 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.

TSI Assessment is 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 a staff advisor with questions.

QUALIFYING SCORES FOR EXEMPTION

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

**11th grade TAKS scores only.
ADMISSION TO HEALTH SCIENCE PROGRAM

Admission to Weatherford College does not guarantee selective admission to a specific Health Science program. The number of students admitted to each of these programs is limited. Students admitted to selected Health Science 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 Therapy Assistant (OTA), Physical Therapist Assistant (PTA), Radiologic Technology, Respiratory Care, Phlebotomy, Vascular Certificate, and Vocational Nursing.
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, and for online classes.

### 2015-2016 ACADEMIC YEAR TUITION AND FEES

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### Differential Tuition Per Credit Hour by Program

- **Associate Degree Nursing**: $40
- **Computed Tomography**: $40
- **Diagnostic Medical Sonography**: $40
- **Occupational Therapy Assistant**: $40
- **Physical Therapist Assistant**: $40
- **Radiologic Technology**: $40
- **Respiratory Care**: $40
- **Vocational Nursing**: $40

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.
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
ADN-A&P or Micro BiologyTest ................................................................. $25
CLEP Administration Fee ................................................................. $15
COMPASS Test ........................................................................... $25
IC3 Test ..................................................................................... $32
MOS Test ................................................................................... $86
PROCTOR Fee ........................................................................... $25
State Fire Certification Test .......................................................... $25
TEAS V Test ........................................................................... $70
TCOLE Test ............................................................................. $25
TSI Assessment Test .................................................................... $25

OTHER FEES
ACH Refund Return Fee ........................................................................ $5
Alcohol Awareness Certification Replacement Fee ......................... $10
Coyote Card Replacement Fee ............................................................. $25
Fax Charges (per fax, unlimited pages) ................................................... $2
International Processing Fee ................................................................. $50
Late Registration Fee ........................................................................ $75
Reinstatement Fee ............................................................................ $50
Return Check Service Charge .............................................................. $25
Student Print/Copier Charge - Black & White per page ...................... $0.10
Student Print/Copier Charge - Color per page ......................................... $0.15
Teacher Certification Application Fee .................................................... $50
Three-Peat Fee (per semester hour) ........................................................ $50

LABORATORY FEES
ACCT $24  2301, 2302, 2402
ACNT $24  1311
AGAH $24  2401
AGCR $24  1307
AGEQ $24  1301, 1311, 1315, 1319, 1350, 1391, 2311, 2386
AGRI $24  1309, 1407, 1415, 1419, 2301,2302, 2304, 2313, 2321
ANTH $24  2401
ARTC $24  1313, 1413, 2313, 2413
ARTS $24  1311, 1312, 1316, 1317, 2316, 2317, 2323, 2324, 2331, 2332
BCIS $24  1305, 1405
BIOL $24  1406, 1407, 1408, 1409, 1411, 1413, 2401, 2402, 2406, 2420, 2421
CDEC $24  1318, 1394
CHEM $24  1411, 1412, 2423, 2425
COMM $24  1318, 1319, 1336, 2324, 2325
COSC $24  1301, 1401
CPMT $24  1351, 1403, 1405, 1409, 1449, 1451, 2434
CRTG $24  1401, 1411, 2401
CSME $24  1310, 1401, 1405, 1434, 1435, 1451, 1543, 1547, 1553, 2202,
2240, 2241, 2310, 2343, 2414, 2415, 2444, 2501, 2541
DEV+ $24  0100, 0301, 0302
DEW+ $24  0100, 0301, 0302
DIR+ $24  0301, 0302
DMSO $24  1110, 1210, 1260, 1302, 1342, 1351, 1361, 1441, 1451, 1460, 2130,
2243, 2253, 2342, 2405, 2460
DRAM $24  1120, 1121, 1330, 1341, 1342, 1351, 1352, 2120, 2121, 2331, 2351
DSA+ $24  1303, 1440, 2335, 2404
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
$2 - 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.
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

Weatherford College returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(a) of the Reauthorization of the Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and with district board policies.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which aid was received. If the student completely withdraws from school during the semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned part of the funds which were received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.

2. If the student completely withdraws from all Title IV eligible classes before completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.

3. If all eligible aid was not already disbursed to the student before the student withdrew, the earned portion of aid will be paid to the student as a post-withdrawal disbursement within 30 days of the Date of Determination that the student has withdrawn.

4. If the student does not officially withdraw from classes, and stops attending all classes, a pro-rated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs. If the college is unable to document the last date of attendance, one-half of all federal aid received during the semester must be returned to the federal aid programs.

5. If a student withdraws from all classes prior to disbursement of funds, a post withdrawal calculation will be conducted to determine the actual amount of earned funds. In some instances, students will be asked to provide confirmation to accept of return some or part of the earned funds.

Return of Federal Title IV (R2T4) funds will be distributed according to statutory regulations with 45 days of the Date of Determination on the R2T4 worksheet. The funds will be returned to the appropriate federal programs in the order mandated by the regulation in section 34 CFR 668.22(i). The current order of distribution occurs with money returned to Unsubsidized Federal Direct Stafford loans, Subsidized Federal Direct Stafford loans, Federal Perkins loans (WC does not participate in the Perkins loan program), Federal Direct Parent Plus loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), and Iraq and Afghanistan Service Grants. Worksheets provided by the U.S. Department of Education or calculations produced through the Poise Student Information System and Return of Funds (ROF) program will be used.
to determine the amounts and order of return. If a student’s share of the return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the business office of the college for deposit into the federal programs accounts. If the student does not return the amount owed within the 45 day period, the amount of overpayment will be reported to the U.S. Department of Education (USDE) via the National Student Loan Database (NSLDS) and the student will be referred to the USDE for resolution of the debt.

Examples of how this policy is applied are available upon written request to Weatherford College, Office of Financial Aid, 225 College Park Drive, Weatherford, Texas, 76086.

For the purposes of this policy, withdrawal refers to a total withdrawal from all course work at the College.

Weatherford College does not offer a Leave of Absence at this time.

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.
FINANCIAL AID • www.wc.edu/financial-aid

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 for the fall semester, November 18 for the spring semester, and April 15 for the summer semester. Failure to meet the application deadlines could result in a delay in receiving financial assistance.

TYPES OF FINANCIAL AID • www.wc.edu/financial-aid

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

STATE AND FEDERAL AID

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.

TEXAS PUBLIC EDUCATION GRANT (TPEG) (HB688)

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.

WORK-STUDY PROGRAM (WS)

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.

FEDERAL GRANTS

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.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG):

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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<tr>
<th>Hours Attempted</th>
<th>23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must Complete</td>
<td>18 17 16 15 14 13 12 11 10 9 8 7 6 4 3 3 3 2 1</td>
</tr>
<tr>
<td>Enrollment Status</td>
<td>Full Full Full Full Full Full Full Full Full Full Full ¾ ¾ ¾ ½ ½ ½ &lt;½ &lt;½ &lt;½ &lt;½ &lt;½</td>
</tr>
</tbody>
</table>

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 Health Science 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**

2.0 or Higher  
GPA Calculation: Points / Attempted = GPA

**MINIMUM COMPLETION RATE**

75% of all Attempted Hours  
Completion Rate Calculation: Earned / Class Hours Attempted = Completion Rate

**MAXIMUM TIME FRAME**

150% of the length of the degree or certificate  
Maximum Time Frame Calculation: Total number of hours in degree/certificate x 1.5 = 150% 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

TEXAS EDUCATION OPPORTUNITY GRANT (TEOG)

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 https://mywc.wc.edu/ICS/Student_Services/Remote_Content.jnz. The deadline for applying for scholarships for the Fall and Spring semester of an academic year is March 15 prior to the beginning of the academic year. 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 AND ANNUAL SCHOLARSHIPS
A complete list of Endowed and Annual Scholarships may be found online at www.wc.edu/about/giving-wc/scholarship-list
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.

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, email address, photography, date and place of birth, major, dates of attendance, grade level, degrees and awards received and dates granted, previous educational institution(s) attended, height and weight of members of athletic teams 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

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.

CONDUCT AND GRIEVANCES

ACQUAINTANCE WITH POLICIES, RULES AND REGULATIONS

Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College, copies of which shall be available to each student for review at the Student Services Office. The College holds each student responsible for compliance with these policies, rules, and regulations. For a complete listing of College policies and their specific procedures, please visit the Conduct and Grievances webpage at www.wc.edu/campus-resources/conduct-grievances.

ACADEMIC INTEGRITY

Academic integrity is fundamental to the education 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 to accordance with institutional procedures.

Faculty may request, through the appropriate instructional dean, that an allegation of Academic Integrity violation be reviewed for possible academic sanction. Appeals concerning academic sanctions may be made through the Academic Appeals Procedure, with a written request to the Office of the Vice President of Instruction and Student Services.

ALCOHOL AND DRUG POLICY STATEMENT

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 controlled substance, abusable inhalant, performance-enhancing drug, designer drug or any other intoxicant behavior-altering drug on College District premises or off premises at a College District-sponsored activity, function, or event.

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

APPEALS (DUE PROCESS)

Weatherford College recognizes the importance of providing an opportunity for students to appeal the decisions made by college administrators, committees, and faculty and staff. Particular care is taken to provide safeguards for students if any action significantly alters their status at the College. In cases in which the accused student disputes the facts and/or penalties upon which the charges were based, an appeals committee shall hear such charges. The appeals committee shall be impartial and shall be designated by the Vice President of Instruction and Student Services. The appeals committee shall preside over a fair hearing for the student and the College administration, and holds the authority to affirm, modify, remand, or reverse sanctions. The student and the College may be represented by counsel during the appeals. Weatherford College has three standing appeal committees: Student Discipline Appeals, Academic Appeals, and Technical Program Appeals.

The Student Discipline Appeals committee will convene for a student disputing the facts and/or sanctions due to violations of the Student Code of Conduct, and will follow the procedures set forth in the Student Discipline Policy. Students disciplined for violations of the student code of conduct shall be informed of their due process rights and may request their appeal in the Office of Student Services.

The Academic Appeals committee will convene at the end of each term for a student who has been placed on academic suspension. A student may request their appeal in the Office of the Vice President of Instruction and Student Services. The Technical Program Appeals Committee will convene for a student
disputing the facts and/or penalties due to violations of program specific rules and regulations, and will follow the procedures set forth in the Student Discipline Policy. This committee is reserved for students within admissions based programs, which have additional rules and regulations that do not apply to the general student. Any student disciplined within an admissions based program shall be notified of their due process rights and may request their appeal in the Office of Student Services.

Any student disciplined pursuant to the Student Discipline Policy has several appeals available. Students who have exhausted the first two levels of appeal may petition the College President in writing to review the decision, within ten business days of receiving notice of the appeal committee decision. The College President will follow the procedures set forth in the Student Discipline Policy. If the College President affirmed or modified the decision of the appeals committee or if the time for a response has expired, the student may appeal the decision to the Board in writing.

BULLYING

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, and/or ostracism, all of which are prohibited activities at Weatherford College and college sponsored events. Bullying can occur in written or verbal expression, expression through electronic means or physical 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, or other college employee who shall notify the Executive Dean of Student Services. A report may be made orally or in writing.

COMPLAINTS

Weatherford College 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 complaint process by filing a written complaint form. The student complaint form is found online at www.wc.edu, and in the Office of Student Services. Completed forms may be submitted to an instructor, college counselor, appropriate administrator or other college employee. Forms will be directed to the Associate Dean of Student Engagement and then forwarded to the appropriate administrator who can address the concern.

If the student did not receive the relief requested, the student may request a conference to the next level of administration by following the student complaint policy. When addressing a student complaint, the college will follow the institution’s student complaint policy, unless the complaint is regarding discrimination, harassment, retaliation, disciplinary decisions, or commissioned peace officers employed by the college. These alleged grievances are adjudicated through separate policies and have varying due process procedures.
DISCIPLINARY ACTION

Disciplinary action may originate with the Executive Dean of 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 Executive Dean of Student Services shall be in writing and shall be signed by the college official making the referral.

The Executive Dean of 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/or the college official who referred the matter. After the initial investigation, the Executive Dean of 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.

The discipline of students at Weatherford College is, in all but the case of expulsion, a part of the education process. Disciplining students is intended to be instructional and help students ultimately discipline themselves. A student shall be subject to discipline for violation of College polices and procedures, including the rules outlining expectations for student conduct (see Student Handbook). If a student commits an infraction or engages in misconduct, the college may impose penalties outlined in the Student Discipline Policy.

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’s record retention schedule and kept separate from the student’s academic record.

DISCRIMINATION, HARASSMENT & RETALIATION

Weatherford College 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 the College policy and is prohibited.

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 employee, or the appropriate college official listed below:

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 American 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: Dawn Kahlden
Position: Director of Special Populations
Address: 225 College Park Drive, Weatherford, TX 76086
Telephone: (817) 598-6484
Reports of discrimination based on sex, including sexual harassment and sexual harassment in the form of sexual violence, and bullying 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

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.

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 instruction 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.

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 (Students who are on Academic Probation, must be cleared for registration by meeting with an academic advisor):

<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 Academic Appeals Committee for re-admittance. A student can initiate an academic appeal by contacting the office of the Vice President of Instruction and
Student Services. 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 of the appeal will be ineligible to return to Weatherford College for two long semesters. There is no formal appeal in such cases.

**SEXUAL HARASSMENT/SEXUAL VIOLENCE**

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 or to a college employee. 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, or administrator. Additionally students can contact the Human Resources Director at 817-598-6276 to report any alleged prohibited contact from a college employee. Students reporting any alleged prohibited contact from another student should contact the Title IX coordinator at 817-598-6427.

**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 individuals.

With these statements as guidelines, the college reserves the right to immediately suspend any students 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 college-sanctioned functions, found guilty of academic dishonesty or who is responsible for the obstruction of the normal administrative operations of the College. Any student suspended or expelled under this policy may appeal the ruling before the appropriate committee (see Appeals (Due Process).

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

**TOBACCO USE POLICY**

Weatherford College prohibits the use of any type of tobacco products on college grounds and in college 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. The use of tobacco products shall be permitted in private vehicles parked on College property provided any residue is retained within the vehicle.
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>GOVT 2305</td>
</tr>
<tr>
<td>Analyze &amp; Interpret Literature</td>
<td>50</td>
<td>ENGL 2341</td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>BIOL 1408</td>
</tr>
<tr>
<td>Calculus</td>
<td>50/60</td>
<td>MATH 2413/2414</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50/60</td>
<td>CHEM 1411/1412</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>MATH 1314</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>ENGL 1301</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>ENGL 2321</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>50</td>
<td>ACCT 2301</td>
</tr>
<tr>
<td>History of the US I to 1877</td>
<td>50</td>
<td>HIST 1301</td>
</tr>
<tr>
<td>History of the US II 1877 - Present</td>
<td>50</td>
<td>HIST 1302</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>PSYC 2314</td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td>COSC 1301</td>
</tr>
<tr>
<td>Introduction to Business Law</td>
<td>50</td>
<td>BUSI 2301</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>50</td>
<td>PSYC 2301</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>50</td>
<td>SOCI 1301</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>ECON 2301</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>ECON 2302</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>50/60</td>
<td>SPAN 1411/1412</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>Business Computer Applications</td>
<td>3/3</td>
<td>BCIS 1305</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>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, ENGL 1302</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, 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, 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, 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 transcripted 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>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>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>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>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>Intro to Computing</td>
<td>5</td>
<td>COSC 1301</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Philosophy</td>
<td>4</td>
<td>PHIL 1301</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Theater Equations</td>
<td>6</td>
<td>DRAM 1310</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Sociology</td>
<td>4</td>
<td>SOCI 1301</td>
<td>3</td>
</tr>
<tr>
<td>Microcomputer Applications</td>
<td>5</td>
<td>BCIS 1415</td>
<td>4</td>
</tr>
<tr>
<td>Music Appreciation</td>
<td>6</td>
<td>MUSI 1306</td>
<td>3</td>
</tr>
<tr>
<td>Physical Science I</td>
<td>4</td>
<td>PHYS 1415</td>
<td>4</td>
</tr>
<tr>
<td>Physical Science II</td>
<td>6</td>
<td>PHYS 1417</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>4</td>
<td>ECON 2301</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>6</td>
<td>ECON 2302</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>4</td>
<td>HIST 2311</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>6</td>
<td>HIST 2312</td>
<td>3</td>
</tr>
<tr>
<td>World Literature (1 sem)</td>
<td>2A essay=4</td>
<td>ENGL 2331</td>
<td>3</td>
</tr>
<tr>
<td>World Literature I (2 sem seq)</td>
<td>2A essay=4</td>
<td>ENGL 2332</td>
<td>3</td>
</tr>
<tr>
<td>World Literature II (2 sem seq)</td>
<td>2A essay=6</td>
<td>ENGL 2333</td>
<td>3</td>
</tr>
<tr>
<td>World Regional Geography</td>
<td>4</td>
<td>GEOG 1303</td>
<td>3</td>
</tr>
</tbody>
</table>

**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, or be enrolled in an academic program of study requiring at least 192 contact hours during the semester, 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.

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 myWC which 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 instruction days (fall, spring, and summer semesters 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:

- **A** - 4 points per semester hour
- **B** - 3 points per semester hour
- **C** - 2 points per semester hour
- **D** - 1 point per semester hour
- **EW** - No points or 0 points
- **F** - No points or 0 points
- **W** - No points

**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 beginning of the next long semester in which the incomplete grade was granted will be permanently recorded a “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 2305
- GOVT 2306

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.

SEMMESTER 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.

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*
• 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.

TRANSCRIPT REQUESTS

https://www.wc.edu/campus-administration/registrar-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.
STUDENT RESOURCES

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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

For additional information, please visit the Career and Transfer Center on the main campus in Weatherford, or call 817-598-6482 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.

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-salable 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.

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 is encouraged to 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 support programs, faculty, and students with quality resources and good customer service. The library values the input of all users in meeting the needs of the Weatherford College community.

**Facilities and hours:** The Weatherford College Library is 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, Health Science, 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 the Weatherford College community. It offers software for 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 or by calling 817-598-6251.

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, Mineral Wells, and Granbury (Hood County) campuses, check those locations specifically.

**Services:** Librarians are available to teach research skills on all campuses. To schedule a time, email library@wc.edu with ‘Instruction’ in the subject line.

TechStop, located on the first floor and staffed by the IT department, assists all users needing help with logins, Moodle, etc. Call 817-598-6364 for assistance or come by in person.

Interlibrary Loan allows faculty, staff, and students to request items 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 25 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 collection--both print and online--supports all disciplines in the curriculum. The Wise County campus has a librarian on staff and provides all library services such as reserves and instruction. Campuses at Wise County and Mineral Wells offer a selection of materials relevant to the curriculum at those sites.

The library’s catalog and all online resources are available both on- and off-campus through the library website [https://www.wc.edu/academics/library/online-resources](https://www.wc.edu/academics/library/online-resources)

**INSTRUCTIONAL SUPPORT SERVICES**

**CENTER FOR RESEARCH AND WRITING**

Located in ACAD 121, The Center for Research and Writing (CReW) is a comprehensive facility offering assistance for students, faculty, and staff with their writing and research projects. Professional and peer tutors help writers with all stages of the writing and research process; walk-ins are welcome. Distance education and dual-credit students may contact CReW tutors for assistance by emailing inquiries to crw@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](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](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](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.

**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 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, TCOLE, and IC3/Mous. The testing center administers local tests, such as TSI Assessment, COMPASS, TEAS V, 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.
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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 (WF/CE) 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. Current schedule of classes is available at all Workforce & Continuing Education office locations and at www.wc.edu/ce.

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 / 817-578-6339

EDUCATION CENTER AT MINERAL WELLS (ECMW)
704 Hood Road / Wolters Industrial Park / Mineral Wells, TX 76067
817-599-6261 or 800-300-2591

WEATHERFORD COLLEGE WISE COUNTY (WCWC)
WORKFORCE & CONTINUING EDUCATION BUILDING
5180 US HWY 380 / Bridgeport, TX 76426 / 940-626-3263
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

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
800-951-3399
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Weatherford College is committed to providing quality alternatives in the delivery of instruction to students regardless of geographical location. Distance education courses are made available to students via the Internet and Interactive (two-way) video. 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 credit courses, regardless of the delivery format, have internet-based content. An online course is offered 90 – 100% online, 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 WC student email are required for all online courses. Additionally, students should be familiar with all aspects of computer use. Depending on the course, knowledge of particular computer software packages may also be required.

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.

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, Dual Credit Specialist
817-598-8818
aatkins@wc.edu
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**TARLETON STATE UNIVERSITY DUAL ADMISSION PROGRAM - TEACHER EDUCATION**

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 Rachel Lawson at lawson@tarleton.edu or 254-968-9353. 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 with completion in Fort Worth)
  - BS-IS - All level Special Education with completion in 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 in BUSI 210 on the Weatherford College campus.

**TEACHER CERTIFICATION PROGRAM**
[https://www.wc.edu/academics/programs-study/education-and-child-care](https://www.wc.edu/academics/programs-study/education-and-child-care)

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.

**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 (in two courses) 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
- Mathematics
- Mathematics/Science
- Science
- Social Studies

**Grades 7-12**
- English Language Arts & Reading
- History
- Life Sciences
- Mathematics
- Physical Sciences
- Physics/Mathematics
- Science
- Social Studies
- Speech

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

**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
· 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

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
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 associate or bachelor 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 42 semester credit hour core curriculum to enhance communication and critical thinking skills; to develop skills and knowledge in empirical and quantitative reasoning; to promote teamwork; to foster personal and social responsibility. Once a student has successfully completed core curriculum coursework at Weatherford College, those 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 degree requirements for specific majors 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

<table>
<thead>
<tr>
<th>COMPONENT AREA</th>
<th>Required Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRITTEN COMMUNICATION</td>
<td>6</td>
</tr>
<tr>
<td>ENGL 1301 Composition I</td>
<td></td>
</tr>
<tr>
<td>ENGL 1302 Composition II</td>
<td></td>
</tr>
<tr>
<td>ENGL 2311 Technical Writing</td>
<td></td>
</tr>
<tr>
<td>MATHEMATICS (logic, college-level algebra equivalent, or above)</td>
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</tr>
<tr>
<td>One course from the following:</td>
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</tr>
<tr>
<td>MATH 1314 College Algebra</td>
<td></td>
</tr>
<tr>
<td>MATH 1316 Plane Trigonometry</td>
<td></td>
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<tr>
<td>MATH 1324 Math for Business &amp; Social Sciences I</td>
<td></td>
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<tr>
<td>MATH 1325 Math for Business &amp; Social Sciences II</td>
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<tr>
<td>MATH 1332 Contemporary Mathematics</td>
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<tr>
<td>MATH 1342 Elementary Statistics</td>
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<tr>
<td>MATH 1414 College Algebra (4 SCH Version)</td>
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<tr>
<td>MATH 2413 Calculus I</td>
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<tr>
<td>LIFE AND PHYSICAL SCIENCES</td>
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<td>Two courses from the following:</td>
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<tr>
<td>BIOL 1406 Principles of Biology for Majors</td>
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<tr>
<td>BIOL 1407 Principles of Biology for Majors</td>
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</tr>
<tr>
<td>BIOL 1408 General Biology I (Non-majors)</td>
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<tr>
<td>BIOL 1409 General Biology II (Non-majors)</td>
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<tr>
<td>BIOL 1411 General Botany for Majors</td>
<td></td>
</tr>
<tr>
<td>BIOL 1413 General Zoology for Majors</td>
<td></td>
</tr>
<tr>
<td>BIOL 2401 Human Anatomy and Physiology</td>
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</tr>
<tr>
<td>BIOL 2402 Human Anatomy and Physiology</td>
<td></td>
</tr>
<tr>
<td>BIOL 2406 Environmental Biology (Non-majors)</td>
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<tr>
<td>BIOL 2420 Microbiology for Non-Science Majors</td>
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<tr>
<td>BIOL 2421 Microbiology for Science Majors</td>
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</tr>
<tr>
<td>CHEM 1411 General Chemistry I</td>
<td></td>
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<tr>
<td>CHEM 1412 General Chemistry II</td>
<td></td>
</tr>
<tr>
<td>GEOL 1403 Physical Geology</td>
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<tr>
<td>GEOL 1404 Historical Geology</td>
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</tr>
<tr>
<td>GEOL 1447 Meteorology</td>
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<tr>
<td>PHYS 1401 College Physics I</td>
<td></td>
</tr>
<tr>
<td>PHYS 1402 College Physics II</td>
<td></td>
</tr>
<tr>
<td>PHYS 1415 Physical Science I</td>
<td></td>
</tr>
<tr>
<td>PHYS 1417 Physical Science II</td>
<td></td>
</tr>
<tr>
<td>PHYS 1404 Solar System</td>
<td></td>
</tr>
<tr>
<td>PHYS 1403 Stars and Galaxies</td>
<td></td>
</tr>
<tr>
<td>PHYS 2425 University Physics I</td>
<td></td>
</tr>
<tr>
<td>PHYS 2426 University Physics II</td>
<td></td>
</tr>
<tr>
<td>COMPONENT AREA</td>
<td>Required Semester Credit Hours</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td><strong>CREATIVE ARTS</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>One course from the following:</strong></td>
<td></td>
</tr>
<tr>
<td>ARTS 1301 Art Appreciation</td>
<td></td>
</tr>
<tr>
<td>ARTS 1303 Art History Survey</td>
<td></td>
</tr>
<tr>
<td>ARTS 1304 Art History Survey</td>
<td></td>
</tr>
<tr>
<td>DRAM 1310 Introduction to Theatre</td>
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</tr>
<tr>
<td>HUMA 1315 Fine Arts Appreciation</td>
<td></td>
</tr>
<tr>
<td>MUSI 1306 Music Appreciation</td>
<td></td>
</tr>
<tr>
<td>MUSI 1310 American Music</td>
<td></td>
</tr>
<tr>
<td><strong>LANGUAGE, PHILOSOPHY AND CULTURE</strong></td>
<td>3</td>
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<tr>
<td><strong>One course from the following:</strong></td>
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<tr>
<td>ENGL 2321, 2322 or 2323 Survey of English Literature</td>
<td></td>
</tr>
<tr>
<td>ENGL 2326, 2327 or 2328 Studies in American Literature</td>
<td></td>
</tr>
<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>
<tr>
<td>HIST 2311 or 2312 History of Western Civilization</td>
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</tr>
<tr>
<td>PHIL 1301 Introduction to Philosophy</td>
<td></td>
</tr>
<tr>
<td>PHIL 2306 Philosophy of Ethics</td>
<td></td>
</tr>
<tr>
<td>PHIL 2321 Philosophy of Religion</td>
<td></td>
</tr>
<tr>
<td>SPAN 2311 or 2312 Intermediate Spanish</td>
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<tr>
<td><strong>AMERICAN HISTORY</strong></td>
<td>6</td>
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<tr>
<td>HIST 1301 U.S. History I</td>
<td></td>
</tr>
<tr>
<td>HIST 1302 U.S. History II</td>
<td></td>
</tr>
<tr>
<td><strong>GOVERNMENT/POLITICAL SCIENCE</strong></td>
<td>6</td>
</tr>
<tr>
<td>GOVT 2305 Federal Government</td>
<td></td>
</tr>
<tr>
<td>GOVT 2306 Texas Government</td>
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</table>
### COMPONENT AREA

<table>
<thead>
<tr>
<th>SOCIA/BEHAVIORAL SCIENCES – One course from the following:</th>
<th>Required Semester Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ANTH 2351 Cultural Anthropology</td>
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</tr>
<tr>
<td>ECON 2301 Principles of Economics - Macro</td>
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</tr>
<tr>
<td>ECON 2302 Principles of Economics - Micro</td>
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</tr>
<tr>
<td>PSYC 2301 Introduction to Psychology</td>
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<tr>
<td>PSYC 2314 Life Span Growth and Development</td>
<td></td>
</tr>
<tr>
<td>PSYC 2315 Psychology of Adjustment</td>
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</tr>
<tr>
<td>SOCI 1301 Introduction to Sociology</td>
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</table>

<table>
<thead>
<tr>
<th>INSTITUTIONAL OPTION – One course from the following EDUC or SPCH and one KINE course:</th>
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<tbody>
<tr>
<td>EDUC 1300 Learning Frameworks</td>
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<tr>
<td>SPCH 1311 Introduction to Speech Communication</td>
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<tr>
<td>SPCH 1315 Public Speaking</td>
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</tr>
<tr>
<td>SPCH 1321 Business &amp; Professional Communication</td>
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</tr>
<tr>
<td>KINE 1164/1238 Introduction to Physical Fitness &amp; Sport</td>
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</tr>
</tbody>
</table>

**TOTAL CORE SEMESTER CREDIT HOURS** 42

**ADDITIONAL ELECTIVES REQUIRED FOR A WEATHERFORD COLLEGE ASSOCIATE’S DEGREE** 18

**TOTAL SEMESTER HOURS REQUIRED FOR GRADUATION** 60
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
ENGL 1301 Composition I ..................................................................3
HIST 1301 U.S. History I ..................................................................3
MATH 1314, 1324, 1332, or higher ..................................................3
KINE 1164 ........................................................................................1
Elective ........................................................................................3
TOTAL 13

Second Semester
ENGL 1302 Composition II .................................................................3
HIST 1302 U.S. History II .................................................................3
Speech ........................................................................................3
Creative Arts ..................................................................................3
Social and Behavioral Science............................................................3
TOTAL 16

Third Semester
GOVT 2305 Federal Government.......................................................3
Language, Philosphy and Culture .......................................................3
Life and Physical Sciences...............................................................4
Elective ........................................................................................3
Elective ........................................................................................3
TOTAL 16
Fourth Semester
GOVT 2306 Texas Government .........................................................3
Life and Physical Sciences................................................................4
Elective ........................................................................................3
Elective ........................................................................................3
Elective ........................................................................................3

TOTAL 16

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, 1409, 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 plus any MUAP courses up to 8 semester credit hours.

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

**Sociology**
SOCI 1301, 1306, 2301 plus three hours from PSYC 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>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
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</tr>
<tr>
<td>HIST 1301</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>Math 1314 or higher</td>
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<td>3</td>
</tr>
<tr>
<td>Life and Physical Sciences</td>
<td></td>
<td>4</td>
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<tr>
<td>KINE 1164</td>
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Second Semester

<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>ENGL 1302</td>
<td>Composition II</td>
<td>3</td>
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<tr>
<td>HIST 1302</td>
<td>U.S. History II</td>
<td>3</td>
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<tr>
<td>Math 1316 or higher</td>
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<tr>
<td>Life and Physical Sciences</td>
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<td>4</td>
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<tr>
<td>Speech</td>
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<tr>
<td><strong>TOTAL</strong></td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>GOVT 2305</td>
<td>Federal Government</td>
<td>3</td>
</tr>
<tr>
<td>Life and Physical Sciences*</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Social and Behavioral Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
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<td>3</td>
</tr>
<tr>
<td>Elective</td>
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<td><strong>TOTAL</strong></td>
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<td>16</td>
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Fourth Semester

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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>GOVT 2306</td>
<td>Texas Government</td>
<td>3</td>
</tr>
<tr>
<td>Life and Physical Sciences*</td>
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<td>4</td>
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<tr>
<td>Creative Arts</td>
<td></td>
<td>3</td>
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<tr>
<td>Language, Philosophy and Culture</td>
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<td>Elective</td>
<td></td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td>16</td>
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</table>

**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; CPMT 1351
Information Technology Emphasis – BCIS 1305; CPMT 1351; 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
- Law Enforcement Officer
- 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 Health Science Department.
- Program of Completion for Substance Abuse Prevention Specialist – within the Substance Abuse Counseling certificate program.
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>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<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>ACNT 1311</td>
<td>Introduction to Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACNT 1329</td>
<td>Payroll and Business Tax Accounting OR</td>
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<tr>
<td>ACNT 1331</td>
<td>Federal Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>POFT 1127*</td>
<td>Introduction to Keyboarding OR</td>
<td>3</td>
</tr>
<tr>
<td>POFT 1120</td>
<td>Job Search Skills</td>
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<tr>
<td>HRPO 1311</td>
<td>Human Relations OR</td>
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<tr>
<td>MRKG 1301</td>
<td>Customer Relationship Management</td>
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</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
ACNT 1303 Introduction to Accounting I ............................................3
BUSG 1304 Introduction to Financial Advising ...................................3
COSC 1301 Introduction to Computing OR
BCIS 1305 Business Computer Applications .....................................3
*ENGL 1301 Composition I OR
*POFT 1301 Business English ............................................................3
HRPO 1311 Human Relations OR
MRKG 1301 Customer Relationship Management .............................3
Total 15

Freshman Second Semester
ACNT 1304 Introduction to Accounting II ..........................................3
ACNT 1311 Introduction to Computerized Accounting ......................3
ACNT 1329 Payroll and Business Tax Accounting OR
ACNT 1331 Federal Income Tax Accounting .....................................3
POFT 1325 Business Math Using Technology ..................................3
ACNT 2288 Internship – Accounting ..................................................2
POFT 1120 Job Search Skills ............................................................1
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.
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*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 92. 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

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<td>Equine Science I</td>
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TOTAL 15

Freshman Second Semester

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<td>AGEQ 1350</td>
<td>Equine Reproduction</td>
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<td>AGEQ 2310</td>
<td>Equine Business Management</td>
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<td>Equine Science II</td>
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<tr>
<td>AGEQ 2386</td>
<td>Internship – Equestrian/Equine Studies</td>
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TOTAL 15
**Sophomore First Semester**

- AGEQ 2340 Equine Seminar ..............................................................3
- AGRI 1407 Agronomy .......................................................................4
- AGRI 2317 Introduction to Agricultural Economics .........................3
- BIOL 1413 General Zoology .............................................................4

**Total 14**

**Sophomore Second Semester**

- AGCR 1307 Range Management .......................................................3
- AGEQ 2387 Internship – Equestrian/Equine Studies ........................3
- AGRI 1419 Animal Science ...............................................................4
- ENGL 1301 Composition I ...............................................................3
- Elective Language, Philosophy and Culture, or Creative Arts ..........................3
- Elective Social/Behavioral Science ......................................................3

**Total 16**

**Equine Production and Management Certificate**

24 semester hours required to complete

**First Semester**

- AGEQ 1311 Equine Science I ............................................................3
- AGEQ 1305 Equine Enterprise Management ..................................3
- AGEQ 1301 Equine Behavior and Training I ................................ 3
- AGEQ 1315 Horse Evaluation I ..........................................................3

**Total 12**

**Second Semester**

- AGEQ 2310 Equine Business Management ..................................3
- AGEQ 1350 Equine Reproduction ....................................................3
- AGEQ 2386 Internship – Equestrian/Equine Studies Horse Management Training .........................................3
- AGEQ 2311 Equine Science II ...........................................................3

**Total 12**

**Anthropology**

Michelle Owens, Department Secretary – Behavioral Sciences

Academic Building (ACAD), RM 208

817-598-6291

**Art**

Myrlan Coleman, Program Director – Art

Fine Arts Building (FINE), RM 108

817-598-6232

Art majors should see page 90 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 Accreditation Commission for Education in Nursing. ACEN 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 Health Science 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.
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 Health Science 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 2015 - MAY 2017, OR JANUARY 2016 - DECEMBER 2017

60 semester hours required to complete
CIP 51.3801

Prerequisite

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First Semester

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<td>Health Care Concepts III</td>
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### ASSOCIATE DEGREE NURSING A.A.S. – LVN TO ADN TRANSITION

60 semester hours required to complete

CIP 51.3801

**Prerequisite**

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<td>PSYC 2301</td>
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### Summer Semester (10 week)

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### Second Semester

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<th>Credits</th>
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<tbody>
<tr>
<td>RSNG 1538</td>
<td>Health Care Concepts III</td>
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<tr>
<td>RSNG 1137</td>
<td>Professional Nursing Concepts III</td>
<td>1</td>
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<tr>
<td>RNSG 2363</td>
<td>Clinical III</td>
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</tr>
<tr>
<td>BIOL 2402</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
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<td><strong>TOTAL</strong></td>
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### Third Semester

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<tr>
<td>RSNG 2539</td>
<td>Health Care Concepts IV</td>
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<td>RSNG 2138</td>
<td>Professional Nursing Concepts IV</td>
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<tr>
<td>RNSG 2360</td>
<td>Clinical IV</td>
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<td>Language, Philosophy &amp; Culture/Visual Arts</td>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</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</th>
<th>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>
<td>3</td>
</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>1</td>
</tr>
<tr>
<td>POFT 1120</td>
<td>Job Search Skills</td>
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<tr>
<td></td>
<td><strong>TOTAL</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</th>
<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>ACNT 1303</td>
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</tr>
<tr>
<td>BUSG 1304</td>
<td>Introduction to Financial Advising</td>
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<tr>
<td>BUSI 1301</td>
<td>Business Principles</td>
<td>3</td>
</tr>
<tr>
<td>*ENGL 1301</td>
<td>Composition I OR</td>
<td>3</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>3</td>
</tr>
<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>POFT 1325</td>
<td>Business Math Using Technology</td>
<td>3</td>
</tr>
<tr>
<td>POFT 2312</td>
<td>Business Communications and Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>MRKG 1311</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 1327</td>
<td>Principles of Management</td>
<td>3</td>
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<td>MRKG 1301</td>
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<tr>
<td>HRPO 1311</td>
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<tr>
<td>BMGT 2288</td>
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<tr>
<td>POFT 1120</td>
<td>Job Search Skills</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</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>BUSI 1301</td>
<td>Business Principles</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301*</td>
<td>Composition I OR</td>
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<td>POFT 1301*</td>
<td>Business English</td>
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<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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TOTAL 15

Freshman Second Semester

<table>
<thead>
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</tr>
<tr>
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<td>Business Communications and Correspondence</td>
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<tr>
<td>MRKG 1311</td>
<td>Principles of Marketing</td>
<td>3</td>
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<td>BMGT 1327</td>
<td>Principles of Management</td>
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<td>MRKG 1301</td>
<td>Customer Relationship Management OR</td>
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<td>HRPO 1311</td>
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<tr>
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TOTAL 17
### Sophomore First Semester

<table>
<thead>
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<th>Course</th>
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<tr>
<td>ENGL</td>
<td>1301</td>
<td>Composition I OR</td>
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<tr>
<td>ENGL</td>
<td>1302</td>
<td>Composition II OR</td>
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</tr>
<tr>
<td>Elective X3XX Business**</td>
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<td>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.</td>
<td>3</td>
</tr>
<tr>
<td>ACCT</td>
<td>2301</td>
<td>Principles of Accounting - Financial</td>
<td>3</td>
</tr>
<tr>
<td>BUSI</td>
<td>2301</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>ECON</td>
<td>2301</td>
<td>Principles of Economics (Macro)</td>
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<tr>
<td>SPCH</td>
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**TOTAL 15**

### Sophomore Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
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<tr>
<td>ACCT</td>
<td>2302</td>
<td>Principles of Accounting - Managerial</td>
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<td>Elective X3XX Language, Philosophy and Culture or Creative Arts</td>
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<td>Elective X3XX Math*** or Life and Physical Sciences</td>
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<tr>
<td>Elective X3XX Social/Behavioral Science</td>
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<tr>
<td>POFT</td>
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<td>Job Search Skills</td>
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</table>

**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

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Description</th>
<th>Credit</th>
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<tr>
<td>ENGL</td>
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<td>BCIS</td>
<td>1305</td>
<td>Business Computer Applications</td>
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<tr>
<td>HIST</td>
<td>1301</td>
<td>U.S. History I</td>
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<td>KINE</td>
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<td>Kinesiology Activity</td>
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**TOTAL 14**

### Freshman Second Semester

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<th>Description</th>
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<td>BUSI</td>
<td>1301*</td>
<td>Business Principles OR</td>
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<tr>
<td>BUSI</td>
<td>2301</td>
<td>Business Law</td>
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<td>HIST</td>
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<td>U.S. History II</td>
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<tr>
<td>Elective X4XX Life and Physical Sciences</td>
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<tr>
<td>SPCH</td>
<td>13XX</td>
<td>Speech</td>
<td>3</td>
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</table>

**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**

[Link](https://www.wc.edu/academics/programs-study/education-and-childcare/child-care-providerassistant-certificate)

*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 Center for Research and Writing (CRiW) 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 1313 Curriculum Resources for Early Childhood Programs ........... 3
- CDEC 2326 Administration of Programs for Children I ......................... 3

**TOTAL 12**

**Spring Semester**
- TECA 1303 Family, School, & Community (Diversity) ............................ 3
- TECA 1311 Educating Young Children ..................................................... 3
- CDEC 1195 Issues of Abuse & Neglect ................................................... 1
- CDEC 1319 Child Guidance ................................................................. 3
- CDEC 1359 Children with Special Needs ............................................... 3
- CDEC 2328 Administration of Programs for Children II ......................... 3

**TOTAL 16**

**ASSOCIATE OF ARTS IN CHILD DEVELOPMENT**

The Associate of Arts in Child Development (A.A.) degree is an academic degree that will enable students to transfer to a university to pursue a bachelor’s degree in Child Development or Family and Consumer Science. Those who earn this degree may seek to qualify for a variety of child care, preschool teaching, social work, and parent education jobs/careers.

**ASSOCIATE OF ARTS IN CHILD DEVELOPMENT - PROGRAM OF STUDY**

**Freshman First Semester**
- ENGL 1301 Composition I ................................................................. 3
- HIST 1301 U.S. History I ................................................................. 3
- MATH 1332 Contemporary Mathematics ............................................ 3
- TECA 1354 Child Growth and Development ....................................... 3
- TECA 1318 Wellness of the Young Child ............................................ 3

**TOTAL 15**

**Freshman Second Semester**
- ENGL 1302 Composition II ............................................................... 3
- HIST 1302 U.S. History II ............................................................... 3
- Science with Lab* .............................................................................. 4
- SPCH 1315 Public Speaking ............................................................... 3
- TECA 1311 Educating Young Children ................................................. 3

**TOTAL 16**
Sophomore First Semester

GOVT 2305  Federal Government..............................................................3
Science with Lab* ..................................................................................4
KINE 1164  Introduction to Physical Fitness & Sport.................................1
TECA 1303  Family, School, & Community.............................................3
CDEC 1313, 2307, OR 1356.................................................................3

TOTAL 14

Sophomore Second Semester

GOVT 2306  Texas Government ...............................................................3
Elective X3XX  Creative Arts** ..............................................................3
Elective X3XX  Language, Philosophy, and Culture*** .........................3
Elective X3XX  Social or Behavioral Sciences**** .................................3
CDEC 1359, 1319, or 2321.................................................................3

TOTAL 15

*Biol 1408, 2406; Geol 1403; Phys 1415, OR 1417
**Arts 1301, 1303, 1304, OR Dram 1310, OR Huma 1315, OR Musi 1304, 1306, 1310
***Enl 2321, 2122, 2323, 2326, 2327, 2328, 2331, 2332, 2333 OR Phil 1301, 2306, 2321
****Psyc 2301, 2314, 2315, OR Soci 1301

COMMUNICATIONS/INTERMEDIA ARTS

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 should see page 90 for Associate in Arts degree requirements.
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.

COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES

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>
</tr>
</thead>
<tbody>
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<td>BCIS 1305</td>
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<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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<td>POFI 1349</td>
<td>Spreadsheets</td>
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Second Semester

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<td>ARTC 2313</td>
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<tr>
<td>ITSC 1391</td>
<td>Special Topics in Computer &amp; Information Sciences (App Development)</td>
<td>3</td>
</tr>
<tr>
<td>ITSW 2334</td>
<td>Advanced Spreadsheets</td>
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<tr>
<td>CPMT 1351</td>
<td>IT Essentials: Hardware and Software</td>
<td>3</td>
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<tr>
<td>ITSC 2286*</td>
<td>Internship, Computer and Information Sciences</td>
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<td><strong>TOTAL 14</strong></td>
<td></td>
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</tbody>
</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
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTC 1313</td>
<td>Digital Publishing I</td>
<td>3</td>
</tr>
<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>COSC 1309</td>
<td>Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 1311</td>
<td>Beginning Web Programming</td>
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<tr>
<td>IMED 1316</td>
<td>Web Design I</td>
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Second Semester
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<td>ITSW 2337</td>
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<tr>
<td>ITSE 2313</td>
<td>Web Authoring</td>
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<tr>
<td>ITSC 1391</td>
<td>Special Topics in Computer &amp; Information Sciences (App Development)</td>
<td>3</td>
</tr>
<tr>
<td>INEW 2334</td>
<td>Advanced Web Programming</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 2286*</td>
<td>Internship, Computer Programming</td>
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<tr>
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</table>

* Students work 6 hours each week at an approved place of employment.
DATABASE PROGRAMMING CERTIFICATE
33 semester hours required to complete

This certificate gives students 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>
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<tbody>
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<td>COSC</td>
<td>1309 Logic Design</td>
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<td>ITSE</td>
<td>1331 Introduction to Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>ITSW</td>
<td>1307 Introduction to Database OR</td>
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<td>ITSC</td>
<td>2321 Integrated Software Applications II</td>
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<tr>
<td>ITSE</td>
<td>1311 Beginning Web Programming</td>
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TOTAL 15

Second Semester

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<td>2317 JAVA Programming</td>
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<td>2334 Advanced Web Programming</td>
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<td>2337 Advanced Database</td>
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<td>1351 IT Essentials: Hardware and Software</td>
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<td>ITSE</td>
<td>2286* Internship, Computer Programming</td>
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</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 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 programmers or software development trainees. 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.

First Semester
GAME 1303  Introduction to Game Design and Development.............3
BCIS 1305  Business Computer Applications................................3
GAME 1302  Interactive Storyboarding......................................3
ITSE 1331  Introduction to Visual Basic Programming...............3
COSC 1309  Logic Design.....................................................3
TOTAL 15

Second Semester
GAME 1304  Level Design.......................................................3
GAME 1309  Introduction to Animation Programming...............3
GAME 1294  Special Topics (Second Life)................................2
GAME 2308  Portfolio for Game Development.........................3
ITSE 2317  JAVA Programming...............................................3
TOTAL 14
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ITCC 1301*</td>
<td>Cisco Exploration 1: Network Fundamentals</td>
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<tr>
<td>ITCC 1304*</td>
<td>Cisco Exploration 2: Routing Protocols and Concepts</td>
<td>3</td>
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<tr>
<td>CPMT 1351</td>
<td>IT Essentials: PC Hardware and Software</td>
<td>3</td>
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<tr>
<td>ITNW 1325</td>
<td>Fundamentals of Networking Technologies</td>
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Second Semester

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<th>Credits</th>
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<tbody>
<tr>
<td>ITCC 2308*</td>
<td>Cisco Exploration 3: LAN Switching and Wireless</td>
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<tr>
<td>ITCC 2310*</td>
<td>Cisco Exploration 4: Accessing the WAC</td>
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<tr>
<td>ITNW 1313</td>
<td>Computer Virtualization</td>
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<tr>
<td>ITNW 1316</td>
<td>Network Administration</td>
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</tr>
<tr>
<td>ITNW 2188**</td>
<td>Computer Networking Internship</td>
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<td><strong>TOTAL</strong></td>
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* 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

- BCIS 1305 Business Computer Applications .................................... 3
- ARTC 1313 Digital Publishing I .......................................................... 3
- IMED 1316 Web Design I ................................................................. 3
- ITSC 2321 Integrated Software Applications II ................................. 3
- POFI 1349 Spreadsheets .................................................................. 3

TOTAL 15

Freshman Second Semester

- ARTC 2313 Digital Publishing II ......................................................... 3
- ITSC 1391 Special Topics in Computer & Information Sciences (App Development) ......................................................... 3
- ITSW 2334 Advanced Spreadsheets ................................................ 3
- CPMT 1351 IT Essentials: Hardware and Software ......................... 3
- ITSC 2286* Internship, Computer and Information Sciences ............ 2

TOTAL 15

Sophomore First Semester

- ENGL 1301 Composition I ................................................................. 3
- MATH 1332 Contemporary Math or Higher ........................................ 3
- Elective X3XX Social/Behavioral Science ........................................... 3
- ITNW 1325 Fundamentals of Networking .......................................... 3
- Elective**X3XX Information Technology ........................................... 3

TOTAL 14

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

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<thead>
<tr>
<th>Course</th>
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<td>COSC</td>
<td>Logic and Design</td>
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<td>ITSE</td>
<td>Beginning Web Programming</td>
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</tr>
<tr>
<td>IMED</td>
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Freshman Second Semester

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<td>ITSE</td>
<td>Web Authoring</td>
<td>3</td>
</tr>
<tr>
<td>ITSC</td>
<td>Special Topics in Computer &amp; Information Sciences (App Development)</td>
<td>3</td>
</tr>
<tr>
<td>INEW</td>
<td>Advanced Web Programming</td>
<td>3</td>
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<td>ITSE</td>
<td>Internship, Computer Programming</td>
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Sophomore First Semester

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<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>Contemporary Math or Higher</td>
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<tr>
<td>Elective</td>
<td>Social/Behavioral Science</td>
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<tr>
<td>Elective**</td>
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Sophomore Second Semester

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<tr>
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<td>HRPO</td>
<td>Human Relations</td>
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<tr>
<td>SPCH</td>
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<tr>
<td>POFT</td>
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<td><strong>TOTAL 13</strong></td>
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</tbody>
</table>

* 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**
- BCIS 1305 Business Computer Applications .................................... 3
- COSC 1309 Logic Design ................................................................... 3
- ITSE 1331 Introduction to Visual Basic Programming ...................... 3
- ITSW 1307 Introduction to Database ................................................ 3
- ITSE 1311 Beginning Web Programming ......................................... 3

**TOTAL 15**

**Freshman Second Semester**
- ITSC 1391 Special Topics in Computer and Information Sciences (App development) ........................................ 3
- ITSE 2317 Java Programming ......................................................... 3
- INEW 2334 Advanced Web Programming ......................................... 3
- ITSW 2337 Advanced Database ....................................................... 3
- CPMT 1351 IT Essentials: Hardwares and Software ......................... 3
- ITSE 2286* Internship, Computer Programming ............................... 2

**TOTAL 17**

**Sophomore First Semester**
- ITSE 1307 Introduction to C++ .......................................................... 3
- ENGL 1301 Composition I .................................................................. 3
- MATH 1332 Contemporary Math or Higher ........................................ 3
- Elective**X3XX Information Technology .................................................. 3
- Elective X3XX Social/Behavioral Science .............................................. 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. – 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>
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<td>BCIS 1305</td>
<td>Business Computer Applications</td>
<td>3</td>
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<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>
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<td>COSC 1309</td>
<td>Logic Design</td>
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Freshman Second Semester

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<td>GAME 1309</td>
<td>Introduction to Animation Programming</td>
<td>3</td>
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<tr>
<td>GAME 2308</td>
<td>Portfolio for Game Development</td>
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</tr>
<tr>
<td>GAME 1294</td>
<td>Special Topics (Second Life)</td>
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<tr>
<td>ITSE 2317</td>
<td>Java Programming</td>
<td>3</td>
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Sophomore First Semester

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<tr>
<td>ITSE 1307</td>
<td>Introduction to C++ Programming</td>
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<td>ENGL 1301</td>
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<td>MATH 1332</td>
<td>Contemporary Math or Higher</td>
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<tr>
<td>Elective X3XX</td>
<td>Social/Behavioral Science</td>
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<td>CPMT 1351</td>
<td>IT Essentials: PC Hardware and Software</td>
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</table>
**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

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**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

#### First Semester
- CSME 1401 Orientation to Cosmetology ............................................4
- CSME 1405 Fundamentals of Cosmetology ....................................4
- CSME 1451 Artistry of Hair, Theory and Practice .........................4
- CSME 2310 Advanced Haircutting and Related Theory .................3
  **TOTAL 15**

#### 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**

#### 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**

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

#### Freshman First Semester
- CSME 1401 Orientation to Cosmetology ........................................4
- CSME 1405 Fundamentals of Cosmetology ....................................4
- CSME 1451 Artistry of Hair, Theory and Practice .........................4
- CSME 2310 Advanced Haircutting and Related Theory .................3
  **TOTAL 15**

#### 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
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<tr>
<td>SPCH 1321</td>
<td>Business and Professional Speaking</td>
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</tr>
<tr>
<td>Elective</td>
<td>Creative Arts OR Language, Philosophy &amp; Culture</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Math or Natural Science</td>
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<tr>
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<td><strong>TOTAL</strong></td>
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</tr>
</tbody>
</table>

**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.

**Area of Training**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CSME 1434</td>
<td>Cosmetology Instructor I</td>
<td>4</td>
</tr>
<tr>
<td>CSME 1435</td>
<td>Orientation to Instruction of Cosmetology</td>
<td>4</td>
</tr>
<tr>
<td>CSME 2414</td>
<td>Cosmetology Instructor II</td>
<td>4</td>
</tr>
<tr>
<td>CSME 2415</td>
<td>Cosmetology Instructor III</td>
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<tr>
<td>CSME 2444</td>
<td>Cosmetology Instructor IV</td>
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<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>
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 exist 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.**

60 semester hours required to graduate

**Freshman First Semester (Fall)**
- CRIJ 1301/ Introduction to Criminal Justice ........................................3
- *CJSA 1322
- CRIJ 1306 Court Systems and Practices ........................................3
- ENGL 1301 Composition I .................................................................3
- HIST 1301 U.S. History I .................................................................3
- SOCI 1301 Introduction to Sociology ................................................3
- KINE 1106 Introduction to Marksmanship ........................................1

**Total 16**

**Freshman Second Semester (Spring)**
- CRIJ 2313 Correctional Systems and Practices ....................................3
- CRIJ 1313 Juvenile Justice System ....................................................3
- ENGL 1302 Composition II .................................................................3
- HIST 1302 U.S. History II .................................................................3
- ELECT 13XX Communication (SPCH or EDUC) ..................................3

**Total 15**

**Sophomore First Semester (Fall)**
- CRIJ 1310 Fundamentals of Criminal Law .........................................3
- CRIJ 2328 Police Systems and Practices ............................................3
- CJSA 2334 Contemporary Issues in Criminal Justice ..........................3
- GOVT 2305 Federal Government .......................................................3
- ELECT 13XX College Math or Science ..............................................3

**Total 15**
Sophomore Second Semester (Spring)

<table>
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<tr>
<th>Course</th>
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<tr>
<td>CJSA</td>
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<td>Cooperative Work Experience</td>
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</tr>
<tr>
<td>CRIJ</td>
<td>2323</td>
<td>Legal Aspects of Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ</td>
<td>2314</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>GOVT</td>
<td>2306</td>
<td>Texas Government</td>
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<td>Creative Arts OR Language, Philosophy &amp; Culture</td>
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</tbody>
</table>

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 MEDICAL SONOGRAPHY

www.wc.edu/programs
Jackie Bennett, Sonography Program Director
BUSI 113
817-598-8846

Diagnostic imaging embraces several procedures that aid in diagnosing many ailments. Diagnostic medical sonographers use special equipment to direct nonionizing, high frequency sounds 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.
65 credit hours required to graduate

Prerequisite

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIOL 2401</td>
<td>Anatomy and Physiology I</td>
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<td>BIOL 2402</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
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<tr>
<td>MATH 1314</td>
<td>College Algebra</td>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>PHYS 1401</td>
<td>Physics I OR</td>
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<td>Language, Philosophy &amp; Culture or Creative Arts</td>
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TOTAL 24

Freshman First Semester (Fall)

<table>
<thead>
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<th>Course</th>
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<tr>
<td>DMSO 1110</td>
<td>Introduction to Sonography</td>
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<tr>
<td>DMSO 1441</td>
<td>Abdominopelvic Sonography</td>
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<tr>
<td>DMSO 1302</td>
<td>Basic Ultrasound Physics</td>
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<tr>
<td>DMSO 1266</td>
<td>Practicum</td>
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TOTAL 10

Freshman Second Semester (Spring)

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<tr>
<td>DSVT 1103</td>
<td>Introduction to Vascular Technology</td>
<td>1</td>
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<tr>
<td>DMSO 2305</td>
<td>Sonography of Obstetrics/Gynecology</td>
<td>3</td>
</tr>
<tr>
<td>DMSO 2243</td>
<td>Advanced Ultrasound Physics</td>
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<tr>
<td>DMSO 1366</td>
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TOTAL 10

Freshman Third Semester (Summer)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>DMSO 2253</td>
<td>Sonography of Superficial Structures</td>
<td>2</td>
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<tr>
<td>DMSO 2242</td>
<td>Sonography of High Risk Obstetrics</td>
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<tr>
<td>DMSO 1267</td>
<td>Practicum</td>
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TOTAL 6

Sophomore First Semester (Fall)

<table>
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<tr>
<th>Course</th>
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<tr>
<td>DMSO 1355</td>
<td>Sonographic Pathophysiology</td>
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<tr>
<td>DSVT 1300</td>
<td>Principles of Vascular Technology</td>
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<tr>
<td>DMSO 1367</td>
<td>Practicum</td>
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</table>

TOTAL 9

Sophomore Second Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>DSVT 2335</td>
<td>Advanced Vascular Technology</td>
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<tr>
<td>DMSO 2130</td>
<td>Advanced Ultrasound and Review (Capstone)</td>
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<tr>
<td>DSVT 1364</td>
<td>Practicum</td>
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TOTAL 7

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.

**ECHOCAARDIOGRAPHY CERTIFICATE**

24 semester hours required to complete

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>DSAE 1303</td>
<td>Introduction to Echocardiography Techniques</td>
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<tr>
<td>DSAE 1440</td>
<td>Diagnostic Electrocardiography</td>
<td>4</td>
</tr>
<tr>
<td>DSAE 2303</td>
<td>Cardiovascular Concepts</td>
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<tr>
<td>DSAE 2360</td>
<td>Clinical</td>
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**TOTAL 13**

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>DSAE 2335</td>
<td>Advanced Echocardiography</td>
<td>3</td>
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<tr>
<td>DSAE 2404</td>
<td>Echocardiographic Evaluation of Pathology I</td>
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<tr>
<td>DSAE 2461</td>
<td>Clinical (Capstone)</td>
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</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>
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<tr>
<th>Course</th>
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<tbody>
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<td>DSVT 1300</td>
<td>Principles of Vascular Technology</td>
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**Summer II**

<table>
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<tr>
<th>Course</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>DSVT 2335</td>
<td>Advanced Non-Invasive Technology</td>
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</tbody>
</table>

**Total 6**

**DRAAMA**

[www.wc.edu/programs](http://www.wc.edu/programs)

Nancy McVean, Program Director

Fine Arts Building (FINE), RM 112

817-598-6307

Drama majors should see page 90 for Associate in Arts degree requirements.
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://tea.texas.gov/.

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. 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 of 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. (Universities often require a GPA of 2.75 or 3.0 for admission to the Teacher Education Program related to earning a bachelor’s degree and meeting certification requirements.)
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>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
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<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>
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</tr>
<tr>
<td>MATH 1314</td>
<td>College Algebra or higher</td>
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</tr>
<tr>
<td>KINE 1164</td>
<td>Concepts of Physical Fitness</td>
<td>1</td>
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**TOTAL 13**
Freshman Second Semester
ENGL 1302 Composition II ................................................................. 3
MATH 1350 Fundamentals of Mathematics I ................................. 3
HIST 1302 U.S. History II ............................................................... 3
EDUC 2301 Introduction to Special Populations ........................... 3
Science with Lab* ........................................................................... 4
TOTAL 16

Sophomore First Semester
Sophomore English Literature* ......................................................... 3
GOVT 2305 Federal Government .................................................... 3
MATH 1351 Fundamentals of Mathematics II ............................... 3
Science with Lab* ........................................................................... 4
SPCH 1311 Speech ........................................................................ 3
TOTAL 16

Sophomore Second Semester
GOVT 2306 Texas Government ....................................................... 3
Sophomore English Literature* ....................................................... 3
Social/Behavioral Science* ............................................................. 3
Science with Lab* ........................................................................... 4
Creative Arts* ................................................................................ 3
TOTAL 16

*See advisor in the Education Dept. for specific approved courses for lab science, creative arts, and social/behavioral sciences

EMERGENCY MEDICAL SERVICE PROFESSIONS -
See page 146
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 ACADEMY - See page 150
Tom Blair
Coordinator, Fire Academy
817-598-6253

FIRE SCIENCE DEGREE - See page 148
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**

**Option 1**
- BIOL 2401 Anatomy and Physiology I
- BIOL 2402 Anatomy and Physiology II
- BIOL 2421 Microbiology

**Option 2**
- BIOL 1406* Principles of Biology for Science Major I
- BIOL 1407* Principles of Biology for Science Major II
- BIOL 2421 Microbiology

**CHEMISTRY**

**Option 1**
- CHEM 1411 General Chemistry I
- HPRS 1206 Medical Terminology
<table>
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<tr>
<th>Option 2</th>
<th>CHEM 1411*</th>
<th>General Chemistry I</th>
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<td>CHEM 1412*</td>
<td>General Chemistry II</td>
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<td>PSYC 2301</td>
<td>Introduction to Psychology</td>
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<td>SPEECH</td>
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<td>SPCH 1321</td>
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<td>ELECTIVE</td>
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*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.
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**
- SOCI 1306 Social Problems .............................................................. 3
- DAAC 2266 Practicum (12 weeks) ..................................................... 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**
- SOCW 2361 Introduction to Social Work .......................................... 3
- Elective Science Elective ................................................................. 4
- SOCI 1301 Introduction to Sociology ................................................ 3
- SCWK 2286 Internship ..................................................................... 2

TOTAL 12

**SUBSTANCE ABUSE COUNSELING CERTIFICATE**

32 semester hours required to complete

**Fall 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
### Spring Semester

<table>
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<tr>
<th>Course</th>
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<tr>
<td>SCWK 1305</td>
<td>Group Intervention</td>
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<tr>
<td>SCWK 2311</td>
<td>Interviewing and Counseling Theories</td>
<td>3</td>
</tr>
<tr>
<td>SCWK 2301</td>
<td>Assessment and Case Management</td>
<td>3</td>
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<tr>
<td>DAAC 1166</td>
<td>Practicum</td>
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<td>DAAC 1305</td>
<td>Co-Occurring Disorders</td>
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### Summer Semester

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<tr>
<td>SOCI 1306</td>
<td>Social Problems</td>
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<td>DAAC 2266</td>
<td>Practicum (12 weeks)</td>
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### 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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<th>Course</th>
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<tr>
<td>DAAC 1304</td>
<td>Pharmacology of Addiction</td>
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<td>DAAC 2306</td>
<td>Substance Abuse Prevention I</td>
<td>3</td>
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<tr>
<td>SOCI 2340</td>
<td>Drug Use and Abuse</td>
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<td>SPCH 1311</td>
<td>Fundamentals of Speech</td>
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#### Second Semester (Spring)

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<td>Practicum</td>
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### 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 150

**Jerrold Hoffee, Program Coordinator**  
Couts Hall (COUT) , RM 427  
817-598-6313 • 817-598-6347  
jhoffee@wc.edu
LIFE SCIENCES
Lisa Welch, Department Chair
Academic Building (ACAD), RM 210
817-598-6291

Biology majors should see page 92 for Associate in Science degree requirements.

MATHEMATICS
Shirley Brown, Department Chair
Faculty Offices (FACL), RM 101f
817-598-6330

Mathematics majors should see page 92 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 Health Science 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 |
| Option 1 | BIOL 2402 | Anatomy and Physiology II |
| Option 1 | BIOL 2421 | Microbiology |
| Option 2 | BIOL 1406* | General Biology I |
| Option 2 | BIOL 1407* | General Biology II |
| Option 2 | BIOL 2421 | Microbiology |

**CHEMISTRY**

| Option 1 | CHEM 1411 | General Chemistry I |
| Option 1 | HPRS 1206 | Medical Terminology |
| Option 2 | CHEM 1411* | General Chemistry I |
| Option 2 | 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:**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MLAB 282</td>
<td>Introduction to Medical Laboratory Sciences (1)</td>
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<tr>
<td>MLAB 264</td>
<td>Introduction to Immunology/Serology (3)</td>
</tr>
<tr>
<td>MLAB 244</td>
<td>Introduction to Immunohematology (4)</td>
</tr>
<tr>
<td>MLAB 274</td>
<td>Laboratory Operations (4)</td>
</tr>
<tr>
<td>MLAB 294</td>
<td>MLT Field Practicum I (1)</td>
</tr>
</tbody>
</table>
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 107-B
817-598-6338

Music majors should see page 90 for Associate in Arts degree requirements.

NURSING
www.wc.edu/programs
ASSOCIATE DEGREE NURSING - see page 101
Cheryl Livengood, Program Director
Business Building (BUSI), RM 101
817-598-6309 • clivengood@wc.edu

Tola Plusnick, WC Assistant Program Director
Business Building (BUSI), RM 110
817-598-6434 • tplusnick@wc.edu

Christy Bowen, Wise County Campus Assistant Program Director
Wise County Campus
940-627-3272 • cwbowen@wc.edu

VOCATIONAL NURSING - see page 156
Nita Parsons, Program Coordinator
Business Building (BUSI)
817-598-6259 • nparsons@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 five prerequisite courses that provide them with the foundational knowledge they need to move successfully through the program and graduate with an Associates in 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 five 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 prior to the July 31st deadline. 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 may be requested by calling the program secretary at 1-817-598-8850.
# Occupational Therapy Assistant

60 credit hours required for completion

## Prerequisite

<table>
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<tr>
<th>Course Code</th>
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<td>ENGL 1301</td>
<td>Composition I</td>
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<tr>
<td>MATH X3XX</td>
<td>College Level Math</td>
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<tr>
<td>BIOL 2401</td>
<td>Human Anatomy and Physiology I</td>
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<td>HUMA X3XX</td>
<td>Language, Philosophy &amp; Culture or Creative Arts</td>
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<td>PSYC 2314</td>
<td>Lifespan Growth and Development</td>
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**TOTAL 16**

## First Year

### First Semester

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<tbody>
<tr>
<td>OTHA 1305</td>
<td>Principles of Occupational Therapy</td>
<td>3</td>
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<tr>
<td>OTHA 1409</td>
<td>Human Structure &amp; Function in Occupational Therapy</td>
<td>4</td>
</tr>
<tr>
<td>OTHA 1315</td>
<td>Therapeutic Use of Occupations or Activities I</td>
<td>3</td>
</tr>
<tr>
<td>OTHA 1353</td>
<td>Occupational Performance for Elders</td>
<td>3</td>
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<tr>
<td>OTHA 2301</td>
<td>Pathophysiology in Occupational Therapy</td>
<td>3</td>
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**TOTAL 16**

### Second Semester

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<tr>
<td>OTHA 1166</td>
<td>Practicum-Occupational Therapy Assistant-Level I</td>
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<td>OTHA 2331</td>
<td>Physical Function in Occupational Therapy</td>
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<td>OTHA 2204</td>
<td>Neurology in Occupational Therapy</td>
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**TOTAL 6**

### Third Semester

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<tr>
<td>OTHA 1319</td>
<td>Therapeutic Interventions I</td>
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<tr>
<td>OTHA 1167</td>
<td>Practicum-Occupational Therapy Assistant-Level I</td>
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<tr>
<td>OTHA 1341</td>
<td>Occupational Performance from Birth through ...</td>
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<tr>
<td>OTHA 2309</td>
<td>Mental Health in Occupational Therapy</td>
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**TOTAL 10**

## Second Year

### First Semester

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<tr>
<td>OTHA 2266</td>
<td>Practicum - Occupational Therapy Assistant - Level II</td>
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<tr>
<td>OTHA 2305</td>
<td>Therapeutic Interventions II</td>
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<tr>
<td>OTHA 2235</td>
<td>Health Care Management in Occupational Therapy</td>
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**TOTAL 7**

### Second Semester

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<tr>
<td>OTHA 2330</td>
<td>Workplace Skills for the Occupational Therapy Assistant</td>
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<tr>
<td>OTHA 2267</td>
<td>Practicum - Occupational Therapy Assistant - Level II</td>
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**TOTAL 5**

The occupational therapy assistant program is accredited 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-AOTA and its Web address is www.acoteonline.org. Graduates of the program 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**

BUSI Ste. 105, Room 111

817-598-6466 • nmaniotis@wc.edu

The Phlebotomy Technician (PBT) is a laboratory professional that performs venipuncture and dermal puncture on patients. The majority of diagnostic medical decisions are based on laboratory test results, emphasizing the critical role of the phlebotomy professional. Other duties may include computer entry, Point of Care testing, Quality Control on CLINITEK and POC instruments, microscope and centrifuge cleaning, CLIA waived category testing including Occult Blood and Urine Chemical, bacterial culture set-up, and collection of drug screens and genetic screens. Phlebotomy Technicians must be motivated, dexterous, dependable, able to work independently and as part of a health care team. Phlebotomy Technicians may seek employment opportunities in hospitals, clinics, patient service collection centers, plasma centers, or blood donor collection facilities; they may also combine phlebotomy with a Medical Assistant certificate and work in a physician’s office. Upon successful completion of the program, students are eligible for the Phlebotomy (PBT) national certification exam administered by the American Society for Clinical Pathology (ASCP) Board of Registry. The program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

*This is a WECM LEVEL I CERTIFICATE eligible for federal financial aid for those who qualify. An articulation agreement exists to the Tarleton State University Medical Laboratory Technology Program for the course: MLAB 282 Introduction to Medical Laboratory Sciences (1); should the student decide to pursue a career as a Medical Laboratory Technologist, see page 137.

**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 the Health and Human Sciences 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
16 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>HPRS 2321</td>
<td>Medical Law and Ethics for Health Professionals</td>
<td>3</td>
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<tr>
<td>PLAB 1491</td>
<td>Special Topics in Phlebotomy/Phlebotomist</td>
<td>4</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>
<td>4</td>
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</table>

TOTAL 16

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 92 for Associate in Science degree requirements.

PHYSICAL THERAPIST ASSISTANT, A.A.S.
www.wc.edu/programs
Cindy Lavine, Program Director
Education Center at Mineral Wells
817-598-8873 • clavine@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

66 credit hours required to graduate

Prerequisite

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 2401</td>
<td>Human Anatomy and Physiology I</td>
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<td>BIOL 2402</td>
<td>Human Anatomy and Physiology II</td>
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<td>PSYC 2314</td>
<td>Lifespan Grown and Development</td>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
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FIRST YEAR

First Semester

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<tr>
<td>PTHA 1301</td>
<td>The Profession of Physical Therapy</td>
<td>3</td>
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<tr>
<td>PTHA 1405</td>
<td>Basic Patient Care Skills</td>
<td>4</td>
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<tr>
<td>PTHA 1413</td>
<td>Functional Anatomy</td>
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<tr>
<td>PTHA 2301</td>
<td>Essentials of Data Collection</td>
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Second Semester

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<tr>
<td>PTHA 1225</td>
<td>Communication in Health Care</td>
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<tr>
<td>PTHA 1321</td>
<td>Pathophysiology for the PTA</td>
<td>3</td>
</tr>
<tr>
<td>PTHA 1531</td>
<td>Physical Agents</td>
<td>5</td>
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<tr>
<td>PTHA 2509</td>
<td>Therapeutic Exercise</td>
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</table>
Third Semester Summer (6 weeks)
PTHA 1266 Practicum I (6 wks) .................................................................2
Total 2

Forth Semester Summer (6 weeks)
PTHA 2266 Practicum II (6 wks) .................................................................2
Total 4

SECOND YEAR
First Semester
PTHA 2535 Rehabilitation Techniques ...........................................5
PTHA 2531 Mgt of Neurological Disorders ......................................5
PTHA 2205 Neurology ........................................................................2
Total 12

Second Semester
PTHA 2239 Professional Issues in PT ...............................................2
PTHA 2267 Practicum III (6 wks) .......................................................2
Total 4

PSYCHOLOGY
Michelle Owens, Department Secretary – Behavioral Sciences
Academic Building (ACAD), RM 208
817-598-6291

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 90 for Associate in Arts and page 92 for Associate in Science degree requirements.

PUBLIC SAFETY PROFESSIONS
Stephen S. 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 Academies. The number of students admitted to each academy is limited. For specific application information and deadlines, contact Anita Garcia, 817-598-6347 or agarcia@wc.edu.

Programs requiring separate applications include Basic Peace Officer, EMT-B Certification, AEMT Certification, EMT-P Certification 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, Paramedic Instructor
Couts Hall, Room 410
817-598-6394 • kchambers@wc.edu

EMERGENCY MEDICAL SERVICES ACADEMY ADMISSION
Admission to Weatherford College does not guarantee selective admission to the Emergency Medical Services 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
12 semester hours required for completion

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMSP 1501</td>
<td>EMT–Basic</td>
<td>5</td>
</tr>
<tr>
<td>EMSP 1260</td>
<td>Clinical - Emergency Medical Technician</td>
<td>2</td>
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<tr>
<td>EMSP 1391</td>
<td>Special Topics in Emergency Medical Technology</td>
<td>3</td>
</tr>
<tr>
<td>HPRS 1206</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
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<td></td>
<td>TOTAL</td>
<td>12</td>
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</tbody>
</table>

PARAMEDIC CERTIFICATE
45 semester hours required for completion

Prerequisite
BIOL 2401 Anatomy and Physiology I ........................................4

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>EMSP 1438</td>
</tr>
<tr>
<td>EMSP 1456</td>
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<tr>
<td>EMSP 2260</td>
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</table>

Students who successfully complete the first semester of the Paramedic Certificate
should apply for the AEMT program certificate from Weatherford College. After the first semester of the Paramedic Certificate students may earn TDSHS AEMT Certification.

### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EMSP 2348</td>
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<td>EMSP 2434</td>
<td>Medical Emergencies</td>
<td>4</td>
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<td>EMSP 2544</td>
<td>Cardiology</td>
<td>5</td>
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<td>EMSP 2261</td>
<td>Clinical – Emergency Medical EMT Paramedic</td>
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### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>EMSP 2330</td>
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<td>3</td>
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<tr>
<td>EMSP 2338</td>
<td>EMS Operations</td>
<td>3</td>
</tr>
<tr>
<td>EMSP 2361</td>
<td>Clinical – Emergency Medical EMT Paramedic</td>
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<tr>
<td>EMSP 2243</td>
<td>Assessment Based Management</td>
<td>2</td>
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<tr>
<td>EMSP 2264</td>
<td>Practicum – Emergency Medical EMT Paramedic</td>
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</table>

The Paramedic Certificate requires 45 semester hours for completion. After the first semester of the Paramedic Certificate students may earn AEMT Certification.

### EMSP Degree

60 semester hours required for completion

The Associate of Applied Sciences degree in Emergency Medical Service is designed for students seeking a broad program study in EMS. EMS personnel are finding an increasing number of applications for the training and experience they possess, but moving into these areas require an expanded and comprehensive education beyond the basic training of EMS certificate programs. The purpose of this degree is to provide the expanded education necessary for the future licensed paramedic.

The EMS associate’s degree plan provides students with a comprehensive educational package. The primary emphasis of this degree program is the development of professional attitudes, reasoning/analytical capabilities, and patient care skills.

The future of EMS as an in-demand health care profession is bright. Graduates may find employment as Pre-hospital EMT’s, Paramedics, Emergency Department Technicians, EMS Educators, and EMS Managers. Additional opportunities for graduates are developing in health and safety engineering, and public health.

### Prerequisite

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BIOL 2401</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
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### First Semester

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EMSP 1438</td>
<td>Introduction to Advanced Practice</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 1456</td>
<td>Patient Assessment and Airway Management</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 1455</td>
<td>Trauma Management</td>
<td>4</td>
</tr>
<tr>
<td>EMSP 2260</td>
<td>Clinical – Emergency Medical EMT Paramedic</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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Second Semester

EMSP 2348 Emergency Pharmacology ............................................. 3
EMSP 2434 Medical Emergencies .................................................. 4
EMSP 2544 Cardiology .................................................................... 5
EMSP 2261 Clinical – Emergency Medical EMT Paramedic ............. 2

TOTAL 14

Third Semester

EMSP 2330 Special Populations...................................................... 3
EMSP 2305 EMS Operations .......................................................... 3
EMSP 2361 Clinical – Emergency Medical EMT Paramedic ............. 3
EMSP 2243 Assessment Based Management.................................... 2
EMSP 2264 Practicum – Emergency Medical EMT Paramedic ........ 2

TOTAL 13

Fourth Semester

ENGL 1301 Composition I................................................................. 3
Elective Government or History .................................................... 3
Elective Creative Arts or Language, Philosophy & Culture ............ 3
MATH 1332 Contemporary Mathematics .......................................... 3
SPCH X3XX Elective ........................................................................ 3

TOTAL 15

FIRE SCIENCE TECHNOLOGY

David Anderson, Fire Science Degree Coordinator
Couts Hall (COUT), RM 414
817-598-6424 • danderson@wc.edu

Weatherford College offers two A.A.S. degree tracts. 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
<table>
<thead>
<tr>
<th>Sophomore First Semester</th>
<th>FIRT 1349 Fire Administration II (Capstone)</th>
<th>3</th>
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<tbody>
<tr>
<td>FIRT</td>
<td>Elective</td>
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<tr>
<td>FIRT</td>
<td>Elective</td>
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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>GOVT 2305/6</td>
<td>Texas or Federal Government</td>
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<table>
<thead>
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<th>Elective College Level Math or Natural Science</th>
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<tr>
<td>Elective Speech</td>
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<tr>
<td>Elective Language, Philosophy &amp; Culture or Creative Arts</td>
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<tr>
<td>FIRT 1192 Special Topics in Fire Service Administration</td>
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* 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

<table>
<thead>
<tr>
<th>Freshman First Semester</th>
<th>FIRS 1301 Firefighter Certification I</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRS 1407</td>
<td>Firefighter Certification II</td>
<td>4</td>
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<tr>
<td>FIRS 1313</td>
<td>Firefighter Certification III</td>
<td>3</td>
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<tr>
<td>FIRS 1319</td>
<td>Firefighter Certification IV</td>
<td>3</td>
</tr>
<tr>
<td>FIRS 1323</td>
<td>Firefighter Certification V</td>
<td>3</td>
</tr>
<tr>
<td>FIRS 1329</td>
<td>Firefighter Certification VI</td>
<td>3</td>
</tr>
<tr>
<td>FIRS 1433</td>
<td>Firefighter Certification VII</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>Freshman Second Semester</th>
<th>FIRT 1433 Fire Chemistry I</th>
<th>4</th>
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<tbody>
<tr>
<td>FIRT</td>
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<tr>
<td>FIRT</td>
<td>Elective*</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<table>
<thead>
<tr>
<th>Sophomore First Semester</th>
<th>GOVT 2305/6 Texas or Federal Government</th>
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</thead>
<tbody>
<tr>
<td>Elective</td>
<td>College Level Math or Natural Science</td>
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</tr>
<tr>
<td>FIRT</td>
<td>Elective*</td>
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</tr>
<tr>
<td>FIRT</td>
<td>Elective*</td>
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<td><strong>TOTAL</strong></td>
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<table>
<thead>
<tr>
<th>Sophomore Second Semester</th>
<th>FIRT 2388 Internship, Fire Protection, Safety Technology/Technician (Capstone)</th>
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<tr>
<td>Elective</td>
<td>Speech</td>
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<tr>
<td>Elective</td>
<td>Language, Philosophy &amp; Culture or Creative Arts</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td>12</td>
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</tbody>
</table>

* 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**  
*Tom Blair, Fire Academy Coordinator*  
Couts Hall (COUT), RM 430  
817-598-6253 • tblair@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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>FIRS 1301</td>
<td>Firefighter Certification I</td>
<td>3</td>
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<tr>
<td>FIRS 1407</td>
<td>Firefighter Certification II</td>
<td>4</td>
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<td>FIRS 1313</td>
<td>Firefighter Certification III</td>
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<td>FIRS 1319</td>
<td>Firefighter Certification IV</td>
<td>3</td>
</tr>
<tr>
<td>FIRS 1323</td>
<td>Firefighter Certification V</td>
<td>3</td>
</tr>
<tr>
<td>FIRS 1329</td>
<td>Firefighter Certification VI</td>
<td>3</td>
</tr>
<tr>
<td>FIRS 1433</td>
<td>Firefighter Certification VII (Capstone)</td>
<td>4</td>
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**TOTAL 23**

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**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CJLE 1006</td>
<td>Basic Peace Officer I</td>
<td>176</td>
</tr>
<tr>
<td>CJLE 1012</td>
<td>Basic Peace Officer II</td>
<td>176</td>
</tr>
<tr>
<td>CJLE 1018</td>
<td>Basic Peace Officer III</td>
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<td>CJLE 1024</td>
<td>Basic Peace Officer IV</td>
<td>176</td>
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<tr>
<td>CJLE 1029</td>
<td>Basic Peace Officer V</td>
<td>96</td>
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**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 the Texas Commission on Law Enforcement (TCOLE) and allows cadets to take the state exam administered by TCOLE. 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, and night academies at the Weatherford College Main campus.

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 64 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 Health Science Department and the Office of Student Services.

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
64 credit hours

It is highly recommended that students complete all general education courses prior to application to the program.

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIOL 2401  Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1314  College Algebra</td>
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<td>ENGL 1301  Composition I</td>
<td>3</td>
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<tr>
<td>PSYC 2301  Introduction to Psychology</td>
<td>3</td>
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Freshman First Semester

<table>
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<tr>
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<tbody>
<tr>
<td>RADR 1409</td>
<td>Introduction to Radiography and Patient Care</td>
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<td>RADR 1411</td>
<td>Basic Radiographic Procedures</td>
<td>4</td>
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<tr>
<td>RADR 1313</td>
<td>Principles of Radiographic Imaging I</td>
<td>3</td>
</tr>
<tr>
<td>RADR 1260</td>
<td>Clinical I</td>
<td>2</td>
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Freshman Second Semester

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<th>Course Title</th>
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<td>Intermediate Radiographic Procedures</td>
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<tr>
<td>RADR 1360</td>
<td>Clinical II</td>
<td>3</td>
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<tr>
<td>RADR 2305</td>
<td>Principles of Radiographic Imaging II</td>
<td>3</td>
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Summer (10 Weeks)

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Sophomore First Semester

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<tbody>
<tr>
<td>RADR 2313</td>
<td>Radiation Biology and Protection</td>
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<tr>
<td>RADR 2460</td>
<td>Clinical IV</td>
<td>4</td>
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<td>RADR 2331</td>
<td>Advanced Radiographic Procedures</td>
<td>3</td>
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<tr>
<td>RADR 2309</td>
<td>Radiographic Imaging Equipment</td>
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Sophomore Second Semester

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>RADR 2461</td>
<td>Clinical IV</td>
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<tr>
<td>RADR 2217</td>
<td>Radiographic Pathology</td>
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<tr>
<td>RADR 2335</td>
<td>Radiologic Technology Seminar</td>
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</table>
COMPUTED TOMOGRAPHY CERTIFICATE PROGRAM (51.0911)
16 credit hours

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 and hold a current Texas MRT License to be eligible for clinical education in Spring and Summer.

Fall Semester
- RADR 2340  Sectional Anatomy for Medical Imaging ..........................3
- CTMT 2332  Principles of Computed Tomography ............................3
  TOTAL 6

Spring Semester
- CTMT 2336  Computed Tomography Equipment & Methodology ........3
- CTMT 2264  Practicum (or field experience)-Radiologic Technology/
  Science-Radiographer ....................................................2
  TOTAL 5

Summer Semester
- CTMT 1391  Special Topics in Computed Tomography ......................3
- CTMT 2265  Practicum (or field experience)-Radiologic Technology/
  Science-Radiographer ....................................................2
  TOTAL 5

MAMMOGRAPHY CERTIFICATE
Offered through Continuing Education
- MAMT 2037  Mammography ....................................................3
  2 hours

RESPIRATORY CARE
www.wc.edu/programs

Tonya Edwards, Program Director
BUSI 118
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.

66 credit hours required to graduate

Prerequisite

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIOL 2401</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>BIOL 2402</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2420</td>
<td>Microbiology for Non-Science Majors</td>
<td>4</td>
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Freshman First Semester

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<tr>
<td>HPRS 1206</td>
<td>Essentials of Medical Terminology</td>
<td>2</td>
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<tr>
<td>RSPT 1410</td>
<td>Respiratory Care Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>RSPT 1307</td>
<td>Cardiopulmonary Anatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>RSPT 1201</td>
<td>Introduction to Respiratory Care</td>
<td>2</td>
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<tr>
<td>RSPT 1160</td>
<td>Clinical I</td>
<td>1</td>
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Freshman Second Semester

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<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
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<td>RSPT 2310</td>
<td>Cardiopulmonary Disease</td>
<td>3</td>
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<tr>
<td>RSPT 1411</td>
<td>Respiratory Care Procedures II</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>
<td>3</td>
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Freshman Summer Semester

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<tbody>
<tr>
<td>RSPT 1362</td>
<td>Clinical III</td>
<td>3</td>
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<tr>
<td>RSPT 2355</td>
<td>Critical Care Monitoring</td>
<td>3</td>
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Sophomore First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>PSYC 2301</td>
<td>Introduction to Psychology</td>
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<tr>
<td>RSPT 2358</td>
<td>Advanced Respiratory Care Pt. Assess</td>
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</table>
RSPT 2353 Neonatal/Pediatric Cardiopulmonary Care .....................3
RSPT 2360 Clinical IV (Capstone) .....................................................3
TOTAL 12

Sophomore Second Semester

Elective Language, Philosophy & Culture or Creative Arts ........3
RSPT 2361 Clinical V (Capstone) .....................................................3
RSPT 2231 (Clinical) Simulations in Respiratory Care ...............2
RSPT 2147 Specialties in Respiratory Care .................................1
RSPT 2139 Advanced Cardiac Life Support .........................1
TOTAL 10

It is recommended that students complete all general educational requirements prior to applying to the program.

SOCIAL SCIENCES
Scott Tarnowieckyi, Department Chair
FACL 108D
817-598-6326

Government, history, and economics majors should seek advisement within the Social Sciences Department regarding specific transfer degree requirements.

SOCIAL WORK
See Human Service Provider Associate pages 134.

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
Agricultural Science Center
817-599-7109

Dr. Lisa Welch, Department Chair - Natural Sciences
ACAD 216
817-598-3268

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
VETERINARY ASSISTING CERTIFICATE
31 semester hours required to complete

First Semester

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<tr>
<th>Course</th>
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<td>VTHT 1401</td>
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<tr>
<td>VTHT 1317</td>
<td>Veterinary Office Management</td>
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<tr>
<td>VTHT 1413</td>
<td>Veterinary Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>VTHT 2321</td>
<td>Veterinary Parasitology</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
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<tr>
<td>VTHT 2301</td>
<td>Canine and Feline Clinical Management</td>
<td>3</td>
</tr>
<tr>
<td>VTHT 1349</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>VTHT 1341</td>
<td>Anesthesia and Surgical Assistance</td>
<td>3</td>
</tr>
<tr>
<td>VTHT 2305</td>
<td>Equine Clinical Management</td>
<td>3</td>
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<tr>
<td>VTHT 1166</td>
<td>Practicum - Veterinary/Animal Health Technician</td>
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Summer I

<table>
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<tr>
<th>Course</th>
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<tr>
<td>VTHT 2325</td>
<td>Large Animal Assisting Techniques</td>
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<tr>
<td>VTHT 2166</td>
<td>Practicum - Veterinary/Animal Health Technician</td>
<td>1</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

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: 512-305-7400.

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, 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?
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, Health Science 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 Health Science Department. (*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 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

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>VNSG 1115</td>
<td>Disease Control and Prevention</td>
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<tr>
<td>VNSG 1116</td>
<td>Nutrition</td>
<td>1</td>
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<tr>
<td>VNSG 1122</td>
<td>Vocational Nursing Concepts</td>
<td>1</td>
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<tr>
<td>VNSG 1320</td>
<td>Anatomy and Physiology for Health Science</td>
<td>3</td>
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<tr>
<td>VNSG 1360</td>
<td>Clinical I</td>
<td>3</td>
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<tr>
<td>VNSG 1400</td>
<td>Nursing in Health and Illness I</td>
<td>4</td>
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<tr>
<td>VNSG 1423</td>
<td>Basic Nursing Skills</td>
<td>4</td>
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## Second Semester

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<td>VNSG 1136</td>
<td>Mental Health</td>
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<tr>
<td>VNSG 1361</td>
<td>Clinical II</td>
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<tr>
<td>VNSG 1509</td>
<td>Nursing in Health and Illness II</td>
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<td>VNSG 1230</td>
<td>Maternal-Neonatal Nursing</td>
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<td>VNSG 1234</td>
<td>Pediatrics</td>
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<td>VNSG 2331</td>
<td>Advanced Nursing Skills</td>
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## Third Semester

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<td>VNSG 1119</td>
<td>Professional Development</td>
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<tr>
<td>VNSG 1362</td>
<td>Clinical III</td>
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<tr>
<td>VNSG 1510</td>
<td>Nursing in Health and Illness III</td>
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<td><strong>TOTAL</strong></td>
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</table>

**Capstone experience:** Texas Board of Nursing Licensure Exam.

NOTE: Students who satisfy the requirements of this program are issued a certificate of completion and may become eligible to apply to take the NCLEX-PN exam for licensure.
COURSE DESCRIPTIONS

Numbering of Courses 162
Classification of Instructional Program Codes (CIP) 162
Common Course Numbering System 162
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 Financial Accounting (52.0301.51.04) 3 semester hours (3-0-0)

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders’ equity to communicate the business entity’s results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners’ equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Three hours lecture per week.

ACCT 2302 – Principles of Managerial Accounting (52.0301.51.04) 3 semester hours (3-0-0)

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity’s accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Three hours lecture per week.

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.

**AERO/AEROSPACE STUDY**

**AERO 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.

**AERO 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.

**AERO 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. 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)

An instructional program designed to integrate on-campus study with practical hands-on experience in anthropology. 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. 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)
Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied. This course is recommended for business, mathematics, and computer science majors – this course teaches basic programming skills. Prerequisite: None. Two hours lecture and four hours lab per week.

**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 evolution, for non-science majors. 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 1409 – General Biology II (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 ecology, plant and animal diversity, and physiology for non-science majors. 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)
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life. Three hours lecture per week.
**BUSI 2301 – Business Law** (22.0101.51 24) 3 semester hours (3-0-0)

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. Three hours lecture per week.

**CDEC/Child Care Provider/Assistant**

**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 spring 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 2321—The Infant and Toddler (20.0202) 3 semester hours (3-0-0)
A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. Offered spring 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.

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** (09.0701.52 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.

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**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
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.
**DEVV/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** (32.0108.53 12) 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 0301—Integrated Reading/Writing Level 1** (32.0108.59 12) 3 semester hours (3-1-0)

DIRW 0301 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 0301 consists of three hours lecture and requires twelve hours of tutorial activities. Students completing this course successfully will need to register for and successfully complete DIRW 0302 or pass the TSI examination in order to be TSI compliant.

**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. Corequisites: DMSO 1441, DMSO 1302, DMSO 1266. 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 1366. 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 2305, DMSO 2253, DMSO 1267. Corequisites: DSVT 1300, DMSO 1367. 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 (0-3-0)
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. 3 lab hours per week.

DMSO 2242-Sonography of High Risk Obstetrics (51.0910) 2 semester hours (1-2-0)
Knowledge, skills, and professional values within a legal and ethical framework addressing emerging technologies and professional development. Prerequisites: DSVT 1103, DMSO 2305, DMSO 2243, DMSO 1366. Corequisites: DMSO 2253, DMSO 1267. 1 lecture hour and 2 lab hours per week.

DMSO 2243-Advanced Ultrasound Physics (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-Sonography of 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 2305, DMSO 2243, DMSO 1366. Corequisites: DMSO 2242, DMSO 1267. 2 lecture hours and 1 lab hour per week.

**DMSO 2305 – Sonography of Obstetrics/Gynecology (51.0910) 3 semester hours (2-4-0)**

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 1110, DMSO 1441, DMSO 1302, DMSO 1266. Corequisites: DSVT 1103, DMSO 2243, DMSO 1366. 2 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-Cardiovascular Concepts (51.0910) 3 semester hours (2-4-0)**

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. 2 lecture hours and 4 hours lab 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 1110, DMSO 1441, DMSO 1302, DMSO 1266. Corequisites: DMSO 2305, DMSO 2243, DMSO 1366. 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** (50.0903.61 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)

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, fiscal policy, and monetary policy. Three hours lecture per week.

**ECON 2302 – Principles of Economics (Micro)** (45.0601.51 25) 3 semester hours (3-0-0)

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. Three hours lecture per week.

**EDUC/Education**

**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 study 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. Offered fall only.

**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, knowledge, 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...
EMSP 2338 2305– 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. Co requisite: EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2330. 

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 2361.

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 2305, 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 2305, 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 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/Fire Academy, 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. 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. 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. Prerequisite: Department Approval. Two hours lecture and two hours lab per week.

FIRS 1323 – Firefighter Certification V. (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, IV, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. 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. 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. 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. Prerequisite: Department approval. Two hours lecture and hours three lab per week.

**FIRT 1192 – Special Topics in Fire Services Administration** (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
Courses 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 (0-0-9)
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. Nine 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)
Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions. 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 of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I
include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. 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 of the social, political, economic, cultural, and intellectual history of the United from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U. S. foreign policy. 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)
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas history include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. Three hours lecture per week.

HIST 2311 – Western Civilization to 1700 (54.0101.54 25) 3 semester hours (3-0-0)
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations. 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 of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialism, imperialism, global conflict, the Cold War, and globalism. 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.

HPRS 2321- Medical Law and Ethics for Health Professionals (51.0000) 3 semester hours (3-0-0)
Principles, procedures, and regulations governing the legal and ethical relationships between physicians, patients, and health care professionals. Includes current ethical issues related to the various healthcare professions and patient confidentiality. Three lecture hours weekly.
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.

Humanities

HUMA 1315 – Fine Arts Appreciation (50.0101.51 26) 3 semester hours (3-0-0)
Understanding the purposes and processes in the visual, dramatic, and musical arts including evaluation of selected works. Three hours lecture per week.
NOTE: This course may fulfill the requirement for the Creative Arts component area of the Core Curriculum but not the Language, Philosophy and Culture component area requirement.

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 1304. 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 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 Health Science 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 INTERCOLLEGIALTE 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 Health Science 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.

MATH 0332 - Elementary Algebra (Pre-Contemporary Mathematics)  
(32.0101.51 19) 3 semester hours (3-1-0)

This course prepares students to enroll in MATH 1332, Contemporary Mathematics, when a grade of ‘C’ or better is earned. Topics in this course include the real number system, solving linear equations and inequalities, graphing linear equations and inequalities, solving systems of linear equations, exponents and polynomials, and factoring polynomials. This course will not transfer to a senior college; however, it will count for non-degree credit from Weatherford College. Attendance and tutorials required. Prerequisite: Either a C or better in MATH 0301 or placement by TSI instrument.

MATH 0314 - Intermediate Algebra (Pre-College Algebra)  
(32.0104.52 19) 3 semester hours (3-1-0)

This course prepares students to enroll in MATH 1314, College Algebra, and other higher level mathematics courses. This course presents terminology, concepts, and techniques needed to begin a study of functional algebra. Topics include functions, polynomials and factoring, rational expressions and equations, set operations, solving absolute value equations and inequalities, solving systems of equations and inequalities, radical expressions and equations, and solving quadratic equations and inequalities. This course is designed for students whose placement scores indicate that they would have difficulty passing a more advanced course at the college level. This course will not transfer to a senior college; however, it will count for non-degree credit from Weatherford College. Attendance and tutorials required. Prerequisite: placement by TSI instrument.

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 – Precollege 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 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 (0-3-0)

Emphasis on performance. Enrollment only by audition or by consent of instructor. Three 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 – Jazz Improvisation I (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. 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.

OTHA/OCUPATIONAL THERAPY ASSISTANT
OTHA 1166 – Practicum – Occupational Therapy Assistant – Level I (51.0803)
1 semester hour (0-0-10)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: OTHA 1305, OTHA 1315, OTHA 1353, OTHA 1409, and OTHA 2301. One hundred, sixty clinical hours.

OTHA 1167 – Practicum – Occupational Therapy Assistant – Level I (51.0803)
3 semester hours (0-0-10)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: OTHA 1166, OTHA 2204, and OTHA 2331. One hundred, sixty clinical hours.

OTHA 1305 – Principles of Occupational Therapy (51.0803) 3 semester hours (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 the OTA program. Thirty-two lecture hours and sixty-four lab hours per semester.

OTHA 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.

OTHA 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 1166, OTHA 2204, and OTHA 2331. Thirty-two lecture hours and sixty-four lab hours.
OTHA 1341 – Occupational Performance from Birth through Adolescence (51.0803) 3 semester hours (2-4-0)

Occupational performance of newborns through adolescents. Includes frames of reference, evaluation tools and techniques, and intervention strategies. Prerequisites: OTHA 1166, OTHA 2204, and OTHA 2331. Thirty-two lecture hours and sixty-four lab hours.

OTHA 1353 – Occupational Performance for Elders (51.0803) 3 semester hours (2-3-0)

Occupational performance of elders. Includes frames of reference, evaluation tools and techniques, and intervention strategies. Prerequisite: Admission to the OTA program. Thirty-two lecture hours and forty-eight lab hours.

OTHA 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.

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 1305, OTHA 1315, OTHA 1353, OTHA 1409, and OTHA 2301. Sixteen lecture hours and sixty-four lab hours.

OTHA 2235 – Health Care Management in Occupational Therapy (51.0803) 2 semester hours (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 1167, OTHA 1319, OTHA 1341 and OTHA 2309. Sixteen lecture hours and forty-eight lab hours.

OTHA 2266 – Practicum – Occupational Therapy Assistant – Level II (51.0803) 2 semester hours (0-0-20)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: OTHA 1167, OTHA 1319, OTHA 1341 and OTHA 2309. Three hundred, twenty clinical hours.

OTHA 2267 – Practicum – Occupational Therapy Assistant – Level II (51.0803) 2 semester hours (0-0-20)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: OTHA 2235, OTHA 2266, and OTHA 2305. Three hundred, twenty clinical hours.

OTHA 2301 – Pathophysiology in Occupational Therapy (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. Prerequisite: Admission to the OTA program. Thirty-two lecture hours and sixty-four lab hours.

OTHA 2305 – Therapeutic Interventions II (51.0803) 3 semester hours (2-4-0)

Continuation of Therapeutic Interventions I. Emphasis on current rehabilitative
interventions. Prerequisites: OTHA 1167, OTHA 1319, OTHA 1341 and OTHA 2309. Thirty-two lecture hours and sixty-four lab hours.

**OTHA 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. Prerequisites: OTHA 1166, OTHA 2204, and OTHA 2331. Thirty-two lecture hours and forty-eight lab hours.

**OTHA 2330 – Workplace Skills for the Occupational Therapy Assistant** (51.0803) 3 semester hours (2-3-0)

Seminar-based 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 to the clinic and test-taking strategies for certification exams. Prerequisites: OTHA 2235, OTHA 2266, and OTHA 2305. Thirty-two lecture hours and forty-eight lab hours.

**OTHA 2331 – Physical Function in Occupational Therapy** (51.0803) 3 semester hours (2-4-0)

Physical function to promote occupational performance. Includes frames of reference, evaluative tools, intervention strategies, and consumer education. Prerequisites: OTHA 1305, OTHA 1315, OTHA 1353, OTHA 1409, and OTHA 2301. Thirty-two lecture hours and sixty-four lab hours.

**PHIL/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 1491 – Special Topics in Phlebotomy (51.1009) 4 semester hours (3-4-0)
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. Three lecture hours weekly and one lab.

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 hours (0-0-19)

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: HPRS 1206, HPRS 2323, PLAB 1491 and PLAB 1323. 19 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 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 deal 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 1225 Communication in Health Care (51.0806) 2 semester hours (1-3-0)
Communication theories and principles for optimal delivery of health care.
Prerequisites: ENGL 1301, PSYC 2314, PTHA 1405. Sixteen lecture hours and forty-eight lab hours per semester.

PTHA 1266 Practicum I – PTA (6 wks) (51.0806) 2 semester hours (0-0-40)
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. Prerequisites: PTHA 1225, PTHA 1321, PTHA 1405, PTHA 2201. Two hundred forty clinical hours.

PTHA 1301 – The Profession of Physical Therapy (51.0806) 3 semester hours (3-0-0)
Introduction to the profession of physical therapy and the role of the physical therapist assistant. Prerequisites: BIOL 2401, BIOL 2402, Admission to PTA program. Corequisite: PTHA 1405, PTHA 1413. Sixty-four lecture 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: BIOL 2401, BIOL 2402. Sixty-four lecture hours per semester.

PTHA 1405 – Basic Patient Care Skills (51.0806) 4 semester hours (3-4-0)
The application of basic patient handling, functional skills, communication, and selected data collection techniques. Prerequisites: BIOL 2401, BIOL 2402. Admission to PTA program. Corequisite: PTHA 1301, PTHA 1413. Forty-eight lecture hours and sixty-four lab hours per semester.

PTHA 1413 – Functional Anatomy (51.0806) 4 semester hours (3-4-0)
The relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement. Prerequisites: BIOL 2401, BIOL 2402. Corequisites: PTHA 2301. Thirty-two lecture hours and sixty-four 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. Sixteen lecture hours and sixty-four lab hours per semester.

PTHA 1531 – Physical Agents (51.0806) 5 semester hours (3-6-0)
Biophysical principles, physiological effects, efficacy, and application of physical agents. Prerequisite: BIOL 2401, BIOL 2402. Forty-eight lecture hours and ninety-six lab hours per semester.

PTHA 2205 – Neurology 2 semester hours (2-0-0)
Study of neuroanatomy and neurophysiology as it relates to neurological conditions. Prerequisites: PTHA 1321, 1266, Corequisites: PTHA 2531. Thirty-two lecture hours per semester.

PTHA 2266 – Practicum II – PTA (6 wks) (51.0806) 2 semester hours (0-0-40)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: PTHA 1266, PTHA 2509, PTHA 1531. Two hundred forty clinical hours.

PTHA 2239 – Professional Issues 2 semester hours (1-3-0)
Discussion of professional issues and behaviors related to clinical practice; preparation for transition into the workforce. Prerequisites: PTHA 2535, PTHA 2531, Corequisites: PTHA 2267. Sixteen lecture hours and forty-eight lab hours per semester.
PTHA 2267 – Practicum III – PTA (6 wks) (51.0806) 2 semester hours (0-0-40)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisites: PTHA 2509, PTHA 2435. Two hundred forty clinical hours.

PTHA 2301 – Essentials of Data Collection (51.0806) 3 semester hours (2-4-0)
Data collection techniques used to assist in patient/client management. Prerequisites: BIOL 2401, BIOL 2402. Corequisites: PTHA 1413. Thirty-two lecture hours and sixty-four 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 1413. Forty-eight lecture hours and ninety-six lab hours per semester.

PTHA 2531 – Management of Neurological Disorders 5 semester hours (3-6-0)
Comprehensive rehabilitation techniques of selected neurological disorders. Prerequisites: PTHA 1266. Corequisites: PTHA 2535. Forty-eight lecture hours and ninety-six lab hours per semester.

PTHA 2535 – Rehabilitation Techniques (51.0806) 5 semester hours (3-6-0)
Comprehensive rehabilitation of selected diseases and disorders. Prerequisite: PTHA 1266. Corequisites: PTHA 2531. Forty-eight lecture hours and ninety-six lab hours per semester.

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, 1411, 1313. 192 contact hours.

RADR 1411 – Basic Radiographic Procedures (51.0911) 4 semester hours (3-2-0)
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. Three hours lecture and two 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, 1411, 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, 1411, 1313, 1260. Corequisites: RADR 2401, 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 1411, 1313, 1260. Three hours lecture and two hours lab per week.

**RADR 2313 – Radiation Biology and Protection (51.0911) 3 semester hours (3-0-0)**
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. Three 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, 1411, 2401. Corequisites: RADR 2335, 2460, 2461. Two hours lecture per week.

**RADR 2335 – Radiologic Technology Seminar (51.0911) 3 semester hours (2-4-0)**
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 2461, 2217. Two hour lecture per week and four hours lab.

**RADR 2401 – Intermediate Radiographic Procedures (51.0911) 4 semester hours (3-2-0)**
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 1411, 1409, 1313, 1260. Corequisites: RADR 1360, 2305. Three hours lecture and two 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, 1313, 1411, 1260. Corequisites: RADR 2401, 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 2401, 2366, 2305. Corequisites: 2331, 2313, 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 2401, 1411. Corequisites: RADR 2313, 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 2401, 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 2366. Corequisites: RADR 2313, 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 2313, 2331, 2309, 2460. Corequisites: RADR 2217, 2335. 384 contact hours

RNSG/ASSOCIATE DEGREE NURSING
RNSG 1118 – Transition to Professional Nursing Competencies (51.3801) 1 semester hour (04-0)
Transition to professional nursing competencies in the care of patients through the lifespan. Validates proficiency in 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. Sixty Four lab hours

RNSG 1125 – Professional Nursing Concepts I (51.3801). 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 1126 – Professional Nursing Concepts II (51.3801)
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 1128 – Introduction to Health Care Concepts (51.3801). 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,
COURSE DESCRIPTIONS

and tissue integrity. Prerequisite: Admission to the ADN program. Sixteen lecture hours per semester

RNSG 1137 – Professional Nursing Concepts III (51.3801) 1 semester hour (1-0-0)

Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, teamwork, and collaboration. Introduces the concepts of quality improvement, health information technology, and health care organizations. Incorporates concepts into role development of the professional nurse.

RNSG 1161 – Clinical I (51.3801) 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 (51.3801) 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. Co-requisite: RNSG 1324. Sixty-four clinical hours.

RNSG 1216 – Professional Nursing Competencies (51.3801) 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 1324 – Concept-Based Transition to Professional Nursing Practice (51.3801) 3 semester hours (2-4-0)

Integration of previous health care knowledge and skills into the role development of the professional nurse as provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through exemplars. Health care concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, coping,
thermoregulation, tissue integrity, acid-base balance, clotting, cognition, fluid and electrolyte balance, gas exchange, immunity, metabolism, grief and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, teamwork, and collaboration. Introduces concepts of leadership and management. Sixty Four hours.

**RNSG 1430 – Health Care Concepts I (51.3801)** 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 1533 – Health Care Concepts II (51.3801)** 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

**RNSG 1538 – Health Care Concepts III (51.3801)** 5 semester hours (4-4-0)
In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility and reproduction. Provides continuing opportunities for development of clinical judgment skills.

**RNSG 2138 – Professional Nursing Concepts IV (51.3801)** 1 semester hour (1-1-0)
Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, teamwork, and collaboration. Emphasizes the concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse.

**RNSG 2360-Clinical IV (51.3801)** 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. Co-requisite RNSG 2539 192 clinical hours per semester.

**RNSG 2362 – Clinical II (51.3801)** 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 III (51.3801)** 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. Prerequisite: RNSG 1533 and RNSG 2362. Corequisite: RNSG 1538. 192 clinical hours per semester.

RNSG 2539 – Health Care Concepts IV (51.3801) 5 semester hours (4-4-0)
In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, tissue integrity and interpersonal relationships. Continuing development of clinical judgment with integration of all health care concepts. Co-requisite: RNSG 2360

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 1307, 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 1307. 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 1307, RSPT 1410. Two lecture hours and one lab hour per week.

RSPT 1307 – Cardiopulmonary Anatomy and Physiology (51.0908) 3 semester hours (2-4-0)
Anatomy and physiology of the cardiovascular and pulmonary systems. Corequisites: RSPT 1160, RSPT 1201, RSPT 1410. Two 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 1307, RSPT 1410. Corequisites: RSPT 1113, RSPT 1411, RSPT 2310. 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 2310. 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 1307. 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 1307, RSPT 1410. Corequisites: RSPT 1113, RSPT 1361, RSPT 2310. 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 lab hours 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 2310 – Cardiopulmonary Disease (51.0908) 3 semester hours (2-4-0)
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. Two lecture hours and four lab hours 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 factors 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**

**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.

**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.

**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 Health Science (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.
The Faculty and Staff Directory can be found at www.wc.edu/about/faculty-staff-directory
A.........................Memorial Plaza
ACAD....................Academic Building
AGRI.............Agriculture, Maintenance
B .....................Old Main Bell, Arch
BASB ..........Roger Williams Ballpark
BUSI ........Business, Business Office,
C .....................Tennis Courts
COUT ..........Campus Police,
Human Resources,
Public Safety Professions
COVL.....................Coyote Village
Student Housing
D .....................Water Tower
DOSS ..........Doss Student Center
Allene Strain Community Room,
Bookstore, Career & Transfer Center
E .....................Electronic Sign
FACL ..........................Faculty Offices
FINE ...................Marjorie Black Alkek
Fine Arts Center
GYMN ...........Betty Jo Crumm Graber
Athletic Center
HLSC ...........Don Allen Health Science

Building
LART ...................Liberal Arts,
Success Connection
LIBR ...................Library
Streib Center
MINC ..............E.W. Mince Building
Auditorium,
President’s Office,
Institutional Advancement Office,
STSV ...............Student Services
Upper Level - Workforce &
Continuing Education,
Financial Aid, Talent Search, Student
Support Services
Lower Level - Admissions,
Registration
TECH ...........Jim & Veleda Boyd
Technology Building
TEPS ....1st Lt.Jack L.Knight Building
Testing Center, Public Safety
Professions
EDUCATION CENTER AT MINERAL WELLS
704 Hood Road • Mineral Wells, Texas 76067
817-599-6261 • 800-300-2591

Building 704
Academic Center

Building 790
Welding / Machine Shop

Building A
Truck Driving Academy

EDUCATION CENTER AT GRANBURY
210 N. Jones St. • Granbury, Texas 76048
817-598-6339 • 817-579-9188