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

Weatherford College Wise County
307 South Cates • Decatur, Texas 76234
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
WC Board of Trustees
Frank Martin, Chair
Joel Watson, Vice Chair
Trey Cobb, Secretary/Treasurer
Jean Bryan
Elaine Carter
Jack DeShazo
Dr. Trev Dixon

Administration
Dr. Kevin Eaton, President
Dr. Donald Tomas, Vice President of Instruction
Gregory Thomas, Vice President of Student Affairs
Andra Cantrell, Vice President of Financial and Administrative Affairs
Brent Baker, Vice President of Institutional Advancement
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Weatherford College
of the Parker County Junior College District
is accredited by the
Commission on Colleges of the Southern Association of Colleges and Schools
to award the associate degree.

Contact the Commission on Colleges at
1866 Southern Lane, Decatur, Georgia 30033-40978 or call 404-679-4501
for questions about the status 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 in 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
Trey Cobb, Secretary/Treasurer
Jean Bryan
Elaine Carter
Jack DeShazo
Dr. Trev Dixon

Academic Calendar

Fall 2011

April 25  Online Registration for current students begins for Summer and Fall 2011
May 2  Face-to-Face registration for all students begins for Summer and Fall 2011
Aug. 3  Last day to pay for Early Registration before being dropped. From this day forward, students with an unpaid balance of tuition or fees will be dropped from all classes at the end of each day.
Aug. 22  In-service. Return to regular office hours.
Aug. 29  Fall 2011 classes begins, Late Registration begins
Aug. 30  Last day for Late Registration
Sept. 5  Labor Day, College closed
Sept. 12  Count Day
Sept. 15  Last day to receive 70% refund. See disclaimer.
Sept. 29  Priority deadline for ADA accommodation requests
Sept. 21  Last day to receive 25% refund. See disclaimer.
Nov. 14  Online Registration for current students begins for Spring 2012
Nov. 16  Last day to drop with a W
Nov. 18  Priority Deadline for Fincial Aid, Spring 2012
Nov. 23-25  Thanksgiving Holidays, College closed
Nov. 28  Face-to-Face Registration for all students begins for Spring 2012
Dec. 7-12  Finals
Dec. 12  Book buy back (excluding weekends)
Dec. 14  Fall 2011 ends
Dec. 16  9 a.m. - Grades due
Dec. 19 - Jan. 1, 2012  Last day College is open before break
Dec. 19 - Jan. 1, 2012  College closed for winter break

Winter Mini 2011

Dec. 15  Deadline for ADA accommodation requests
Dec. 19  Winter Mini begins
Jan. 5  Winter Mini ends
Spring 2012

Nov. 14  Online Registration for current students begins for Spring 2012
Nov. 28  Face-to-Face Registration for all students begins for Spring 2012
Jan. 2   College Reopens
Jan. 4   Last day to pay for Early Registration before being dropped. From this day forward, students with an unpaid balance of tuition or fees will be dropped from all classes at the end of each day.
Jan. 9   In-service
Jan. 16  MLK Day, College closed
Jan. 17  Spring 2012 begins, Late Registration begins
Jan. 18  Last day for Late Registration
Jan. 30  Count Day
Feb. 2   Last day to receive 70% refund. See disclaimer.
Feb. 8   Last day to receive 25% refund. See disclaimer.
Feb. 17  Priority deadline for ADA accommodation requests
March 12-16 Spring Break, College closed
April 1   Priority Deadline for Financial Aid, Summer 2012
April 6   Good Friday, College closed
April 12  Last day to drop with a W
April 16  Online Registration for current students begins for Summer and Fall 2012
April 25  Face-to-Face Registration for all students begins for Summer and Fall 2012
May 4-10 Finals
      Book buy back (excluding weekends)
May 10   Spring 2012 ends
May 11   9 a.m. - Grades due
May 12   Commencement
May 14   Summer Office Hours begin
May 28   Memorial Day Holiday, College closed

Summer Mini 2012

May 14   Summer Mini begins
May 16   Deadline for ADA accommodation requests
May 28   Memorial Day, College closed
May 31   Summer Mini ends

Summer I 2012

April 16  Online Registration for current students begins for Summer and Fall 2012
April 25  Face-to-Face Registration for all students begins for Summer and Fall 2012
June 4   Summer I 2012 begins, Late Registration begins
June 5   Last day to register for Summer I
June 6   Priority deadline for ADA accommodations requests
June 8   Last day to receive 70% refund. See disclaimer.
June 7   Count Day
June 12  Last day to receive 25% refund. See disclaimer.
June 24  Priority Deadline for Financial Aid, Fall 2012
July 2   Last day to drop with a W
July 4   Independence Day Holiday, College closed
July 9-10 Summer I Finals
July 10   Summer I 2012 ends
July 11   9 a.m. - Grades due
Summer II 2012

April 16  Online Registration for current students begins for Summer and Fall 2012
April 25  Face-to-Face Registration for all students begins for Summer and Fall 2012
July 11  Summer II 2012 begins, Late Registration begins
July 12  Last day to register for Summer II
July 13  Priority deadline for ADA accommodations requests
July 16  Count Day
July 17  Last day to receive 70% refund. See disclaimer.
July 19  Last day to receive 25% refund. See disclaimer.
Aug. 7   Last day to drop with a W
Aug. 15 - 16  Summer II Finals
Aug. 16  Summer II 2012 ends
Aug. 17  9 a.m. - Grades due

Fall 2012

April 16  Online Registration for current students begins for Summer and Fall 2012
April 25  Face-to-Face Registration for all students begins for Summer and Fall 2012
Aug. 1   Last day to pay for Early Registration before being dropped. From this day forward, students with an unpaid balance of tuition or fees will be dropped from all classes at the end of each day.
Aug. 21  Fall In-Service begins, return to Regular Office Hours
Aug. 27  Fall Semester begins, Late Registration begins
Aug. 28  Last day for Late Registration
Sept. 3  Labor Day Holiday
Sept. 10 Fall Count Day
Sept. 13 Official Count Day Roster due
Sept. 13  Last day to receive 70% refund. See disclaimer.
Sept. 19  Last day to receive 25% refund. See disclaimer.
Oct. 1   Priority deadline to request ADA accommodations
Nov. 12  Online Registration for current students begins for Spring 2013
Nov. 18  Priority deadline for Financial Aid, Spring 2013
Nov. 21-23 Thanksgiving Holidays
Nov. 26  Face-to-Face Registration for all students begins for Spring 2013
Dec. 6 - Dec. 13  Fall Semester Finals
Dec. 14  9 a.m. - Grades due
Noon, Dec. 14  Student Affairs Offices closed to the public

Winter Mini 2012

Dec. 18  Winter Mini Count Day
Jan. 7, 2013  9 a.m. - Grades Due
Spring 2013
Nov. 12, 2012  Online Registration for current students begins for Spring 2013
Nov. 18  Priority Deadline for Financial Aid, Spring 2013
Nov. 26  Face-to-Face Registration for all students begins for Spring 2013
Jan. 2, 2013  All College Offices Open
Jan. 4  Tuition Payment Deadline for Early Registration
Jan. 8  Spring In-service
Jan. 14  Spring Semester begins, Late Registration begins
Jan. 15  Last day for Late Registration
Jan. 21  Martin Luther King Day Holiday
Jan. 28  Spring Count Day
Jan. 31  Official Count Day Roster due
Jan. 31  Last day to receive 70% refund. See disclaimer.
Feb. 6  Last day to receive 25% refund. See disclaimer.
Feb. 11  Priority deadline to request ADA accommodations
March 11-15  Spring Break
March 15  Scholarship Applications due for Fall, 2013
March 29  Good Friday Holiday
April 15  Online Registration begins for Summer/Fall 2013
April 15  Priority deadline for Financial Aid, Summer 2013
April 24  Face-to-Face Registration begins for Summer/Fall 2013
May 1 - May 8  Spring Semester Finals
May 9  9 a.m. - Grades due
May 11  Commencement
May 13  Begin Summer Office Hours

Summer Mini 2013
May 13-May 31  Summer Mini Semester
May 14  Summer Mini Count Day
May 16  Official Count Day Roster Due
May 27  Memorial Day
June 3  9 a.m. - Grades due

Summer I 2013
April 15  Online Registration for current students begins for Summer/Fall 2013
April 15  Priority deadline for Financial Aid, Summer 2013
April 24  Face-to-Face Registration for all students begins for Summer/Fall 2013
June 3  Summer I Semester begins, Late Registration begins
June 4  Last day for Late Registration
June 5  Priority deadline to request ADA accommodations
June 6  Summer I Count Day
June 7  Last Day to Receive 70% refund. See disclaimer.
June 10  Official Count Day Roster due
June 11  Last Day to Receive 25% refund. See disclaimer.
June 22  Priority Deadline for Financial Aid, Fall 2013
July 4  Independence Day
July 8-9  Summer I Finals
July 10  Summer I Grades due
**Summer II 2013**

**April 15**
- Online Registration for current students begins for Summer/ Fall 2013
- Priority deadline for Financial Aid, Summer 2013

**April 24**
- Face-to-Face Registration for all students begins for Summer/ Fall 2013

**July 10**
- Summer II Semester begins, Late Registration begins

**July 11**
- Last day of Late Registration

**July 12**
- Priority deadline to request ADA accommodations

**July 15**
- Summer II Count Day

**July 16**
- Last day to receive 70% refund. See disclaimer.

**July 17**
- Official Count Day Roster Due

**July 18**
- Last day to receive 25% refund. See disclaimer.

**Aug. 14-15**
- Summer II Finals

**Aug. 16**
- 9 a.m. - Grades due

**Fall 2013**

**March 15**
- Scholarship Applications due for Fall, 2013

**April 15**
- Online Registration for current students begins for Summer/ Fall 2013
- Priority Deadline for Financial Aid, Summer 2013

**April 24**
- Face-to-Face Registration for all students begins for Summer/ Fall 2013

**Aug. 20**
- Fall, 2013 In-Service begins, Return to Regular Office Hours

**Aug. 26**
- Fall, 2013 begins, Late Registration begins

**Aug. 27**
- Last day of Late Registration

**Sept. 2**
- Labor Day

**Sept. 9**
- Fall Count Day

**Sept. 12**
- Official Count Day Roster due

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

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

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

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

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

With the closure of Fort Wolters in 1974, WC acquired the facilities for its Education Center at Mineral Wells, located in Parker County on the eastern edge of the city of Mineral Wells.

After celebrating 130 years of service to the community, WC expanded its commitment to providing quality education within its service area by opening Weatherford College Wise County. Responding to the needs of the Wise County community, WC, in partnership with the Decatur Economic Development Corporation, began offering classes at the original facility in January 2000. The college plans to open a new 100,000 sq. foot facility in 2012.

Peaceful Campus Facilitates Learning

Weatherford College recognizes that facilities are important to the complete college atmosphere. Beautiful, peaceful, functional areas facilitate learning and help make memories that will last a lifetime.

LOCATION

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

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

**COLLEGE FACILITIES**

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

WC’s newest facility is Coyote Village, student housing at College Park Drive and Park Avenue. Opening in the fall of 2003, this 280-bed facility introduces apartment-style living to the WC campus, featuring individual bedrooms with shared living areas, kitchenettes, and other modern amenities. A community center houses a cyber-lounge and meeting rooms for student groups, and basketball and volleyball courts complete a central courtyard area. For more information, go to coyotevillage.wc.edu.

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

Roger Williams Ballpark, completed in 2003, already is acclaimed as one of the finest junior college baseball facilities in the country. The Coyote baseball team plays fall and spring games in the facility, which features covered seating for the entire ballpark. Students enjoy free admission to all WC home athletic events.

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

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

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

The Jim & Veleda Boyd Technology Building, built in 1998, features a tiered lecture hall, seven computer labs equipped with LCD projectors for classes, two distance learning centers with two-way video capabilities, and traditional classrooms. The Biological Sciences and Physical Sciences buildings are nearby,

complete with laboratory and classroom facilities for a variety of science courses. The Allied Health Building houses program-specific laboratories and classrooms for all of the allied health areas. Classes and labs are also held in the Agriculture Building, which the agriculture areas share with the college’s maintenance and inventory areas.

Registration, counseling, financial aid, testing and other services reside in the Student Services Building, while payment windows and other financial services are located in the Business Office, located in the first floor of the Business Building.

Administrative offices, including the office of the president, are located on the second floor of the E.W. Mince Administration Building.

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

EXTENDED EDUCATION

The college established the Education Center at Decatur in the spring of 2000. Now referred to as Weatherford College Wise County, WCWC offers a full complement of general education and continuing education courses. WC Wise County is currently housed in an interim location as officials from Wise County and Weatherford College work together to construct a new campus whose operations will be supported through a branch campus maintenance tax approved by Wise County citizens in 2009. Upon moving to the new facility, current instructional programs will be expanded, and new instructional programs will be added.

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

WC also offers off-campus classes in Granbury, Jacksboro, Peaster, Springtown, Tolar and other locations across a five-county area.
ENROLLMENT AND FACULTY

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

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

FLEXIBLE SCHEDULES

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

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

Students should check the current schedule of classes for more information about these offerings.
ENTRANCE REQUIREMENTS

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The general admissions policy of Weatherford College is established by the Board of Trustees on the recommendation of the administration. Specific admission policy is the responsibility of the administration and the faculty. The director of admissions is responsible for administering the policy.

Admission to Weatherford College is open to qualified individuals regardless of race, color, religion, age, sex, national or ethnic origin, veteran status, or disability. An application form is available on-line at www.wc.edu or at www.CollegeforallTexans.com.

**ADMISSIONS**

www.wc.edu/new-students

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

- submit a completed application to the Student Affairs Office (available online).
- have official transcripts from high 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 the Texas Higher Education Assessment (THEA) test or any state approved assessment test; or present verification of exceptional SAT, ACT or TAKS scores; or present verification of active military duty or Reserve/National Guard in Texas. A counseling conference will be held with each student who is required to take the THEA test.
- Veterans must submit military transcripts.

**EARLY ADMISSION (DUAL ENROLLMENT)**

www.wc.edu/distance/

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;
- The student must take a state approved assessment test or show proof of exemption with appropriate scores – ACT, SAT, 11th grade TAKS or other state-approved placement test (see page 23 for qualifying scores) – before registering for any classes in a degree or certificate program;
- Student must submit an Early Admission Application and an application for admission to Weatherford College;
- 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.

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 Affairs 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. 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.

NEW STUDENT ADMISSION

Beginning students are admitted under the following conditions:
• by high school graduation. Official transcripts may be mailed directly to Student Affairs by the high school or homeschool, or hand-delivered by the student before classes start.
• by the General Education Development Credential (GED).
• by tests approved by the U.S. Department of Education for “Ability to Benefit” requirement if receiving federal financial aid. Applicant must be at least 18 years old and have a passing score no more than “one standard deviation below the mean” of the test.
• 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 Affairs Office by the institution. Transcripts from the colleges attended must either be on file at Weatherford College or an unofficial copy hand-carried for temporary admission until the start of the next registration period. To be eligible to register for the next session, the official transcript(s) must be on file. If the student hand-carries a transcript, it must be in a sealed envelope and must bear the issuing college’s seal to be official. Students who are in good standing at the previous college will be admitted unconditionally at Weatherford College. Students on probation from other institutions will be treated the same as continuing Weatherford College students on probation. Students on academic suspension with two or more semesters of attendance at another college will not be admitted. Students on disciplinary suspension will not be admitted.
• Transfer students will be advised regarding the number of transferable credits.
• Credits from foreign 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.

Below are the basic requirements for admission for all non-resident students (i.e. visas for F, J, H, etc…):

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:

   - **TOEFL Exam**: Internet-based 71 or higher; Paper-based 525 or higher
   - **IELTS Exam**: Overall Band of 5.5 or higher
   - **INTENSIVE ENGLISH PROGRAM**: Completion of the final level of an approved Intensive English Program.
   - **GRADUATION FROM ENGLISH-SPEAKING COUNTRY**: Graduated with a degree from an accredited school in an English-speaking country (*See country list below).

*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).
The state of Texas requires that each student complete the Texas Success Initiative (TSI) to ensure that all new-to-college students are provided

(1) Assessment of this readiness for freshman-level academic coursework and
(2) Advisement and education support necessary to assist students who are not ready to enroll in academic coursework.

TSI is designed to measure competency in reading, writing, and mathematics and to indicate the need for remedial work to address deficiencies. Many transfer students also may have to meet the TSI requirements. State-approved tests are available on campus through the Testing Center (either THEA or COMPASS).

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.

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. Compass, THEA or Accuplacer exam scores.
   b. Completion of an approved Intensive English Language Program (NOTE: Placement testing will be required).
   c. Earned a grade of “C” or higher in each of the three skills areas (Reading, Writing & Math).

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

INTERNATIONAL STUDENT REINSTATEMENT
The Weatherford College International Office will assist an F-1 visa student who is out-of-status with Immigration and Customs Enforcement (ICE) with the reinstatement process when the international student is a WC international student from the previous semester and is in academic, financial and conduct ‘good standing’. Any other student requesting reinstatement must file via the WC International
EntRanCE REquIREMEnTS
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 (e-mail or letter).

IMMunIzATIOn rEquIrEMEnTS/TuBERCuLOSSIS TESTING
Prior to enrollment, all international students (freshman and transfer) must provide a copy of a negative TB skin test performed in the U.S., or if the skin test is positive, documentation of negative chest x-ray. All records must include the dates and results of the tests. Prior vaccination with GCG does not exempt the student from this testing requirement.

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 Compass, THEA, and Quick THEA assessments in the Weatherford College Testing Center. For information concerning dates and times of assessment testing please contact the Weatherford College Testing Center.

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

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

Completion of TSI requirements (a passing score on all three sections of an approved assessment exam or completion of the highest level of remediation) must be satisfied before the completion of an associate’s degree or level II certificate.

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

The THEA or alternative assessment is not used for admission into Weatherford College. However, students required to take the test will not be registered for classes without a prior 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 THEA assessment are required to follow specific guidelines. Exemptions will be made for exceptional scores on the SAT, ACT, or TAKS test; students enrolled in private or out-of-state university degree programs; students serving on active duty
as members of the U.S. armed forces, the Texas National Guard, or a reserve component of the U.S. and have been serving for at least three years preceding enrollment; students who, on or after August 1, 1990, were honorably discharged, retired or released from active duty as members of the U.S. armed forces, the Texas National Guard, or a reserve component of the U.S.; and students who have graduated with an associate or baccalaureate degree. Contact the director of admissions or director of advising with questions.

QUALIFYING SCORES FOR PLACEMENT TESTING

ACT – Composite score of 23 with at least 19 each on English and math.
SAT – Composite score of 1070 with at least 500 each on critical reading and math.
TAKS – 2200* math and and/or 2200 writing with subscore of 3 on English Language Arts**

* Students must score above a 2300 on the TAKS MATH to meet the prerequisite for MATH 1314 (College Algebra)
**11th grade TAKS scores only.

ADMISSION TO ALLIED HEALTH PROGRAMS/NURSING PROGRAM

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

Programs/Marketable Skills Certificates requiring separate application include Associate Degree Nursing, Diagnostic Medical Sonography, Radiologic Technology, Respiratory Care, Plebotomy, and Vocational Nursing.

ENGLISH PROFICIENCY PROCEDURE
(Effective November 1, 2009)

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

Applicants from the following list of countries with majority English speaking populations are excluded from this procedure: Anguilla, Antigua & Barbuda, Ascension, Australia, Bahamas, Barbados, Belize, Bermuda, 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 Services (ETS) before the last day of the specific application period for the appropriate allied health program.  

2. An associate degree or baccalaureate degree from a regionally accredited U.S. college or university.

3. 4 years of study at and a diploma from a U.S. high school.

Applicants whose native language* (as defined below) is not English must provide proof of English proficiency prior to application deadline in any allied health/nursing program that includes clinical/practicum-type course work. Proof will constitute the college receiving official TOEFL iBT or official transcripts as listed above.

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

English as an official language (language that is used on official documents, spoken on radio & television, included in a nation’s constitution) does not exempt the applicant from the language proficiency requirement.

Copies of GED scores and/or TOEFL scores without the speaking skills score will not be accepted as proof of spoken English proficiency.

National Council on the Evaluation of Foreign Educational Credentials U.S. equivalence awards will not be accepted as proof of spoken English proficiency.

U.S. citizenship by naturalization process will not be accepted as proof of spoken English proficiency.

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

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

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## Tuition and Fees

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**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.
ADDITIIONAL 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 Test .......................................................... $25
CLEP Administration Fee ........................................ $15
COMPASS Test ....................................................... $25
GED Test ................................................................. $70
GED Retest - Per Test ................................................ $10
IC3 Test .................................................................. $30
MOS Test ................................................................ $80
NET Test ................................................................. $25
PROCTOR Fee .......................................................... $25
QUICK THEA Administration Fee ......................... $10
State Fire Certification ............................................. $85
TEAS Test ............................................................... $35
TCLEOSE Test ........................................................ $25

OTHER FEES
Coyote Card Replacement Fee ................................ $25
International Processing Fee .................................. $50
Late Registration Fee ............................................. $50
Reinstatement Fee ................................................ $50
Return Check Service Charge ................................ $25
Teacher Certification Application Fee ..................... $50

LABORATORY FEES
ACCT $24 2401, 2402
ACNT $24 1311
AGCR $24 1307
AGEQ $24 1301, 1311, 1315, 1319, 1350, 2311
AGRI $24 1309, 1407, 1415, 1419, 2301, 2303, 2304, 2313, 2321
ANTH $24 2401
ARTA $24 1413, 2413
ARTS $24 1311, 1312, 1316, 1317, 2316, 2317, 2323, 2324, 2331, 2332
BCIS $24 1405
BIOL $24 1406, 1407, 1408, 1409, 1411, 1413, 2401, 2402, 2406, 2421
CHEM $24 1411, 1412, 2423, 2425
COMM $24 1318, 1319, 1336, 2324, 2325
COSC $24 1401
CPMT $24 1405
CSME $24 1401, 1405, 1434, 1435, 1451, 1543, 1547, 1553, 2240, 2241, 2310, 2343, 2414, 2415, 2444, 2501
DEVV $24 0100, 0301, 0302
DEWV $24 0100, 0301, 0302
DMSO $24 1110, 1302, 1351, 1441, 2130, 2243, 2405
DRAM $24 1120, 1121, 1330, 1341, 1342, 1351, 1352, 2120, 2121, 2331, 2351
DSAE $24 1303, 1440, 2335, 2404
DSVT $24 1300, 2335, 2462
EMSP $24 1438, 1455, 1456, 1501, 2243, 2330, 2434, 2544
FIRS $24 1301, 1313, 1319, 1323, 1329, 1407, 1433, 2344
FIRT $24 1301, 1303, 1305, 1307, 1309, 1315, 1319, 1329, 1334, 1334, 1349, 1353, 1433, 2288, 2309, 2331, 2333
FORS $24 2440, 2450, 2460
FREN $24 1411, 1412
GAME $24 1294, 1302, 1303, 1304, 1409, 2308, 2342
GEOL  $24  1403, 1404, 1447  
HPRS  $24  1206, 2300  
IMED  $24  1416  
INEW  $24  2434  
ITCC  $24  1401, 1404, 2408, 2410  
ITNW  $24  1416, 1425, 1453  
ITSC  $24  1491, 2421  
ITSE  $24  1407, 1411, 1431, 2409, 2413, 2417, 2431, 2447, 2449  
ITSW  $24  1410, 1491, 2437  
ITSY  $24  1442  
KINE  $24  1100, 1101, 1102, 1104, 1105, 1106, 1107, 1108, 1109, 1110, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 1121, 1122, 1123, 1129, 1130, 1131, 1134, 1135, 1136, 1140, 1150, 1151, 1152, 1214, 1251, 1252, 1301, 1304, 1306, 1308, 1321, 1322, 1336, 2100, 2101, 2104, 2105, 2106, 2107, 2109, 2110, 2111, 2112, 2113, 2116, 2117, 2118, 2121, 2122, 2123, 2129, 2130, 2131, 2134, 2135, 2140, 2150, 2151, 2155, 2156, 2251, 2255, 2356  
MATH  $24  0301, 0302, 0303, 1325, 1351  
PHYS  $24  1401, 1402, 1403, 1404, 1411, 1412, 1415, 1417, 2425, 2426  
PLAB  $24  1323  
POFI  $24  1449, 2331, 2401, 2440  
POFM  $24  1331, 2313  
POFT  $24  1120, 1309, 1313, 1325, 1429, 2312, 2401  
RADR  $24  1313, 1409, 1411, 2305, 2331, 2335, 2401  
RNSG  $24  1161,1205, 1215, 1244, 1251, 1260, 1301, 1327, 1341, 1343, 1360, 1413, 2201, 2331, 2463  
RSPT  $24  1160, 1201, 1410, 1411, 2139, 2231, 2353, 2355, 2358  
SPAN  $24  1411, 1412  
VNSG  $24  1360, 1361, 1362, 1400, 1423, 2331  
VTHT  $24  1341, 1401, 1413, 2301, 2305, 2321, 2323, 2325  

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 and Wise County. Students may view a copy of the brochure or download one from Campus Connect at www.wc.edu.

LATE REGISTRATION FEE

A $50 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. A check covering all refunds due will be mailed to the address on file with the Student Services Office.

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

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

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<thead>
<tr>
<th>Length of Class</th>
<th>Last day for 70 percent refund</th>
<th>Last day for 25 percent refund</th>
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<td>16 or longer</td>
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Note: Federal financial aid recipients who withdraw from all classes may be required to repay some or all of the financial aid received during the term per federal regulations. Students should contact the Financial Aid Office for additional information prior to withdrawing from classes.
1. Coordinating Board approved semester-length courses for which semester credit hours are awarded:
   During the fall or spring semester or comparable trimester:
   • 100% is refunded prior to the first class day
   • during the first fifteen semester class days, 70%
   • during the sixteenth through twentieth class days, 25%
   • after the twentieth class day, none
   Six-week summer semester:
   • 100% is refunded prior to the first class day
   • during the first five class days, 70%
   • during the sixth and seventh class days, 25%
   • after the seventh class day, none

2. For non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester):
   • prior to the first class day, 100 percent
   • after classes begin (See ‘Drops and Withdrawals’ schedule)

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

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

TUITION REBATES
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 associate degree. Students desiring to qualify for tuition rebates are solely responsible for enrolling only in classes that will qualify them for the rebates. Students should make decisions early concerning a major and four-year university.

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

SENIOR CITIZEN TUITION POLICY (65 OR OLDER) – This benefit is offered on a space-available basis.
• Senior citizens auditing classes will receive an exemption for all tuition and fees, regardless of the number of hours taken.
• Senior citizens taking classes for credit may receive an exemption for tuition only for up to six hours per semester.
• Senior citizens taking classes in Continuing Education will receive an exemption for tuition only on select classes.
CONCURRENT REGISTRATION – If a student is currently enrolled in another state-supported institution of higher learning in Texas, he/she should check with the Business Office for possible tuition adjustments.

BOOKSTORE REFUND POLICIES

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

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

Book Buyback Policy
• Textbooks will be bought back during the week of final exams each semester (see the Academic Calendar for exact dates).
• Textbooks must be in re-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.
FINANCIAL AID

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

Required application and accompanying documents must be submitted no later than June 23, 2011 for the fall semester, November 18, 2011 for the spring semester, and April 15, 2012 for the summer semester. Failure to meet the application deadlines could result in a delay in receiving financial assistance.

**TYPES OF 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.
TOWARDS EXCELLENCE, ACCESS AND SUCCESS (TEXAS GRANT):
The Texas Legislature has established a grant to provide assistance to very needy students who are Texas residents, and who have graduated from a public or accredited private high school in Texas on the recommended or advanced high school curriculum or its equivalent. Students must be able to certify that they have not been convicted of a felony or a crime involving a controlled substance. Students must be eligible and receive this grant within 16 months of high school graduation or they forfeit all future eligibility. Additional information is available in the Financial Aid Office.

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 must 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. Documentation received after census day will not be honored. Additional information about these programs is available from the Financial Aid Office or online at www.collegeforallt texans.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.
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. Summer evaluations are done upon student request.

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:

| Hours Attempted | 23 | 22 | 21 | 20 | 19 | 18 | 17 | 16 | 15 | 14 | 13 | 12 | 11 | 10 | 9  | 8  | 7  | 6  | 5  | 4  | 3  | 2  | 1  |
|-----------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Must Complete   | 18 | 17 | 16 | 15 | 14 | 13 | 12 | 11 | 10 | 9  | 8  | 7  | 6  | 4  | 3  | 2  | 1  |    |    |    |    |    |    |    |
| Enrollment Status| Full | Full | Full | Full | Full | Full | Full | Full | Full | Full | ¾  | ¾  | ¾  | ¾  | ¾  | ½  | ½  | ½  | <½ | <½ | <½ | <½ | <½ |

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 within the following long semester, or it becomes a grade of W.

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 95 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 (95 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 petition the Financial Aid Committee to consider any mitigating circumstances. An appeal form is available on the WC Financial Aid website under Forms. The student’s appeal must be in writing, and supporting documentation regarding special circumstances must be provided. The appeal form, including all documentation, must be returned to the Financial Aid Office within 30 days of notification to be considered for appealed semester. Otherwise, appeal could be rolled for next semester.

Students cannot submit an appeal for a semester that has already been completed. For example: Student is on suspension for the fall term. Student submits an appeal in January for the spring term as well as the previous fall term. The previous fall term will not be allowed for the appeal.

The student will receive notification of appeal decision within six 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 three times during their academic history at Weatherford College. There is one exception to this rule. 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.

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 GRANT I PROGRAM
For the initial year of TEXAS grant eligibility, a student must meet the Standards of Academic Progress as described for federal financial aid programs. To remain eligible for the TEXAS grant after the initial year of eligibility, a student must maintain a 2.5 financial aid grade point average on a scale of 4.0. Financial aid GPA includes all attempted hours, even those that a student has withdrawn from. “W’s” will count like “F’s” in GPA calculation for this program. Students must also complete 75% of all hours attempted in each semester. This means that if, for example, a student is enrolled in 12 hours, that student must successfully complete at least 9 of those hours to remain eligible for TEXAS grant funds.
There is NO appeal process for being suspended from the TEXAS grant program. A student may regain eligibility in semesters subsequent to the suspended semester at his or her own expense. However, the time lost without TEXAS grant funding will STILL COUNT TOWARD THE CUMULATIVE 6-YEAR TIME FRAME THAT THE GRANT CAN BE RECEIVED.

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
Texas B-On-Time loan standards of academic progress are the same as TEXAS Grant I program.

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

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

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

**WC FOUNDATION SCHOLARSHIPS**

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

**PROJECT OPPORTUNITY SCHOLARSHIP PROGRAM**

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

**APPLYING FOR SCHOLARSHIPS**

An online scholarship application is available at www.wc.edu/finaid. The deadline for applying for scholarships for the Fall 2010 and Spring 2011 year is April 1, 2010. For more information on available scholarships and application deadlines, contact the Financial Aid Office. To apply for a WC Foundation scholarship, contact the Financial Aid Office.

**STANDARDS OF PROGRESS FOR WC FOUNDATION SCHOLARSHIPS**

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

**STANDARDS OF PROGRESS FOR PERFORMING SCHOLARSHIPS**

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

The following are minimum credit hours that a student must earn and pass to remain eligible for scholarships:

- 12 semester hours at the end of the first semester
- 24 semester hours at the end of the second semester
- 36 semester hours at the end of the third semester
- 48 semester hours at the end of the fourth semester

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

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

Ellen Arrondozo Scholarship
For deserving WC students.

Ex-Students Scholarship
Established through the generosity of members of the WC Ex-Students Association. For deserving students.

Ezelle Ashworth Scholarship
Established in 2007 by the estate of Ezelle Ashworth. For deserving students.

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

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

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

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

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

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

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

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

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

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

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

Jean Bryan Scholarship
Established in 2007 by the WC Foundation to honor Jean Bryan, WC Board of Trustees member and winner of the 2006-07 Carlos Hartnett Award. For deserving students.
Dr. Noel Bryan Veterinary Scholarship
Established in 2001 by Dr. Noel and Mrs. Jean Bryan to assist pre-veterinary students at Weatherford College.

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

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

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

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

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

Jim Coody Memorial Scholarship
Established in 1980 in memory of Jim Coody, son of Bill and Sue Coody, instructors at Weatherford College, to assist a first-semester sophomore student majoring in pre-law or political science.

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

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

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

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

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

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

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

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

M.S. and Meek Lane Doss Endowed Scholarship
Established in 2003 by The M.S. Doss Foundation, Inc. to benefit students with financial need, with a preference for graduates of West Texas high schools, west of a line from Wichita Falls to Laredo, or Southeastern New Mexico.
Jerry Durant Scholarship
Established in 2001 by the WC Foundation to honor Jerry Durant, former WC trustee and winner of the 2001 Carlos Hartnett Award.

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

James Emanuel Scholarship
Established by Mr. and Mrs. James R. Emanuel to assist deserving students.

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

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

Myrtle Hart Forrest Scholarship
Established in 2001 by Bettie Harbin Cline to honor her great aunt, Myrtle Hart Forrest. The scholarship assists non-traditional female students.

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

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

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

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

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

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

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

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

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

Jack Harvey Memorial Scholarship
For deserving WC students.

Mr. and Mrs. R. B. Hood Memorial Scholarship Fund
Established by Cornelia Hood in memory of her parents, R. B. (Bartow) Hood and Prince Cocke Hood, to assist deserving students.

Josephine T. Hudson Scholarship
Established in 2005 by the estate of Josephine T. Hudson to assist deserving students.
Dave Jackson Memorial Paramedicine Scholarship
Established in 2003 by the North Central Texas Trauma Regional Advisory Council in memory of former WC instructor Dave Jackson. For deserving Paramedicine students.

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

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

Eddie Kidd Scholarship
Established in 2008. For deserving students.

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

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

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

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

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

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

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

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

Mary Crownover Martin Memorial Scholarship Fund
Established in 1983 by Jack Martin in memory of his wife, Mary Crownover Martin, to assist a deserving student majoring in art.

Robert H. McDaniel Memorial Scholarship Fund
Established in 1990 by Carol Riddle McDaniel and friends in memory of her husband, Robert H. McDaniel.

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

Robert “Bob” Lee McMahon Memorial Scholarship Fund
Established in 2000 by the estate of Robert “Bob” McMahon to assist deserving students.
Dr. E. W. Mince Presidential Scholarship
Established in 1989 by Marie Mince and her daughters to honor Dr. E. W. Mince, then president of Weatherford College. The scholarship assists students majoring in a business field.

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

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

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

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

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

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

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

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

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

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

San Antonio Livestock Exposition Trust
Established by the San Antonio Livestock Exposition (SALE) to honor Tom Bell, an ex-student of Weatherford College to assist deserving agriculture majors who plan to work in the field.

Shirley Whaley Sanders & George and Mae Hattanbach Scholarship
Established in 1998 by the estate of Shirley Sanders to assist deserving students.

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

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

John Robert Scott Memorial Scholarship
Established in 1979 by Grimes and Garnett Scott in memory of their son to assist deserving students with a preference to mathematics or science majors.
Phil and Georgianne Simmons Scholarship
Established in 2010 by Georgianne Simmons in honor of her late husband, Phil. For deserving students.

Joyce Carr Sosebee Scholarship
For deserving WC students.

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

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

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

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

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

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

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

Gabe T. Vick Memorial Scholarship
Established in 2001 by the WC Foundation, Inc., in memory of Gabe T. Vick to assist deserving students.

Bill Vincent Scholarship
Established in 2007 by Kay Vincent in honor of Bill Vincent, a former member of the WC Board of Trustees. For students in health care fields from Parker, Palo Pinto or Hood counties.

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

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

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

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

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

James M. Whitsett Memorial Scholarship
Established in 1983 by May Belle Whitsett in memory of her brother, James Morris Whitsett, a 1924 graduate of Weatherford College.
Mac Wiggs Scholarship  
Established in 2007 by Laura and Bruce Wiggs in memory of Mac Wiggs. For deserving students.

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

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

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

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

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

ANNUAL SCHOLARSHIPS
Adams Leadership Scholarship  
Danny and Tina Boitnott Upward Bound Scholarship  
Bush Legacy Republican Women Scholarship  
Campbell Health System Auxiliary Scholarship  
Craig Crawford Scholarship  
Dr. Kevin and Sheila Eaton Scholarship  
Michael Feely Memorial Scholarship  
First Generation Scholarship  
Sandy L. Goss Memorial Scholarship  
Ted Hartness Scholarship  
James and Imogene Hatley Scholarship  
Heritage Scholarship  
Johnson Controls Scholarship  
Woodrow W. Lamkin Scholarship  
Kaye and Frank Martin Scholarship  
Earl Morris Leadership Scholarship  
L.D. “Bill” Murray Scholarship  
Parker County Law Enforcement Association Scholarship  
Parker County Master Gardeners Scholarship  
Parker County Women’s and Newcomers Club Scholarship  
Alfred Prentice Respiratory Care Scholarship  
Dub Riddle Memorial Scholarship  
Southwest Ford Scholarship  
Students Seeking Success Scholarship  
George and Louise Tate Memorial Scholarship  
Tech Prep Scholarship  
Texas Business Women of Parker County Scholarship  
The Bank of Weatherford Scholarship
Weatherford College Wise County Scholarship
Weatherford Music Society Scholarship
Weatherford Optimist Club Scholarship
Dr. Mike and Avalon White Scholarship
Dr. Steven Wood Scholarship
Gail Wright Respiratory Care Scholarship
Zonta Club of Parker County Scholarship

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

ADDITIONAL FINANCIAL AID

VETERANS

Weatherford College is approved for veterans education benefits by the Texas Veterans Commission. 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.
The Weatherford College Foundation, Inc. is charged with administering a wide range of funds and endowments which provide scholarships for qualifying students. Those interested in establishing scholarships at Weatherford College may contact Brent Baker, Vice President of Institutional Advancement, at 817-598-6275.
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ACADEMIC INTEGRITY

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

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

CLARIFICATION OF TERMINOLOGY

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

• “Misrepresenting facts” to the College or an agent of the College includes, but is not limited to, providing false grades or resumes, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment to obtain an academic or financial benefit for oneself or another individual, or providing false or misleading information in an effort to injure another student academically or financially.

ACADEMIC INTEGRITY VIOLATION RESPONSE PROCESS

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

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

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

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

ACCESS TO STUDENT RECORDS

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

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

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

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

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

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

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

The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605
(202) 260-3887 - Phone
(202) 260-9001 - Fax
ALCOHOL AND DRUG POLICY STATEMENT

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

ALCOHOL AND DRUG POLICY

The use of intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas; provided, however, that with the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution. State law shall be strictly enforced at all times on all property controlled by the 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 (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:

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

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

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

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the District’s policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
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 student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or to complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the instructor of the date(s) of the absence (College Policy) (FBC-legal). The notice shall be in writing and shall be delivered by the student personally to the instructor of each class, with receipt of the notice acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor of each class. 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)

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 Affairs Office of this change immediately. Any communication from the college mailed to the name and address on record is considered to have been properly delivered.

CLASSIFICATION OF STUDENTS

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

**COURSE CANCELLATIONS**

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

**CREDIT BY EXAMINATION**

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

**College Level Examination Program (CLEP)**

Qualifying CLEP scores:

<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>Required Score</th>
<th>Hours of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>50</td>
<td>3 GOVT 2302</td>
</tr>
<tr>
<td>History of the US I to 1877</td>
<td>50</td>
<td>3 HIST 1301</td>
</tr>
<tr>
<td>History of the US II 1877 - Present</td>
<td>50</td>
<td>3 HIST 1302</td>
</tr>
<tr>
<td>Calculus</td>
<td>50/60</td>
<td>4/8 MATH 2413/2414</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>3 MATH 1314</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>3 ENGL 1301</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>50/60</td>
<td>4/8 SPAN 1411/1412</td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td>4 COSC 1400</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>3 ENGL 2321</td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>4 BIOL 1408</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50/60</td>
<td>4/8 CHEM 1411/1412</td>
</tr>
<tr>
<td>Intro to Psychology</td>
<td>50</td>
<td>3 PSYC 2301</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>3 PSYC 2314</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>50</td>
<td>4 ACCT 2401</td>
</tr>
<tr>
<td>Introduction to Business Law</td>
<td>50</td>
<td>3 BUSI 2301 or 2302</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>3 ECON 2301</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>3 ECON 2302</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>50</td>
<td>3 SOCI 1301</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 Director of Admissions or Registrar.

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Required Score</th>
<th>Hours of Credit</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>Environmental Biology</td>
<td>3/3</td>
<td>BIOL 2306</td>
</tr>
<tr>
<td>General Chemistry I</td>
<td>3/4</td>
<td>CHEM 1411</td>
</tr>
<tr>
<td>Microcomputer Applications</td>
<td>3/3</td>
<td>BCIS 1415</td>
</tr>
<tr>
<td>Introduction to Computing</td>
<td>3/4</td>
<td>COSC 1401</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>Composition I</td>
<td>3/3</td>
<td>ENGL 1301</td>
</tr>
<tr>
<td>World Literature (1 semester course)</td>
<td>3/3</td>
<td>ENGL 2331</td>
</tr>
<tr>
<td>Beginning French I</td>
<td>3/4</td>
<td>FREN 1411</td>
</tr>
<tr>
<td>Intermediate French I</td>
<td>3/3</td>
<td>FREN 2311</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>3/3</td>
<td>HIST 1301</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>3/4</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>Beginning Spanish I</td>
<td>3/4</td>
<td>SPAN 1411</td>
</tr>
<tr>
<td>Intermediate Spanish I</td>
<td>3/3</td>
<td>SPAN 2311</td>
</tr>
</tbody>
</table>

International Baccalaureate Diploma Program Credit

Entering freshmen students who have successfully completed the International Baccalaureate Degree (IBD) Program with a minimum score of 4 points in all subject areas will be awarded twenty-four semester credit hours in specific courses determined to be equivalent to the IBD courses for which credit was received. Students who did not satisfy all requirements of the Diploma Program, or who elected to take fewer than the six subjects required for the diploma may be awarded individual course credit according to instructional departmental recommendations. Credits awarded for selected Weatherford College courses may require a higher than minimum IBD passing exam score.
A student must submit an official transcript of IBD test results to the Office of Student Services at least two weeks prior to the first day of classes for transcript evaluation and advising. The student will be notified by the designated admissions officer of specific course credit for which the student is eligible upon completion of the IBD transcript evaluation. IBD course credit will be transcripted with a designation of CR after the applicant completes registration and enrollment, and after the official count day of the first semester of attendance at Weatherford College.

<table>
<thead>
<tr>
<th>IBDP</th>
<th>Required Score</th>
<th>Hours of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Literature (1 semester course)</td>
<td>2A/4/3</td>
<td>ENGL 2326</td>
</tr>
<tr>
<td>American Literature I (1st sem;2 sem seq)</td>
<td>2A/4/3</td>
<td>ENGL 2327</td>
</tr>
<tr>
<td>American Literature II (2nd sem;2 sem seq)</td>
<td>2A/6/3</td>
<td>ENGL 2328</td>
</tr>
<tr>
<td>Art Appreciation</td>
<td>6/4/3</td>
<td>ARTS 1301</td>
</tr>
<tr>
<td>Beginning French II</td>
<td>1 or 2B/6/3</td>
<td>FREN 1412</td>
</tr>
<tr>
<td>Beginning Spanish I</td>
<td>1 or 2B/4/3</td>
<td>SPAN 1411</td>
</tr>
<tr>
<td>Beginning Spanish II</td>
<td>1 or 2B/6/3</td>
<td>SPAN 1412</td>
</tr>
<tr>
<td>Biology for Science Majors I</td>
<td>4/4/4</td>
<td>BIOL 1406</td>
</tr>
<tr>
<td>Biology for Science Majors II</td>
<td>4/6/4</td>
<td>BIOL 1407</td>
</tr>
<tr>
<td>British Literature (1 semester course)</td>
<td>2A/4/3</td>
<td>ENGL 2321</td>
</tr>
<tr>
<td>British Literature I (1st sem;2 sem seq)</td>
<td>2A/4/3</td>
<td>ENGL 2322</td>
</tr>
<tr>
<td>British Literature II (2nd sem;2 sem seq)</td>
<td>2A/6/3</td>
<td>ENGL 2323</td>
</tr>
<tr>
<td>Business Principles</td>
<td>3/4/3</td>
<td>BUSI 1301</td>
</tr>
<tr>
<td>College Physics I</td>
<td>4/4/4</td>
<td>PHYS 1401</td>
</tr>
<tr>
<td>College Physics II</td>
<td>4/6/4</td>
<td>PHYS 1402</td>
</tr>
<tr>
<td>Composition I</td>
<td>1 or 2B/4/3</td>
<td>ENGL 1301</td>
</tr>
<tr>
<td>Composition II</td>
<td>1 or 2B/6/3</td>
<td>ENGL 1302</td>
</tr>
<tr>
<td>Contemporary Mathematics I</td>
<td>5/4/3</td>
<td>MATH 1332</td>
</tr>
<tr>
<td>Cultural Anthropology</td>
<td>3/4/3</td>
<td>ANTH 2351</td>
</tr>
<tr>
<td>Environmental Biology</td>
<td>4/4/4</td>
<td>BIOL 2306</td>
</tr>
<tr>
<td>Fine Arts Appreciation</td>
<td>6/4/3</td>
<td>HUMA 1315</td>
</tr>
<tr>
<td>Forms of Literature (1 semester course)</td>
<td>2A/4/3</td>
<td>ENGL 2341</td>
</tr>
<tr>
<td>General Anthropology</td>
<td>3/4/3</td>
<td>ANTH 2346</td>
</tr>
<tr>
<td>General Chemistry I</td>
<td>4/4/4</td>
<td>CHEM 1411</td>
</tr>
<tr>
<td>General Chemistry II</td>
<td>4/6/4</td>
<td>CHEM 1412</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3/4/3</td>
<td>PSYC 2301</td>
</tr>
<tr>
<td>Intermediate French I</td>
<td>2A/4/3</td>
<td>FREN 2311</td>
</tr>
<tr>
<td>Intermediate French II</td>
<td>2A/6/3</td>
<td>FREN 2312</td>
</tr>
<tr>
<td>Intermediate Spanish I</td>
<td>2A/4/3</td>
<td>SPAN 2311</td>
</tr>
<tr>
<td>Intermediate Spanish II</td>
<td>2A/6/3</td>
<td>SPAN 2312</td>
</tr>
<tr>
<td>Introduction to Computing</td>
<td>5/6/4</td>
<td>COSC 1401</td>
</tr>
<tr>
<td>Introduction to Philosophy</td>
<td>3/4/3</td>
<td>PHIL 1301</td>
</tr>
<tr>
<td>Introduction to Theater</td>
<td>6/4/3</td>
<td>DRAM 1310</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>3/4/3</td>
<td>SOCI 1301</td>
</tr>
<tr>
<td>Microcomputer Applications</td>
<td>5/4/3</td>
<td>BCIS 1415</td>
</tr>
<tr>
<td>Music Appreciation</td>
<td>6/4/3</td>
<td>MUSI 1306</td>
</tr>
<tr>
<td>Physical Science I</td>
<td>4/4/4</td>
<td>PHYS 1415</td>
</tr>
<tr>
<td>Physical Science II</td>
<td>4/6/4</td>
<td>PHYS 1417</td>
</tr>
</tbody>
</table>
Principles of Macroeconomics 3/4/3 ECON 2301
Principles of Microeconomics 3/6/3 ECON 2302
Western Civilization I 3/4/3 HIST 2311
Western Civilization II 3/6/3 HIST 2312
World Literature (1 semester course) 2A/4/3 ENGL 2331
World Literature I (1st sem; 2 sem seq) 2A/4/3 ENGL 2332
World Literature II (2nd sem; 2 sem seq) 2A/6/3 ENGL 2333
World Regional Geography 3/4/3 GEOG 1303

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

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

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

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.

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 Affairs or Education Centers;
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.

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 first class day of each semester, 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 Student Affairs Office or Education Centers, 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 either 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 for the finals schedule, or pick up a final exam schedule in the Student Services Office.

FREEDOM FROM DISCRIMINATION, HARASSMENT, & RETALIATION

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

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

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:
1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
3. Otherwise adversely affects the student’s educational opportunities.

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

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

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

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

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

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Physical contact not reasonably construed as sexual in nature is not sexual harassment.

The College District prohibits retaliation against a student alleged to have experienced discrimination or harassment or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College District investigation regarding discrimination or harassment is subject to appropriate discipline.

Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student’s performance in the classroom.

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

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should
immediately report the alleged acts to an instructor, counselor, administrator, or other College District employee.

Alternatively, a student may report prohibited conduct directly to one of the College District officials below.

For the purposes of this policy, College District officials are the ADA/Section 504 coordinator, the Title IX coordinator, and the College President.

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

Name: Ralinda Stone  
Position: Human Resources Director  
Address: 225 College Park Drive, Weatherford, TX 76086  
Telephone: (817) 598-6276

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

Name: Kathy Bassham  
Position: Dean of Enrollment Management  
Address: 225 College Park Drive, Weatherford, TX 76086  
Telephone: (817) 598-6427

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

Name: Dr. Kevin Eaton  
Position: President  
Address: 225 College Park Drive, Weatherford, TX 76086  
Telephone: (817) 594-5471

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

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

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

Any college district employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed above and take any other steps required by this policy.
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 - CLEP or other credit
   (See Credit by Examination for more information)
I - Incomplete
   (See Incomplete Grades for more information)
P - Passed
Q - Withdrawn or dropped from continuing education course
S - Satisfactory
U - Unsatisfactory
EW - Enforced Withdrawal
W - Withdrawn or dropped from college with no academic penalty
   (See Drops and Withdrawals for more information)
X - Audit

GRADE REPORTS

Grade reports are available online at the end of each semester on the Campus Connect student information system. Campus Connect may be accessed through the Weatherford College homepage at www.wc.edu.

GRADE DISPUTES

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

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

The Student Affairs Office maintains the student permanent record and transcript. If an individual feels that there is a record error, he/she should file a Record Dispute Form in the Student Affairs Office no later than one calendar year from the date of the record in question. Questions regarding individual grades or how they are calculated should be directed to the course instructor.
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,” “X,” “EW,” and “P” do not affect the grade point average. The following schedule of grade points is used in computing GPA:

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

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

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 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.
• Employment must have commenced within twelve months of graduation.
• The employer must certify in writing that the employee is lacking entry-level skills identified by Weatherford College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate’s initial employment.
• The employer, graduate, division dean, job placement counselor, and an appropriate faculty member will develop a written educational plan for retraining.
• Retraining will be limited to twelve credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
• All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
• The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
• The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
HONOR GRADUATES
Students who meet the requirements for graduation will be deemed honor graduates if they have no grades lower than “C” and have an exceptional grade point average (3.5 grade point average or better) on all hours presented for graduation. To be eligible for Honor Graduate status, a student must have completed a minimum of thirty semester hours at Weatherford College. Highest honor graduates in Associate in Arts, Associate in Science, and Associate of Applied Science are recognized at commencement.

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

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

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

SCHOLASTIC PROBATION AND ACADEMIC SUSPENSION

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

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

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

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

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

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

SEMESTER LOAD OF CLASSES

Students are permitted to earn approximately one-fourth of the semester hour requirement for a two-year degree during a long semester. The normal load for summer work is two academic courses per six-week term. In some cases the vice president of student affairs or the dean of enrollment management may grant permission for an additional course. In a mini term, the maximum load is one course, no exceptions.

SEXUAL HARASSMENT

Weatherford College forbids employee conduct constituting sexual harassment of students. The college forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student. For more information refer to the student handbook or contact the human resources director at 817-598-6276.

SIX-DROP LIMIT

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

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

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

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

SOCIAL SECURITY DISCLOSURE

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

STANDARDS OF PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

- A minimum 1.5 GPA is needed in the first semester or summer session for students receiving Veterans Administration benefits. Students with less than a 1.5 GPA on their first semester or summer session will be on veterans aid probation for the following long semester or summer session.
- Students are required thereafter to earn a 2.0 GPA on all work attempted in the following semester or a cumulative 2.0 GPA to maintain satisfactory progress. Students earning below any of these standards will be placed on veterans aid probation for the following long semester or summer session.
- Students on veterans aid probation must earn a 2.0 GPA in the next long semester or summer session or a cumulative 2.0 GPA in order to be removed from veteran’s aid probation. A veteran must be enrolled at least half-time to be removed from probation.
- Failure to achieve 2.0 GPA places a student on veterans aid suspension. Such a student is ineligible to receive VA benefits for one long semester following suspension and a report of unsatisfactory progress is sent to the Veterans Administration.
- Counseling by the veterans coordinator is required to reinstate VA benefits after suspension. The results of the session are sent to the Veterans Administration, and if unsatisfactory progress is removed, the student is placed back on veterans aid probation.
- Should the student not achieve the minimum standards a second time, the student is placed on veterans aid suspension for two long semesters. Readmission requires counseling by the veterans coordinator and an interview with the Academic Standards Committee at Weatherford College, with the results being sent to the Veterans Administration.
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 schedules, the catalog, and on the Weatherford College website, www.wc.edu
- General information about Weatherford College available in schedules, 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 Affairs office
- Equity in athletics information about student athletes is available on the website and the hardcopy form is available in the Student Affairs Office*
- The Jeanne Cleary Crime Statistics report is available on the Weatherford College website and the hard copy form is in the Student Affairs Office and the Campus Police Department**
- Family Education Rights and Privacy Act (FERPA) information is located in the WC Catalog and on the website, www.wc.edu.

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT CONDUCT

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

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

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

Any student suspended or expelled under this policy may appeal the ruling before the Student Appeals Committee. If dissatisfied with the ruling of the appeals committee, the student or the administrative officers of the college may appeal to the college vice president of student affairs for a disposition of the case.
An expelled student will be dropped from all classes and will receive grades that are consistent with the withdrawal policy in this catalog. The expulsion status will be reflected on the student’s transcript.

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

STUDENT DISCIPLINE POLICY

CHARGES AND HEARINGS

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

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

TYPES OF DISCIPLINARY ACTION

The Vice President of Student Affairs/designee may impose one or more of the following penalties:

1. Reprimand - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Conditional Probation - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College. Conditional probation may include social and behavioral restrictions; restitution for harm caused by misconduct of student, or specified community service. This probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
3. Suspension - Forced withdrawal from the College for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
4. Student Housing Suspension - Separation of the student from Student Housing for a defined period of time, after which the student is eligible to return. Conditions for readmissions may be specified.
5. Interim Suspension – In certain circumstances, the Vice President of Student Affairs/designee may impose a College or student housing suspension prior
to the hearing before an Appeals Committee. Interim suspension may be imposed:
   a. To ensure the safety and well being of members of the College community or preservation of College property.
   b. To ensure the student’s own physical or emotional safety and well being.
   c. If the student poses a threat of disruption or interference with the normal operations of the College.
6. Student Housing Expulsion - Permanent separation of the student from Student Housing.
7. Expulsion - Permanent forced withdrawal from the College. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.

APPEALS COMMITTEE
In cases in which the accused student disputes the facts and/or penalties upon which the charges are based as outlined in the Discipline and Penalties policy (FM Legal), such charges shall be heard and determined by the appropriate appeals committee.

The appeals committee shall be impartial and shall be designated by the Vice President of Student Affairs.

The appeals committee shall preside over a fair hearing for the student and the Institution’s administration. The student and the institution may be represented by counsel at the appeals.

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

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

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

HEARING PROCEDURE

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

EVIDENCE

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

DECISION

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

The disciplinary records and proceedings shall be kept confidential and separate from the student’s academic record. [See FJ]

PETITION TO THE PRESIDENT AND BOARD

Any student disciplined pursuant to this policy may, within 15 days of receiving notice of the appeal committee’s decision, petition in writing the College President to review the decision. The student’s petition will state with particularity why the decision is believed to be incorrect or unfair. The College President may, in its sole discretion, choose to allow oral argument on the petition.

Within 30 days of receiving the petition, the College President may act to affirm, modify, remand, or reverse the decision. If no action is taken within 60 days, the hearing committee’s decision will thereby be affirmed.

STUDENT COMPLAINTS

LEVEL 1

The College District encourages students to discuss their concerns and complaints through informal conferences with the appropriate instructor or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint form. Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level. Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint. The College District shall inform students of this policy. In this policy, the terms “complaint” and “grievance” shall have the same meaning.

This policy shall apply to all student complaints, except as provided below.

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion.
2. Complaints concerning retaliation relating to discrimination and harassment.
3. Complaints concerning disciplinary decisions.
4. Complaints concerning a commissioned peace officer who is an employee of the College District.

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

At Levels One, Two, and Three “response” shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered
or sent by U.S. Mail to the student's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline. “Days” shall mean College District business days. In calculating time lines under this policy, the day a document is filed is “day zero.” The following day is “day one.”

“Representative” shall mean any person who or organization that is designated by the student to represent the student in the complaint process. The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days’ notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District’s counsel.

The College District may be represented by counsel at any level of the process. Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness. Each party shall pay its own costs incurred in the course of the complaint. Complaints under this policy shall be submitted in writing on a form provided by the College District. Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

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

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

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

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

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

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

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

**LEVEL 2**

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

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

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

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

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

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records. If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision.

**LEVEL 3**

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

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

The Level Two record shall include:
1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.
The Level Three administrator shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Three appeal notice. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision.

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

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

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board.

LEVEL 4

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

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

The College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:
1. The Level One record.
2. The Level Two record.
3. The written response issued at Level Three and any attachments.
4. All other documents relied upon by the administration in reaching the Level Three decision.

If, at the Level Four hearing, the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing. The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law.

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

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

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

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

TRANSCRIPT REQUESTS
www.wc.edu/stsv/
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.

A student may request that a transcript be mailed. It is the responsibility of the student to provide the name of the institution or of the employer to whom the transcript is being sent, along with correct mailing information. A transcript is available by written or faxed request by the student to the Student Services Office.

An official student copy of a transcript may be given to a student, but it will be stamped “Issued to Student.” No one may pick up a transcript for another person without written consent of the owner of the transcript (Family Rights and Privacy Act–1974). Identification will be required before release of a transcript.

Transcripts must be requested in a manner that allows for the student’s handwritten signature authorizing release of information. If you are not able to do this in person at the Admissions Office, print out the transcript request form located on the college web site (www.wc.edu) and fill it out completely, including your signature. Send the form by mail or fax to:

Weatherford College
Admissions Office
225 College Park Drive
Weatherford, TX 76086
Fax: 817-598-6205

There is no charge for an official transcript.
Students should allow a period of one week for delivery of the transcript after the request has been submitted or after the close of a semester for which grades are being requested.
TSI COURSE RESTRICTIONS (TEXAS SUCCESS INITIATIVE)

Students whose THEA or other alternative test scores are below specified levels are restricted from the courses listed below. The restriction is in effect until the THEA or alternative test is retaken and the required score is presented or the required developmental courses are completed successfully.

Courses restricted by **READING** scores:

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<th>Course Code</th>
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<td>ENGL 1301</td>
<td>ENGL 2322</td>
<td>ENGL 2331</td>
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<td>ENGL 2323</td>
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<td>GOVT 2301</td>
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<td>ENGL 2327</td>
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<td>ENGL 2341</td>
<td>HIST 1301</td>
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<td>ENGL 2321</td>
<td>ENGL 2326</td>
<td>HIST 1302</td>
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Courses restricted by **WRITING** scores:

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Courses restricted by **MATH** scores:

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<td>MATH 1324</td>
<td>MATH 1332</td>
</tr>
<tr>
<td>MATH 1316</td>
<td>MATH 1325</td>
<td>MATH 1342</td>
</tr>
</tbody>
</table>

**ENFORCEMENT OF MANDATORY REMEDIATION**

Under local procedures, if a student is required by TSI to take developmental courses, the student must participate in and attend the required courses or risk receiving an Enforced Withdrawal “EW” in the required developmental course. Accordingly, Weatherford College has established the following procedure:

A student may receive an “EW” in the required developmental course after missing—

3 absences in a night developmental class, in a Friday or Saturday developmental class, or in a summer developmental class

5 absences in a day developmental class

9 absences in an accelerated class

One warning letter will be sent to the student from the Coordinator of Instructional Support. After the maximum number of absences is reached, the student is sent a suspension notification letter from the director of advising. Students should continue to attend all classes.

An eligible student who has not forfeited the right to appeal may appeal to the TSI compliance director for re-admittance 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” in the required developmental course. The grade of “EW” has the same grade point value as a “W”. All students who receive an “EW” are blocked from registration until they meet with a staff advisor. A student who receives a second “EW” in a subsequent semester can be withdrawn from all coursework in accordance with local TSI procedures. For more information regarding the developmental absence policy and TSI requirements, please visit with a staff advisor in the office of student affairs.
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ALUMNI ASSOCIATION
www.wc.edu/alumni/default.htm

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

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

Athletics at the intercollegiate level offered at WC include baseball, 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 know to the Director of Athletics.

CAMPUS CONNECT®

Campus Connect® 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

Campus Connect® is accessible from any computer with web-based capabilities. To use the system, visit the Weatherford College home page (www.wc.edu) and select the Campus Connect® icon.

CAREER & TRANSFER CENTER
www.wc.edu/career

The Mission of the Weatherford College Career and Transfer Center is to provide resources and guidance necessary to begin planning a career pathway through higher education to our students and community.
The Career and Transfer Center provides career choice guidance, career assessment, employment placement assistance, and university options to Weatherford College students, alumni and area residents. By learning more about themselves, the world of work, and university transfer options, students can begin to feel they are capable of making sound, informed career choices and explore universities to which to transfer after their academic pursuits at Weatherford College. In addition, the Career and Transfer Center offers computerized job searches, job referrals, online databases, career and transfer counseling, and resume writing and critiquing.

Job fairs, university transfer fairs, workshops, on-campus interviewing, and lectures by visiting professionals are examples of events sponsored by the Career and Transfer Center. Stay informed of what may be happening by checking the events section of the website at www.wc.edu/career.

For more information please call 817-598-6377, or visit the Career and Transfer Center in the Doss Center.

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

FREE SPEECH AREA
Weatherford College supports and encourages the right of its students to assemble for free speech. WC has designated the Memorial Plaza as the area for free speech. Any student who wishes to make public announcements or addresses must do so in this designated free speech area. The designated area for free speech at WCWC is outside the north entrance to the campus, located at 307 South Cates Street in Decatur, Texas.

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**

library.wc.edu

The Weatherford College Library is an attractive two-story facility located in the heart of the campus. The library mission is to provide access through ownership, resource sharing, online resources or formal agreement to sufficient library collections as well as to other learning information resources consistent with the degrees offered. Professional librarians perform instructional classes for students and faculty on how to access information and determine the validity of the information. Study rooms and individual study carrels are available for student use. The Allied Health Room includes a specialized allied health collection, video viewing facility, and group study area. Special Collections, centered on the history of the College, Parker County, and ranching, are held in the Faculty Development/Archive Room. The College Library and its related information services are available to the College community and to visitors, including students and faculty members from other institutions.

**Online resources:** The Online Library offers electronic access to more than 80 databases, research citations from more than 25,000 journals, and the full-texts to over 28,000 books and 3 million journal articles. There are 36 computers for student access in the library, 20 Wi/FI laptops for checkout in the library and remote access to library databases through the webpage from home and off campus locations. Computers with special Library access are also available at the Mineral Wells facility and Weatherford College Wise County.

Bibliographic information on the resources of the College Library is available through the library’s website at www.wc.edu. The Online Catalog lists most items held in the library’s general collections.
**Online services:** Through the Library’s online services students and faculty may initiate interlibrary loan requests for books and journal articles, ask reference questions through the “Ask the Librarian” feature, and submit suggestions for new titles and materials to be purchased.

**General Library Features:** The College Library’s collection consists of over 60,000 volumes, 395 periodicals and newspapers, and over 3,100 audio-visual items and is designed to serve the college community, particularly first time college students. For students attending classes at any of Weatherford College’s extension sites, the college has entered into written agreements with public libraries in those communities allowing access to use their facilities. The library has a written agreement with Tarleton State University to provide library support of teaching programs taught at WC.

The library also provides research support through a well-trained staff willing to assist students, faculty, and community patrons.

Printing and copy services are available in the library for a minimal fee. On-campus and remote access are available for many of these services through the College library’s website.

**Other Resources and Programs:** Library hours vary according to the school year and are posted at the entrance to the library, and on the library’s web site. Course reserves are held at the public service counter. Electronic reserves on the library home page provide instructor’s reserve by their name or class. Library instruction is provided by appointment.

The TexShare State Library Card is available to all enrolled students and faculty allowing access to other colleges’, universities’, and public libraries’ collections. Apply for a TexShare Card at the circulation counter.

The Media Center, with materials in most media formats, has individual listening/viewing stations, as well as various media equipment available for faculty checkout.

Students may check out library materials with a student ID for a three week time frame with one renewal. Overdue materials will result in a fine, and unpaid fines may result in blocking access to future registration, and transcripts.

**INSTRUCTIONAL SUPPORT SERVICES**

**THE STREIB ACADEMIC COMPUTER CENTER**

The Streib Academic Computer Center is open to all students who need assistance with class assignments requiring the use of computer programs and to all members of the Weatherford College community who need access to and/or assistance with computer programs. The Center offers course-specific software for upper-level mathematics, keyboarding, agriculture, education, Physio-Ex, and others. In addition, library instruction is provided on a scheduled basis, and students are provided assistance in using turnitin.com® as required in their courses. Special emphasis is given to providing students with skills that enable them to use online research tools effectively. Also provided are access to word processing, email, the internet, online tutorials, and various software resources used in support of classroom instruction. Instructors who wish to make a reservation can do so online. Access to the Center’s calendar and resources is available at http://streib.wc.edu/streib-academic-lab.
SUPPLEMENTAL INSTRUCTION

Under the supervision of the Instructional Support Lab Specialist, a program of supplemental instruction (SI) is provided for selected courses. The program targets traditionally difficult courses including anatomy and physiology and government. Trained SI leaders attend these classes and then provide regularly scheduled study sessions that offer students the opportunity to gain additional skills and information in order to be successful. For more information, check your student email for announcements regarding SI or contact us at http://streib.wc.edu/supplemental-instruction.

THE WRITING CENTER

Located on the upper floor of the Weatherford College Library in Study Room #1, the Writing Center offers one-on-one tutoring to all students on a drop-in basis. Trained College Reading and Learning Association (CRLA) tutors are available on a posted schedule to assist students with all phases of assignments requiring writing. Access to the center’s schedule and other information is available at http://streib.wc.edu/writing-center. Distance education and dual credit students may contact Writing Center tutors for assistance by going to WC student e-mail at http://students.wc.edu to contact us at writingcenter@wc.edu.

SUCCESS CONNECTION

Located on the lower level of the Liberal Arts building (LART-1-2), the Success Connection (http://streib.wc.edu/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 developmental classes, and providing a variety of testing services. Handouts, videotapes, 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, TEAS, THEA Workshops are offered throughout each semester. Schedules are posted at http://streib.wc.edu/workshop-schedule; 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 http://streib.wc.edu/tutoring. All tutors are required to participate in a certification training program and in additional in-service training.

• 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.

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 http://streib.wc.edu/success-connection.
WCWC STUDENT SUCCESS CENTER

The WCWC Student Success 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 Friday with appointments available on Saturdays as well. Hours vary by semester and are posted throughout the WCWC campus. Appointments are not necessary. Phone number is 817-598-8889.

JOB SEARCH ASSISTANCE

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

PERSONAL COUNSELING

www.wc.edu/stsv/

Individual and group counseling is available to all WC students. Personal issues and concerns such as decision-making, personal relationship skills, increasing self-confidence, and personal adjustments necessary to be successful may be topics through which students might work with the guidance of a WC counselor. Appointments can be scheduled in the Student Services Office or by calling 817-598-6249.

SPECIAL SERVICES AND STUDENT ACCOMMODATIONS

Services for students with disabilities or special needs are available through the Student Services Office. If you are a student with a disability and need special accommodations, contact the Special Services Coordinator, 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.

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. Copies of the handbook are made available to students during advising and at the beginning of the fall semester. They also may be obtained from the Student Services Office. The most current edition is found online on the Student Services webpage.
STUDENT ORGANIZATIONS

ABLE is a club for students enrolled in the program entitled A Better Life Through Education. ABLE is heavily involved in community programs including Christmas Wishes for disadvantaged children.

The Agriculture Club provides organized recreation for its members and develops in them those traits of leadership and character that make for good citizenship and wholesome living.

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

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

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

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

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

College Choir provides a recreational outlet for those interested in group singing. It is open to all students of the college. Several choir performances are given each year.

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

C-Saw (College students for an Accessible World) brings together students on campus with an emphasis on disability education and the promotion of a sense of high self-esteem and the individual importance of disabled students.

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

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

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

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

International Student Organization (ISO) promotes international understanding and friendship among both international and American students.

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

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

Psychology Club (The Sane Asylum) provides opportunities for students to share mutual interests, ideas, and experiences related to human behavior and to stimulate interest in, and a greater understanding of, the field of behavioral sciences.
Respiratory Care Club is for students enrolled in the Respiratory Care program. The club provides opportunities for students to share mutual interests, ideas, and experiences related to the field of respiratory care.

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

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

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

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

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

Veterans Organization

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

Weatherford College Criminal Justice Club

Weatherford College Republicans is a student organization open to any individual enrolled at the college. While supporting the ideas of Texas and national Republican Party organizations, this college group comes together for the purpose of promoting discussion of topics related to government and the political process. It is open to any student with an interest in these topics. Programs, speakers, and forums will be scheduled during the year to foster and encourage political dialogue.

Weatherford College Stock Horse Club brings together and educates students interested in stock horse and equine events.

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

Writers’ Guild exists to encourage all students to share their interest in all kinds of writing. Student members and advisors promote appreciation for writing through presentations and publication of writing.

Weatherford College students are admitted free to campus basketball games, baseball games, drama presentations, choral concerts, and jazz band productions.
STUDENT SUPPORT SERVICES (SSS)
SSS is a TRIO program funded by the U.S. Department of Education, whose mission is to help eligible students succeed at Weatherford College, graduate and/or transfer to a university to complete a degree. SSS participants are provided personal academic advising, individual development plans, tutoring and supplemental instruction, financial aid assistance, personal counseling, career advising, transfer assistance through campus tours and cooperative advising with transfer admissions offices, and cultural enrichment, all at no cost to the student.

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

TESTING SERVICES
The Weatherford College Testing Center offers a secure testing environment that is conducive to achievement. The testing center administers national and state standardized tests, such as GED, ACT, CLEP, TCLEOSE, IC3/Mous and THEA. The testing center administers local tests, such as COMPASS, TEAS, Virtual College of Texas and campus faculty tests. The testing center is also available for students and community members to have tests proctored while taking on-line or correspondence courses from other colleges or universities. All fees must be paid by cash or money order. For more information, contact the Testing Center at 817-598-6383. The Weatherford College Wise County Testing Center can be reached at 817-598-8893.
The mission of the Workforce and Continuing Education division of Weatherford College is to provide quality education and training for individuals; assist business and industry in upgrading their workforce; and maintain an instructional environment that fosters continued growth and professional development.

COURSES OFFERED

Workforce and Continuing Education offers opportunities in adult vocational, certification, and special programs. Students are afforded a diversified agenda of course selections that include adult basic education, health professions, business, child care, Spanish, computer-aided design, contract training, criminal justice, defensive driving, ESL, examination preparations, HVAC and electrical training, industrial technology, management/supervision, computer applications, real estate, 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 Mineral Wells and Wise County, area public schools, and other approved off-site training locations. Course offerings vary each semester. Financial assistance is offered to those students who qualify, provided funding is available. FAFSA application located at www.fafsa.ed.gov. Weatherford College code is 003664.

WORKFORCE & CONTINUING EDUCATION INSTRUCTORS

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

THE CONTINUING EDUCATION UNIT (CEU)

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

REGISTRATION

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

Registration forms are normally included in the schedule of classes and are also available in the Workforce & Continuing Education office and on the website at www.wc.edu/ce. Students may telephone 817-598-8870 or request the required forms from the WF/CE office at 225 College Park Drive, Weatherford, Texas 76086.

TUITION

Costs, schedules, and descriptions for all courses offered are posted in campus and education center offices and are also included in the schedule of classes, in addition to the website posting at www.wc.edu/ce.
SENIOR CITIZEN DISCOUNT
Senior citizens (65 or older) may receive free tuition for certain courses at the time of registration based on seating availability. Fees, supplies, books, and/or a parking permit may be required. Verification of age is required, i.e. birth certificate, driver’s license, etc.

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

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

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

WEATHERFORD COLLEGE WISE COUNTY (WCWC)
307 S. Cates Street / Decatur, TX 76234 / 940-627-2690

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

Office hours are:
Monday through Thursday
8:00 a.m. to 5:00 p.m.
Friday - 8:00 a.m. to 4:00 p.m.

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

WORKFORCE & CONTINUING EDUCATION PROGRAMS
(courses vary by semester)
ADULT EDUCATION – GENERAL EDUCATIONAL DEVELOPMENT (GED) & ENGLISH AS A SECOND LANGUAGE (ESL)
Weatherford College and Weatherford Independent School District (WISD) are in cooperative agreement to offer a self-paced GED tutorial training that offers comprehensive written study material for those wanting help in preparing to take the GED test. ESL classes are offered free of charge to qualified participants through WISD Community Services. Contact the WISD Community Services office at 817-598-2806 for more information and registration.
CHILD CARE TRAINING
The Texas Department of Health Services has adopted strict requirements for the licensing of its child care providers. Through this program students are afforded the opportunity to satisfy the annual continuing education hours required of a child care worker and/or director. In addition, the opportunity to obtain Child Development Associate (CDA) credentials is available in semester classes.

COMPUTER-AIDED DRAFTING (CAD) CERTIFICATE
The CAD Certificate course of study consists of 144 hours – three required 36-hour courses and one 36-hour special topics course. Students can develop or advance professional skills in graphics, drafting, and design using AutoCAD™ software.

COMPUTER APPLICATIONS CERTIFICATE
The Computer Applications Certificate course of study consists of 192 hours. Students learn to use various computer applications that can promote career advancement, job retention, and personal gratification.

CUSTOMIZED AND CONTRACT TRAINING
Workforce Education tailors custom-designed training programs to meet the needs of business, industry, groups in the public sector, and special populations in the service area. Participants of these industry-specific training programs, including “just-in-time” training for current and future employees, can become effective, productive, info-competent individuals for the high-performance workplace.

ELECTRICIAN TRAINING
Preparation courses that assist in preparing students to challenge the state Journeyman and Master Electrician.

FIRE SCIENCE
The WF/CE Fire Academy offers a Texas Commission on Fire Protection (TCFP) approved Basic Structural Firefighter academy. Upon completion of the course the student will be able to take the state certification exam. Additional TCFP and State Fireman and Fire Marshals Association (SFFMA) certification courses are offered throughout the year.

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

HEALTH PROFESSIONS
Continuing education health professions courses include Certified Nurse Aide (CNA), CPR, Dental Assistant, Healthcare Professions, Mammography Exam Prep, Medical Assistant, Medical Coding and Billing, Medication Aide, Medication Aide Update, Nursing Refresher, Pharmacy Technician and Phlebotomy.

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

**LAW ENFORCEMENT ACADEMY**

The Law Enforcement Academy offers a Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) approved Basic Peace Officer Course for the individual seeking a career in law enforcement. Upon completion of the course, the Academy graduate will be able to take the state certification exam. Sponsorship by a law enforcement agency is not required for admission into the Academy. The Academy offers both full-time day, and part-time night courses at the Weatherford College campus; and similar courses may be offered at Weatherford College Wise County and the Education Center at Mineral Wells, based upon student interest, need, and facilities expansion.

Academy applicants must be 20 years of age to enroll. For additional information regarding course specifications and requirements, refer to the Public Safety Professions section of this catalog.

If requested and upon approval, Academy graduates may earn up to 12 semester credit hours toward the WC Criminal Justice Degree. For additional information regarding requirements to earn this credit, contact the WC Criminal Justice Department.

**ONLINE CONTINUING EDUCATION COURSES**

Online continuing education courses are offered through the WF/CE department (www.wc.edu/ce) and via Education2Go, Gatlin Education, 360Training and the Virtual College of Texas (VCT). A VCT course is an internet-based course being delivered from a college other than Weatherford College. This provider college delivers the course instruction complete with assignments and assessments. Students will enroll through Weatherford College Continuing Education for the course, pay tuition and fees, and will be awarded credit for the course by Weatherford College. WC resources available to online students are the Success Connection, library, computer labs with Internet access, health labs and testing sites.

**WELDING CERTIFICATES**

Students can successfully complete course work demonstrating competencies for stick welding or MIG welding. Welding courses are conducted at the Weatherford College Education Center at Mineral Wells and Weatherford College main campus. AWS certification testing available upon request and by appointment.

**TRUCK DRIVING ACADEMY**

[www.wc.edu/programs](http://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  
817-341-1940 or 940-328-1074 or 800-951-3399
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DISTANCE EDUCATION
www.wc.edu/distance/

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

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

ONLINE COURSES

An online course is one that is offered electronically, enabling the instructor to deliver course content using the internet. Communication with the instructor and classmates is done via electronic mail and/or electronic discussion groups. Internet access and email are required for all online courses. Additionally, students should be very familiar with all aspects of computer use. Depending on the course taken, knowledge of particular computer software packages may be required.

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 Mineral Wells and at several of the independent school districts in Weatherford College’s service area. High school students who are accepted as early admission students may enroll in certain college classes and attend those classes via two-way video without leaving their high school campuses.

VIRTUAL COLLEGE OF TEXAS (VCT)

www.vct.org

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

VCT course offerings must be approved by the appropriate Weatherford College Department Chair. Weatherford College students may complete no more than five (5) courses through the Virtual College of Texas per degree/certificate.

FEES

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

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

The Distance Education Office is located on the first floor of the Student Affairs Building in the Admissions Office.

FOR MORE INFORMATION
Distance Education
Angie Atkins, Assistant
817-598-8818
aatkins@wc.edu
Leadership Courses 106
Tarleton State University Partnership 106
Teacher Certification Program 107
Texas Christian University ROTC 108
Yearbook Courses 111
LEADERSHIP COURSES
Humanities courses (HUMA 1301 and 1302) emphasize leadership development and are transferable courses. A basic understanding of leadership and group dynamics theory is presented to assist class members in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of each person’s own style of leadership. The courses further provide the opportunity to develop essential leadership skills through study and observation of the application of those skills.

Topics covered in the courses are introduced through readings from the Phi Theta Kappa Leadership Development Program text. Admission is competitive because of the limited number of openings in the class each semester. The admission process to the courses requires a special application and recommendations from faculty members. Questions about the course should be directed to the Director of Student Development or a Phi Theta Kappa advisor.

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

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

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

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

- Undergraduate
  - BS-IS - Teacher Education (Grades EC-6)
  - BS-IS - Teacher Education (Grades EC-6 Bilingual)
  - BS - Psychology
- Consortium Associates Degrees
  - AAS - Histotechnology
  - AAS - Medical Laboratory Technology

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

For more information about Tarleton programs at Weatherford College and a schedule of available classes, contact Ms. Allison Tomas, at 817-598-6443 or tomas@tarleton.edu. Allison Tomas is located on the upper level of the Weatherford College Student Services Building, Room 102.
TEACHER CERTIFICATION PROGRAM
www.wc.edu/programs/teachercert/

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

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

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

TEACHER CERTIFICATION PROGRAM OVERVIEW

The WC Teacher Certification Program consists of the following components for non-certified individuals, totaling 300 contact hours of instructions. Applicants must complete 30 hours of Pre-Service Field Experience.

**Component One** consists of 90 contact hours of Pedagogy and Professional Development (PPR). Topics include:
- Human development
- Supportive environment
- How learning occurs
- Educational resources
- Communication
- Higher-order thinking skills
- Assessment
- Lifelong learning
- School culture
- Parent / teacher relationships
- Community relations
- Teaching in Texas

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

**Component Three** provides interns 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**
- Generalist
- English Language Arts and Reading
- Eng. Lang. Arts/ Rdg/ Social Studies
- Mathematics
- Social Studies
- Mathematics/Science
- Science

**Grades 8-12**
- English Language Arts and Reading
- History
- Speech
- Life Science
- Mathematics
- Physical Science
- Science (Composite)
- Social Studies (Composite)
**Grade 8-12 and EC-12**
Technology Applications

**Grades 6-12**
Career and Technology (CTE)

**Grades EC-12**
Physical Education
Health
Special Education
English as a Second Language
Supplemental

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

**TEXAS CHRISTIAN UNIVERSITY ROTC CLASSES FOR WEATHERFORD COLLEGE STUDENTS**

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

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

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

General Qualifications
A student enrolling in AFROTC must:

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

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

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

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

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

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

Two-Year Program

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

Military Science Scholarships

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

Four-Year Scholarships

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

Three-Year Scholarships

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

Two-Year Scholarships

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

Nursing Scholarships

The Army ROTC provides four and a half-, four-, three- and two-year scholarships for students interested in becoming officers in the U.S. Army Nurse Corps. Application forms and information about these scholarships may be obtained by calling 817.257.7455.
Pass/No-Credit Option

Military science classes may not be taken on the Pass/No Credit basis.

Additional Information

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

Yearbook Courses

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

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

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

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

Students in associate’s degree programs may graduate under the current catalog or any previous catalog under which they were enrolled back to a maximum of five years prior to graduation, beginning with their first enrollment at WC. In cases of curriculum changes within an A.A.S. degree plan, refer to Curriculum Changes Affecting Students Enrolled in Vocational/Technical Programs (pg. 114).

Veterans with one year active duty will receive three credit hours of physical education. Developmental courses – ENGL 0301 and 0302; MATH 0301, 0302 and 0303; and READ 0301 and 0302 are not counted for graduation requirements.

- Completion of entrance requirements.
- A minimum GPA of 2.0 in all courses presented for graduation.
- A minimum of 25% of the hours of a degree for graduation from Weatherford College.
- Credit from other colleges applied toward graduation as determined by transcript evaluation by the registrar.
- 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 nine weeks of the semester of graduation. Transcript(s) from other colleges and universities on file.

**REQUIRED COURSES**

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

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

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

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

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

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

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<td><strong>MATHEMATICS</strong> (logic, college-level algebra equivalent, or above)</td>
<td>3</td>
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<td>One course from the following:</td>
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<tr>
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<td>MATH 1324 Pre-Calculus for Business &amp; Economic Analysis</td>
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<tr>
<td>GEOL 1447 Meteorology</td>
<td></td>
</tr>
<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>
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</tbody>
</table>
## COMPONENT AREA

**VISUAL/PERFORMING ARTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1301</td>
<td>Art Appreciation</td>
<td>1</td>
</tr>
<tr>
<td>ARTS 1303</td>
<td>Art History Survey</td>
<td>1</td>
</tr>
<tr>
<td>ARTS 1304</td>
<td>Art History Survey</td>
<td>1</td>
</tr>
<tr>
<td>COMM 1307</td>
<td>Introduction to Mass Communication</td>
<td>1</td>
</tr>
<tr>
<td>DRAM 1310</td>
<td>Introduction to Theatre</td>
<td>1</td>
</tr>
<tr>
<td>HUMA 1315</td>
<td>Fine Arts Appreciation</td>
<td>1</td>
</tr>
<tr>
<td>MUSI 1300</td>
<td>Foundations in Music</td>
<td>1</td>
</tr>
<tr>
<td>MUSI 1306</td>
<td>Music Appreciation</td>
<td>1</td>
</tr>
<tr>
<td>MUSI 1310</td>
<td>American Music</td>
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**HUMANITIES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENGL 2321, 2322 or 2323</td>
<td>Survey of English Literature</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 2326, 2327 or 2328</td>
<td>Studies in American Literature</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 2331, 2332 or 2333</td>
<td>World Masterpieces</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 2341</td>
<td>Forms of Literature</td>
<td>1</td>
</tr>
<tr>
<td>FREN 2311 or 2312</td>
<td>Intermediate French</td>
<td>1</td>
</tr>
<tr>
<td>HIST 2311 or 2312</td>
<td>History of Western Civilization</td>
<td>1</td>
</tr>
<tr>
<td>HUMA 1301</td>
<td>Introduction to the Humanities I</td>
<td>1</td>
</tr>
<tr>
<td>HUMA 1302</td>
<td>Introduction to the Humanities II</td>
<td>1</td>
</tr>
<tr>
<td>PHIL 1301</td>
<td>Introduction to Philosophy</td>
<td>1</td>
</tr>
<tr>
<td>PHIL 2306</td>
<td>Philosophy of Ethics</td>
<td>1</td>
</tr>
<tr>
<td>PHIL 2321</td>
<td>Philosophy of Religion</td>
<td>1</td>
</tr>
<tr>
<td>SPAN 2311 or 2312</td>
<td>Intermediate Spanish</td>
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**U.S. HISTORY**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HIST 1301</td>
<td>U.S. History I</td>
<td>1</td>
</tr>
<tr>
<td>HIST 1302</td>
<td>U.S. History II</td>
<td>1</td>
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**POLITICAL SCIENCE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 2301</td>
<td>Principles and Institutions of the American and Texas Systems of Government</td>
<td>1</td>
</tr>
<tr>
<td>GOVT 2302</td>
<td>Functions of the Institutions of American Government</td>
<td>1</td>
</tr>
<tr>
<td>COMPONENT AREA</td>
<td>Required Semester Credit Hours</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td>SOCIAL/BEHAVIORAL SCIENCE – One course from the following:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ANTH 2351 Cultural Anthropology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 2301 Principles of Economics - Macro</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 2302 Principles of Economics - Micro</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 2301 Introduction to Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 2302 Applied Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 2314 Life Span Growth and Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 2315 Psychology of Adjustment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCI 1301 Introduction to Sociology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VERBAL COMMUNICATION (Institutional Option)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>One course from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPCH 1311 Fundamentals of Speech</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPCH 1315 Public Speaking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPCH 1321 Business and Professional Speaking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KINESIOLOGY (Institutional Option)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Select a 3-hour component from the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KINE Any course number in the ranges 1100-1150 and 2100-2150 may be used to fulfill the physical education requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KINE 1338 Concepts of Fitness and Wellness (3*)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*indicates the number of credit hours for this course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL SEMESTER CREDIT HOURS</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td>ADDITIONAL ELECTIVES REQUIRED FOR A WEATHERFORD COLLEGE ASSOCIATE’S DEGREE</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>TOTAL SEMESTER HOURS REQUIRED FOR GRADUATION</td>
<td>60</td>
<td></td>
</tr>
</tbody>
</table>
ASSOCIATE IN ARTS & ASSOCIATE IN SCIENCE DEGREES

Both Associate in Arts and Associate in Science degrees are designed for transfer to four-year universities and consist of the transfer core as set forth by the Texas Higher Education Coordinating Board (THECB) for a particular major or field of study. Additional hours required to satisfy the minimum degree requirement are comprised of degree-specific electives. Students are required to meet the computer literacy competency (BCIS 1405 or COSC 1401). BCIS 1405 is required for business, mathematics, or computer science majors. A competency exam may replace COSC 1401. Listed below are possible bachelor’s degree majors into which students may transfer:

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

ASSOCIATE IN ARTS (A.A.) DEGREE

60 semester hours required to graduate

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Freshman College English I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1314, 1324, 1332, or higher</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Kinesiology*</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>COSC 1401</td>
<td>Introduction to Computing</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>14</strong></td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1302</td>
<td>Freshman College English II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1302</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>Kinesiology*</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Speech</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Visual/Performing Arts</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Behavioral Science</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
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</table>
**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 2301</td>
<td>Principles/Institutions of American/Texas Systems of Government</td>
<td>3</td>
</tr>
<tr>
<td>Kinesiology*</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td>3</td>
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<tr>
<td>Natural Science</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
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**TOTAL 14**

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 2302</td>
<td>Functions of the Institutions of American Government</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL 16**

**TOTAL SEMESTER HOURS REQUIRED FOR GRADUATION 60**

* KINE 1338 may be substituted for all three one-hour courses.

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

**Anthropology**

ANTH 2301, 2346, 2351, 2389

**Art**

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

**Communication/Intermedia Arts**

COMM 1307, 1318, 1319, 1336, 2303, 2324, 2325, 2327

**Drama**

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

**Forensic Science**

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

**Music**

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

**Psychology**

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

**Sociology**

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

**Social Work**

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

**Teacher Education**

Interdisciplinary, secondary, and physical education majors should seek advisement from a counselor regarding specific transfer degree requirements.
### ASSOCIATE IN SCIENCE (A.S.) DEGREE

60-62 semester hours required to graduate

<table>
<thead>
<tr>
<th>First Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGL 1301</strong> Freshman College English I</td>
<td>3</td>
</tr>
<tr>
<td><strong>HIST 1301</strong> U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Math</strong></td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Kinesiology**</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL 14</strong></td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGL 1302</strong> Freshman College English II</td>
<td>3</td>
</tr>
<tr>
<td><strong>HIST 1302</strong> U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Math</strong></td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>Kinesiology**</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL 17</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>GOVT 2301</strong> Principles/Institutions of American/Texas Systems of Government</td>
<td>3</td>
</tr>
<tr>
<td><strong>BCIS 1405</strong> Business Computer Applications OR <strong>COSC 1401</strong> Introduction to Computing</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science, Business, or Math Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>Kinesiology**</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL 14-15</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>GOVT 2302</strong> Functions of the Institutions of American Government</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science, Business, or Math elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Visual/Performing Arts</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL 15-16</strong></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL SEMESTER HOURS REQUIRED FOR GRADUATION** 60-62

*Recommended for business, computer science or mathematics majors – includes programming.

** KINE 1338 may be substituted for all three one-hour courses.
SUGGESTED ELECTIVES FOR TRANSFER BACHELOR IN SCIENCE MAJORS:

**Agriculture**
AGRI 1131, 1309, 1407, 1415, 1419, 2301, 2303, 2313, 2317, 2321, 2603; BIOL 1408, 1409; 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 2401, 2402; BCIS 1405; ECON 2301, 2302; MATH 1324 and 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
Local Agreement Options – CDEC 1319, 1359, KINE 1338

**Computer Information Systems**
Networking Emphasis – ITNW 1416, 1425, 1453; CPMT 1405
Information Technology Emphasis – COSC 1401; CPMT 1405; POFI 2440, ITSW 2434, 2437
Programming Emphasis – COSC 1309; ITSE 1407, 1431, 2409, 2413
Digital Publishing Emphasis – COSC 1401; IMED 1416; ARTC 1413, 2413

**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 IN 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. Students must also demonstrate computer literacy skills as evidenced through an acceptable transcripted computer science class or the equivalent. Otherwise, a computer science class will be required for graduation.

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

- Accounting
- Associate Degree Nursing
- Business Administration
- Child Care Provider/Assistant
- Cosmetology
- Criminal Justice-Corrections
- Criminal Justice-Law Enforcement
- Diagnostic Medical Sonography
- Emergency Medical Technology
- Equine Production & Mgmt.
- Fire Science Technology
- Human Service Provider
- Information Technology
- Networking Systems
- Office Technology
- 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
- Administrative Assistant
- Agriculture
- Basic Firefighter
- Business Administration
- Child Care Provider Assistant
- Cosmetology
- Customer Service
- Database Programming
- Desktop/web Publishing
- Echocardiography
- Emergency Medical Technician-Basic
- Emergency Medical Technician-Paramedic
- Equine Production & Mgmt.
- Firefighter
- Gaming Design & Programming
- Information Systems
- Mammography Certificate
- Office Clerk
- Phlebotomy Technology
- 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.

TECH PREP

Dr. David Russell, Director
817-598-6392

Linda Hutton, Tech Prep Assistant
817-598-6339

Couts Hall (COUT) RM 428
www.wctechprep.net

Tech Prep is a college preparatory program that provides technical students a head start on their college education by earning college credits while in high school. Tech Prep courses work like academic, dual credit courses except that credit is awarded when students enter WC and enroll in a technical program. Tech Prep credits may be applied to a variety of Associate in Applied Science (A.A.S.) degrees and/or certificates, including:

- Agriculture–Equine Production & Management
- Accounting
- Business Administration
- Child Development
- Computer Science – Information Technology, Networking Systems
- Criminal Justice–Corrections, Law Enforcement
- Office Technology

Degree plans and course descriptions for each of these programs follow. Courses for which students may earn tuition-free credit are indicated with the symbol: TP.

College credit for qualifying high school courses will be granted when a student:

- Meets all enrollment requirements at Weatherford College
- Declares a technical major in a related A.A.S. degree or certificate program
- Maintains a technical major in good standing during the semester in which credit is awarded, and
• Requests articulated credit no later than 28 months after high school graduation

Students may claim their Tech Prep credits by visiting the WC Tech Prep website (www.wctechprep.net), selecting the "WC Students" tab, and following the instructions for the automated, credit request form.

CERTIFICATE AND DEGREE CURRICULA

ACCOUNTING

www.wc.edu/programs

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

Mary Harm, Accounting Instructor/Advisor
mharm@wc.edu

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

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

CERTIFICATE PROGRAM

ACCOUNTING CLERK CERTIFICATE

33 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.

First Semester

<table>
<thead>
<tr>
<th>TP</th>
<th>ACNT 1303</th>
<th>Introduction to Accounting I</th>
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<tr>
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<td>BUSI 1301</td>
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### Second Semester

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<td>Introduction to Computerized Accounting</td>
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<td>ACNT</td>
<td>Payroll and Business Tax Accounting</td>
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<tr>
<td>POFT</td>
<td>Business Math and Machine Applications</td>
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<td>HRPO</td>
<td>Human Relations OR</td>
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<td>MRKG</td>
<td>Customer Relationship Management</td>
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<tr>
<td>ACNT</td>
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</table>

TOTAL 16

* Students work 7 hours each week at an approved place of employment.

**ITSC1401 will only be articulated as a Tech Prep credit.

Students must adhere to prerequisite courses as described in the course descriptions in this catalog.

TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.

### DEGREE PROGRAM

#### ACCOUNTING A.A.S.

70-71 hours required to graduate

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

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

#### Freshman First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<td>Introduction to Computing OR</td>
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TOTAL 17

#### Freshman Second Semester

<table>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>TP</td>
<td>ACNT 1304 Introduction to Accounting II</td>
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<td>ACNT</td>
<td>Introduction to Computerized Accounting</td>
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<td>ACNT</td>
<td>Payroll and Business Tax Accounting</td>
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<td>POFT</td>
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<td>HRPO</td>
<td>Human Relations OR</td>
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<td>MRKG</td>
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TOTAL 16
Sophomore First Semester

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<td>BUSI 2301</td>
<td>Business Law</td>
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<td>ECON 2301</td>
<td>Principles of Economics (Macro)</td>
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<tr>
<td>KINE</td>
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<td>POFT 2312</td>
<td>Business Correspondence and Communications</td>
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Sophomore Second Semester

<table>
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<td>Elective</td>
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<td>POFI 1449</td>
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</tbody>
</table>

* Students work 7 hours each week at an approved place of employment.
**ITSC1401 will only be articulated as a Tech Prep credit.
Students must adhere to prerequisite courses as described in the course descriptions in this catalog.
*** May substitute SPCH 1311 or SPCH 1315
TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.

ACCOUNTING MARKETABLE SKILLS ACHIEVEMENT CERTIFICATE

12 hours required to complete

This award is designed to prepare students for entry-level bookkeeping positions or improve their bookkeeping skills for upward advancement.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TP ACNT 1303</td>
<td>Introduction to Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>TP ACNT 1304</td>
<td>Introduction to Accounting II</td>
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</tr>
<tr>
<td>ACNT 1311</td>
<td>Intro to Computerized Accounting</td>
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<td>ACNT 1329</td>
<td>Payroll and Business Tax Acct.</td>
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</table>

TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.
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 111. 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.**

67 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**

**TP**

AGEQ 1311 Equine Science I ............................................................... 3
AGEQ 1305 Equine Enterprise Management ........................................ 3
AGEQ 1301 Equine Behavior and Training I ....................................... 3

**TP**

AGEQ 1315 Horse Evaluation I ............................................................ 3
COSC 1401/ Introduction to Computing .............................................. 4

**TOTAL 16**

**Freshman Second Semester**

AGEQ 2310 Equine Business Management .......................................... 3
AGEQ 1350 Equine Reproduction .................................................... 3
AGEQ 1319 Western Horsemanship .................................................. 3
AGEQ 2311 Equine Science II ............................................................ 3
AGEQ 2386 Internship – Equestrian/Equine Studies ........................... 3
Elective Humanities/Fine Arts ......................................................... 3

**TOTAL 18**
Sophomore First Semester
AGRI 1407 Agronomy ................................................................. 4
AGRI 2316 Agriculture Economics ............................................. 3
ENGL 1301 Freshman English .................................................... 3
AGEQ 2340 Equine Seminar ....................................................... 3
BIOL 1413 General Zoology ...................................................... 4
TOTAL 17

Sophomore Second Semester
AGRI 1419 Animal Science ....................................................... 4
SPCH 1311 Fundamentals of Speech .......................................... 3
AGEQ 2315 Horse Evaluation II .................................................. 3
AGEQ 2387 Internship – Equestrian/Equine Studies ....................... 3
Elective Social/Behavioral Science ............................................... 3
TOTAL 16

*ITSC1401 will only be articulated as a Tech Prep credit.

EQUINE PRODUCTION AND MANAGEMENT CERTIFICATE
24 semester hours required to complete

First Semester
TP 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
Don Jacobs, Department Chair – Behavioral Sciences
Business Building (BUSI), RM 210
817-598-6431 • djacobs@wc.edu

ART
Myrlan Coleman, Program Director – Art
Fine Arts Building (FINE) – Rm 108
817-598-6232

Art majors should see page 119 for Associate in Arts degree requirements.
ASSOCIATE DEGREE NURSING
Cheryl Livengood, Program Director
Allied Health Building (ALHE)
817-598-6309 • clivengood@wc.edu

The Weatherford College Associate Degree Nursing program is approved by the Texas Board of Nursing (BON). The board may be reached at 333 Guadalupe, Suite 3-640, Austin, TX 78701; phone: 512-305-7400. The nursing curriculum plan is approved by the Texas Higher Education Coordinating Board (THECB). The program is accredited by the National League for Nursing Accrediting Commission, Inc (NLNAC). NLNAC may be reached at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, phone: 404-975-5000.

The Associate Degree Nursing program is a curriculum comprised of two years of nursing courses offering classroom, laboratory and clinical learning experience and an additional one year of academic coursework to be taken as prerequisites for admission to the program. The course of study is comprised of 70/71 semester credit hours and is designed to prepare the graduate as a beginning generalist practitioner, functioning as a provider of care, coordinator of care, and as a member of the profession. 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.

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 Board of Nurse Examiners 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. Seventy/seventy-one 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. Completion of at least 16 semester hours at Weatherford College;
5. No more than 9 semester hours of correspondence study credit may be applied toward the degree;
6. Student must meet Weatherford College TSI (Texas Success Initiative) requirements.; and
7. A passing score on the comprehensive NCLEX-Success Predictor exam.

ASSOCIATE DEGREE NURSING LVN TO ADN TRANSITION

Advanced placement will be granted to qualifying Licensed Vocational Nurses on completion of RNSG 1161 and RNSG 1327–Transition from Vocational to Professional Nursing. 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 1327. Work experience as an LVN and proof of licensure as a Licensed Vocational Nurse in the State of Texas is required.
ASSOCIATE DEGREE NURSING PROGRAM ADMISSION REQUIREMENTS

Admission requirements considered include the following:

1. Submit Weatherford College application and official transcripts to the office of student affairs.
2. Submit Allied Health application with official transcripts and TEAS scores to the nursing office.
3. Completion of all prerequisite courses with a minimum GPA of 2.5 and no individual prerequisite course grade lower than a “C”.
4. Completion of the TEAS entrance exam with a minimum score of 70% on the reading comprehension section and the essential math skills section.
5. Submit proof of first Hepatitis B immunization or positive titer or Department of State Health Services Waiver with application to nursing office.

Applications for admission to the August 2012 program will be accepted from the first business day in December 2011 through the last business day in February 2012. Applications for admission to the June 2012 nursing transition course will be accepted from the first business day in November 2011 through the last business day in January 2012. Applications for the January 2012 Evening/Weekend program will be accepted from the first business day in May 2011 through the last business day in July 2011. Microbiology and anatomy & physiology courses MUST have been taken within five years prior to admission.

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 DT, MMR and Varicella. Authorized, written proof of having had chicken pox may be substituted for Varicella immunization.
4. submit proof of major medical health insurance.
5. provide proof of current AHA Health Care Provider CPR.
6. provide proof of receipt of two Hepatitis B vaccinations and a positive titer demonstrating sero-conversion or all three Hepatitis B vaccinations is required prior to the first clinical day of the first semester. Proof that this process is in progress must be given when the student attends initial orientation into the program.
7. obtain nursing liability insurance (purchased through Weatherford College).

Before being accepted into the Associate Degree Nursing Program an applicant whose native language* is not English must submit an acceptable score on the TOEFL iBT with the application. Additional information may be obtained from the Allied Health Department. (*-A native language is a language that is acquired naturally during childhood & is usually spoken at home, as opposed to a language that is learned later in life, for example, as a part of a person’s formal education.)

Acceptable TOEFL Scores are:

- A score of 20 or greater is required on the Speaking Skills Component.
- A composite score of 83 or greater is required.
- Four scaled section scores in Reading, Listening, Speaking and Writing are required.
Information on methods of obtaining the above criteria will be available to the student upon acceptance to the program.

Selection into the nursing program is based on the following scoring method:

Prerequisite courses: A=4 points, B=3 points, C=2 points

GPA of prerequisite courses
- 3.5-4.0 = 6 points
- 3.0-3.4 = 4 points
- 2.5-2.9 = 2 points

Scores on the TEAS entrance exam receive the following points. TEAS scores must be within two years of application date.

- Reading
  - 90-100 = 3 points
  - 80-89 = 2 points
  - 70-79 = 1 point

- Math
  - 90-100 = 3 points
  - 80-89 = 2 points
  - 70-79 = 1 point

- Science
  - 90-100 = 3 points
  - 80-89 = 2 points
  - 70-79 = 1 point

- English and Language Usage
  - 90-100 = 3 points
  - 80-89 = 2 points
  - 70-79 = 1 point

Completion of corequisite courses
- All 5 complete = 5 points
- 4 complete = 4 points
- 3 complete = 3 points
- 2 complete = 2 points
- 1 complete = 1 point

Admission is competitive due to the limited number of slots. Students will be selected on the number of points earned. In the event of a tie for final slots into the program, qualified applicants will be considered based on cumulative TEAS Score, and evaluation of number of times Prerequisite courses were taken to achieve a higher grade.
ASSOCIATE DEGREE NURSING A.A.S. - AUGUST 2011 - MAY 2013, OR JANUARY 2011 - DECEMBER 2013

70-71 semester hours required to complete
CIP 51.1601

Prerequisite

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<td>Human Anatomy and Physiology I</td>
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<tr>
<td>BIOL 2402</td>
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<tr>
<td>BIOL 2421</td>
<td>Microbiology</td>
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<tr>
<td>MATH/CHEM</td>
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First Semester

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<td>RNSG 1413</td>
<td>Foundation for Nursing Practice</td>
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<td>RNSG 1260</td>
<td>Clinical - Nursing (RN Training)</td>
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<td>RNSG 1205</td>
<td>Nursing Skills</td>
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<td>RNSG 1215</td>
<td>Health Assessment</td>
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Second Semester

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<td>RNSG 1341</td>
<td>Common Concepts of Adult Health</td>
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<td>RNSG 1261</td>
<td>Clinical – Nursing (RN Training)</td>
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<td>RNSG 1244</td>
<td>Skills Lab II</td>
<td>2</td>
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<tr>
<td>RNSG 1251</td>
<td>Care of the Child-Bearing Family</td>
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<tr>
<td>RNSG 2160</td>
<td>Care of the Child-Bearing Family - Clinical</td>
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<tr>
<td>PSYC 2314</td>
<td>Human Growth and Development</td>
<td>3</td>
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<tr>
<td>ENGL 1301</td>
<td>Freshman College English I</td>
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Summer Semester II (6 weeks) *offered second year for January start.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>RNSG 2213</td>
<td>Mental Health Nursing</td>
<td>2</td>
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<tr>
<td>RNSG 1162</td>
<td>Clinical - Nursing (RN Training)</td>
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TOTAL 3

Third Semester II

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<tbody>
<tr>
<td>RNSG 1343</td>
<td>Complex Concepts of Adult Health</td>
<td>3</td>
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<tr>
<td>RNSG 2261</td>
<td>Clinical - Nursing (RN Training)</td>
<td>2</td>
</tr>
<tr>
<td>RNSG 2201</td>
<td>Care of Children and Families</td>
<td>2</td>
</tr>
<tr>
<td>RNSG 2163</td>
<td>Care of Children and Families Clinical</td>
<td>1</td>
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<tr>
<td>SOCI 1301</td>
<td>Introduction to Sociology OR</td>
<td>3</td>
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<tr>
<td>PSYC 2301</td>
<td>Introduction to Psychology</td>
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TOTAL 11

Fourth Semester II

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<td>RNSG 2331</td>
<td>Advanced Concepts of Adult Health</td>
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<td>RNSG 2221</td>
<td>Management of Client Care</td>
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<tr>
<td>RNSG 2363</td>
<td>Clinical - Nursing (RN Training)</td>
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<tr>
<td>KINE</td>
<td>Kinesiology/Physical Education</td>
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<td>Humanities or Visual/Performing Arts elective</td>
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TOTAL 12
ASSOCIATE DEGREE NURSING A.A.S. – LVN TO ADN TRANSITION

54-55 semester hours required to complete
CIP 51.1601

**Prerequisite**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 2401</td>
<td>Human Anatomy &amp; Physiology I</td>
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<tr>
<td>BIOL 2402</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
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<td>BIOL 2421</td>
<td>Microbiology</td>
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<td>MATH</td>
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<td>ENGL 1301</td>
<td>Freshman College English I</td>
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<td>PSYC 2314</td>
<td>Human Growth &amp; Development</td>
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**TOTAL 21-22**

**Summer Semester I (6 weeks) LVN to ADN Students**

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<tr>
<td>RNSG 1327</td>
<td>Transition from Vocational to Professional Nursing (RN Training)</td>
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<td>RNSG 1161</td>
<td>Clinical – Nursing (RN Training)</td>
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<tr>
<td>RNSG 1251</td>
<td>Care of the Child-Bearing Family</td>
<td>2</td>
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<tr>
<td>RNSG 2160</td>
<td>Care of the Child-Bearing Family - Clinical</td>
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**TOTAL 7**

**Summer Semester II (6 weeks)**

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<tr>
<td>RNSG 2213</td>
<td>Mental Health Nursing</td>
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<tr>
<td>RNSG 1162</td>
<td>Clinical - Nursing (RN Training)</td>
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**TOTAL 3**

**Third Semester**

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<th>Title</th>
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<tr>
<td>RNSG 2201</td>
<td>Care of Children and Families</td>
<td>2</td>
</tr>
<tr>
<td>RNSG 2163</td>
<td>Care of Children and Families Clinical</td>
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<tr>
<td>SOCI 1301</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or Introduction to Psychology (PSYC 2301)</td>
<td></td>
</tr>
<tr>
<td>RNSG 1343</td>
<td>Complex Concepts of Adult Health</td>
<td>3</td>
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<tr>
<td>RNSG 2261</td>
<td>Med/Surg Clinical</td>
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**TOTAL 11**

**Fourth Semester**

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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>RNSG 2331</td>
<td>Advanced Concepts of Adult Health</td>
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<td>Humanities or Visual/Performing Arts elective</td>
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</tr>
</tbody>
</table>

**TOTAL 12**

Upon successful completion of the above curriculum, students will be awarded a total of 16 credits for previous LVN courses.
BUSINESS ADMINISTRATION
www.wc.edu/programs
Marilyn St. Clair, Department Chair
Technology Building (TECH), RM 105
817-598-6344
mstclair@wc.edu
Glenda Aslin, Business Instructor/Advisor
gaslin@wc.edu

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 ADMINISTRATION CERTIFICATE
35 hours to complete

First Semester
TP  ACNT 1303 Introduction to Accounting I ...............................................3
    BUSI 1301 Business Principles ...........................................................3
    POFT 1301 Business English .................................................................3
    POFT 1429 Beginning Keyboarding OR
          POFT 2401 Intermediate Keyboarding .............................................4
    COSC 1401/ Introduction to Computing .................................................4
TP  *ITSC 1401
TOTAL 17

Second Semester
TP  ACNT 1304 Introduction to Accounting II OR
    ACNT 1311 Introduction to Computerized Accounting ..........................3
    POFT 2312 Business Communications and Correspondence ..................3
    BUSG 1304 Introduction to Financial Advising .....................................3
    POFT 1325 Business Math and Machine Applications .........................3
    MRKG 1301 Customer Relationship Management .................................3
    HRPO 1311 Human Relations .................................................................3
TOTAL 18

*ITSC 1401 will only be articulated as a Tech Prep credit.
TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.
### CUSTOMER SERVICE REPRESENTATIVE CERTIFICATE

35 hours to complete

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting I</td>
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<td>POFT 1301</td>
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<tr>
<td>POFT 1429</td>
<td>Beginning Keyboarding OR</td>
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<tr>
<td>POFT 2401</td>
<td>Intermediate Keyboarding</td>
<td>4</td>
</tr>
<tr>
<td>COSC 1401/</td>
<td>Introduction to Computing</td>
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**TOTAL 17**

**Second Semester**

<table>
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<td>MRKG 1311</td>
<td>Principles of Marketing</td>
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<td>TP</td>
<td>BMGT 1301 Supervision</td>
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</tr>
<tr>
<td>POFT 2312</td>
<td>Business Communications and Correspondence</td>
<td>3</td>
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<tr>
<td>POFT 1325</td>
<td>Business Math and Machine Applications</td>
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<tr>
<td>MRKG 1301</td>
<td>Customer Relationship Management</td>
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<tr>
<td>HRPO 1311</td>
<td>Human Relations</td>
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</table>

**TOTAL 18**

*ITSC1401 will only be articulated as a Tech Prep credit.

TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.

### DEGREE PROGRAMS

### ASSOCIATE OF SCIENCE

#### BUSINESS FIELD OF STUDY (TRANSFER CURRICULUM)

65 hours required to graduate

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**

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<thead>
<tr>
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<tbody>
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<td>ENGL 1301</td>
<td>Freshman College English I</td>
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<tr>
<td>HIST 1301</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1324</td>
<td>Algebra with Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>KINE 1338*</td>
<td>Concepts of Fitness and Wellness</td>
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<tr>
<td>SCIENCE</td>
<td>Natural Science Core</td>
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**TOTAL 16**

**Freshman Second Semester**

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<th>Title</th>
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<td>ENGL 1302</td>
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<tr>
<td>HIST 1302</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1325</td>
<td>Calculus for Business and Economics Analysis</td>
<td>3</td>
</tr>
<tr>
<td>SPCH **</td>
<td>Choose from SPCH 1311, 1315, or 1321</td>
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<tr>
<td>SCIENCE</td>
<td>Natural Science Core</td>
<td>4</td>
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**TOTAL 16**
### Sophomore First Semester

<table>
<thead>
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<tbody>
<tr>
<td>ACCT 2401</td>
<td>Principles of Accounting I</td>
<td>4</td>
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<tr>
<td>ECON 2301</td>
<td>Principles of Economics (Macro)</td>
<td>3</td>
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<tr>
<td>ENGL 1301</td>
<td>Sophomore English</td>
<td>3</td>
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<tr>
<td>GOVT 2301</td>
<td>Principles of American and Texas Government</td>
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<td>Elective</td>
<td>Visual/Performing Arts Core</td>
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### Sophomore Second Semester

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<tbody>
<tr>
<td>ACCT 2402</td>
<td>Principles of Accounting II</td>
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<td>ECON 2302</td>
<td>Principles of Economics (Micro)</td>
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<td>ENGL 2311</td>
<td>Technical Writing</td>
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<tr>
<td>GOVT 2302</td>
<td>Functions of American and Texas Government</td>
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<tr>
<td>BCIS 1405</td>
<td>Business Computer Applications</td>
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* May substitute (3) one-credit hour physical education courses
** We prefer SPCH 1321. Check with transfer institution for their preference.

### 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 7 hours each week at an approved place of employment.

### BUSINESS ADMINISTRATION A.A.S. - BUSINESS ADMINISTRATION OPTION

68-69 hours

#### Freshman First Semester

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<thead>
<tr>
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<td>Business Principles</td>
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<td>POFT 1301</td>
<td>Business English</td>
<td>3</td>
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<tr>
<td>POFT 1429</td>
<td>Beginning Keyboarding OR</td>
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<td>POFT 2401</td>
<td>Intermediate Keyboarding</td>
<td>4</td>
</tr>
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<td>COSC 1401/</td>
<td>Introduction to Computing</td>
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<td>*<em>TP <em>ITSC 1401</em></em></td>
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#### Freshman Second Semester

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<td>Business Communications and Correspondence</td>
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<td>BUSG 1304</td>
<td>Introduction to Financial Advising</td>
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<td>Business Math and Machine Applications</td>
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<td>MRKG 1301</td>
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<td>TP HRPO 1311</td>
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**Sophomore First Semester**

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<tr>
<td>TP</td>
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<td>BUSI 2301 Business Law</td>
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<td>ECON 2301 Principles of Economics (Macro)</td>
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<td>KINE</td>
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<td></td>
<td>SPCH 1321 Business and Professional Speaking *</td>
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<td>Elective Business Administration Elective*</td>
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<td><strong>TOTAL</strong></td>
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**Sophomore Second Semester**

| Elective | Humanities or Visual Performing Arts Elective | 3       |
| Elective | Math or Natural Science                     | 3 - 4   |
| Elective | Behavioral Science                          | 3       |
| Elective | Business Administration Elective**          | 3       |
| BUSG 1166 | Practicum (or Field Experience) – Business/Commerce General | 1       |
| KINE      | Kinesiology/Physical Education              | 1       |
| **TOTAL** |                                      | **17-18** |

* May substitute SPCH 1311 or SPCH 1315

**May choose any three courses from ACCT, BMGT, BUSG, BUSI, HRPO, MRKG, or a computer course not already used in the program.

**TP** – Tech Prep course. High school course(s) may qualify for college credit. See page 125.

**BUSINESS ADMINISTRATION A.A.S. - CUSTOMER SERVICE REPRESENTATIVE OPTION**

68-69 hours

**Freshman First Semester**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
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<td>ACNT 1303 Introduction to Accounting I</td>
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<td>BUSI 1301 Business Principles</td>
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</tr>
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<td>POFT 1301 Business English</td>
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</tr>
<tr>
<td></td>
<td>POFT 1429 Beginning Keyboarding OR</td>
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<tr>
<td></td>
<td>POFT 2401 Intermediate Keyboarding</td>
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<tr>
<td></td>
<td>COSC 1401/ Introduction to Computing</td>
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**Freshman Second Semester**

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<th>Course</th>
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<td>BMGT 1301 Supervision</td>
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<td></td>
<td>POFT 2312 Business Communications and Correspondence</td>
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</tr>
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<td></td>
<td>POFT 1325 Business Math and Machine Applications</td>
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<td></td>
<td>MRKG 1301 Customer Relationship Management</td>
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</tr>
<tr>
<td>TP</td>
<td>HRPO 1311 Human Relations</td>
<td>3</td>
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Sophomore First Semester

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<tr>
<td>TP</td>
<td>BMGT 1327 Principles of Management</td>
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<td>TP</td>
<td>BUSI 2301 Business Law</td>
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<tr>
<td>TP</td>
<td>ECON 2301 Principles of Economics (Macro)</td>
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<td>TP</td>
<td>KINE Kinesiology/Physical Education</td>
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<tr>
<td>TP</td>
<td>SPCH 1321 Business and Professional Speaking*</td>
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<tr>
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<td>Elective Business Administration Elective**</td>
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**TOTAL 16**

Sophomore Second Semester

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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>TP</td>
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<tr>
<td>TP</td>
<td>Elective Math or Natural Science</td>
<td>3 - 4</td>
</tr>
<tr>
<td>TP</td>
<td>Elective Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>TP</td>
<td>Elective Business Administration Elective**</td>
<td>3</td>
</tr>
<tr>
<td>TP</td>
<td>Elective Business Administration Elective**</td>
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<tr>
<td>TP</td>
<td>BUSG 1166 Practicum (or Field Experience) -</td>
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<tr>
<td></td>
<td>Business/Commerce General</td>
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</tr>
<tr>
<td>TP</td>
<td>KINE Kinesiology/Physical Education</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL 17-18**

* May substitute SPCH 1311 or SPCH 1315
**May choose any three courses from ACCT, BMGT, BUSG, BUSI, HRPO, MRKG, or a computer course not already used in the program.

**TP** – Tech Prep course. High school course(s) may qualify for college credit. See page 125.

**CHILD DEVELOPMENT/EARLY CHILDHOOD**

www.wc.edu/programs

Early Childhood Education Department

Dr. Joyce Melton Pagés, Director

Education Department

817-598-6446

www.wc.edu/programs

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, and needs of children. 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; nutrition; and program management.

The Child Development/Early Childhood Program is designed to provide graduates with the knowledge and skills necessary to obtain employment as child care workers, pre-school teachers, and child care program administrators, or as a first step to higher education.

**REQUIREMENTS**

Proof of general good health from a physician, proof of education level, T.B. screening, and clear criminal history background search. Students must pass the COMPASS test.
CHILD CARE PROVIDER/ASSISTANT A.A.S.
61-62 semester hours required to graduate

Freshman First Semester***

TP  CDEC 1313  Curriculum Resources for Early Childhood Programs .......... 3
TP  CDEC 1319  Child Guidance.............................................................. 3
TECA 1311  Educating Young Children .................................................. 3
TP  TECA 1318  Wellness of the Young Child ........................................ 3
TP  TECA 1354  Child Growth and Development ..................................... 3

Freshman Second Semester***

CDEC 1164  Practicum in Child Development* ........................................ 1
CDEC 1195  Issues of Abuse and Neglect ............................................... 1
CDEC 1359  Children with Special Needs .............................................. 3
KINE 1338  Concepts of Fitness and Wellness ........................................ 3
COSC 1401/  Introduction to Computing ............................................... 4
TP  +ITSC 1401
ENGL 1301  Freshman College English ................................................ 3

Sophomore First Semester

CDEC 1356  Emergent Literacy for Early Childhood .................................. 3
CDEC 2307  Math and Science for Early Childhood ................................... 3
CDEC 2326  Administration of Programs for Children I ............................. 3
TECA 1303  Families, School, and Community ........................................ 3
Elective  Math 1332 or Lab Science ....................................................... 3-4

Sophomore Second Semester

CDEC 2328  Administration of Programs for Children II ........................... 3
CDEC 2486  Internship: Child Development/Early Childhood** .................. 4
Elective  Visual/Performing Arts or Humanities ...................................... 3
Elective  PSYC 2301; SOCI 2326; SOCW 2361 ...................................... 3
Speech  Speech ....................................................................................... 3

TOTAL 15-16

* To be taken during first year.
** To be taken during last semester.
***Child Development Certificate issued upon completion of courses in freshman semesters.
+ ITSC1401 will only be articulated as a Tech Prep credit.
TP – Tech Prep course. High school course(s) may qualify for college credit. See page 114.
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 see page 119 for Associate in Arts degree requirements.

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

Ken Logan, Network Instructor/Advisor
klogan@wc.edu

Dr. Sue Casey, Computer Instructor/Advisor
scasey@wc.edu

Kim Hopkins, Computer and Gaming Instructor/Advisor
khopkins@wc.edu

Dr. Jim Messinger, Computer Instructor/Advisor
jmessinger@wc.edu

Dr. Linda Robinson, Computer Instructor/Advisor
lrobinson@wc.edu

The Computer Information Systems (CIS) component of the BCIS Department offers courses that lead to the award of five one-year certificates and two A.A.S. degrees. The certificates include Information Systems, Web Development, Database Programming, Gaming Design and Programming, and Networking Systems. The A.A.S. degrees include Information Technology and Networking Systems.

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 Graphics
- 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/ITSY 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 Technology
• POFI 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. Completion of courses in this award can be used to pursue the Networking Systems A.A.S. degree.

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 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 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 Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC 1401/</td>
<td>Introduction to Computing</td>
<td>4</td>
</tr>
<tr>
<td>TP ITSC 1401*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TP IMED 1416</td>
<td>Web Design I</td>
<td>4</td>
</tr>
<tr>
<td>TP ITSW 1410</td>
<td>Introduction to Presentation Graphics Software</td>
<td>4</td>
</tr>
<tr>
<td>TP ARTC 1413</td>
<td>Digital Publishing I</td>
<td>4</td>
</tr>
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</table>

TOTAL 16
## Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTC 2413</td>
<td>Digital Publishing II</td>
<td>4</td>
</tr>
<tr>
<td>POFI 2440</td>
<td>Advanced Word Processing</td>
<td>4</td>
</tr>
<tr>
<td>ITSW 2434</td>
<td>Advanced Spreadsheets</td>
<td>4</td>
</tr>
<tr>
<td>ITSC 2186**</td>
<td>Internship, Computer and Information Sciences</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

* ITSC1401 may only be articulated as Tech Prep credit.  
** Students work 3 hours each week at an approved place of employment.  

TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.

### WEB DEVELOPMENT CERTIFICATE

33 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>TP IMED 1416</td>
<td>Web Design I</td>
<td>4</td>
</tr>
<tr>
<td>IITSW 2437</td>
<td>Advanced Database</td>
<td>4</td>
</tr>
<tr>
<td>ITSE 1411</td>
<td>Beginning Web Programming</td>
<td>4</td>
</tr>
<tr>
<td>BCIS 1405</td>
<td>Business Computer Applications</td>
<td>4</td>
</tr>
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<td><strong>TOTAL</strong></td>
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### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Elective*</td>
<td>Information Technology</td>
<td>4</td>
</tr>
<tr>
<td>ITSE 2186**</td>
<td>Internship, Computer Programming</td>
<td>1</td>
</tr>
<tr>
<td>ITSE 2413</td>
<td>Web Authoring</td>
<td>4</td>
</tr>
<tr>
<td>ITSE 2409</td>
<td>Database Programming</td>
<td>4</td>
</tr>
<tr>
<td>INEWS 2434</td>
<td>Advanced Web Programming</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

* Any course from any instructional area rubric listed on page 134.  
** Students work 3 hours each week at an approved place of employment.  

TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.
DATABASE PROGRAMMING CERTIFICATE
32 semester hours required to complete

This certificate gives students substantial knowledge of programming techniques required for database management. Students work with desktop database programs as well as client-server applications. Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software.

The primary emphasis of the curriculum is hands-on training in programming, database design, database application, web development and related computer areas that provide the ability to adapt as information systems evolve. Graduates should qualify for employment in business, industry, and government organizations as entry-level programmers, programmer trainees, software developers, database developers, software specialists, or information managers. Students who successfully complete the following courses can be awarded this certificate. This certificate program can also be used for completion of the Information Technology A.A.S. – Database Programming Option.

Students must adhere to prerequisite courses as described in the course descriptions in this catalog.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCIS 1405</td>
<td>Business Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>COSC 1309</td>
<td>Logic Design</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 1431</td>
<td>Introduction to Visual Basic Programming</td>
<td>4</td>
</tr>
<tr>
<td>ITSW 2437</td>
<td>Advanced Database</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL 15

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSE 1407</td>
<td>Introduction to C++</td>
<td>4</td>
</tr>
<tr>
<td>ITSE 2409</td>
<td>Database Programming</td>
<td>4</td>
</tr>
<tr>
<td>ITSE 2186*</td>
<td>Internship, Computer Programming</td>
<td>1</td>
</tr>
<tr>
<td>ITSE 2449</td>
<td>Advanced Visual Basic Programming</td>
<td>4</td>
</tr>
<tr>
<td>INEW 2434</td>
<td>Advanced Web Programming</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL 17

* Students work 3 hours each week at an approved place of employment.
GAMING DESIGN AND PROGRAMMING CERTIFICATE
33 semester hours required to complete

This certificate gives students substantial knowledge of techniques required for software programming fundamentals and game software development. Students work with desktop game design programs as well as online gaming environments using appropriate languages and software.

The primary emphasis of the curriculum is hands-on training in game programming, game design, game development and related computer areas that provide the ability to adapt as gaming systems evolve. Students should qualify for employment in business and industry as entry-level gaming designers and programmers, gaming programmer trainees or game software developers. This certificate program can also be used for completion of the Information Technology A.A.S. – Gaming Design and Programming Option. Students who successfully complete the following courses can be awarded this certificate.

Students must adhere to prerequisite courses as described in the course descriptions in this catalog.

First Semester
GAME 1303 Introduction to Game Design and Development .............. 3
BCIS 1405 Business Computer Applications....................................... 4
GAME 1302 Interactive Storyboarding .................................................. 3
ITSE 1431 Introduction to Visual Basic Programming .........................4
GAME 1294 Special Topics.................................................................... 2

TOTAL 16

Second Semester
GAME 1304 Level Design....................................................................... 3
GAME 1409 Introduction to Animation Programming ................................4
ITSE 1407 Introduction to C++ Programming .....................................4
GAME 1301 Computer Ethics .................................................................. 3
GAME 2308 Portfolio for Game Development ....................................... 3

TOTAL 17

NETWORKING SYSTEMS CERTIFICATE
31 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. There will be no enrollment 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. This certificate program can also be used for completion of the Networking Systems A.A.S. 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**
- **TP ITCC 1401***: Cisco Exploration 1: Network Fundamentals .................. 4
- **ITSY 1300**: Fundamentals of Information Security ........................... 3
- **CPMT 1405**: IT Essentials I: PC Hardware and Software .................... 4
- **TP ITNW 1425**: Fundamentals of Networking Technologies .................. 4

**TOTAL 15**

**Second Semester**
- **ITCC 1404***: Cisco Exploration 2: Routing Protocols and Concepts ...... 4
- **ITNW 1416**: Network Administration .............................................. 4
- **ITSY 1442**: Information Technology Security .................................... 4
- **HRPO 1311**: Human Relations ....................................................... 3
- **ITNW 1164****: Practicum – Computer Systems Networking & Telecommunications .......................................................... 1

**TOTAL 16**

* Students must take these courses in sequence.

** Students work 7 hours each week at an approved place of employment.

TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.

**DEGREE PROGRAMS**

Students enrolling 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, networking specialist 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
COSC 1401/ Introduction to Computing ................................................. 4
TP ITSC 1401* .................................................................................. 4
TP ARTC 1413 Digital Publishing I ......................................................... 4
TP IMED 1416 Web Design I ................................................................. 4
TP ITSW 1410 Introduction to Presentation Graphics Software .......... 4
TOTAL 16

Freshman Second Semester
ARTC 2413 Digital Publishing II ............................................................ 4
POFI 2440 Advanced Word Processing .............................................. 4
ITSW 2434 Advanced Spreadsheets ................................................... 4
ITSC 2186** Internship, Computer and Information Sciences .......... 1
TOTAL 13

Sophomore First Semester
ENGL 1301 Freshman College English I .............................................. 3
MATH 1314 College Algebra OR ...
MATH 1324 Algebra with Business Application ..................................... 3
HIST 1301 U.S. History I ..................................................................... 3
CPMT 1405 IT Essentials I: PC Hardware and Software ...................... 4
KINE Kinesiology/Physical Education ................................................... 1
TOTAL 14

Sophomore Second Semester
ENGL 1302 Freshman College English II .............................................. 3
Elective*** Information Technology ..................................................... 4
Elective Humanities OR Visual/Performing Arts .................................. 3
HRPO 1311 Human Relations ............................................................... 3
SPCH Choose one of the following: SPCH 1311 OR 1315 ............... 3
KINE Kinesiology/Physical Education ................................................... 1
TOTAL 17

* ITSC1401 may only be articulated as Tech Prep credit.
** Students work 3 hours each week at an approved place of employment.
*** Any course from any instructional area rubric listed on page 134.
TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.
INFORMATION TECHNOLOGY A.A.S. – WEB DEVELOPMENT OPTION

64 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

- BCIS 1405 Business Computer Applications ........................................ 4
- ITSE 1411 Beginning Web Programming ............................................. 4
- TP IMED 1416 Web Design I ............................................................. 4
- ITSW 2437 Advanced Database ....................................................... 4

TOTAL 16

Freshman Second Semester

- ITSE 2413 Web Authoring ................................................................. 4
- ITSE 2409 Database Programming ................................................... 4
- INEW 2434 Advanced Web Programming .......................................... 4
- Elective* Information Technology ................................................... 4
- ITSE 2186** Internship, Computer Programming ............................... 1

TOTAL 17

Sophomore First Semester

- ENGL 1301 Freshman College English I ............................................ 3
- MATH 1314 College Algebra
  - OR
  - MATH 1324 Algebra with Business Application ................................ 3
- HIST 1301 U.S. History I ................................................................. 3
- CPMT 1405 IT Essentials I: PC Hardware and Software .................... 4
- KINE Kinesiology/Physical Education .............................................. 1

TOTAL 14

Sophomore Second Semester

- ENGL 1302 Freshman College English II ........................................... 3
- Elective* Information Technology ................................................... 4
- Elective Humanities OR Visual/Performing Arts ............................... 3
- HRPO 1311 Human Relations ......................................................... 3
- SPCH Choose one of the following: SPCH 1311 OR 1315 ................. 3
- KINE Kinesiology/Physical Education .............................................. 1

TOTAL 17

* Any course from any instructional area rubric listed on page 134.
** Students work 3 hours each week at an approved place of employment.

TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.
INFORMATION TECHNOLOGY A.A.S. – DATABASE PROGRAMMING OPTION

63 semester hours required to graduate

This degree gives students substantial knowledge of programming techniques required for database management. Students work with desktop database programs as well as client-server applications. Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software.

The primary emphasis of the curriculum is hands-on training in programming, database design, database application, web development and related computer areas that provide the ability to adapt as information systems evolve. Graduates should qualify for employment in business, industry, and government organizations as entry-level programmers, programmer trainees, software developers, database developers, software specialists, or information managers. Students who successfully complete the following courses can be awarded this degree.

Students must adhere to prerequisite courses as described in the course descriptions in this catalog.

Freshman First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BCIS 1405</td>
<td>Business Computer Applications</td>
<td>4</td>
</tr>
<tr>
<td>COSC 1309</td>
<td>Logic Design</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 1431</td>
<td>Introduction to Visual Basic Programming</td>
<td>4</td>
</tr>
<tr>
<td>ITSW 2437</td>
<td>Advanced Database</td>
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<td><strong>TOTAL</strong></td>
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Freshman Second Semester

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<tr>
<th>Course</th>
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<tr>
<td>ITSE 1407</td>
<td>Introduction to C++</td>
<td>4</td>
</tr>
<tr>
<td>ITSE 2409</td>
<td>Database Programming</td>
<td>4</td>
</tr>
<tr>
<td>ITSE 2449</td>
<td>Advanced Visual Basic Programming</td>
<td>4</td>
</tr>
<tr>
<td>INEW 2434</td>
<td>Advanced Web Programming</td>
<td>4</td>
</tr>
<tr>
<td>ITSE 2186*</td>
<td>Internship, Computer Programming</td>
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<tr>
<td><strong>TOTAL</strong></td>
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Sophomore First Semester

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<th>Title</th>
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<tr>
<td>ENGL 1301</td>
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<tr>
<td>MATH 1314 or MATH 1324</td>
<td>College Algebra / Algebra with Business Application</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>CPMT 1405</td>
<td>IT Essentials I: PC Hardware and Software</td>
<td>4</td>
</tr>
<tr>
<td>KINE</td>
<td>Kinesiology/Physical Education</td>
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Sophomore Second Semester

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<tbody>
<tr>
<td>ENGL 1302</td>
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<tr>
<td>Elective**</td>
<td>Information Technology</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>Humanities OR Visual/Performing Arts</td>
<td>3</td>
</tr>
<tr>
<td>HRPO 1311</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>SPCH</td>
<td>Choose one of the following: SPCH 1311 OR 1315</td>
<td>3</td>
</tr>
<tr>
<td>KINE</td>
<td>Kinesiology/Physical Education</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>17</strong></td>
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</tbody>
</table>

* Students work 3 hours each week at an approved place of employment.
** Any course from any instructional area rubric listed on page 134.
INFORMATION TECHNOLOGY A.A.S. – GAMING DESIGN AND PROGRAMMING OPTION

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

GAME 1303 Introduction to Game Design and Development .............. 3
BCIS 1405 Business Computer Applications ...................................... 4
GAME 1302 Interactive Storyboarding .................................................. 3
ITSE 1431 Introduction to Visual Basic Programming .........................4
GAME 1294 Special Topics ................................................................. 2

TOTAL 16

Freshman Second Semester

GAME 1304 Level Design ..................................................................... 3
GAME 1409 Introduction to Animation Programming ............................4
ITSE 1407 Introduction to C++ Programming .....................................4
GAME 1301 Computer Ethics ................................................................. 3
GAME 2308 Portfolio for Game Development .......................................3

TOTAL 17

Sophomore First Semester

ENGL 1301 Freshman College English I ..............................................3
MATH 1314 College Algebra OR
MATH 1324 Algebra with Business Application ................................. 3
HIST 1301 U.S. History I ................................................................. 3
CPMT 1405 IT Essentials I: PC Hardware and Software ....................... 4
KINE Kinesiology/Physical Education ............................................... 1

TOTAL 14
Sophomore Second Semester

- ENGL 1302 Freshman College English II ............................................. 3
- Elective* Information Technology ..................................................... 3
- Elective Humanities OR Visual/Performing Arts.............................. 3
- HRPO 1311 Human Relations ........................................................... 3
- SPCH Choose one of the following: SPCH 1311 OR 1315 ............ 3
- KINE Kinesiology/Physical Education............................................. 1

TOTAL 16

* It is highly recommended that students who also plan to complete the Gaming Design and Programming certificate take GAME 2342.

BUSINESS SYSTEMS NETWORKING AND TELECOMMUNICATIONS

NETWORKING SYSTEMS

The Networking Systems curriculum provides training and education in network design and implementation as well as network security. It emphasizes skills required to perform duties in the workplace as a local area network system specialist. The objectives of the certificate are to provide instruction that presents the fundamentals of computer networking, an introduction to peer-to-peer networking, network security, and the basics of client/server environments.

It also provides an introduction in multi-platform connectivity, network trouble analysis, and network diagnostics. Students design, install, and administer local area networks in the classroom setting.

NETWORKING SYSTEMS A.A.S.

60 semester hours required to graduate

This degree is designed to provide the skills needed to design, build and maintain small to medium-sized networks and enter the workforce as a network specialist. Included in this program are courses offered through the Cisco Networking Academy.

These courses provide hands-on experience configuring and maintaining routers, switches and other equipment used to connect networks and the Internet together. The curriculum used in these courses is specifically designed to provide students with the knowledge and skills to be successful in pursuit of certifications through Cisco Systems, Inc.

The Cisco certification courses, those with a prefix of ITCC, must be taken in sequence. There will be no enrollment 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 must be proficient in keyboarding prior to enrolling in this degree. 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

**TP** ITCC 1401* Cisco Exploration 1: Network Fundamentals ..................... 4
ITSY 1300 Fundamentals of Information Security ........................................ 3
CPMT 1405 IT Essentials I: PC Hardware and Software ................................... 4
**TP** ITNW 1425 Fundamentals of Networking Technologies............................. 4

TOTAL 15

Freshman Second Semester

ITCC 1404* Cisco Exploration 2: Routing Protocols and Concepts ............. 4
ITNW 1416 Network Administration ............................................................. 4
ITSY 1442 Information Technology Security ............................................... 4
HRPO 1311 Human Relations ...................................................................... 3
ITNW 1164** Practicum – Computer Systems Networking &
Telecommunications ..................................................................................... 1

TOTAL 16

Sophomore First Semester

ITCC 2408* Cisco Exploration 3: LAN Switching and Wireless.............. 4
ITNW 1453 Supporting Network Server Infrastructure ............................. 4
ENGL 1301 Freshman College English ..................................................... 3
Elective Humanities OR Visual/Performing Arts ................................................ 3
KINE Kinesiology/Physical Education ......................................................... 1

TOTAL 15

Sophomore Second Semester

ITCC 2410* Cisco Exploration 4: Accessing the WAN .......................... 4
MATH 1314 College Algebra OR Higher Mathematics............................... 3
SPCH Choose one of the following: SPCH 1311 OR 1315 ......................... 3
Elective Behavioral Science ......................................................................... 3
KINE Kinesiology/Physical Education ......................................................... 1

TOTAL 14

* Students must take these courses in sequence.
** Students work 7 hours each week at an approved place of employment.

TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.

COSMETOLOGY
www.wc.edu/programs

Valerie Hopkins, Instructor
Education Center at Mineral Wells (ECMW)
817-598-6393
vhopkins@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 with area high schools for juniors and seniors allowing students to earn high school credits as well as 40 semester hour credits in the Cosmetology Certificate Program.

Upon completion of 1,500 hours of instruction and successfully meeting all requirements set forth by the Texas Department of Licensing and Regulation, students will be able to perform all salon services including cutting, styling, perming, coloring and manicuring. In addition, general academic courses complement the program to enhance the student’s marketability in related career choices.

Positions in cosmetology vary to include specialization in hair design, cutting, perming, coloring and make-up, and teaching. Exciting careers are available in salons, aboard cruise ships, and platform work.

**COSMETOLOGY CERTIFICATE**

42 semester hours required to complete

<table>
<thead>
<tr>
<th>First Semester</th>
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</thead>
<tbody>
<tr>
<td>CSME 1401 Orientation to Cosmetology</td>
<td>4</td>
</tr>
<tr>
<td>CSME 1405 Fundamentals of Cosmetology</td>
<td>4</td>
</tr>
<tr>
<td>CSME 1451 Artistry of Hair, Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>CSME 2310 Advanced Haircutting and Related Theory</td>
<td>3</td>
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<td><strong>TOTAL 15</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
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<tbody>
<tr>
<td>CSME 1547 Principles of Skin Care/Facials and Related</td>
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<tr>
<td>CSME 1553 Chemical Reformation and Related Theory</td>
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<tr>
<td>CSME 2244 Preparation for the State Licensing Written Examination</td>
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<tr>
<td>CSME 2343 Salon Development</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
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<tbody>
<tr>
<td>CSME 1543 Manicuring and Related Theory</td>
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<tr>
<td>CSME 2501 Principles of Haircoloring and Related Theory</td>
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<tr>
<td>CSME 2245 Preparation for the State Licensing Practical Examination</td>
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<td><strong>TOTAL 12</strong></td>
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</table>

Capstone: Texas Department of Licensing and Regulation Licensure Exam

**COSMETOLOGY A.A.S.**

71-72 semester hours required to graduate

<table>
<thead>
<tr>
<th>Freshman First Semester</th>
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<tbody>
<tr>
<td>CSME 1401 Orientation to Cosmetology</td>
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<tr>
<td>CSME 1405 Fundamentals of Cosmetology</td>
<td>4</td>
</tr>
<tr>
<td>CSME 1451 Artistry of Hair, Theory and Practice</td>
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</tr>
<tr>
<td>CSME 2310 Advanced Haircutting and Related Theory</td>
<td>3</td>
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<tr>
<td><strong>TOTAL 15</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Freshman Second Semester</th>
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<tbody>
<tr>
<td>CSME 1547 Principles of Skin Care/Facials and Related</td>
<td>5</td>
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<tr>
<td>CSME 1553 Chemical Reformation and Related Theory</td>
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<tr>
<td>CSME 2244 Preparation for the State Licensing Written Examination</td>
<td>2</td>
</tr>
<tr>
<td>CSME 2343 Salon Development</td>
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<tr>
<td><strong>TOTAL 15</strong></td>
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</tbody>
</table>
Freshman Third Semester
CSME 1543 Manicuring and Related Theory ......................................... 5
CSME 2501 Principles of Haircoloring and Related Theory .................. 5
CSME 2245 Preparation for the State Licensing Practical Examination 2

TOTAL 12

Sophomore First Semester
ACNT 1303 Introduction to Accounting I ........................................... 3
BCIS 1405 Business Computer Applications OR
COSC 1401 Introduction to Computing .............................................. 4
POFT 1301 Business English ............................................................ 3
POFT 1325 Business Math and Machine Applications ......................... 3
KINE 1325 Kinesiology/Physical Education ...................................... 1

TOTAL 14

Sophomore Second Semester
ENGL 1301 Freshman College English I .......................................... 3
PSYC 2301 General Psychology OR
PSYC 2314 Lifespan Growth and Development ................................ 3
SPCH 1315 Public Speaking OR
SPCH 1321 Business and Professional Speaking ................................ 3
Elective Visual/Performing Arts OR Humanities ............................. 3
Elective Math OR Lab Science ...................................................... 3-4

TOTAL 15-16

COSMETOLOGY INSTRUCTOR
20 semesters hours required to complete / State-certified cosmetologists only

Refinement of skills is offered for the cosmetologist seeking an instructor’s license. Student instructors must first have a valid Texas Operator’s License as well as an A.A.S. degree and three years work experience as an operator before entering the cosmetology department to complete the additional 750 hours necessary in cosmetology courses and methods.

Upon successful completion of the course and licensing examination, students can enter the field of teaching in cosmetology. Instructor positions are available in the private sector, vocational area, or at the state level.

Area of Training
CSME 1434 Cosmetology Instructor I .................................................. 4
CSME 1435 Orientation to Instruction of Cosmetology ......................... 4
CSME 2414 Cosmetology Instructor II ................................................ 4
CSME 2415 Cosmetology Instructor III ............................................. 4
CSME 2444 Cosmetology Instructor IV ............................................. 4

TOTAL 20

Capstone: Texas Department of Licensing and Regulation Licensure Exam
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.**
65-66 semester hours required to graduate

**Freshman First Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
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<td>CRIJ 1301/</td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td>TP *CJSA 1322</td>
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<tr>
<td>CRIJ 1306</td>
<td>Court Systems and Practicesa.</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Freshman College English</td>
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</tr>
<tr>
<td>HIST 1301</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1301</td>
<td>Introduction to Sociology</td>
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<tr>
<td><strong>KINE</strong></td>
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**Freshman Second Semester (Spring)**

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<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>CRIJ 1307/</td>
<td>Crime in America</td>
<td>3</td>
</tr>
<tr>
<td>TP *CJSA 1312</td>
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<tr>
<td>CRIJ 1313</td>
<td>Juvenile Justice System</td>
<td>3</td>
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<tr>
<td>ENGL 1302</td>
<td>Freshman College English II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1302</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1315</td>
<td>Public Speaking</td>
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<tr>
<td><strong>KINE</strong></td>
<td>Kinesiology/Physical Education</td>
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<td><strong>TOTAL 16</strong></td>
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<td></td>
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<tr>
<td>Sophomore First Semester (Fall)</td>
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<tr>
<td>CRIJ 1310/ Fundamentals of Criminal Law</td>
<td>3</td>
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<tr>
<td><strong>TP</strong> C Jamaican 1327</td>
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<td>CRIJ 2328 Police Systems and Practices</td>
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<td>CJSA 2334 Contemporary Issues in Criminal Justice</td>
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<td>COSC 1401/ Introduction to Computing</td>
<td>4</td>
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<td><strong>TP</strong> ITSC 1401</td>
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<tr>
<td>GOVT 2301 Principles and Institutions of the American and Texas Systems of Government</td>
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<th>Sophomore Second Semester (Spring)</th>
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<tbody>
<tr>
<td>CJSA 2282 Cooperative Work Experience</td>
<td>2</td>
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<tr>
<td>CRIJ 2323 Legal Aspects of Law Enforcement</td>
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<tr>
<td>CRIJ 2314 Criminal Investigation</td>
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<td>GOVT 2302 Functions of the Institutions of American Govt.</td>
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<td>Elective College Mathematics OR Natural Science</td>
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<td>Elective Visual/Performing Arts OR Humanities</td>
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*CJSA 1322, CJSA 1312, CJSA 1327 and ITSC 1401 will only be articulated as Tech Prep credit.

**KINE 1106 Beginning Marksmanship recommended.

***KINE 2106 Intermediate Marksmanship recommended.

CRIMINAL JUSTICE CORRECTIONS A.A.S.

65-66 semester hours required to graduate

<table>
<thead>
<tr>
<th>Freshman First Semester (Fall)</th>
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<tbody>
<tr>
<td>CRIJ 1301/ Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td><strong>TP</strong> C Jamaican 1322</td>
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<tr>
<td>CRIJ 1306 Court Systems and Practices</td>
<td>3</td>
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<td>ENGL 1301 Freshman College English</td>
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<tr>
<td>HIST 1301 U.S. History I</td>
<td>3</td>
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<tr>
<td>SOCI 1301 Introduction to Sociology</td>
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<tr>
<td><strong>KINE</strong> Kinesiology/Physical Education</td>
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<table>
<thead>
<tr>
<th>Freshman Second Semester</th>
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<tbody>
<tr>
<td>CRIJ 1307/ Crime in America</td>
<td>3</td>
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<tr>
<td><strong>TP</strong> C Jamaican 1312</td>
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<tr>
<td>CRIJ 1313 Juvenile Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 2313 Correctional Systems and Practices</td>
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<tr>
<td>ENGL 1302 Freshman College English II</td>
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<td>HIST 1302 U.S. History II</td>
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<td>SPCH 1315 Public Speaking</td>
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### Sophomore First Semester

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<tbody>
<tr>
<td>CRIJ</td>
<td>Fundamentals of Criminal Law</td>
<td>3</td>
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<tr>
<td>TP</td>
<td>*CJSA 1327</td>
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<tr>
<td>CJSA</td>
<td>Contemporary Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ</td>
<td>Community Resources in Correction</td>
<td>3</td>
</tr>
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<td>COSC</td>
<td>Introduction to Computing</td>
<td>4</td>
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<tr>
<td>TP</td>
<td>*ITSC 1401</td>
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<tr>
<td>GOVT</td>
<td>Principles and Institutions of the American and Texas Systems of Government</td>
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### Sophomore Second Semester

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<tr>
<td>CJSA</td>
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<td>CRIJ</td>
<td>Legal Aspect of Law Enforcement</td>
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<tr>
<td>GOVT</td>
<td>Functions of the Institutions of Am. Government</td>
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<tr>
<td>Elective</td>
<td>Visual/Performing Arts OR Humanities</td>
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* *CJSA 1322, CJSA 1312, CJSA 1327 and ITSC 1401 will only be articulated as Tech Prep credit.
* TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.
* **KINE 1106 Beginning Marksmanship recommended.
* ***KINE 2106 Intermediate Marksmanship recommended

### DEVELOPMENTAL READING/WRITING

Sue Coody, Director of Instructional Support  
Library, Streib Center  
817-598-6423

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  
COUT 434  
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 sound waves into areas of the patient’s body. Sonographers operate the equipment which collects reflected echoes and forms an image that may be video taped, transmitted, or photographed for interpretation and diagnosis by a physician.

### ADMISSION TO DIAGNOSTIC MEDICAL SONOGRAPHY

Admission to Weatherford College does not guarantee selective admission to the Diagnostic Medical Sonography Program. The number of students admitted to this program is limited. Students admitted to the Diagnostic Medical Sonography Program are selected on the basis of admission to the college, reading, writing,
and math level, prior educational achievement, and health status. For specific application information and deadlines, contact the Sonography Program Director or the academic counselor.

All students must achieve a minimum of 75% or higher to pass the Sonography courses and progress in the program.

**DIAGNOSTIC MEDICAL SONOGRAPHY A.A.S.**

72 credit hours required to graduate

**Prerequisite**

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<th>Course Title</th>
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<td>Anatomy and Physiology I</td>
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<td>BIOL 2402</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>MATH 1314</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>ENGL 1301</td>
<td>English Composition I</td>
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<td>PSYC 2301</td>
<td>Introduction to Psychology</td>
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<td>PHYS 1402</td>
<td>General Physics</td>
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**TOTAL 24**

**Freshman First Semester (Fall)**

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<td>Sonographic Sectional Anatomy</td>
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<td>DMSO 1441</td>
<td>Abdominopelvic Sonography</td>
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<td>Basic Ultrasound Physics</td>
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<td>DMSO 1260</td>
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**TOTAL 12**

**Freshman Second Semester (Spring)**

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<th>Course Title</th>
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<tr>
<td>DMSO 2405</td>
<td>Sonography of Obstetrics/Gynecology</td>
<td>4</td>
</tr>
<tr>
<td>DMSO 2243</td>
<td>Advanced Ultrasound Principles and Instrumentation</td>
<td>2</td>
</tr>
<tr>
<td>DMSO 1460</td>
<td>Clinical</td>
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**TOTAL 11**

**Freshman Third Semester (Summer)**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DMSO 1355</td>
<td>Sonographic Pathophysiology</td>
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</tr>
<tr>
<td>DSVT 1103</td>
<td>Introduction to Vascular Technology</td>
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<tr>
<td>DMSO 1361</td>
<td>Clinical</td>
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**TOTAL 7**

**Sophomore First Semester (Fall)**

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<tr>
<td>DMSO 2353</td>
<td>Sonography of Superficial Structures</td>
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<tr>
<td>DSVT 1300</td>
<td>Principles of Vascular Technology</td>
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**TOTAL 10**

**Sophomore Second Semester (Spring)**

<table>
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<tr>
<td>DSVT 2335</td>
<td>Advanced Non-Invasive 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 2461</td>
<td>Clinical (Capstone)</td>
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</tr>
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</table>

**TOTAL 8**
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 75% or higher to pass the Sonography courses and progress in the program.

ECHOCARDIOGRAPHY CERTIFICATE
24 semester hours required to complete

<table>
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<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>DSAE 1303</td>
<td>Introduction to Echocardiography Techniques .......... 3</td>
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<tr>
<td>DSAE 1440</td>
<td>Diagnostic Electrocardiography                        4</td>
</tr>
<tr>
<td>DSAE 2243</td>
<td>Cardiovascular Concepts                                  3</td>
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<tr>
<td>DSAE 2360</td>
<td>Clinical                                                        3</td>
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<td><strong>TOTAL</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>DSAE 2335</td>
<td>Advanced Echocardiography                                 3</td>
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<tr>
<td>DSAE 2404</td>
<td>Echocardiographic Evaluation of Pathology I               4</td>
</tr>
<tr>
<td>DSAE 2461</td>
<td>Clinical (Capstone)                                          4</td>
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<tr>
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</table>

Drama
www.wc.edu/programs

Nancy McVean, Program Director
Fine Arts Building (FINE), RM 112
817-598-6307

Drama majors should see page 119 for Associate in Arts degree requirements.

EDUCATION/TEACHER PREPARATION

Dr. Joyce Melton Pagés, Director
Student Services Building (STSV-uf)
817-598-6245

The Associate of Arts in Teaching (AAT) 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 AAT. Once students complete the AAT, they must transfer to a university that offers a bachelor’s degree and also 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 inorder to understand the specific requirements of that institution. Additional information may be reviewed at the state website www.sbec.state.tx.us for specifics related to obtaining certification in Texas.
In order to be eligible to receive this degree, a student must:
1. Complete a minimum of 63 hours including all the required courses listed.
2. Earn a grade of “C” or better in English 1301; Speech 1311 (Tarleton requires a grade of “B”); and EDUC 1301 and EDUC 2301.
3. Receive a GPA of at least 2.00.
4. Meet all THEA requirements.

ASSOCIATE OF ARTS IN TEACHING PROGRAM OF STUDY
63 hours required to graduate
Leading to Texas Teacher Certification Generalist 4-8; Generalist EC-6; Special Education EC-12

Special Note: 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. 63 hours required to graduate

Freshman First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL</td>
<td>1301 Freshman College English</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>1301 U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>EDUC</td>
<td>1301 Introduction to the Teaching Profession</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>1314 College Algebra or higher</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Visual/Performing Arts</td>
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TOTAL 15

Freshman Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
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<td>1302 Freshman College English II</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>1302 U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>EDUC</td>
<td>2301 Introduction to Special Populations</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Science with Lab</td>
<td>4</td>
</tr>
<tr>
<td>KINE</td>
<td>1338 Kinesiology</td>
<td>3</td>
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</table>

(See advisor in the Education Dept. for specific approved lab science courses)

TOTAL 15

Sophomore First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective</td>
<td>Sophomore English Literature</td>
<td>3</td>
</tr>
<tr>
<td>GOVT</td>
<td>2301 Principles/Institutions of American/Texas Systems of Government</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>1350 Fundamentals of Mathematics I</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>Science with Lab</td>
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</tr>
<tr>
<td>SPCH</td>
<td>1311 Speech</td>
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(See advisor in the Education Dept. for specific approved lab science courses)

TOTAL 16

Sophomore Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>GOVT</td>
<td>2302 Functions of the Institutions of American Government</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>1351 Fundamentals of Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Sophomore English Literature</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Social/Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Science with lab</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL 16
English majors should seek advisement within the English department regarding specific transfer degree requirements in the Associate in Arts Degree.

**FIRE SCIENCE**

**FIRE ACADEMY - See page 185**

Steve Malley  
Department Chair, Public Safety Professions  
817-598-6347

**FIRE SCIENCE DEGREE - See page 182**

David Anderson  
Degree Program Coordinator  
817-598-6424

**HISTOTECHNOLOGY A.A.S.**

Advanced Placement - Tarleton State University  
Glenda F. Hoye, BS, HT (ASCP), Histotechnology Program Director, Tarleton State University  
817-926-1101 ext. 234, hoye@tarleton.edu

Katherine Boswell, MS, RN Dean of Health and Human Sciences, Weatherford College  
817-598-6217, boswell@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* General Biology I
- BIOL 1407* General Biology II
- BIOL 2421 Microbiology

**CHEMISTRY**

**Option 1**
- CHEM 1411 General Chemistry I
- HPRS 1206 Medical Terminology

**Option 2**
- CHEM 1411* General Chemistry I
- CHEM 1412* General Chemistry II

**ENGLISH**
- ENGL 1301 English 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**
- Humanities and Fine Arts Elective

*Students planning to articulate from the Histotechnology Associate of Applied Science Degree to the Medical Technology Bachelor’s Degree should choose BIOL 1406, 1407, and CHEM 1411, 1412.
REQUIRED HISTOTECHNOLOGY COURSES TO BE TAKEN IN FORT WORTH THROUGH TARLETON STATE UNIVERSITY AND AFFILIATED CLINICAL SITES

Fall Semester:
- HLAB 282 Introduction to Medical Laboratory Sciences (1)
- HLAB 295 Clinical Histotechnology I (4)
- HLAB 214 Introduction to Histotechnology (4)
- HLAB 215 Histotechnology I (4)

Spring Semester:
- HLAB 296 Clinical Histotechnology II (4)
- HLAB 224 Functional Histology II (4)
- HLAB 225 Histotechnology II (4)

Summer Semester:
- HLAB 285 Capstone Cases and Review (2)
- HLAB 297 Clinical Histotechnology III (4)
- HLAB 234 Functional Histology (3)
- HLAB 235 Histotechnology III (3)

Students may begin the Histotechnology program during the fall, spring or summer semester.

HUMAN SERVICE PROVIDER ASSOCIATE/ SUBSTANCE ABUSE COUNSELING CERTIFICATE

Joe Reed, Program Director
Allied Health (ALHE) 135A
817-598-6332

The Human Service Provider Associate degree at Weatherford College would prepare the student for careers in the fields of social work, human services, and substance abuse. Specific objectives of this program are to introduce the student to the sociological 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 through Texas Two-Step and other special degree programs. 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 through Texas Two-Step and other special degree programs.

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

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<th>Title</th>
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<td>DAAC 1304</td>
<td>Pharmacology of Addiction</td>
<td>3</td>
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<tr>
<td>DAAC 2341</td>
<td>Counseling Alcohol and Other Drug Addictions</td>
<td>3</td>
</tr>
<tr>
<td>DAAC 2307</td>
<td>Addicted Family Intervention</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 2340</td>
<td>Drug Use and Abuse</td>
<td>3</td>
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<tr>
<td>SCWK 1203</td>
<td>Ethics for Social Service Professionals</td>
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Freshman Second Semester

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<tbody>
<tr>
<td>SCWK 1305</td>
<td>Group Intervention</td>
<td>3</td>
</tr>
<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>
</tr>
<tr>
<td>DAAC 1166</td>
<td>Practicum</td>
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<tr>
<td>DAAC 1305</td>
<td>Co-Occurring Disorders</td>
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Summer Semester (10 weeks)

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<tr>
<td>SOCI 1306</td>
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<td>DAAC 2266</td>
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Sophomore First Semester

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<tr>
<td>SOCW 2362</td>
<td>Social Welfare and Policy</td>
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<tr>
<td>SPCH 1311</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>SCWK 2186</td>
<td>Internship</td>
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<tr>
<td>PSYC 2301</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<td>ENGL 1301</td>
<td>English Composition</td>
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<td>Elective</td>
<td>Humanities or Visual/Performing Arts Elective</td>
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Sophomore Second Semester

<table>
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<tr>
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<td>Introduction to Social Work</td>
<td>3</td>
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<td>Science Elective</td>
<td>4</td>
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<td>SOCI 1301</td>
<td>Introduction to Sociology</td>
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<td>Internship</td>
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SUBSTANCE ABUSE COUNSELING CERTIFICATE

27 semester hours required to complete

Fall Semester

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<th>Credits</th>
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<td>Pharmacology of Addiction</td>
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<td>Counseling Alcohol and Other Drug Addictions</td>
<td>3</td>
</tr>
<tr>
<td>DAAC 2307</td>
<td>Addicted Family Intervention</td>
<td>3</td>
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<td>SOCI 2340</td>
<td>Drug Use and Abuse</td>
<td>3</td>
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Spring Semester

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<th>Title</th>
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<tr>
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<td>Group Intervention</td>
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<tr>
<td>SCWK 2311</td>
<td>Interviewing and Counseling Theories</td>
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<td>SCWK 2301</td>
<td>Assessment and Case Management</td>
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</tr>
<tr>
<td>DAAC 1166</td>
<td>Practicum</td>
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Summer Semester (10 weeks)

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>SOCI 1306</td>
<td>Social Problems</td>
<td>3</td>
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<td>DAAC 2266</td>
<td>Practicum</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></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. To find out more about potential ineligibility you may go to http://www.dshs.state.tx.us/lcdc/2005_LCDCHandbook.pdf and view the Licensed Chemical Dependency Counselor Handbook. Look at section 450.115. If you still have questions about ineligibilities you may contact the program director.

SUBSTANCE ABUSE PREVENTION SPECIALIST – PROGRAM OF COMPLETION

13 credit hours required for completion

First Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>DAAC 1304</td>
<td>Pharmacology of Addiction</td>
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</tr>
<tr>
<td>DAAC 2306</td>
<td>Substance Abuse Prevention I</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 2340</td>
<td>Drug Use and Abuse</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 1311</td>
<td>Fundamentals of Speech</td>
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<tr>
<td><strong>TOTAL</strong></td>
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Second Semester (Spring)

<table>
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<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>DAAC 1166</td>
<td>Practicum</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</table>
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 185
Rob Moore, Program Coordinator
Couts Hall (COUT), RM 409
817-598-6313 • 817-598-6347
rmoores@wc.edu

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

Mathematics majors should see page 121 for Associate in Science degree requirements.

MEDICAL LABORATORY TECHNOLOGY A.A.S.
Advanced Placement - Tarleton State University
Lynda Gunter, Ph.D., MT(ASCP), MLT Program Director,
Tarleton State University
817-926-1101 ext.228, gunter@tarleton.edu

Katherine Boswell, RN, MS, Dean of Health and Human Sciences,
Weatherford College
817-598-6217, boswell@wc.edu

Weatherford College in partnership with Tarleton State University, a part of the Texas A & M University System, offers prerequisite courses for the Medical Laboratory Technician Certification program through Tarleton State University’s Department of Clinical Laboratory Sciences in Fort Worth, Texas.

The Medical Laboratory Technician (MLT/CLT) is a laboratory professional that performs analyses of patient specimens in all areas of the clinical laboratory including, hematology, clinical microbiology, clinical chemistry, immunology, urinalysis and immunohematology. Test results assist physicians in the diagnosis and monitoring of patient diseases such as diabetes, heart disease, kidney disease, infectious disease, malignancies and other disease states. Medical Laboratory Technicians must be dedicated and self-motivated and be able to work independently, think analytically, exhibit manual dexterity, and must be willing to perform as an integral part of the health care team. Current shortages of laboratory personnel in Texas and the nation offer Medical Laboratory Technicians many employment opportunities.

Upon completion of 32-35 hours of required courses from Weatherford College, students will complete 37 hours of sophomore level courses at Tarleton
State University for the degree. The sophomore courses comprising the technical program will be taken in Fort Worth at the Schaffer Building and affiliated clinical hospital sites. These courses will comprise the certification portion of the degree plan. Students are admitted at the beginning of each semester; the program's technical courses are completed in 15 months. After successful completion of the program, students are eligible for the Associate of Applied Science degree in Medical Laboratory Technology awarded by Tarleton State University and are also eligible to apply for the Medical Laboratory Technology (MLT) national certification exam administered by the American Society for Clinical Pathology (ASCP) Board of Registry. Acceptance into the program is on a competitive basis.

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), in cooperation with the Commission of Accreditation of Allied Health Education programs (CAAHEP) and the American Medical Association (AMA).

**PREREQUISITE COURSES FOR MEDICAL LABORATORY TECHNOLOGY, TAKEN AT WC INCLUDE**

**BIOLOGY**

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

Option 2
- BIOL 1406* General Biology I
- BIOL 1407* General Biology II
- BIOL 2421 Microbiology

**CHEMISTRY**

Option 1
- CHEM 1411 General Chemistry I
- HPRS 1206 Medical Terminology

Option 2
- CHEM 1411* General Chemistry I
- CHEM 1412* General Chemistry II

**ENGLISH**

- ENGL 1301 English 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**

Humanities and Fine Arts Elective

*Students planning to articulate from the Medical Laboratory Technology, Associate of Applied Science Degree to the Clinical Laboratory Science, Bachelor of Science Degree should choose BIOL 1406, 1407, and CHEM 1411, 1412.*
REQUIRED MEDICAL LABORATORY COURSES TO BE TAKEN IN FORT WORTH THROUGH TARLETON STATE UNIVERSITY AND AFFILIATED CLINICAL SITES

Fall Semester:
- MLAB 282 Introduction to Medical Laboratory Sciences (1)
- MLAB 264 Introduction to Immunology/Serology (3)
- MLAB 244 Introduction to Immunohematology (4)
- MLAB 274 Laboratory Operations (4)
- MLAB 294 MLT Field Practicum I (1)

Spring Semester:
- MLAB 276 Introduction to Clinical Chemistry (4)
- MLAB 224 Introduction to Hematology (4)
- MLAB 228 Coagulation (2)
- MLAB 295 MLT Field Practicum II (1)

Summer Semester:
- MLAB 234 Introduction to Medical Microbiology (5)
- MLAB 214 Introduction to Urinalysis (2)
- MLAB 293 MLT Field Practicum III (1)

Fall Semester:
- MLAB 292 MLT Field Practicum IV (2)
- MLAB 285 Advanced Topics and Capstone Review (2)

Students may begin the Medical Laboratory Technology program during a fall, spring, or summer semester.

MUSIC – JAZZ BAND & CHOIR

www.wc.edu/programs
Cal Lewiston, Department Chair
Fine Arts Building (FINE), RM 108
817-598-6237

Music majors should see page 119 for Associate in Arts degree requirements.

NATURAL SCIENCES

Dr. Alex Ibe, Department Chair
Business Building (BUSI), RM 210A
817-598-6426

Biology majors should see page 121 for Associate in Science degree requirements.
Office Technology

www.wc.edu/programs

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

Paula Roddy, Office Technology Instructor/Advisor
proddy@wc.edu

Office Technology programs are specifically designed for individuals who plan to enter the world of work after one or two years of study. The A.A.S. degree in Office Technology is designed to incorporate both the technical and behavioral aspects of jobs in the automated office. Three one-year office technology certificates are offered in administrative assistant, office clerk, and desktop/web publishing. Today’s office or administrative support worker is often considered a person who complements the executive in making decisions, conducting research, and meeting the public. Knowledge of basic computer applications and office machinery as well as good communication skills will be obtained with any of these certificates. Students who successfully complete the courses for a certificate and/or the two-year degree program may seek job opportunities which include receptionist, data-entry operator, word processor, secretary, desktop publisher, and administrative assistant. Office Technology courses fall into instructional areas that include the following: POFI, ITSC, POFT, HRPO, ARTC, IMED, ITSW, ARTC, and ACNT.

DEGREE PLANS

Students enrolling in Office Technology 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 concurrently.
CERTIFICATE PROGRAMS

ADMINISTRATIVE ASSISTANT CERTIFICATE
35 hours to complete

This certificate prepares students for proficiency in the use of both computer hardware and software as well as being prepared to work in an office environment. Students must adhere to prerequisite courses as described in the course descriptions in this catalog. This course of study is for the person who wants to gain knowledge and skills for entry-level positions in business and industry. This certificate program can be used for completion of the Office Technology A.A.S.

First Semester
- POFI 1449 Spreadsheets ................................................................. 4
- TP POFT 1309 Administrative Office Procedures I ......................... 3
- TP POFT 2401 Intermediate Keyboarding ...................................... 4
- POFI 2401 Word Processing .............................................................. 4
- POFT 1301 Business English ............................................................. 3

TOTAL 18

Second Semester
- ITSC 2421 Integrated Software Applications II .............................. 4
- POFT 1120 Job Search Skills .............................................................. 1
- POFI 2331 Desktop Publishing .......................................................... 3
- POFT 1313 Professional Workforce ................................................... 3
- POFT 2312 Business Correspondence and Communications ............. 3
- POFT 1325 Business Math and Machine Applications ...................... 3

TOTAL 17

TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.

DESKTOP/WEB PUBLISHING CERTIFICATE
36 hours to complete

This certificate gives students an introduction to software applications and instruction in designing web sites and desktop publishing documents using current technologies and software. Students must complete courses from the following list to satisfy the certificate. Students must adhere to prerequisite courses as described in the course descriptions in this catalog. This certificate program can also be used for completion of the Office Technology A.A.S.

First Semester
- POFI 2401 Word Processing ................................................................. 4
- POFT 1301 Business English ............................................................. 3
- TP HRPO 1311 Human Relations OR
- MRKG 1301 Customer Relationship Management .......................... 3
- TP ARTC 1413 Digital Publishing I ..................................................... 4
- TP IMED 1416 Web Page Design I ..................................................... 4

TOTAL 18
Second Semester

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<td>TP ITSW 1410</td>
<td>Presentation Graphics Software</td>
<td>4</td>
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<td>ITSE 2413</td>
<td>Web Authoring</td>
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<td>POFT 2312</td>
<td>Business Correspondence and Communications</td>
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</table>

**TOTAL 18**

**TP** – Tech Prep course. High school course(s) may qualify for college credit. See page 125.

**OFFICE CLERK CERTIFICATE**

34-35 hours to complete

This certificate gives students an introduction to a variety of office software and office practices. Graduates should qualify for employment in business, industry, and government organizations as entry-level clerks. Students must complete courses from the following list to satisfy the completion of the certificate. Students must adhere to prerequisite courses as described in the course descriptions in this catalog.

Students who successfully complete the following courses can be awarded this certificate. This certificate program can also be used for completion of the Office Technology A.A.S.

First Semester

<table>
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<tr>
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<td>TP POFT 1309</td>
<td>Administrative Office Procedures I</td>
<td>3</td>
</tr>
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<td>Intermediate Keyboarding</td>
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<td>ACNT 1303</td>
<td>Introduction to Accounting</td>
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**TOTAL 17**

Second Semester

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<th>Credit</th>
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<td>POFT 1313</td>
<td>Professional Workforce</td>
<td>3</td>
</tr>
<tr>
<td>POFT 1325</td>
<td>Business Math and Machine Applications</td>
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</tr>
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<td>ACNT 1329</td>
<td>Payroll &amp; Business Tax Accounting</td>
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<td>POFI 1120</td>
<td>Job Search Skills</td>
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</table>

**TOTAL 17-18**

**TP** – Tech Prep course. High school course(s) may qualify for college credit. See page 125.

**DEGREE PROGRAM**

The Office Technology AAS prepares students for proficiency in the use of office software as well as other components necessary for the office. In the first year of the program, students enroll in courses in one of three certificate programs: Administrative Assistant, Desktop/Web Publishing, or Office Clerk. Completion of one of these certificates qualifies this student to continue their education by completing courses for award of the Office Technology A.A.S. In the second year of this program, all students take courses required for all three certificates.
# OFFICE TECHNOLOGY A.A.S. - ADMINISTRATIVE ASSISTANT OPTION

69-71 hours to graduate

### Freshman First Semester

<table>
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<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
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<td>Administrative Office Procedures I</td>
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<tr>
<td>TP POFI 2401</td>
<td>Intermediate Keyboarding</td>
<td>4</td>
</tr>
<tr>
<td>POFI 2401</td>
<td>Word Processing</td>
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**TOTAL 18**

### Freshman Second Semester

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>ITSC 2421</td>
<td>Integrated Software Applications II</td>
<td>4</td>
</tr>
<tr>
<td>POFI 1120</td>
<td>Job Search Skills</td>
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<tr>
<td>POFI 2331</td>
<td>Desktop Publishing</td>
<td>3</td>
</tr>
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<td>POFI 1313</td>
<td>Professional Workforce</td>
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</tr>
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<td>POFI 2312</td>
<td>Business Correspondence and Communications</td>
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</tr>
<tr>
<td>POFI 1325</td>
<td>Business Math and Machine Applications</td>
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**TOTAL 17**

### Sophomore First Semester

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>COSC 1401</td>
<td>Introduction to Computing</td>
<td>4</td>
</tr>
<tr>
<td>TP ***ITSC 1401</td>
<td>Applied Accounting I **</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2301</td>
<td>Principles of Economics (Macro)</td>
<td>3</td>
</tr>
<tr>
<td>KINE</td>
<td>Kinesiology/Physical Education</td>
<td>1</td>
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<tr>
<td>HRPO 1311</td>
<td>Human Relations OR</td>
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<td>MRKG 1301</td>
<td>Customer Relationship Management</td>
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<tr>
<td>SPCH 1321</td>
<td>Business and Professional Speaking*</td>
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**TOTAL 17**

### Sophomore Second Semester

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<th>Course</th>
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<td>Elective</td>
<td>Math OR Natural Science</td>
<td>3-4</td>
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<td>TP ACNT 1303</td>
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</tr>
<tr>
<td>ACNT 1311</td>
<td>Computerized Accounting</td>
<td>3</td>
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<tr>
<td>POFT 1164</td>
<td>Practicum (or Field Experience) Administrative Asst/ Secretarial Science, General</td>
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<tr>
<td>Elective</td>
<td>May choose any business, accounting, or computer course not already used in the program</td>
<td>3-4</td>
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<tr>
<td>Elective</td>
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<td>KINE</td>
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**TOTAL 17-19**

*May substitute SPCH 1311 or SPCH 1315

**May substitute ACNT 1304 or ACNT 1311 or ACCT 2401

***ITSC 1401 will only be articulated as Tech Prep credit.

**TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.
## OFFICE TECHNOLOGY A.A.S. - DESKTOP/WEB PUBLISHING OPTION

70-72 hours to graduate

### Freshman First Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>POFI 2401</td>
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<td>TP ARTC 1413</td>
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<tr>
<td>TP IMED 1416</td>
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**TOTAL 18**

### Freshman Second Semester

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<th>Course</th>
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**TOTAL 18**

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**TOTAL 17-19**

*May substitute SPCH 1311 or SPCH 1315

**May substitute ACNT 1304 or ACNT 1311 or ACCT 2401

***ITSC 1401 will only be articulated as Tech Prep credit.

**TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.
# OFFICE TECHNOLOGY A.A.S. - OFFICE CLERK OPTION

68-71 hours to graduate

## Freshman First Semester

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<thead>
<tr>
<th>Course</th>
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**TOTAL 17**

## Freshman Second Semester

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<td>POFT</td>
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**TOTAL 17-18**

## Sophomore First Semester

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**TOTAL 17-18**

## Sophomore Second Semester

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<td>Elective</td>
<td>Behavior Science</td>
<td>3</td>
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<tr>
<td>KINE</td>
<td>Kinesiology/Physical Education</td>
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</tbody>
</table>

**TOTAL 17-19**

*May substitute SPCH 1311 or SPCH 1315

**May substitute ACNT 1304 or ACNT 1311 or ACCT 2401

***ITSC 1401 will only be articulated as Tech Prep credit.

TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.
Phlebotomists are an essential part of the laboratory team. Patients often gain their first impression of the laboratory from their encounter with the phlebotomist. The primary responsibility of a phlebotomist is to perform venipuncture and dermal punctures on patients. Other duties include specimen processing, Quality Control, analysis of samples in the CLIA waived testing category, requisition interpretation, and correct sample collection techniques. Accurate laboratory results begin with blood collection procedures compliant with the Clinical and Laboratory Standards Institute and acquiring the appropriate skills and training to become a professional phlebotomist. *This Marketable Skills Certificate is actively pursuing NAACLS Approval.

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, Compass Test scores, prior educational achievement and health status. For specific application information and deadlines, contact the Phlebotomy Instructor or the Allied Health Department at 817-598-6217.

Criminal history disqualifications for admission:

- Felony convictions, misdemeanor convictions, or felony deferred adjudications involving crimes against persons.
- Misdemeanor convictions related to moral turpitude.
- Felony deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances.
- Registered sex offenders.

PHLEBOTOMY TECHNOLOGY

9 semester hours required for completion

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPRS 1206</td>
<td>Essentials of Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>PLAB 1191</td>
<td>Special Topics in Phlebotomy/Phlebotomist</td>
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<tr>
<td>PLAB 1323</td>
<td>Phlebotomy</td>
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<tr>
<td>PLAB 1360</td>
<td>Clinical Phlebotomy</td>
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TOTAL 9

Phlebotomy are an essential part of the laboratory team. Patients often gain their first impression of the laboratory from their encounter with the phlebotomist. The primary responsibility of a phlebotomist is to perform venipuncture and dermal punctures on patients. Other duties include specimen processing, Quality Control, analysis of samples in the CLIA waived testing category, requisition interpretation, and correct sample collection techniques. Accurate laboratory results begin with blood collection procedures compliant with the Clinical and Laboratory Standards Institute and acquiring the appropriate skills and training to become a professional phlebotomist. *This Marketable Skills Certificate is actively pursuing NAACLS Approval.

ADMISSION TO PHLEBOTOMY TECHNOLOGY

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- Felony deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances.
- Registered sex offenders.

PHLEBOTOMY TECHNOLOGY

9 semester hours required for completion

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPRS 1206</td>
<td>Essentials of Medical Terminology</td>
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<td>PLAB 1191</td>
<td>Special Topics in Phlebotomy/Phlebotomist</td>
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<td>PLAB 1323</td>
<td>Phlebotomy</td>
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<tr>
<td>PLAB 1360</td>
<td>Clinical Phlebotomy</td>
<td>3</td>
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</tbody>
</table>

TOTAL 9
PHYSICAL SCIENCES
Lori Gouge, Department Chair
Business Building (BUSI), RM 210B
817-598-6277
lgouge@wc.edu

Astronomy, Chemistry, Geology, Meteorology and Physics majors should see page 121 for Associate in Science degree requirements.

PSYCHOLOGY
Don Jacobs, Department Chair, Behavioral Sciences
Business Building (BUSI), RM 209B
817-598-6431
djacobs@wc.edu

The psychology department prepares students to succeed in the demanding requirements of university studies with an emphasis on neuropsychology. All PSYC courses for majors in forensic science require a neuropsych emphasis: introducing students to brain neuroimaging, criminal profiling, and analysis of sexual psychopathy of serial killers: Clinical forensic psychology is introduced in PSYC 2389.

With a national honor society (Psi-Beta), an active student organization (The Psych Club), and TA (teaching assistant) training prior to entering the university, psychology offers students much more than academic curricula.

Psychology and sociology majors should see page 119 for Associate in Arts and Associate in Science degree requirements.
ADMISSION TO PUBLIC SAFETY PROFESSIONS PROGRAMS

Admission to Weatherford College does not guarantee selective admission to the Public Safety Professions program. The number of students admitted to each of these programs is limited. Students admitted to the Public Safety Professions program are selected on the basis of admission to the college, reading level, math ability, prior educational achievements, criminal history and health status. For specific application information and deadlines, contact Anita Garcia, 817-598-6347.

Programs requiring separate application include Basic Peace Officer, EMT-B Certification, EMT-P Certification, EMS A.A.S., and Basic Fire Academy.

EMERGENCY MEDICAL SERVICES PROFESSIONS

www.wc.edu/programs
Greg Martin, EMS Program Coordinator
Couts Hall (COUT), RM 410
817-598-6234
gmartin@wc.edu

Steve McCaslin, EMS Clinical Coordinator
Couts Hall (COUT), RM 410
817-598-8835
smccaslin@wc.edu

Kyle Chambers, Instructor
Couts Hall, Room 432
817-598-6394
kchambers@wc.edu

The Associate of Applied Sciences degree in Emergency Medical Services 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.
EMERGENCY MEDICAL SERVICES EDUCATION ACADEMY ADMISSION

Admission to Weatherford College does not guarantee selective admission to the Emergency Medical Services Education Academy. The number of students admitted to the academy is limited. Students admitted to the EMS EMT Academy are selected on the basis of admission to the college, reading level, math ability, prior educational achievements, criminal history, health status, and interview scores. Admission to the EMS EMT-P Academy are selected on the basis of admission to the college, reading level, math level, prior educational achievements, criminal history, health status, entrance exam scores and interview scores. For specific application information and deadlines, contact Anita Garcia, 817-598-6347 or agarcia@wc.edu.

EMERGENCY MEDICAL TECHNICIAN–BASIC CERTIFICATE
12 semester hours required for completion

<table>
<thead>
<tr>
<th>Course</th>
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<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>
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<tr>
<td>HPRS 1206</td>
<td>Medical Terminology</td>
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PARAMEDIC CERTIFICATE
45 semester hours required for completion

Prerequisite

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<thead>
<tr>
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<tbody>
<tr>
<td>BIOL 2401</td>
<td>Anatomy and Physiology I</td>
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First Semester

<table>
<thead>
<tr>
<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>
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<td><strong>TOTAL</strong></td>
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Second Semester

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<tr>
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<tbody>
<tr>
<td>EMSP 2348</td>
<td>Emergency Pharmacology</td>
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<tr>
<td>EMSP 2434</td>
<td>Medical Emergencies</td>
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<tr>
<td>EMSP 2544</td>
<td>Cardiology</td>
<td>5</td>
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<tr>
<td>EMSP 2261</td>
<td>Clinical – Emergency Medical EMT Paramedic</td>
<td>2</td>
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<td><strong>TOTAL</strong></td>
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Third Semester

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<tr>
<th>Course</th>
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<tr>
<td>EMSP 2330</td>
<td>Special Populations</td>
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<tr>
<td>EMSP 2338</td>
<td>EMS Operations</td>
<td>3</td>
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<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>
</tr>
<tr>
<td>EMSP 2264</td>
<td>Practicum – Emergency Medical EMT Paramedic</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>13</strong></td>
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</table>

Upon completion of 45 Semester Hours The Paramedic Certificate is completed.
EMERGENCY MEDICAL SERVICES, A.A.S
69-70 semester credit hours required to graduate

Freshman First Semester
EMSP 1501 EMT-Basic ................................................................. 5
EMSP 1391 Special Topics in Emergency Medical Technology .... 3
EMSP 1260 Clinical – Emergency Medical Technician .............. 2
HPRS 1206 Medical Terminology ................................................. 2
TOTAL 12

Freshman Second Semester
EMSP 1438 Introduction to Advanced Practice ......................... 4
EMSP 1456 Patient Assessment and Airway Management .......... 4
EMSP 1455 Trauma Management ................................................. 4
EMSP 2260 Clinical – Emergency Medical EMT Paramedic ........ 2
TOTAL 14

Freshman Third 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

Sophomore First Semester
EMSP 2330 Special Populations .................................................. 3
EMSP 2338 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

Sophomore Second Semester
ENGL 1301 Freshman College English ..................................... 3
Elective Behavioral Science or Speech .................................... 3
Elective Humanities OR Visual/Performing Art Elective .......... 3
Elective Math or Natural Science .............................................. 3-4
BIOL 2401 Anatomy and Physiology I .................................... 4
TOTAL 16-17

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 as well as a Texas Commission on Fire Protection approved basic structural firefighter academy. The fire academy provides the basic training for students wanting to become firefighters. Upon successful completion of the fire academy, students have the option to enter into one of the two A.A.S. degree programs utilizing the semester credit hours awarded within the fire academy program. The Fire Protection and Safety Technology A.A.S. degree gives students an expanded knowledge base to help them improve
as firefighters. The Fire Services Administration A.A.S. degree helps prepare the firefighter for their move into supervision and/or helps the supervisor improve in their role as an administrator.

### FIRE SERVICES ADMINISTRATION A.A.S.

69-70 semester hours required to graduate

<table>
<thead>
<tr>
<th>Freshman First Semester</th>
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<tbody>
<tr>
<td>FIRS 1301</td>
<td>Firefighter Certification I</td>
</tr>
<tr>
<td>FIRS 1313</td>
<td>Firefighter Certification III</td>
</tr>
<tr>
<td>FIRS 1407</td>
<td>Firefighter Certification II</td>
</tr>
<tr>
<td>FIRS 1319</td>
<td>Firefighter Certification IV</td>
</tr>
<tr>
<td>FIRS 1323</td>
<td>Firefighter Certification V</td>
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<tbody>
<tr>
<td>FIRS 1329</td>
<td>Firefighter Certification VI</td>
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<tr>
<td>FIRS 1433</td>
<td>Firefighter Certification VII</td>
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<tr>
<td>ENGL 2311</td>
<td>Technical Writing</td>
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<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting</td>
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<td>BMGT 1303</td>
<td>Principles of Business Management</td>
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<tbody>
<tr>
<td>FIRT 1309</td>
<td>Fire Administration I</td>
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<tr>
<td>FIRT Elective</td>
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<tr>
<td>FIRT Elective</td>
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<tr>
<td>ENGL 1301</td>
<td>Freshman College English</td>
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<tr>
<td>GOVT 2301</td>
<td>Principles/Institutions of the American/Texas Systems of Government</td>
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<tr>
<td>Elective</td>
<td>College Level Math or Lab Science</td>
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<tbody>
<tr>
<td>FIRT 1349</td>
<td>Fire Administration II (Capstone)</td>
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<td>FIRT Elective</td>
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<td>FIRT Elective</td>
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<tr>
<td>COSC 1400</td>
<td>Introduction to Computing OR</td>
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<tr>
<td>TP ITSC 1401**</td>
<td>Speech</td>
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<tr>
<td>Elective</td>
<td>Humanities or Visual/Performing Arts</td>
</tr>
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<td>TOTAL</td>
<td>19-20</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

** ITSC1401 will only be articulated as a Tech Prep credit.

TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.
# FIRE PROTECTION AND SAFETY TECHNOLOGY/TECHNICIAN A.A.S.

67-68 semester hours required to graduate

## Freshman First Semester

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EMSP 1260</td>
<td>EMT–Basic Clinical</td>
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</tr>
<tr>
<td>EMSP 1501</td>
<td>EMT–Basic</td>
<td>5</td>
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<tr>
<td>FIRS 1301</td>
<td>Firefighter Certification I</td>
<td>3</td>
</tr>
<tr>
<td>FIRS 1313</td>
<td>Firefighter Certification III</td>
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<tr>
<td>FIRS 1407</td>
<td>Firefighter Certification II</td>
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**TOTAL 17**

## Freshman Second Semester

<table>
<thead>
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<td>Firefighter Certification IV</td>
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</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>
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**TOTAL 13**

## Sophomore First Semester

<table>
<thead>
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<tbody>
<tr>
<td>FIRT 1433</td>
<td>Fire Chemistry I</td>
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<tr>
<td>FIRT</td>
<td>Elective*</td>
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<td>FIRT</td>
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<tr>
<td>ENGL 1301</td>
<td>Freshman College English I</td>
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<tr>
<td>GOVT 2301</td>
<td>Principles/Institutions of the American/</td>
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<td></td>
<td>Texas Systems of Government</td>
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<tr>
<td>MATH/SCIENCE</td>
<td>College Level Math/Lab Science Elective</td>
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**TOTAL 19-20**

## Sophomore Second Semester

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<td>Elective*</td>
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</tr>
<tr>
<td>FIRT</td>
<td>Elective*</td>
<td>3</td>
</tr>
<tr>
<td>COSC 1401</td>
<td>Introduction to Computing</td>
<td>4</td>
</tr>
<tr>
<td>TP ITSC 1401</td>
<td>Elective Speech</td>
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<tr>
<td>TP ITSC 1401</td>
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</table>

**TOTAL 18**

* 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
** ITSC1401 will only be articulated as a Tech Prep credit.

TP – Tech Prep course. High school course(s) may qualify for college credit. See page 125.
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 Name</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>FIRS 1313</td>
<td>Firefighter Certification III</td>
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<tr>
<td>FIRS 1407</td>
<td>Firefighter Certification II</td>
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<tr>
<td>FIRS 1319</td>
<td>Firefighter Certification IV</td>
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<td>FIRS 1323</td>
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<td>FIRS 1329</td>
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<tr>
<td>FIRS 1433</td>
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TOTAL 23

BASIC PEACE OFFICER COURSE
704-hour continuing education course

<table>
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<th>Course Name</th>
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<td>CJLE 1006</td>
<td>Basic Peace Officer I</td>
<td>176</td>
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<tr>
<td>CJLE 1012</td>
<td>Basic Peace Officer II</td>
<td>176</td>
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<tr>
<td>CJLE 1018</td>
<td>Basic Peace Officer III</td>
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<tr>
<td>CJLE 1024</td>
<td>Basic Peace Officer IV</td>
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</table>

TOTAL CE HOURS 704

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 TCLEOSE (Texas Commission on Law Enforcement Officer Standards and Education) and allows cadets to take the state exam administered by TCLEOSE. Sponsorship by a law enforcement agency is not required for admission into the Academy.
While the program may not guarantee a job, LEA graduates have increased marketability for positions with public safety agencies as certified law enforcement personnel.

The LEA offers full-time, 6-month, day academies and part-time, 11-month, night academies at the Weatherford College campus. Additional offerings may be scheduled at Weatherford College Wise County and the Education Center at Mineral Wells based upon student interest, need, and facilities expansion.

 LEA instructors are drawn from throughout the region, selected from those with current experience in various specializations and a strong desire to give the benefits of their knowledge to the emerging workforce. LEA instruction is heavy on law, criminal and police procedure, and extensive study outside the classroom is strongly suggested.

The LEA is designed to function as a law enforcement agency in order to facilitate learning of police procedure, and cadets are divided into “shifts” with cadet officers appointed to serve within the chain of command. In addition to teamwork and camaraderie, cadets must learn to embrace the ethical and professional behavior expected of modern law enforcement officers both on- and off-duty, in and out of uniform, and will thus be held to high standard during the Academy.

The Basic Peace Officer Course is eligible for the Texas Public Education Grant (TPEG), 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, Academy graduates may earn up to 12 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
Debra Gee, Program Director
COUT 407
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, outpatient 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 68 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. The need for technologists is high all over the nation.
ADMISSION TO RADIOLOGIC TECHNOLOGY PROGRAM
The program begins in the fall of each year and is a two-year continuous program requiring all day attendance Monday through Friday. All applicants will need to show evidence of successful completion of the TSI or of being exempt. All college transcripts will be required and should be submitted to the Allied Health Department and the Office of Student Affairs.

Admission to Weatherford College is required along with application to the program. Completion of all prerequisite courses with a GPA of 2.5 or higher is mandatory.

RADIOLOGIC TECHNOLOGY
72 credit hours
It is highly recommended that students complete all general education courses prior to application to the program.

Prerequisite
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tr>
<td>HPRS 1206</td>
<td>Medical Terminology</td>
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<td>Anatomy and Physiology I</td>
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<td>College Algebra</td>
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Freshman First Semester
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<td>RADR 1411</td>
<td>Basic Radiographic Procedures</td>
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<td>RADR 1313</td>
<td>Principles of Radiographic Imaging I</td>
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Summer (10 Weeks)
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<td>Clinical IV</td>
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<td>RADR 2331</td>
<td>Advanced Radiographic Procedures</td>
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<td>RADR 2309</td>
<td>Radiographic Imaging Equipment</td>
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<td>PSYC 2301</td>
<td>Introduction to Psychology</td>
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<td>RADR 2217</td>
<td>Radiographic Pathology</td>
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<td>RADR 2335</td>
<td>Radiologic Technology Seminar</td>
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MAMMOGRAPHY CERTIFICATE
Offered through Continuing Education

MAMT 2037  Mammography………………………………………………...32 hours
MAMT 2060  Clinical………………………………………………………….48-576 hours

RESPIRATORY CARE
www.wc.edu/programs

Tonya Edwards, Program Director
Allied Health Building (ALHE)
817-598-6452

Roger Gleason, Medical Director

The clinical practice of respiratory care involves the application of skills and knowledge in the diagnosis and treatment of cardiopulmonary diseases. Respiratory care practitioners engage in the care of patients from all age groups who suffer from a broad spectrum of diseases. They perform their duties in all patient care areas of hospitals, although primary involvement is in the intensive care units. They staff diagnostic laboratories, provide respiratory services for patients at home and in rehabilitation centers, are involved in the transportation of patients who require respiratory care en route, and serve as managers or educators.

The curriculum balances general educational and technical courses with supervised clinical work in local hospitals under the direction of qualified therapists and technicians. Physicians proficient in pulmonary medicine provide medical direction. This setting provides students with an excellent opportunity for educational development and occupational competence.

Respiratory care offers a satisfying and rewarding career for individuals who are interested in caring directly for patients and their families. The health care industry for registered respiratory therapists is increasing rapidly. Recent surveys have indicated that the supply of trained respiratory care professionals has not been sufficient to meet the progressive growth in demand.

TRANSITION PROGRAM

Weatherford College offers a transition program to allow those with a CRT credential from the NBRC and a minimum of one year recent experience to enter the therapist program. Contact the program chair for additional information.

ADMISSION TO RESPIRATORY CARE PROGRAM

Admission to Weatherford College does not guarantee selective admission to the Respiratory Care program. The number of students admitted to this program is limited. Students admitted to Respiratory Care program are selected on the basis of admission to the college, reading level, math ability, prior educational achievements and health status. For specific application information and deadlines, contact the Respiratory Care program director or the academic counselor.
**RESPIRATORY CARE A.A.S.**

68 credit hours required to graduate

**Prerequisite**

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**Freshman First Semester**

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<td>RSPT 1410</td>
<td>Respiratory Care Procedures I</td>
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<td>RSPT 1307</td>
<td>Cardiopulmonary Anatomy and Physiology</td>
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<td>RSPT 1160</td>
<td>Clinical I</td>
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**TOTAL 8**

**Freshman Second Semester**

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**TOTAL 12**

**Freshman Summer Semester**

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<td>RSPT 2355</td>
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**TOTAL 15**

**Sophomore First Semester**

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<td>Advanced Respiratory Care Pt. Assess</td>
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<td>RSPT 2353</td>
<td>Neonatal/Pediatric Cardiopulmonary Care</td>
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<tr>
<td>RSPT 2360</td>
<td>Clinical IV (Capstone)</td>
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**TOTAL 16**

**Sophomore Second Semester**

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</tr>
<tr>
<td>RSPT 2361</td>
<td>Clinical V (Capstone)</td>
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<tr>
<td>RSPT 2231</td>
<td>(Clinical) Simulations in Respiratory Care</td>
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<tr>
<td>RSPT 2247</td>
<td>Specialties in Respiratory Care</td>
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<tr>
<td>RSPT 2139</td>
<td>Advanced Cardiac Life Support</td>
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**TOTAL 11**

It is recommended that students complete all general educational requirements prior to applying to the program.
SOCIAL SCIENCES  
Tom Wells, Department Chair  
LART 13  
817-598-6327

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

SPEECH  
Cal Lewiston, Department Chair Fine Arts and Speech  
Fine Arts Building (FINE), RM 113  
817-598-6233

Speech majors should seek advisement within the Speech Department regarding specific transfer degree requirements.

VETERINARY ASSISTING  
www.wc.edu/programs  
Dr. Kathryn Garofalo, Program Director  
Animal Science Center  
817-599-7109  
Agriculture Building (AGRI)  
817-598-6279

Dr. Alex Ibe, Department Chair - Natural Sciences  
Biology Building (BIOL), RM 210  
817-598-6426

VETERINARY ASSISTING CERTIFICATE  
31 semester hours required to complete

First Semester  
VTHT 1401 Introduction to Veterinary Technology ......................... 4  
VTHT 1317 Veterinary Office Management.................................... 3  
VTHT 1413 Veterinary Anatomy and Physiology............................ 4  
VTHT 2321 Veterinary Parasitology............................................. 3  
TOTAL 14

Second Semester  
VTHT 2301 Canine and Feline Clinical Management....................... 3  
VTHT 1349 Pharmacology........................................................... 3  
VTHT 1341 Anesthesia and Surgical Assistance.............................. 3  
VTHT 2305 Equine Clinical Management...................................... 3  
VTHT 1166 Practicum - Veterinary/Animal Health Technician.......... 1  
TOTAL 13

Summer I  
VTHT 2325 Large Animal Assisting Techniques............................. 3  
VTHT 2166 Practicum - Veterinary/Animal Health Technician.......... 1  
TOTAL 4
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 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 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?

3) [ ] No [ ] Yes Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

4) [ ] No [ ] Yes Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

5) [ ] No [ ] Yes Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

If “YES” indicate the condition: [ ] schizophrenia and/or psychotic disorders, [ ] bipolar disorder, [ ] paranoid personality disorder, [ ] antisocial personality disorder, [ ] borderline personality disorder

An individual enrolled or planning to enroll in a basic nursing program who has reason to believe that he/she is ineligible for licensure must petition the board for a declaratory order as to his/her eligibility. The individual must submit a petition on forms provided by the board which includes:

1. a statement by the individual indicating the reason(s) and basis of potential ineligibility;
2. if the potential ineligibility is due to criminal conviction, any court documents including, but not limited to, any indictments, judgments, probation records and evidence of completion of probation, if applicable;
3. if the potential ineligibility is due to mental illness (which is defined as an illness, disease, or condition which either substantially impairs the person’s thought processes, perception of reality, emotional stability, judgment, or
behavior), evidence of evaluation, including a prognosis, by a psychologist or psychiatrist, evidence of treatment, including any medication;

4. if the potential ineligibility is due to chemical dependency including alcohol, evidence of evaluation and treatment, after care and support group attendance; and

5. the required non-refundable fee of $39.00 (money order or cashier’s check) made payable to the Board of Nurse Examiners.

Students participate in clinical in health care facilities located in Parker, Palo Pinto, Tarrant, Wise, and Erath counties. These facilities include area hospitals, long-term care facilities, clinics, doctor offices, public health departments, pediatric facilities, and home health agencies.

Vocational nursing offers a satisfying and rewarding career for men and women interested in giving direct patient care. A vocational nurse cares for acute, sub-acute, convalescent, and chronic clients requiring nursing care at home or in institutions, always under the direct supervision of a licensed physician or registered professional nurse. Hospitals, public health clinics, doctor offices, long-term care facilities, the armed forces, and home health agencies employ men and women as licensed vocational nurses. Job security can be found as a vocational nurse in the rapidly expanding health care field.

ADMISSION TO VOCATIONAL NURSING PROGRAM

Admission requirements considered include the following:

1. Admission to Weatherford College

2. Submit the following to the secretary of the nursing department: passing COMPASS scores, Allied Health application, high school transcript or GED scores, college transcripts (if applicable) and proof of first Hepatitis B immunization or positive titer or Department of State Health Services waiver. Only completed applications with COMPASS scores, transcripts and Hepatitis B information will be accepted.

3. Before being accepted into the Vocational Nursing Program an applicant whose native language* is not English must submit an acceptable score on the TOEFL iBT with the application. Additional information may be obtained from the Allied Health Department. (* A native language is a language that is acquired naturally during childhood and us usually spoken at home, as opposed to a language that is learned later in life, for example, as a part of a person’s formal education.)

Acceptable TOEFL Scores are:
• A score of 20 or greater is required on the Speaking Skills Component.
• A composite score of 83 or greater is required.
• Four scaled section scores in Reading, Listening, Speaking and Writing are required.

Admission is competitive due to the limited number of slots. Selection into the program is based on the following scoring methods:

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 or SHS waiver. 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.

VOCA TIONAL NURSING CERTIFICATE
42 semester hours required to complete

First Semester

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>VNSG 1116</td>
<td>Nutrition</td>
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<td>VNSG 1122</td>
<td>Vocational Nursing Concepts</td>
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<td>VNSG 1320</td>
<td>Anatomy and Physiology for Allied Health</td>
<td>3</td>
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<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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<td>VNSG 1423</td>
<td>Basic Nursing Skills</td>
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Second Semester

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<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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Capstone experience: Texas Board of Nursing Licensure Exam.

NOTE: Students who satisfy the requirements of this program are issued a certificate of completion and are eligible to apply to take the NCLEX-PN exam for licensure.
Explanation of Course Numbering

Individual Course Descriptions
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 2401 – Principles of Accounting I - Financial (52.0301.51.04) 4 semester hours (3-3-0)
Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Suggested prerequisite: ACNT 1303 or high school bookkeeping. Three hours lecture and three hours lab per week.

ACCT 2402 – Principles of Accounting II - Managerial (52.0301.51.04) 4 semester hours (3-3-0)
Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and corporations. Introduction to cost behavior, budgeting, responsibility accounting, cost control, and product costing. Prerequisite: ACCT 2401 with a C or better. Three hours lecture and three hours lab per week.

ACNT 1166 – Practicum (or Field Experience) – Accounting (52.0301) 1 semester hour (0-0-7)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Completion of at least four courses in the program. The student must have at least 7 work hours 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 2401 or ACNT 1303. Keyboarding proficiency required. Three hours lecture and one hour lab 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 both manual and computerized environments. Prerequisites: ACCT 2401 or ACNT 1303, high school accounting, or consent of instructor. Three hours lecture per week.
AERO/Aerospace Study

AER0 1171 – Leadership Lab

The AS 100 and AS 200 LLabs include a study of Air Force customs and courtesies, drill and ceremonies, and military commands. The LLab also includes studying the environment of an Air Force officer and learning about areas of opportunity available to commissioned officers.

AER0 1172 and 1173 – Aerospace Studies (AS 100)

(The Air Force Today in the fall and The Air Force Today II in the spring)

AER0 1172 and 1173 (AS 100) is a survey course designed to introduce students to the U.S. Air Force and the Air Force ROTC. Featured topics include mission and organization of the Air Force, officership and professionalism, military customs and courtesies. Leadership Lab (AEST 1001) is mandatory for Air Force ROTC cadets (not special students), and it complements this course by providing cadets with followership experiences.

AER0 2172 and 2173 – Aerospace Studies (AS 200)

The Evolution of U.S. Air and Space Power

AS 200 is a survey course designed to examine general aspects of air and space power through a historical perspective. Utilizing this perspective, the course covers a time period from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Leadership Lab (AEST 1001) is mandatory for Air Force ROTC cadets (not special students), and it complements this course by providing cadets with followership experiences.

AGAH, AGCR, AGEQ, AGRI/Agriculture

AGCR 1307 – Range Management (01.1106) 3 semester hours (2-2-0)

The establishment, development, and maintenance of pasture for livestock grazing. Emphasis is placed on modern techniques of using fertilizer, identification of range plants, and control of weeds. Prerequisite: AGEQ 1311 or consent of the instructor. 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. 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. Prerequisite: AGEQ 1311 or written consent of 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 2315 – Horse Evaluation II (01.0507) 3 semester hours (2-2-0)

Study of advanced concepts in evaluation and selection of horses. Instruction in evaluation and selection of horses based on breed and performance criteria. Topics include basic anatomy and its relation to function, breed type, and characteristics. Emphasis will be given to breed standards and rules of judging performance horses. Prerequisite: AGEQ 1315. 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 designe and calculating a bill of materials will also be covered. Emphasis will be placed on safety. Identification, selection, care, use and fitting of hand tools. Planning and calculating bills of materials for farm building and equipment, use and safety with power tools. Woodwork, sheet metal, concrete form work, and painting will be covered. Two hours lecture and two hours lab per week.

**AGRI 2317 – Introduction to Agriculture Economics** (01.0103.51 01) 3 semester hours (3-0-0)

Characteristics of our economic system and basic economic concepts. Survey of the farm and ranch firm and its organization and management; structure and operation of the marketing system; functional and institutional aspects of agriculture finance; government farm programs. Three hours lecture per week.
AGRI 2330 – Wildlife Conservation & Management (03.0601.51 01) 3 semester hours (3-0-0)


ANTH/Anthropology
ANTH 2301 – Physical Anthropology (45.0301.51 25) 3 semester hours (3-0-0)
This course examines evolutionary processes acting on human populations; human genetics; non-human primate anatomy (and behavior), classification and ecology of primates; the primate paleontological record, and human variation and adaptation. Three hour lecture and zero hours lab per week.

ANTH 2346 - General Anthropology (45.0201.51 25)
Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major subfields: physical and cultural anthropology, archeology, linguistics, and ethnology. Three hour lecture and zero hours lab per week.

ANTH 2351 – Cultural Anthropology (45.0201.53 25) 3 semester hours (3-0-0)
A survey of the influence of culture in the development of individuals across cultures. Three hour lecture and zero hours lab per week.

ANTH 2389 – Academic Cooperative (45.0101.51 25) (0-0-6)
ANTH 2389 is the forensic application of bone identification as applied to crime scenes and other identifications. Zero hour lecture and six hours lab per week.

ANTH 2401 – Physical Anthropology (45.0301.51 25) 4 semester hours (3-3-0)
A lab-driven course, ANTH 2401 examines evolutionary processes acting on human populations; human genetics; non-human primate anatomy (and behavior), classification and ecology of primates; the primate paleontological record, and human variation and adaptation. Three hour lecture and three hours lab per week.

ARTC/Graphic Design
ARTC 1413 – Digital Publishing I (50.0409) 4 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 2413 – Digital Publishing II (50.0409) 4 semester hours (2-4-0)
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.
ARTS 2323 – Life Drawing III (50.0705.53 26) 3 semester hours (3-3-0)
    Basic study of the human form including drawing portraits and figures in a
spatial environment. Presentation skills are also emphasized. Three hours lecture
and three hours lab per week.
ARTS 2324 – Life Drawing IV (50.0705.53 26) 3 semester hours (3-3-0)
    A continuation of Drawing III with emphasis on individual style through use of
various drawing media and presentation skills. Three hours lecture and three hours
lab per week.

Astronomy
(See PHYS/Physics)

BIBL/Bible
BIBL 1370 – Old Testament Survey 3 semester hours (3-0-0)
    A survey of the Hebrew people and their faith based on a survey of the books
of the Old Testament including the authorship, time of writing, and general content
of each book. Three hours lecture per week.
BIBL 1371 – New Testament Survey 3 semester hours (3-0-0)
    A survey of the New Testament, giving primary consideration to the historical
background of the Christian faith, information on the general content, authorship,
time, and purpose of each book. Three hours lecture per week.
**BCIS/Business Computer Applications**

**BCIS 1405 - Business Computer Applications** (11.0202.54 04) 4 semester hours (2-3-0)

Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Two hours lecture and three hour lab per week. **NOTE**: This course is recommended for business, mathematics and computer science majors - this course teaches basic programming skills.

**BIOL/Biology**

**BIOL 1322 – Nutrition & Diet Therapy I** (19.0501.51 09) 3 semester hours (3-0-0)

A survey of the science of human nutrition, including an in-depth study of nutrients and the roles they play in the body for maintenance, growth and health. Three hours lecture per week.

**BIOL 1406 – Principles of Biology I (for Majors)** (26.0101.51 03) 4 semester hours (3-3-0)

An introduction to the physical and chemical organization of living organisms, cell structure, function, and metabolism. Students learn to understand and interpret terms and discover principles covering all aspects of living organisms. 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. Intended for science majors and pre-health professionals. Three hours lecture and three hours lab per week.

**BIOL 1408 – General Biology I (Non-majors)** (26.0101.51 03) 4 semester hours (3-3-0)

An introduction to the nature of science, the fundamental principles of living organisms including characteristics of life, the molecular and cellular basis of life, genetics, reproduction, and development, for non-science majors. 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)

This course is to provide students with an introduction to fungi, plants, ecology, environmental biology, and conservation, for non-science majors. An emphasis will be placed on how these topics are related to current issues and problems facing modern society. Prerequisite: BIOL 1408 recommended. 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)

An in-depth study of the anatomical structures and functions of the human body, including cells, tissues, integumentary, skeletal, muscular and nervous systems. 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 2421 – Microbiology** (26.0503.51 03) 4 semester hours (3-3-0)

The study of microorganisms and their relationships to man. Emphasis will be placed on the morphology, ecology, and physiology of the disease-causing protozoa, fungi, and bacteria. Prerequisite: Successful completion of a one-semester biology or chemistry course (lab included). Three hours lecture and three hours lab per week.

**BMGT, BUSG, BUSI/Business**

**BMGT 1301 – Supervision** (52.0201) 3 semester hours (3-0-0)

The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills. Three hours lecture per week.

**BMGT 1327 – Principles of Management** (52.0201) 3 semester hours (3-0-0)

Previously: BMGT 1303. Concepts, terminology, principles, theories, and issues in the field of management. Three hours lecture per week.

**BMGT 2309 – Leadership** (52.0201) 3 semester hours (3-0-0)

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. Three hours lecture per week.

**BUSG 1166 – Practicum (or Field Experience) –Business/Commerce, General** (52.0101) 1 semester hour (0-0-7)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Completion of at least four courses in the program. The student must have at least 7 work hours per week.

**BUSG 1304 – Introduction to Financial Advising** (52.0801) 3 semester hours (3-0-0)

Previously: BUSI 1307. A study of financial problems encountered by financial advisors when managing family financial affairs. Includes methods to advise clients
on topics such as estate planning, retirement, home ownership, savings, and investment planning. Three hours lecture per week.

**BUSI 1301 – Business Principles** (52.0101.51 04) 3 semester hours (3-0-0)

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization and development of business vocabulary. Three hours lecture per week.

**BUSI 2301 – Business Law** 3 semester hours (3-0-0)

(22.0101.51 24) Principles of law which form the legal framework for business activity. Three hours lecture per week.

**CDEC/Child Care Provider/Assistant**

**CDEC 1164 – Practicum in Child Development** (19.0706) 1 semester hour (1-0-8)

Practical, general training supported by individualized learning plan developed by the employer, college, and student. The guided external experience may be paid or unpaid. Passage of a background check is required for this course. One hour lecture and eight hours field experience per week. Offered spring only.

**CDEC 1195 – Issues of Abuse and Neglect** (19.0709) 1 semester hour (1-0-0)

(Special Topics in Early Childhood Provider/Assistant) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Course focuses on the causes and symptoms of abusive behavior. Emphasis is placed on developing skills and competencies for working with the abused child and families to help alleviate abusive experiences. Passage of a background check is required for this course. One hour lecture per week.

**CDEC 1313 – Curriculum Resources for Early Childhood Programs** (19.0709) 3 semester hours (3-0-0)

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. The history, philosophy, and ethics of child care, types of child care facilities. Passage of a background check is required for this course. Three hours lecture per week.

**CDEC 1319 – Child Guidance** (19.0709) 3 semester hours (3-0-0)

An exploration of guidance strategies for promoting prosocial behaviors with individual 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.

**CDEC 1356 – Emergent Literacy for Early Childhood** (19.0706) 3 semester hours (3-0-0)

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum. Prerequisite or corequisite: CDEC 1313. Passage of a background check is required for this course. Three hours lecture per week. Offered fall only.

**CDEC 1359 – Children with Special Needs** (19.0709) 3 semester hours (3-0-0)

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, and the advocacy role and legislative issues. Passage of a background check is required for this course. Three hours lecture per week. Offered spring only.
CDEC 2307 – Math and Science for Early Childhood (19.0709) 3 semester hours (3-0-0)

An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play. Prerequisite or corequisite: CDEC 1313. Passage of a background check is required for this course. Three hours lecture. Offered fall only.

CDEC 2326 – Administration of Programs for Children I (19.0708) 3 semester hours (3-0-0)

Application of management procedures for early care education programs. Includes planning, operating, supervising, and evaluating programs. Topics include philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Prerequisite: Six hours in Child Development/Early Childhood or consent of division director. Passage of a background check is required for this course. Three hours lecture per week. Offered fall only.

CDEC 2328 – Administration of Programs for Children II (19.0708) 3 semester hours (3-0-0)

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning, parent education/partnerships, and technical applications in programs. Prerequisite: CDEC 2326 or consent of division director. Passage of a background check is required for this course. Three hours lecture per week. Offered spring only.

CDEC 2486 – Internship: Child Development and Early Childhood (19.0709) 4 semester hours (1-0-20)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Passage of a background check is required for this course. One hour lecture and twenty hours field experience per week. Offered spring only.

CHEM/Chemistry

CHEM 1411, 1412 – General Chemistry I & II (40.0501.54 03, 40.0501.57 03) 4 semester hours (3-3-0)

Modern basic concepts in chemistry, with special emphasis placed upon nuclear and electronic structures, kinetic theory, solutions, equations, oxidation-reduction reactions, and ionization. Includes concepts of inorganic, organic, and physical chemistry. Lab experiments include modern approaches to basic concepts and relevant instrumentation. Course designed for freshman college students with or without high school chemistry. Strongly recommend MATH 1314 or MATH 1324 prior to taking CHEM 1411. Three hours lecture and three hours lab per week. Must be taken in sequence.

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. Must be taken in sequence.
COMM/Communication

COMM 1131, 1132, 2131, 2132 – Publications I, II, III, IV (09.0401.54 06) 1 semester hour (0-3-0)

Work on the staff of one of the college publications. Students are required to work on the staff of at least one of the official college publications for prescribed periods under faculty supervision. Three lab hours per week.

COMM 1307 – Introduction to Mass Communication (09.0102.51 06) 3 semester hours (3-0-0)

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports and influences. Three lecture hours per week.

COMM 1318 – Photography I (Photojournalism Emphasis) (50.0605.51 26) 3 semester hours (2-4-0)

Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. Two hours lecture and four hours lab per week.

COMM 1319 – Photography II (Photojournalism Emphasis) (50.0605.52 26) 3 semester hours (2-4-0)

Extends the students' knowledge of techniques and guides them in developing personal outlooks toward specific applications of the photographic process. Prerequisite: COMM 1318 or its equivalent. Two hours lecture and four hours lab per week.

COMM 1336 – Television Production (10.0202.52 06) 3 semester hours (2-4-0)

Study of the operation of a Television studio and control room equipment, including both pre- and post-production needs. Two hours lecture and four hours lab per week.

COMM 2303 – Audio/Radio Production (10.0202.51 06) 3 semester hours (3-0-0)

Introduction to concepts and techniques of sound production, including the coordinating and directing processes. Hands-on experience with equipment, sound sources, and direction of talent. Three hours lecture per week.

COMM 2324, 2325 – Practicum in Electronic Media (09.0701.53 06) 3 semester hours (2-4-0)

Study and participation in the operation of an electronic media. Two hours lecture and four hour lab per week.

COMM 2327 – Principles of Advertising (09.0903.51 06) 3 semester hours (3-0-0)

Fundamentals of advertising including marketing theory and strategy, copy writing, design and selection of media. Three hour lecture per week.

COSC/Computer Science

COSC 1309 – Logic Design (11.0201.51 07) 3 semester hours (3-0-0)

A disciplined approach to problem solving with structured techniques and representation of algorithms using pseudo-code and graphical tools. Discussion of methods for testing, evaluation, and documentation. Three hours lecture per week.
COSC 1401/ITSC 1401 (TP) - Introduction to Computing (11.0101.51 07) 4 semester hours (3-3-0)

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. This course is intended for non-business (specifically A.A.S. Field of Business majors) or computer science majors. ITSC 1401 meets the requirements for COSC 1400 for Tech Prep students. Prerequisite: Keyboarding proficiency. Three hours lecture and three hours lab per week. (This course is replacing COSC 1400 beginning the fall semester of 2011.)

CPMT/Computer Installation and Repair Technology/Technician

CPMT 1405 – IT Essentials I: PC Hardware and Software (47.0104) 4 semester hours (2-4-0)

Provides comprehensive overview of computer hardware and software and an introduction to advanced concepts. 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 (TCLEOSE) 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 (TCLEOSE) 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 (TCLEOSE) 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, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) 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 1342 – 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 2244 – Preparation for the State Licensing Written Examination (12.0401) 2 semester hours (1-4-0)
Preparation for the state licensing written examination. One hour lecture and four hours lab per week.

CSME 2245 – Preparation for the State Licensing Practical Examination (12.0401) 2 semester hours (1-4-0)
Preparation for the state licensing practical examination. One hour lecture and four 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 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.

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.

DEVR/Developmental Reading
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 who are not TSI-complete in Reading must also take the Reading portion of the appropriate assessment test.

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.
DEnv/Developmental Writing
DEnv 0100—Special Tutorial/Writing  (32.0108.53 12) 1 semester hour (1-1-0)
DEnv 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. DENV 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 in order to satisfy TSI requirements.
DEnv 0301—Developmental Writing I  (32.0108.53 12) 3 semester hours (3-1-0)
DEnv 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. DENV 0301 will not transfer but will count for
non-degree credit. Three hours lecture and twelve hours of tutorials required.
DEnv 0302—Developmental Writing II  (32.0108.53 12) 3 semester hours (3-1-0)
DEnv 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. DENV 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.

DMSO, DSVT, DSAE/Diagnostic Medical Sonography
DMSO 1110-Introduction to Sonography  (51.0910) 1 semester hour (1-1-0)
An introduction to the profession of sonography and the role of the sonographer.
Emphasis on medical terminology, ethical/legal aspects, written and verbal
communication, and professional issues relating to registry, accreditation,
professional organizations and history of the profession. Prerequisites: DMSO 1441,
DMSO 1302, DMSO 1351, 1260. Corequisites: DMSO 2405, DMSO 2243, DMSO
1460. 1 lecture hour and 1 lab hour per week.
DMSO 1260-Clinical I  (51.0910) 2 semester hours (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. Corequisites: DMSO 1441, DMSO 1302, DMSO 1351.
12 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 1351, DMSO 1260. 2 lecture hours and 2 lab hours per week.
DMSO 1351-Sonographic Sectional Anatomy  (51.0910) 3 semester hours (2-2-0)
Sectional anatomy of the male and female body. Includes anatomical relationships
of organs, vascular structures, and body planes and quadrants. Corequisites: DMSO
1441, DMSO 1302, DMSO 1260. 2 lecture hours and 2 lab hours per week.
DMSO 1355-Sonographic Pathophysiology  (51.0910) 3 semester hours (3-0-0)
Pathology and pathophysiology of the abdominal structures visualized with
ultrasound. Includes abdomen, pelvis, and superficial structures. Prerequisites:
DMSO 2405, DMSO 2243, DMSO 1110, DMSO 1460. Corequisites: DSVT 1103,
DMSO 1361. 3 lecture hours per week.
DMSO 1361-Clinical III (51.0910) 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. Prerequisites: DMSO 2405, 2243, 1110, 1460. Corequisites: DSVT 1103, DMSO 1355. 24 contact hours per week.

DMSO 1441-Abdominopelvic Sonography (51.0910) 4 semester hours (3-2-0)
Normal anatomy and physiology of the abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols. Corequisites: DMSO 1351, DMSO 1302, DMSO 1260. 3 lecture hours and 2 lab hours per week.

DMSO 1460-Clinical II (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. Prerequisites: DMSO 1441, DMSO 1302, DMSO 1351, 1260. Corequisites: DMSO 2405, DMSO 2243, DMSO 1110. 24 contact hours per week.

DMSO 2130-Advanced Ultrasound and Review (51.0910) 1 semester hour (0-4-0)
Knowledge, skills, and professional values within a legal and ethical framework addressing emerging technologies and professional development. Prerequisites: DSVT 1300, DMSO 2353, DMSO 2460. Corequisites: DSVT 2335, DSVT 2461. 4 lab hours per week.

DMSO 2243-Advanced Ultrasound Principles and Instrumentation (51.0910) 2 semester hours (1-2-0)
Theory and application of ultrasound principles. Includes advances in ultrasound technology. Prerequisites: DMSO 1441, DMSO 1302, DMSO 1351, 1260. Corequisites: DMSO 2405, DMSO 1110, DMSO 1460. 1 lecture hour and 2 lab hours per week.

DMSO 2353-Sonographic Superficial Structures (51.0910) 3 semester hours (3-0-0)
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 1355, DMSO 1361. Corequisites: DSVT 1300, DMSO 2460. 3 lecture hours per week.

DMSO 2405-Sonography of Obstetrics/Gynecology (51.0910) 4 semester hours (3-4-0)
Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Prerequisites: DMSO 1441, DMSO 1302, DMSO 1351, 1260. Corequisites: DMSO 1110, DMSO 2243, DMSO 1460. 3 lecture hours and 4 lab hours per week.

DMSO 2460-Clinical IV (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. Prerequisites: DSVT 1103, DMSO 1110, DMSO 1361. Corequisites: DSVT 1300, DMSO 2353. 24 contact hours per week.

DSVT 1103-Introduction to Vascular Technology (51.0910) 1 semester hour (1-0-0)
Introduction to basic non-invasive vascular theories. Emphasizes image orientation, transducer handling, and identification of anatomic structures. Prerequisites: DMSO 2405, DMSO 2243, DMSO 1110, DMSO 1460. Corequisites: DMSO 1355, DMSO 1361. 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 1355, DMSO 1361. Corequisites: DMSO 2353, DMSO 2460. 2 lecture hours and 2 lab 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 2353, DMSO 2460. Corequisites: DMSO 2130, DSVT 2461. 2 lecture hours and 2 lab hours per week.

**DSVT 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. Prerequisites: DSVT 1300, DMSO 2353, DMSO 2460. Corequisites: DMSO 2130, DSVT 2335. 24 contact 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 explanation of the normal adult heart. 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 (6-0-0)

Anatomy, physiology, and pathophysiology of the cardiovascular system. Focuses on cardiac and vascular structural anatomy and relationships, electrical innervation, embryology, and hemodynamics of the heart and vascular system. Includes pathophysiology, etiology, pathology, signs, symptoms, risk factors, and treatment of cardiovascular diseases. Corequisites: DSAE 1440, DSAE 1303, DSAE 2360. 6 lecture hours per week.

**DSAE 2335-Advanced Echocardiography** (51.0910) 3 semester hours (2-2-0)

Advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging, and related noninvasive cardiac testing. Prerequisites: DSAE 1440, DSAE 2303, DSAE 1303, DSAE 2360. Corequisites: DSAE 2404, DSAE 2461. 2 lecture hours and 2 lab hours per week.

**DSAE 2360-Clinical** (51.0910) 3 semester hours (0-0-16)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Corequisites: DSAE 1440, DSAE 2303, DSAE 1303. 16 contact hours per week.

**DSAE 2404-Echocardiographic Evaluation of Pathology I** (51.0910) 4 semester hours (3-2-0)

Adult acquired cardiac pathologies. Topics include cardiovascular pathophysiology, quantitative measurements, and the application of 2-D, M-Mode, and Doppler.
Recognition of the sonographic appearances of cardiovascular disease is stressed. Prerequisites: DSAE 1440, DSAE 2303, DSAE 1303, DSAE 2360. Corequisites: DSAE 2335, DSAE 2461. 3 lecture hours and 2 lab hours per week.

DSA E 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.

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 (50.056.51 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 (50.056.51 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.

DRAM 2351—Acting III (50.056.51 26) 3 semester hours (3-0-0)
Advanced study with practical experience focusing on such topics as ensemble performing, styles of acting, character and script analysis. Prerequisite: DRAM 1351. Three hours lecture per week.
ECON/Economics

ECON 2301 – Principles of Economics (Macro) (45.0601.51 25) 3 semester hours (3-0-0)
A study of macroeconomic principles including economic organization, national income determination, the measurement of economic aggregates, economic stability and worth, money and banking, and the use of monetary and fiscal policy. Three hours lecture per week.

ECON 2302 – Principles of Economics (Micro) (45.0601.51 25) 3 semester hours (3-0-0)
A study of microeconomic principles including the theories of demand, production, the firm, and income determination. Also covered are the topics of international trade, economic development, and comparative systems. Three hours lecture per week.

EDUC/Education

EDUC 1300 – Learning Frameworks (42.0301.51 25) 3 semester hours (3-0-0)
A study of the research and theory in the psychology of learning, cognition and motivation; factors that impact learning; and application of learning strategies. Theoretical models of strategic learning, cognition and motivation serve as the conceptual basis for the introduction of college-level student strategies. Students use assessment instruments (e.g. learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply learning skills discussed to their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. This course is considered an open elective. Three lecture hours per week.

EDUC 1301 – Introduction to the Teaching Profession (13.0101.51 09) 3 semester hours (3-0-16)
Introduction to how learning occurs; opportunities to observe selected classrooms in local schools, EC-12 with varied and diverse student populations; will study and analyze the culture of schooling and classrooms; will develop knowledge and skills about instruction needed to be a successful teacher in schools of today. Passage of a background check is required for this course. 3 hours lecture per week and 16 hours observation/field experience.

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. Prerequisite for this course is EDUC 1301.
EMSP/Emergency Medical Technology

EMSP 1391 – Special Topics in Emergency Medical Technology (51.0904) 3 semester hours (3-0-0)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Co requisite: EMSP 1501, EMSP 1260, HPRS 1206.

EMSP 1501 – Emergency Medical Technician – Basic (51.0904) 5 semester hours (3-6-0)

Preparation for certification as an Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services. A minimum course grade of 80 is required to receive a course completion. Co requisite: EMSP 1391, EMSP 1260, HPRS 1206.

EMSP 1260 – Clinical – Emergency Medical Technician (51.0904) 2 semester hours (0-0-6)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Co requisite: EMSP 1501, EMSP 1391, HPRS 1206.

EMSP 1438 – Introduction to Advanced Practice (51.0904) 4 semester hours (3-2-0)

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401. Co requisite: EMSP 1456, EMSP 1455, EMSP 2260.

EMSP 1456 – Patient Assessment and Airway Management (51.0904) 4 semester hours (3-4-0)

A detailed study of the knowledge and skills required to perform patient assessment and airway management. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401. Co requisite: EMSP 1438, EMSP 1455, EMSP 2260.

EMSP 1455 – Trauma Management (51.0904) 4 semester hours (3-4-0)

A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401. Co requisite: EMSP 1438, EMSP 1456, EMSP 2260.

EMSP 2260 – Clinical 1 – Emergency Medical EMT Paramedic (51.0904) 2 semester hours (0-0-6)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401. Co requisite: EMSP 1438, EMSP 1456, EMSP 1455.
EMSP 2348 – Emergency Pharmacology (51.0904) 3 semester hours (3-0-0)
A comprehensive course covering the utilization of medications in treating emergency situations. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260. Co requisite: EMSP 2434, EMSP 2544, EMSP 2330, EMSP 2261.

EMSP 2434 – Medical Emergencies (51.0904) 4 semester hours (3-4-0)
A detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260. Co requisite: EMSP 2348, EMSP 2544, EMSP 2330, EMSP 2261.

EMSP 2544 – Cardiology (51.0904) 5 semester hours (3-6-0)
Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260. Co requisite: EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2261.

EMSP 2330 – Special Populations (51.0904) 3 semester hours (2-3-0)
A detailed study of the knowledge and skills necessary to assess and manage ill or injured patients in diverse populations. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260. Co requisite: EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2261.

EMSP 2261 - Clinical 2 – Emergency Medical EMT Paramedic (51.0904) 2 semester hours (0-0-6)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260. Co requisite: EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2330.

EMSP 2338 – EMS Operations (51.0904) 3 semester hours (3-0-0)
A detailed study of the knowledge and skills to safely manage the scene of an emergency. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260, EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2330, EMSP 2261. Co requisite: EMSP 2361.

EMSP 2361 – Clinical 3 - Emergency Medical EMT Paramedic (51.0904) 3 semester hours (0-0-9)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external
learning experiences. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260, EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2330, EMSP 2261. Co requisite: EMSP 2338.

**EMSP 2243 – Assessment Based Management** (51.0904) 2 semester hours (1-4-0)

A capstone course covering comprehensive, assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special-needs patients. A minimum course grade for this section is 80, which is required to continue to the next section. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260, EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2330, EMSP 2261, EMSP 2338, EMSP 2361. Co requisite: 2264

**EMSP 2264 – Practicum (Field Experience) - Emergency Medical EMT Paramedic** (51.0904) 2 semester hours (0-0-15)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. A minimum course grade to complete this section is 80. Prerequisite: Current Texas or National Registry EMT-B certification, HPRS 1206, BIOL 2401, EMSP 1438, EMSP 1456, EMSP 1455, EMSP 2260, EMSP 2348, EMSP 2434, EMSP 2544, EMSP 2330, EMSP 2261, EMSP 2338, EMSP 2361. Co requisite: 2243.

**ENGL/English**

**ENGL 1301 – Freshman College English I.** (23.1301.51 12) 3 semester hours (3-0-0)

Techniques for effective written expression and development of critical reading, thinking, and writing. Emphasizes reading critically, using library resources, selecting appropriate content for and creating, organizing, writing, and revising academic essays. Students must have met THEA reading and writing requirements. Three hours lecture per week.

**ENGL 1302 – Freshman College English II** (23.1305.51 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, FIRT/Fire Science Technology**

**FIRS 1301 – Firefighter Certification I.** (43.0203) 3 semester hours (2-3-0)

This course is an introduction to firefighter safety and development. Topics include Texas Commission on Fire Protection Rules and Regulations, firefighter safety, fire science, personal protective equipment, self-contained breathing apparatus, and fire reports and records. This is the first in a series of courses designed for certification as a basic structural firefighter in Texas. 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)

This course is designed to identify the general principles of fire apparatus, pump operations, fire streams, and public operations as they relate to fundamental development of basic firefighter skills. This is the third in a series of courses designed for certification as a basic structural firefighter in Texas. Prerequisite: Department Approval. Two hours lecture and two hours lab per week.

**FIRT 1315 – Hazardous Materials I.** (43.0203)

Study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations, and the most effective method of hazard mitigation. Prerequisite: Department Approval. 2 hours lecture and 2 hours of lab per week.
**FIRS 1319 – Firefighter Certification IV. (43.0203) 3 semester hours (2-4-0)**

This course is a study of equipment, tactics, and procedures used in forcible entry, ventilation, salvage, and overhaul in preparation for certification as a basic firefighter. This is the fourth in a series of courses designed for certification as a basic structural firefighter in Texas. 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)**

This course is the study of ropes and knots, rescue procedures and techniques, and hazardous materials. Preparation for certification as a basic firefighter. This is the fifth series of courses designed for certification as a basic structural firefighter in Texas. 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)**

This course is the study of fire inspection techniques and practices, public transportation, fire cause determination. Topics include fire protection systems, wildland fire, and pre-incident planning. Preparation for certification as a basic firefighter. This is the sixth course in a series of courses designed for certification as a basic structural firefighter in Texas. 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)**

This course is the study of basic principles and skill development in handling fire service hose and ladders. Topics include the distribution system of water supply, basic building construction, and emergency service communication, procedures, and equipment. This is the second in a series of courses designed for certification as a basic structural firefighter in Texas. 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)**

This course is an in-depth study and practice of simulated emergency operations and hands-on live fire training exercises, incident command procedures, and combined operations using proper extinguishing methods. Emphasis on safety. This is the seventh and last course in series designed for certification as a basic structural firefighter in Texas. Prerequisite: Department approval. Two hours lecture and hours three lab per week.

**FIRT 1301 – Fundamentals of Fire Protection (43.0202) 3 semester hours (2-2-0)**

Overview to fire protection, career opportunities in fire protection and related fields, philosophy and history of fire protection/service, fire loss analysis, organization and function of public and private fire protection services, fire department as part of local governments, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, and basic fire chemistry and physics. Includes introduction to fire protection systems and introduction to fire strategy and tactics. 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)**

In-depth study of 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)
A study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures. 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)
Study of the chemical characteristics and behavior of various materials. Topics include storage, transportation, handling hazardous emergency situations, and the most effective method 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)
A study of firefighter occupational safety and health in emergency and nonemergency situations. 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. Topics include walls, flooring, foundations, and various roof types and the associated dangers of each. 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)
A study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies while performing assigned duties. 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 2288 – Internship - Fire Protection and Safety Technology/Technician (43.0201) 1 semester hour (0-0-8)
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves 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. his course may be repeated if topics and learning outcomes vary. Prerequisite: Department approval. Eight contact hours 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 manpower 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)

This course is a continuation of Firefighting Strategies and Tactics I. Emphasis on use of incident command 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)

This course is a continuation of FIRT 1303 Fire and Arson Investigation I. Topics include reports, courtroom demeanor, and expert witnesses. Prerequisite: FIRT 1303 – Fire and Arson Investigation I. Two hours lecture and two hours lab 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.

FORS 2460 - Introduction to Forensic Chemistry (Criminalistics) (43.0106.53 24) 4 semester hours (3-3-0)

A survey of the chemical tests upon gathered evidence at crime scenes demonstrates the role of a forensic chemist (criminalist) in analyses of drugs, alcohol, poisons, blood, semen, saliva, as well as explosives and arson accelerants and other substances requiring identification discovered at crime scenes. 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) Three 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 1409 - Introduction to Animation Programming (10.0304) 4 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. Two hours lecture and three hours lab per week.

GEOG/Geography

GEOG 1303 – World Geography (45.0701.53 25) 3 semester hours (3-0-0)

Previously: GEOG 1301. Presents the basic terminology of the fields of geography and their application to the prevailing conditions of the major geographical regions of the world. Emphasis is placed on the awareness of the diversity of ideas and practices and on evaluating and interpreting these different fields of information as they apply to the stability, growth, and welfare of a nation and its population. Three hours lecture per week.

GEOL/Geology

GEOL 1403 – Physical Geology (40.0601.54 03) 4 semester hours (3-3-0)

A study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth’s interior, and magnetism. Three hours lecture and three hours lab per week.

GEOL 1404 – Historical Geology (40.0601.54 03) 4 semester hours (3-3-0)

A study of earth materials and processes within a developmental time perspective. Fossils, geological maps, and field studies are used to interpret geologic history. 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 2301 – Principles and Institutions of the American and Texas Systems of Government (45.1002.51 25) 3 semester hours (3-0-0)

Presents terminology and concepts needed to explain the principles and functions of the Untied States and Texas governments. Emphasis is placed on evaluating the social contract theory and tracing the historical development of the Declaration of Independence and the Texas and American constitutions. The student will identify the concepts of federalism and evaluate the intergovernmental
relationship between the United States government and the states. The course covers the national and state electoral process with emphasis on voting study data. Students will identify the role and functions in the electoral process of political socialization, the mass media, political parties, interest groups, and campaigns. Students acquire information on the organization of the national and Texas executive departments. This course satisfies the Texas legislative requirements for a course on the national and Texas constitutions for teacher certification. 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 2302 – Functions of the Institutions of American and Texas Government**
3 semester hours (3-0-0)

(45.1002.51 25) Presents terminology and concepts needed to explain the principles and functions of the United States and Texas governments. Emphasis is placed on evaluating the federal and Texas court systems, constitutional law (civil liberties and civil rights), Congress and the Texas legislature, and local governments. Student are required to read a body of material dealing with the Supreme Court’s interpretation of our liberties and freedoms under the Bill of Rights and the Fourteenth Amendment. This course satisfies three of the six hours of government required for a bachelor’s degree from a state institution of higher education, as well as an Associate of Arts degree from Weatherford College. Students transferring credit hours from a Texas college or university using the GOVT 2305, 2306 sequence are advised that only GOVT 2301 may be combined with these hours to meet the content requirements of Texas Education Code 51.301. Prerequisite: A passing score on the TASP reading section. Three hours lecture per week.

**HECO/Health Nutrition**

**HECO 1322 – Principles of Nutrition & Dietary Therapy** (19.0501.51 09) 3 semester hours (3-0-0)

A survey of the science of human nutrition, including an in-depth study of nutrients and the roles they play in the body for maintenance, growth and health. Three hours lecture per week.

**HIST/History**

**HIST 1301 – U.S. History I** (54.0102.51 25) 3 semester hours (3-0-0)

A survey course that develops the ability to organize, interpret, and evaluate oral, printed, and electronic sources of information about the political, economic, and cultural history of the United States from pre-Columbian times through Reconstruction. Prerequisite: A passing score on the TASP/THEA reading section. Three hours lecture per week.

**HIST 1302 – U.S. History II** (54.0102.51 25) 3 semester hours (3-0-0)

A survey course that develops the ability to organize, interpret, and evaluate oral, printed, and electronic sources of information about the political, economic and cultural history of the United States from the end of Reconstruction to the present. Prerequisite: A passing score on the TASP/THEA reading section. Three hours lecture per week.
HIST 2311 – History of Western Civilization to 1700 (54.0101.54 25) 3 semester hours (3-0-0)
A survey course that develops the ability to organize, interpret, and evaluate oral, printed, and electronic sources of information about the political, economic, and cultural history of Western Civilization from ancient times to the 1700s. Emphasis is on the development of cultures in the Mediterranean Basin and the Near East. Prerequisite: ENGL 1301. Three hours lecture per week.

HIST 2312 – History of Western Civilization Since 1660 (54.0101.54 25) 3 semester hours (3-0-0)
A survey course that develops the ability to organize, interpret, and evaluate oral, printed, and electronic sources of information about the political, economic, and cultural history of Western Civilization from the period leading up to the French Revolution to modern times. The course is supplemented with correlated readings and audiovisual materials. Prerequisite: English 1301. Three hours lecture per week.

HPRS/Health Professions and Related Services
HPRS 1206 – Essentials of Medical Terminology (51.0000) 2 semester hours (2-0-1)
A study of medical terminology, word origin, structure, and application. Two hours lecture weekly and one lab.

HRPO/Human Resources
HRPO 1311– Human Relations (52.1003) 3 semester hours (3-0-0)
Previously: BUSI 1374. 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, 1303, 1327. Three hours lecture per week.

HUMA/Humanities
HUMA 1301, 1302 – Introduction to the Humanities I, II (24.0103.51 12) 3 semester hours (3-0-0)
This course is an interdisciplinary, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formulation of those values that have shaped the historical development of the individual and of society. This course is open only to students in the leadership program. Requires instructor permission. Three hours lecture per week.

HUMA 1315 – Fine Arts Appreciation (50.0101.51 26) 3 semester hours (3-0-0)
Understanding purposes and processes in the visual, dramatic and musical arts including evaluation of selected works. Three hours lecture per week.
IMED, INEW, ITSE/Web Page, Digital/Multimedia and Information Resources Design

**IMED 1416 – Web Design I** (11.0801) 4 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 2434 – Advanced Web Programming** (11.0801) 4 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 1411 – Beginning Web Programming** (11.0801) 4 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 2413 – Web Authoring** (11.0801) 4 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 1416 or consent of department chair or faculty. Two hours lecture and four hours lab per week.

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**ITCC, ITNW/Computer Systems Networking & Telecommunications**

**ITCC 1401 – Cisco Exploration 1: Networking Fundamentals** (11.1002) 4 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 1404 – Cisco Exploration 2: Routing Protocols and Concepts** (11.1002) 4 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 1401. Two hours lecture and four hours lab per week.

**ITCC 2408 – Cisco Exploration 3: LAN Switching and Wireless** (11.1002) 4 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 1404. Two hours lecture and four hours lab per week.

**ITCC 2410 – Cisco Exploration 4: Accessing the WAN** (11.1002) 4 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 2408. Two hours lecture and four hours lab per week.

**ITNW 1164 – Practicum: Computer Systems Networking & Telecommunications** (11.0901) 1 semester hour (0-0-7)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Completion of two core courses in the related program. Seven hours work per week.

**ITNW 1416 – Network Administration** (11.0901) 4 semester hours (2-4-0)

An introduction to network administration. Prerequisites: CPMT 1405. Two hours lecture and four hours lab per week.

**ITNW 1425 – Fundamentals of Networking Technologies** (11.1002) 4 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 1405 and keyboarding proficiency. Two hours lecture and four hours lab per week.

**ITNW 1453 – Supporting Network Server Infrastructure** (11.0901) 4 semester hours (2-4-0)

Installing, configuring, managing, and supporting a network infrastructure. Prerequisites: ITNW 1416 or consent of department chair or faculty. Keyboarding proficiency required. Two hours lecture and four hours lab per week.

**ITSC/Computer & Information Sciences**

**ITSC 1491 – Special Topics in Computer and Information Sciences, General** (11.0101) 4 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 2186 – Internship, Computer and Information Sciences, General** (11.0101) 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. Prerequisites: Completion of two core courses in a related program. Three hours work per week.
ITSC 2421 – Integrated Software Applications II (11.0101) 4 semester hours (3-3-0)
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 1407 – Introduction to C++ Programming (11.0201) 4 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 1431 – Introduction to Visual Basic Programming (11.0201) 4 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 2186 – Internship, Computer Programming/Programmer (11.0201) 1 semester hours (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. Prerequisites: Completion of two core courses in a related program. Three hours work per week.

ITSE 2417 – JAVA Programming (11.0201) 4 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.

ITSE 2431 – Advanced C++ Programming (11.0201) 4 semester hours (2-4-0)
Further application of C++ programming techniques including file access, abstract data structures, class inheritance, and other advanced techniques. Prerequisites: ITSE 1407 or consent of department chair or faculty. Keyboarding proficiency required. Two hours lecture and four hours lab per week.

ITSE 2449 – Advanced Visual Basic Programming (11.0201) 4 semester hours (2-4-0)
Advanced Visual Basic programming including file access methods, data structures, modular programming, program testing and documentation. Prerequisites: ITSE 1431 or consent of department chair or faculty. Keyboarding proficiency required. Two hours lecture and four hours lab per week.

ITSE, ITSW/Data Modeling/Warehousing and Database Administration
ITSE 2409 – Database Programming (11.0802) 4 semester hours (2-4-0)
Database development using database programming techniques emphasizing database structures, modeling, and database access. Prerequisites: ITSW 2437 or consent of department chair or faculty. Keyboarding proficiency required. Two hours lecture and four hours lab per week.
ITSW 2437 – Advanced Database (11.0802) 4 semester hours (2-4-0)
Advanced concepts of database design and functionality. Prerequisites: COSC 1401 or consent of department chair or faculty. Keyboarding proficiency required. Two hours lecture and four hours lab per week.

ITSW/Data Processing Technology/Technician
ITSW 1410 – Introduction to Presentation Graphics Software (11.0301) 4 semester hours (2-4-0)
Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Prerequisites: COSC 1401 (may be taken concurrently) or consent of department chair or faculty. Keyboarding proficiency required. Two hours lecture and four hours lab per week.

ITSW 1491 – Special Topics in Data Processing Technology/Technician (11.0301) 4 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 2186 – Internship, Data Processing Technology/Technician (11.0301) 4 semester hours (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. Prerequisites: Completion of two core courses in a related program. Keyboarding proficiency required. Three hours work per week.

ITSW 2434 – Advanced Spreadsheets (11.0301) 4 semester hours (2-4-0)
Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions. Prerequisites: COSC 1401 and keyboarding proficiency. Two hours lecture and four hours lab per week.

ITSY/Computer and Information Security Systems
ITSY 1300 – Fundamentals of Information Security (11.1003) 3 semester hours (3-0-0)
An introduction to information security including vocabulary and terminology, ethics, the legal environment and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed. Three hours lecture per week.

ITSY 1442 – Information Technology Security (11.1003) 4 semester hours (2-4-0)
Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Prerequisite: ITSY 1300 and keyboarding proficiency. Two hours lecture and four hours lab per week.
### KINE/Kinesiology Activity

Courses are designed to meet Kinesiology elective requirements.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Activities</th>
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</thead>
<tbody>
<tr>
<td>KINE 1100</td>
<td>Table Tennis</td>
<td>1</td>
<td>0-3-0</td>
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<tr>
<td>KINE 1101</td>
<td>Beginning Spinning</td>
<td>1</td>
<td>0-3-0</td>
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<tr>
<td>KINE 1102</td>
<td>Camping and Hiking</td>
<td>1</td>
<td>0-3-0</td>
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<tr>
<td>KINE 1104</td>
<td>Beginning Weight Training and Conditioning</td>
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<tr>
<td>KINE 1106</td>
<td>Beginning Marksmanship</td>
<td>1</td>
<td>0-3-0</td>
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<tr>
<td>KINE 1107</td>
<td>Outdoor Education: Camping, Canoeing, Orienteering</td>
<td>1</td>
<td>0-3-0</td>
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<tr>
<td>KINE 1111</td>
<td>Beginning Tennis</td>
<td>1</td>
<td>0-3-0</td>
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<tr>
<td>KINE 1112</td>
<td>Beginning Golf</td>
<td>1</td>
<td>0-3-0</td>
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<tr>
<td>KINE 1113</td>
<td>Beginning Jogging</td>
<td>1</td>
<td>0-3-0</td>
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<tr>
<td>KINE 1114</td>
<td>Self Defense</td>
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<td>0-3-0</td>
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<tr>
<td>KINE 1115</td>
<td>Beginning Softball</td>
<td>1</td>
<td>0-3-0</td>
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<tr>
<td>KINE 1116</td>
<td>Beginning Aerobics</td>
<td>1</td>
<td>0-3-0</td>
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</tbody>
</table>

- **KINE 1100 – Table Tennis**: 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**: 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**: 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**: 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**: Proper care and use of weapons. Target shooting to improve accuracy. Three hours activity per week.
- **KINE 1107 – Outdoor Education: Camping, Canoeing, Orienteering**: 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.
- **KINE 1111 – Beginning Tennis**: Stroke techniques for recreational play including ground strokes, volleys, overheads, and serves. Terminology, scoring, and historical background of tennis.
- **KINE 1112 – Beginning Golf**: Stroke fundamentals, terminology, and scoring.
- **KINE 1113 – Beginning Jogging**: Designed for the beginning student interested in an individualized program for cardiovascular endurance and conditioning. Development of aerobic and anaerobic systems.
- **KINE 1114 – Self Defense**: Basic principles of self-defense; stressing physical fitness and utilizing basic martial arts related to self defense.
- **KINE 1115 – Beginning Softball**: Throwing, catching, batting skills for recreational slow-pitch team play.
- **KINE 1116 – Beginning Aerobics**: Techniques for low impact floor and step aerobics to develop aerobic conditioning. Focus on lowering body fat and increasing muscle through aerobic...
exercise and basic nutritional guidelines. Field trip to renowned Cooper Clinic Aerobics Center. 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 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 – Intermediate Aerobics (36.0108.51 23) 1 semester hour (0-3-0)
  Aerobically-fit students interested in maintaining fitness level. 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 (36.0108.53 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 Chakras 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 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 2356 – Care and Prevention of Athletic Injuries (51.0913.52 16) (3 semester
  hours (3-0-0)
  Prevention and care of athletic injuries with emphasis on qualities of a good
  athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms
  of specific sports injuries and conditions, immediate and long-term care of injuries,
  and administration procedures in athletic training.
KINE/Kinesiology Health Education
Courses are designed for Physical Education or Allied Health majors.

KINE 1304 – Personal and Community Health (51.1504.51 16) 3 semester hours (3-0-0)
Investigation of the principles and practices in relation to personal and community health. Three hours lecture per week.

KINE 1306 – First Aid (51.1504.53 16) 3 semester hours (3-0-0)
Emergency care for injuries. Coverage of topics that include poisoning, burns, strains, sprains, broken bones, snake bites, cardiac care, rescue breathing and CPR. Prevention of injuries is a major focus. Eligible for American Red Cross certification. Three hours lecture per week.

KINE 1338 – Concepts of Physical Fitness (31.0501.51 23) 3 semester hours (2-2-0)
Principles of nutrition, exercise, stress management, and health concerns that increase longevity and quality of life. Physical activities that relate to social, mental, physical, spiritual, and emotional domains of wellness. This course is a required course for all physical education majors. Two hours lecture and two hours lab per week.

KINE/Kinesiology Intercollegiate Athletics
Courses are designed for team sports only and require prior approval.

KINE 1105 – Beginning Weight Training and Conditioning for Athletes (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 (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 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 (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 2105 – Intermediate Weight Training and Conditioning for Athletes (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 2131 – Varsity Basketball (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 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/Kinesiology
Courses are designed for Physical Education or Allied Health majors.

KINE 1308 – Sports Officiating (31.0101.51 23) 3 semester hour (3-0-0)
Rules, interpretation, and mechanics of officiating selected sports. Opportunity to officiate community or school activities. Three hours lecture per week.

KINE 1321 – Coaching/Sports/Athletics I -Basketball and Volleyball (31.0505.51 23) 3 semester hours (3-0-0)
Skills, strategies, and administration of coaching basketball in a recreational or competitive athletic program. Opportunity to develop coaching philosophy. Three hours lecture per week.

KINE 1322 – Coaching/Sports/Athletics II - Baseball and Softball (31.0505.51 23) 3 semester hours (3-0-0)
Skills, strategies, and administration of coaching baseball and softball in recreational or competitive athletic programs. Opportunity to develop coaching philosophy. Three hours lecture per week.

MAMT/Mammography
MAMT 2037-Mammography (51.0911) 32-96 hours
Preparation for the registered technologist to enter the advanced field of mammography. Addresses skills, knowledge, and behaviors necessary to perform mammographic procedures.

MAMT 2060-Clinical (51.0911) 48-576 hours
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.

MATH/Mathematics
MATH 0301 – Developmental Mathematics (32.0104.51 19) 3 semester hours (3-1-0)
An introductory course designed to provide a review of fundamental operations in mathematics, based on the individual student’s identified need for developmental work in basic arithmetic, elementary algebra and/or elementary geometry. The course begins with a review of the basic arithmetic operations with whole numbers, including the study of decimal and common fractions along with a review of the basic ideas in the treatment of percentage and the applications of percents to practical problems. Ideas on ratios and proportion are also included. Elementary concepts from introductory algebra are presented in this course, and the basic principles of elementary geometry are studied. This course is designed for students whose placement scores on the campus or certified versions of the TASP test indicate that they would have difficulty passing a more advanced course. This course will not transfer to a four-year university. It will count, however, for non-degree credit from Weatherford College. Required Tutorial. Three hours lecture per week.
MATH 0302 – Elementary Algebra (32. 0104.51 19) 3 semester hours (3-1-0)

This course is designed for students with a minimum high school background in mathematics or students who may not have completed all mathematics requirements in high school. The course consists of beginning algebra including operations with signed numbers and operations with algebraic expressions. The course includes the study of all basic methods of factoring. Simplifications of algebraic fractions are included. Solving linear equations and inequalities is also a major component of this course. This course is designed to allow students to demonstrate their reasoning ability to solve verbal problems. It is recommended for students whose placement scores in mathematics indicate they are not prepared for college level mathematics. Like MATH 0301, this course is not designed to transfer to a four-year. It will, however, count for non-degree credit from Weatherford College. Completion of this course prepares students to pass TSI with minimal skills ready for MATH 1332. Required Tutorial. Three hours lecture per week.

MATH 0303 – PreCollege Algebra (32.0104.52 19) 3 semester hours (3-1-0)

This course expands the material covered in MATH 0302. The course consists of additional work in factoring, simplifying algebraic fractions, solving linear equations, graphing linear equations, simplifying radical expressions, solving quadratic equations, solving linear inequalities, and systems of linear equations. This course is recommended for students whose placement scores in mathematics indicate they need additional review of foundational skills for preparation to complete MATH 1314 or MATH 1324. Like MATH 0301 and 0302, this course will not transfer to a four-year university. It will count, however, for non-degree credit from Weatherford College. Required Tutorial. Three hours lecture per week.

MATH 1314 – College Algebra (27.0101.54 19) 3 semester hours (3-0-0)

This course is designed for the non-mathematics major. It includes sets and set operations, linear equations, non-linear equations, quadratic equations, inequalities, functions and graphs, systems of equations, algebraic operations with rational and irrational numbers, complex numbers and logarithms. Prerequisite: Satisfy one of the following. TAKS score of 2300 or above, THEA score of 250 or above, COMPASS score of 51 or above. Three hours lecture per week.

MATH 1316 – Plane Trigonometry (27.0101.53 19) 3 semester hours (3-0-0)

Trigonometric functions; logarithms; solutions of triangles; trigonometric identities and equations; the inverse trigonometric functions; complex numbers. Prerequisite: MATH 1314. Three lecture hours per week.

MATH 1324 – Algebra with Business Application (27.0301.52 19) 3 semester hours (3-0-0)

Sets, linear and quadratic functions, systems of linear equations, matrices, linear inequalities and linear programming, math of finance, and probability. Prerequisite: Satisfy one of the following. TAKS score of 2300 or above, THEA score of 250 or above, COMPASS score of 51 or above. Three hours lecture per week.

MATH 1325 – Calculus for Business and Economics Analysis (27.0301.53 19) 3 semester hours (3-0-0)

Precalculus review, the derivative, graphing and optimization, exponential and logarithm functions, and integration. Prerequisite: MATH 1314 or 1324. Three hours lecture per week.

MATH 1332 – Contemporary Mathematics (27.0101.51 19) 3 semester hours (3-0-0)

This course is designed for liberal arts majors. 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: TSI complete in mathematics. Three hours lecture per week.

**MATH 1342 – Elementary Statistics** (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: MATH 1314. Three hours lecture per week.

**MATH 1350 – Fundamentals of Mathematics I** (27.0101.56 19) 3 semester hours (3-0-0)

This course replaces MATH 1335 and is a required part of the approved field of study curriculum for elementary grades teacher certification. This course is also appropriate for early childhood education majors. This course includes a study of concepts of sets, function, numeration systems, number theory, and properties of the natural number, integers, rational, and real number systems. The course places emphasis on problem solving, critical thinking, and the use of math manipulatives. Prerequisite: MATH 1314. Required lab. Three hours lecture and two hours lab per week.

**MATH 1351 – Fundamentals of Mathematics II** (27.0101.60 19) 3 semester hours (3-0-0)

This course is a required part of the approved field of study for the elementary grades teacher certification. This course is also appropriate for early childhood education majors. This course includes study of data analysis, probability, elementary geometry, triangles, quadrilaterals, polygons. The course looks at symmetry, constructions, transformations, rotations, and translations using math manipulatives. Prerequisite: Math1314 and Math 1350. Required lab. Three hours lecture and two hours lab 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 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 includes limits, continuity, differentiation of algebraic and transcendental functions, and applications, maxima and minima, antiderivatives and indeterminate forms. A Maple component is included in this course. Prerequisite: MATH 1316 or MATH 2412 or permission of the department chair. Six hours lecture per week.

**MATH 2414 – Calculus II** (27.0101.62 19) 4 semester hours (6-0-0)

This course includes differentiation and integration of inverse trigonometric functions and hyperbolic functions, finding areas and volumes of bounded regions, integration techniques, improper integrals, L’Hospital’s Rule, infinite series, conics, parametric equations, polar equations, vectors, surfaces in space, cylindrical and spherical coordinates, and applications. Prerequisite: Math 2413. Six hours lecture per week. A Maple component is included in this course.

**MATH 2315 – Calculus III** (27.0101.63 19) 3 semester hours (3-0-0)

This course includes vector analysis, functions of several values, including limits and continuity, differentiation, extrema, and applications, Lagrange Multipliers,
multiple integration, including area in the plane, volume and surface area. Prerequisite: Math 2414. 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)

Previously: BUSI 2376. 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 1123, 1124 – Pep Band (50.0903.55 26) 1 semester hour (0-3-0)
Preparation and performance of popular music for college events. Open to woodwind, brass, and percussion players. Three hours lab per week.

MUEN 1131, 1132 – Small Instrument Ensembles (50.0903.56 26) 1 semester hour (0-4-0)
Emphasis on performance. Enrollment only by audition or by consent of instructor. Four hours lab per week.

MUEN 1141, 1142 – College Choir (50.0903.57 26) 1 semester hour (0-3-0)
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. Three 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 1159, 2159 – Musical Theatre (50.0903.61 26) 1 semester hour (0-5-0)
The study and performance of works from the musical theatre repertoire. Also listed at DRAM 1161, 1162. Five hours lab per week.

MUSI 1181, 1182, 2181, 2182 – Piano Class (50.0907.51 26) 1 semester hour (1-2-0)
Practical instruction in keyboard proficiency for music majors and minors. Enrollment in MUSI 1182, 1183, 1184 is subject to instructor’s discretion. One hour lecture and two hours lab per week.

MUSI 1263, 1264 – Jazz Improvisation I & II (50.0903.65 26) 2 semester hour (1-2-0)
A study designed to provide background in the art of improvisation and knowledge of basic materials and practices in playing jazz. Prerequisite: Jazz Improvisation I, prior knowledge of music theory including fundamentals of pitch, scales, and rhythm; Jazz Improvisation II, Jazz Improvisation I or equivalent experience. Enrollment in class is subject to instructor’s discretion. One hour lecture and two hours lab per week.

MUSI 1290, 1291 – Electronic Music I & II (50.0904.58 26) 2 semester hours (1-2-0)
Study of the use of synthesizers, computers, sequencing and music printing software, multi-track recorders and other MIDI (Music Instrument Digital Interface) devices in the notation, arrangement, composition and performance of music. One hour lecture and two hours lab per week.
MUSI 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.

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 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 and heat. For life
   science majors and pre-professional students. 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. 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. Evening sessions will be held in order for students to use the
telescope to make observations. 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. Evening sessions will be held in order for students to use the telescope to
make observations. Three hours lecture and three hours lab per week.

PHYS 1415 – Physical Science I (40.0101.51 03) 4 semester hours (3-3-0)
Previously: PHYS 1315. 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)
Previously: PHYS 1317. 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 (40.0801.52 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 (40.0801.52 03) 4 semester hours (3-3-0)
Wave theory, electrostatics, electricity, magnetism, and light. Prerequisite: Physics
2425 or consent of the physics instructor. Three hours lecture and three hours lab
per week.

PLAB/Phlebotomy Technology

PLAB 1191 – Special Topics in Phlebotomy (51.1009) 1 semester hour (1-0-0)
Topics address recently identified current events, skills, knowledge, and/or
attitudes and behaviors pertinent to the technology or occupation, and relevant to
the professional development of the student. One hour lecture per week.

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 1360. 6 contact hours per week

PLAB 1360 – Clinical (51.1009) 3 semester hour (0-0-12)
Clinical internship enables the student to apply specialized laboratory knowledge
and skills in a clinical setting. Direct supervision is provided by clinical laboratory
professionals. Corequisites: PLAB 1323. 12 contact hour 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 1449 – Spreadsheets (52.0407) 4 semester hours (3-3-0)
Spreadsheet software for business applications. Three hours lecture and three hours lab per week.

POFI 2331 – Desktop Publishing (52.0407) 3 semester hours (2-3-0)
In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Prerequisite: POFI 2401. Two hours lecture and three hours lab per week.

POFI 2401 – Word Processing (52.0407) 4 semester hours (3-3-0)
Word processing software focusing on business applications. Prerequisite: POFI 1429 (grade of C) or speed of 35 words per minute. Three hours lecture and three hours lab per week.

POFI 2440 - Advanced Word Processing (52.0407) 4 semester hours (2-4-0)
Advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. Prerequisite: COSC 1401 or consent of instructor. Two hours lecture and three hours lab per week.

POFT 1120 – Job Search Skills (Capstone) (52.0401) 1 semester hour (1-1-0)
Previously: POFT 1192 and POFT 1193. Skills to seek and obtain employment in business and industry. One hour lecture and one hour lab per week.

POFT 1166 – Practicum (or Field Experience): General Office Occupations and Clerical Services (52.0408) 1 semester hour (0-0-8)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Students are required to maintain eight hours a week at workplace.

POFT 1301 – Business English (52.0501) 3 semester hours (3-0-0)
Previously: POFT 1302. 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 1309 – Administrative Office Procedures I (52.0401) 3 semester hours (3-0-0)
Study of current office procedures, duties, and responsibilities applicable to an office environment. Three hours lecture per week.

POFT 1313 – Professional Workforce (52.0401) 3 semester hours (3-0-0)
Preparation for career success including ethics, interpersonal relations, professional attire, and advancement. Three hours lecture per week.

POFT 1325 – Business Math and Machine Applications (52.0408) 3 semester hours (3-0-0)
Business math problem-solving skills using office technology. Three hours lecture per week.
**POFT 1429 – Beginning Keyboarding** (52.0408) 4 semester hours (3-3-0)
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. Three hours lecture and three 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. Prerequisite: POFT 1301. Keyboarding skills required. Three hours lecture per week.

**POFT 2401 – Intermediate Keyboarding** (52.0408) 4 semester hours (3-3-0)
A continuation of keyboarding skills emphasizing acceptable speed, and accuracy levels and formatting documents. Prerequisite: POFT 1429 (grade of C) or speed of 35 words per minute. Three hours lecture and three hours lab per week.

**PSYC/Psychology**

**PSYC 1100 – Freshman Orientation** (42.2701.51 25) 1 semester hour (1-0-0)
This course is designed to aid students in making a good personal and educational adjustment to college and in making a proper choice of an educational and occupational field. This course does not count for degree credit. One hour lecture per week. A student may earn semester credit hours for either PSYC 1100 or PSYC 1300 but may not earn credit hours for both courses.

**PSYC 1300 – Learning Framework** (42.2701.51 25) 3 semester hours (3-0-0)
Multiple use course designed for the following students: (1) Excellent first college credit course for high school juniors or senior who seek to take dual credit college courses prior to graduation. (2) College credit course for high school graduates addressing the realities of preparation for the higher expectations of the college experience. Eclectic components of psychology of learning, cognition, motivation, and psycholinguistics are presented as paradigms for success in the college experience. Focusing on reading, analysis of metaphor, and writing skills, students are expected to become strategic learners prior to stepping foot on a college campus. Focusing on psychological preparation for serious academic study. PSYC 1300 is not a study skills course. A student may earn semester credit hours for either PSYC 1100 or PSYC 1300 but may not earn credit hours for both courses.

**PSYC 2301 – Introduction to Psychology** (42.0101.51 25) 3 semester hours (3-0-0)
Survey of major topics in psychology. Introduces the study of behavior and the factors that determine and affect behavior. Presents a basic understanding of psychological terms, theories, and methodologies in the scientific discipline that studies behavior and mental processes. Cognitive abilities such as problem solving, learning, and communication; affective (emotional) states such as self-esteem, mood states, and sociability; and interpersonal relationships and gender issues are explored. Three hours lecture per week.

**PSYC 2302 – Applied Psychology** (42.0101.52 25) 3 semester hours (3-0-0)
Survey of the applications of psychological knowledge and methods in such fields as business, industry, education, medicine, law enforcement, social work, and government work. Three hours lecture per week.
PSYC 2306 – Human Sexuality (42.0101.53 25) 3 semester hours (3-0-0)

Study of the psychological, sociological, and physiological aspects of human sexuality. Presents current theories and contemporary research as it impacts current understanding of human sexuality. Principles and issues of human sexuality are presented from a scientific perspective with the intent to educate adults on the fundamental facts of life. Three hours lecture per week.

PSYC 2307 – Adolescent Psychology I (42.2703.51 25) 3 semester hours (3-0-0)

Adolescent psychology 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)

Presents key terms and principles that underlie processes of human growth and development. The course traces and describes normal growth patterns across the life span from conception through old age and the forces of genetic inheritance and environment as they impact life. While built on psychological theories, the course equips students with the ability to identify and apply research to life experiences. The course provides the academic basis for more specialized courses in human development. 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.
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: HPRS 1206, BIOL 2401, BIOL 2402. Corequisites: RADR 1409, 1411, 1313. 192 contact hours.

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: Medical Terminology, A & P I & II. Corequisites: RADR 1409, 1411. 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: Medical Terminology, A & P I & II. Corequisites: RADR 1411, 1313. Three hours lecture and two hours lab per week.

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: A & P I & II, Medical Terminology. Corequisites: RADR 1409, 1313. Three hours lecture and two hours lab per week.

RADR 1560 – Clinical III (51.0911) 5 semester hour (0-0-40)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: RADR 2401, 2305, 1360. 400 contact hours.

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, 2367. Two hours lecture 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 1313. Corequisites: RADR 2401, 1266. 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.

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 1313, 1409, 1411, 2401, 2305. Corequisites: RADR 2331, 2309. Three hours lecture per week.

RADR 2331 – Advanced Radiographic Procedures (51.0911) 3 semester hours (3-0-0)
  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, 2366, 2309. Three hours lecture per week.

RADR 2335 – Radiologic Technology Seminar (51.0911) 3 semester hours (3-2-0)
  A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. Prerequisites: All RADR course study in program. Corequisites: RADR 2367, 2217. Three hours lecture per week.

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: A & P I & II, RADR 1411. Corequisites: RADR 1266, 2305. Three hours lecture and two hours lab per week.

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 1560. 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 1161 – Clinical (51.1601) 1 semester hour (0-0-3)
  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. Prerequisite: Admission to the LVN to ADN Transition program. Forty-eight clinical hours.
RNSG 1162 – Clinical (51.1601) 1 semester hour (0-0-3)
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. Prerequisite(s): RNSG 1341, RNSG 1261, RNSG 1144, and PSYC 2314 (or RNSG 1327 and RNSG 1161). Forty-eight clinical hours per semester.

RNSG 1205 – Nursing Skills (51.3801.52 14) 2 semester hours (1-4-0)
Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. Computers will be used in this class. Prerequisite: Admission to the ADN program. Prerequisites: RNSG 1413, RNSG 1260. Sixteen hours lecture and Sixty-four hours lab per semester.

RNSG 1215 – Health Assessment (51.1601) 2 semester hours (1-4-0)
Development of skills and techniques required for a comprehensive adult health assessment within a legal/ethical framework. Computers are used in this course. Prerequisite: Admission to the ADN program. Sixteen hours lecture and sixty-four hours lab per semester.

RNSG 1244 – Nursing Skills Lab II (51.3801.53 14) 2 semester hours (1-3-0)
Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. Computers will be used in this class. Prerequisite: RNSG 1205, RNSG 1215, RNSG 1413, RNSG 1260, and RNSG 1301. Corequisites are RNSG 1261, RNSG 1341. Sixteen hours lecture and forty-eight hours lab per semester.

RNSG 1251 – Care of the Childbearing Family (51.3801.57 14) 2 semester hours (2-1-0)
Study of concepts related to the provision of nursing care for childbearing families. Topics may include selected complications. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. Computers are used in this course. Prerequisites: RNSG 1205, RNSG 1260, RNSG 1413; or admission to LVN-RN Transition Program. Corequisite: RNSG 2160. Thirty-two lecture hours and 16 lab hours per semester.

RNSG 1260 – Clinical (51.1601) 2 semester hours (0-0-6)
A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences focus on the concept of caring while performing assessment of adult and geriatric clients, provision of basic nursing skills, and beginning medication administration within structured health care settings. Computers are used in this course. Prerequisite: Admission to the ADN program. Corequisite: RNSG 1413, RNSG 1205. 96 clinical hours per semester.
RNSG 1261 – Clinical (51.1601) 2 semester hours (0-0-6)

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences focus on the concept of caring while providing care for adult and geriatric clients and provision of advancing nursing skills within structured health care settings. Computers are used in this course. Prerequisites: RNSG 1413, RNSG 1260, RNSG 1205, RNSG 1215, and RNSG 1301. Corequisites: RNSG 1341 and RNSG 1244. 96 clinical hours per semester.

RNSG 1301 – Pharmacology (51.1601) 3 semester hours (2-2-0)

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects and nursing implications of each drug classification. Topics also include medication administration and dosage calculation. Prerequisite: Admission to the ADN program. Thirty-two lecture hours and thirty-two lab hours per semester.

RNSG 1327 – Transition from Vocational to Professional Nursing (51.1601) 3 semester hours (2-3-0)

Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. Computers are used in this course. Prerequisite: Admission to the LVN to ADN Transition program. Corequisite: RNSG 1161. 32 hours lecture and 48 hours lab per semester for a total of 80 contact hours.

RNSG 1341 – Common Concepts of Adult Health (51.1601) 3 semester hours (2-4-0)

Study of the general principles of caring for selected adult clients and families with common health needs in a structured setting. Emphasis on knowledge, judgment, skills, and professional values within a legal/ethical framework. Content includes, but is not limited to, perioperative care, immunology, oncology, gastrointestinal and genitourinary problems, and respiratory and musculoskeletal problems. Computers are used in this course. Prerequisites: RNSG 1413, RNSG 1260, RNSG 1205, RNSG 1215, and RNSG 1301. Corequisite: RNSG 2261 Thirty-two hours lecture and sixty-four lab hours per semester.

RNSG 1343 – Complex Concepts of Adult Health (51.3801.64 14) 3 semester hours (2-4-0)

Integration of previous knowledge and skills into the continued development of the associate degree nurse - a provider of care, coordinator of care, and member of a profession - in the care of adult clients/families in structured health care settings. Incorporates judgments, skills, and professional values within a legal/ethical framework. Content related to, but not limited to, endocrinology, the reproductive system, neuromuscular problems, hematology, and community based nursing and home health for the associate degree nurse. Computers are used in this course. Prerequisites: RNSG 2213 and RNSG 1162. Corequisite: RNSG 2261. Thirty-two hours lecture and sixty-four lab hours per semester.
RNSG 1413 – Foundations for Nursing Practice (51.3801.51 14) 4 semester hours (3-4-0)

Introduction to the profession of nursing including the roles of the registered nurse with emphasis on the application of a systematic, problem-solving process to provide care to diverse clients across the life span; and including applicable competencies in knowledge, judgment, skills, critical thinking and professional values within a legal/ethical framework. Content related to adult and geriatric nutrition, fluid and electrolyte balance, and the integumentary, sensory, gastrointestinal, and genitourinary systems are included. Computer assisted instruction is used in this course. Prerequisite: Admission to the ADN program. Forty-eight hours lecture and sixty-four hours lab per semester.

RNSG 2160 – Clinical (51.1601) 1 semester hour (0-0-3)

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences focus on the concept of caring while performing assessment of the child-bearing client and family, provision of nursing skills, and medication administration within structured health care settings. Computers are used in this course. Prerequisite: RNSG 1413, RNSG 1260 and RNSG 1205; or admission to Transition Program; corequisite course is RNSG 1251. 48 clinical hours per semester.

RNSG 2163 – Clinical (51.1601) 2 semester hours (0-0-3)

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences focus on the concept of caring while performing assessment the pediatric client and family, provision of nursing skills, and medication administration within structured health care settings. Computers are used in this course. Prerequisite: RNSG 2213 and RNSG 1162. Corequisite: RNSG 2201. 48 clinical hours per semester.

RNSG 2201 – Care of Children and Families (51.3801.58 14) 3 semester hours (2-1-0)

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework. Computers are used in this course. Prerequisites: RSNG 2213 and RNSG 1162. Corequisite: RNSG 2163. Thirty-two lecture hours and sixteen lab hours per semester.

RNSG 2213 – Mental Health Nursing (51.3801.55 14) 2 semester hours (2-0-0)

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. Computers are used in this course. Prerequisites: RNSG 1341, RNSG 1261, RNSG 1144, and PSYC 2314 (or RNSG 1327 and RNSG 1161). Corequisite: RNSG 1162. Thirty-two hours lecture per semester.

RNSG 2221 – Management of Client Care (51.1601) 2 semester hours (1-1-0)

Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession.
Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. Computers are used in this course. Prerequisites: RNSG 1343, RNSG 2261, RNSG 2201, and RNSG 2163. Sixteen hours lecture and sixteen lab hours per semester.

**RNSG 2261 – Clinical** (51.1601) 2 semester hours (0-0-6)

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences focus on the concept of caring while performing assessment of adult and geriatric clients and families, provision of advanced nursing skills, and medication administration within structured health care settings. Computers are used in this course. Prerequisite: RNSG 1341 and RNSG 1261; or RNSG 1327 and RNSG 1161; corequisite course is RNSG 1343. 96 clinical hours per semester.

**RNSG 2331 – Advanced Concepts of Adult Health** (51.1601) 3 semester hours (2-4-0)

Application of advanced concepts and skills for the development of the associate degree nurse’s roles in complex nursing situations with adult client/families in structured settings. Emphasis is given to judgment and professional values within a legal/ethical framework. Content related to, but not limited to critical care, the cardiovascular system, emergency care, trauma, spinal cord injuries, and burns. Computers are used in this course. Prerequisites: RNSG 1343, RNSG 2261, RNSG 2201, and RNSG 2163. Corequisite: RNSG 2363. Thirty-two hours lecture and sixty-four lab hours per semester.

**RNSG 2363 – Clinical** (51.1601) 3 semester hours (0-0-9)

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Clinical experiences focus on the concept of caring while providing care for clients of all ages, groups of clients, and management of client care within critical, emergency, and perioperative care settings. Prerequisite: RNSG 1343 and RNSG 2261. Corequisite: RNSG 2331. 144 clinical hours per semester.

**RSPT/Respiratory Care**

**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. 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. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control, and cardiopulmonary resuscitation (CPR). Corequisites RSPT 1160, RSPT 1307, RSPT 1410. Two lecture hours and one lab hour per week.
RSPT 1213 – Basic Respiratory Care Pharmacology (51.0908) 2 semester hours (2-0-1)
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 2310. Two lecture hours per week.

RSPT 1307 – Cardiopulmonary Anatomy and Physiology (51.0908) 3 semester hours (2-4-0)
An introduction to the anatomy and physiology of the cardiovascular, and pulmonary systems. Corequisites: RSPT 1160, RSPT 1201, RSPT 1410, RSPT 1307. Two lecture hours 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 1213, RSPT 1411, RSPT 2310. Sixteen contact hours per week.

RSPT 1362 – Clinical - Respiratory Care Therapy/Therapist (51.0908) 3 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. Prerequisites: RSPT 1213, RSPT 1361, RSPT 1411, RSPT 2310. Corequisites: RSPT 2355. Twenty-four 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. Content areas include: oxygen therapy, humidity and aerosol therapy, lung expansion therapy, bronchial hygiene therapy, pulse oximetry, arterial blood gas sampling and interpretation. 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)
Provides student with essential knowledge of airway care and mechanical ventilation. Airway care includes indications, techniques, equipment, and hazards and complications. Mechanical ventilation includes indications, initiation, modes, clinical application, management, complications, and weaning. Prerequisites: RSPT 1160, RSPT 1201, RSPT 1307, RSPT 1410. Corequisites: RSPT 1213, 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 2247, RSPT 2361. One hour lecture and two hours lab per week.

RSPT 2231 – Simulations in Respiratory Care (51.0908) 2 semester hours (1-4-0)
Theory of clinical simulation examinations. Includes construction types, scoring, and mechanics of taking the computerized simulation examination. Prerequisites: RSPT 2353, RSPT 2358, RSPT 2360. Corequisites: RSPT
RSPT 2247 - Specialties in Respiratory Care (51.0908) 2 semester hours (2-0-0)
Emerging and specialty practices in respiratory care. Prerequisites: RSPT 2353, RSPT 2358, RSPT 2360. Corequisites: RSPT 2139, RSPT 2231, RSPT 2361. Two hours lecture 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 1307, RSPT 1410. Corequisites: RSPT 1213, 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 acute care, monitoring and management of the neonatal and pediatric patient. 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 1213, RSPT 1361, RSPT 1411, RSPT 2310. 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 2247, RSPT 2231, RSPT 2139. Sixteen contact hours per week.

SOCl/Sociology

SOCl 1301 - Introduction to Sociology (45.1101.51 25) 3 semester hours (3-0-0)
Present 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.

SOCl 1306 - Social Problems (45.1101.52 25) 3 semester hours (3-0-0)
Present the basic terminology needed to comprehend the behaviors and conditions which society defines as social problems. Emphasis is placed on evaluation of the juxtaposition of the consequences of human behaviors and
expectations of societal norms. Students learn to recognize unacceptable behaviors and to project the impact of such problematic behavior on American culture and society. Three lecture hours per week.

**SOCI 2301 – Marriage and Family Living** *(45.1101.54 25)* 3 semester hours *(3-0-0)*

Presents the terminology needed to explain the constructs, principles, and dynamics of the family unit. Emphasis is placed on communication, types of families, comprehension of the delicate interrelationships of family members, and the importance of family as the basic component unit of all societies. Three hours lecture per week.

**SOCI 2306 – Human Sexuality** *(42.0101.53 25)* 3 semester hours *(3-0-0)*

Presents fundamental issues and principles of human sexuality utilizing legal, ethical, psychosocial, and biological perspectives. Presents current theories and research such as the landmark Masters and Johnson studies and contemporary research as it impacts current understanding of sexuality. Principles and issues of human sexuality are presented from a scientific perspective with the intent to educate adults on the fundamental facts of life. Online course available. Also PSYC 2306. Three hours lecture per week.

**SOCI 2326 – Social Psychology** *(42.2707.51 25)* 3 semester hours *(3-0-0)*

Presents an introduction to the specialty of social psychology within the field of general psychology and sociology. Terms, concepts, methodologies, and studies are analyzed in regard to relationships and context. Social influences factors in communication, interrelationships, and groups highlight this fascinating psychosocial specialty. Also PSYC 2319. Three hours lecture per week.

**SOCI 2340 – Drug Use and Abuse** *(51.1504.52 16)* 3 semester hours *(3-0-0)*

Study of the use and abuse of drugs in today’s society to include: alcohol, caffeine, ecstasy, hallucinogens, herbal drugs, inhalants, marijuana, nicotine, opiates, sedatives, steroids, and stimulants. Emphasize the physiological, sociological, and psychological factor related to drug use and abuse. The relationship and consequences of the adaptive process to drug use will be explored. Three lecture hours per week.

**SCWK, SOCW/Social Work**

**SCWK 1203- Ethics for Social Service Professionals** *(51.1501)* Two semester hours *(2-1-0)*

Ethical considerations based on social and human services standards. This class includes comparison of ethical codes, confidentiality, dual relationships, guidelines for web counseling, ethical considerations dealing with broadcast media, diversity and multiculturalism.

**SCWK 1305 – Group Work Intervention** *(44.0701)* 3 semester hours *(3-0-0)*

Examination of the various stages of the group work treatment process with emphasis on roles, tasks, and potential problem areas. Topics include mechanics of group function, structure of groups, communication patterns within groups, effective group facilitation skills, and techniques used to address special population issues and needs. Three hours lecture per week.

**SCWK 2186 – Internship** *(44.0701)* 1 semester hour *(0-0-3)*

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Three contact hours per week.
SCWK 2286 – Internship (44.0701) 2 semester hours (0-0-12)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Twelve contact hours per week.

SCWK 2301 – Assessment and Case Management (44.0701) 3 semester hours (3-0-0)
Exploration of procedures to identify and evaluate an individual’s and/or family’s strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for assessment, screening, intervention, prevention, case management, and referral. Three lecture hours per week.

SCWK 2311 – Interviewing and Counseling Theories (44.0701) 3 semester hours (3-0-0)
A comprehensive study of major theories of various treatment modalities including person-centered, motivational interviewing, stages of change, solution focused therapy, rational-emotive, and reality therapy etc. Topics include cognitive/behavioral approaches such as behavior modification, life skills training, and role playing in a simulated situation. Three lecture hours per week.

SOCW 2361 – Introduction to Social Work (44.0701.51 24) 3 semester hours (3-0-0)
Presents an introduction to the concepts, terms, theory, and practice of social work. Family dynamics, interrelations, and patterns of communication will be explored. The role of social work practitioners will be analyzed in relation to psychiatric team members. Data gathering in the preparation of the psychosocial history will be analyzed for content and application. Three hours lecture per week.

SOCW 2362 – Social Welfare as a Social Institution (44.0701.52 24) 3 semester hours (3-0-0)
This course gives a general introduction to human services in the United States. Current social policies and issues affecting the development of social welfare services will be covered. Emphasis is on services and programs provided to meet human needs determined by societal values. Three hours lecture per week.

SPAN/Spanish
SPAN 1411, 1412 – Beginning Spanish I and II (16.0905.51 13) 4 semester hours (3-1-0)
Traditional grammar, reading, and writing courses with emphasis primarily on these areas, but with some attention to speaking using authentic pronunciation. Class work is individual as well as group-oriented and consists of exercises, answering questions, and reading aloud. Three hours lecture and one hour lab per week. Must be taken in sequence.

SPAN 2311, 2312 – Intermediate Spanish I and II (16.0905.52 13) 3 semester hours (3-0-0)
Review and extension of grammatical concepts and vocabulary. Reading of Spanish and Spanish-American literature, practical conversation, and writing. Class work is individual as well as group-oriented. Emphasis is placed on comprehension, appreciation, and interpretation of the Hispanic culture. Three hours lecture per week. Must be taken in sequence.
SPCH/Speech

SPCH 1311 – Speech Communication (23.1304.53 12) 3 semester hours (3-0-0)

Theories and practice of speech communication behavior in interpersonal, small group, and public communication situations. Three hours lecture per week.

SPCH 1315 – Public Speaking (23.1304.53 12) 3 semester hours (3-0-0)

Research, composition, organization, delivery, and analysis of speeches for various purposes and occasions. Three hours lecture per week.

SPCH 1321 – Business and Professional Speaking (23.1304.52 12) 3 semester hours (3-0-0)

Theories and practice of speech communication as applied to business and professional situations. Three lecture hours per week.

SPCH 2341 – Oral Interpretation of Literature (23.1304.57 12) 3 semester hours (3-0-0)

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms. Three hours lecture per week.

TECA/Early Childhood Education/Child Care Provider/Assistant

TECA 1303/CDEC 1303 (TP) – 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.

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 experiences.

TECA 1318/CDEC 1318 (TP) – 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 and 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.
TECA 1354/CDEC 1354 (TP) – 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 – Professional Development (51.1613.00 00) 1 semester hour (1-0-0)
Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Prerequisite: Successful completion of all second semester courses with a grade of 75 (C) or better. Sixteen hours lecture per semester.
VNSG 1122 – Vocational Nursing Concepts (51.1613.00 00) 1 semester hour (1-0-0)
Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional. Prerequisite: Admission to the program. Sixteen hours lecture per semester.
VNSG 1136 – Mental Health (51.1613.00 00) 1 semester hour (1-0-0)
Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills. Prerequisite: Successful completion of all fall semester courses with a grade of 75 (C) or better. Sixteen hours lecture per semester.
VNSG 1230 – Maternal-Neonatal Nursing (51.1613.00 00) 2 semester hours (2-0-0)
Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the biological, psychological, sociological, and cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions. Prerequisite: Successful completion of all first semester courses with a grade of 75 (C) or better. Thirty-two hours lecture per semester.
VNSG 1234 – Pediatrics (51.1613.00 00) 2 semester hours (2-0-0)
Study of childhood diseases and child care from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. Prerequisite: Successful completion of all first semester courses with a grade of 75 (C) or better. Thirty-two hours lecture per semester.
VNSG 1320 – Anatomy and Physiology for Allied Health (51.1613.00 00) 3 semester hours (3-0-0)
Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.
Prerequisite: Admission to the program or permission of instructor. Forty-eight hours lecture per semester.

VNSG 1360 – Clinical I (51.1613.00 00) 3 semester hours (0-0-18)

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Prerequisite: Admission to the program. 288 laboratory hours per semester.

VNSG 1361 – Clinical II (51.1613.00 00) 3 semester hours (0-0-18)

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Prerequisite: Successful completion of all first semester courses with a grade of 75 (C) or better, 288 laboratory hours per semester.

VNSG 1362 – Clinical III (51.1613.00 00) 3 semester hours (0-0-18)

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical experiences are unpaid external learning experiences. Prerequisite: Successful completion of all second semester courses with a grade of 75 (C) or better, 288 laboratory hours per semester.

VNSG 1400 – Nursing in Health and Illness I (51.1613.00 00) 4 semester hours (3-2-0)

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions. Prerequisite: Admission to the program. Forty-eight hours lecture and thirty-two hours lab per semester.

VNSG 1423 – Basic Nursing Skills (51.1613.00 00) 4 semester hours (2-6-0)

Mastery of entry-level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation for all nursing interventions is included. Also includes medication administration skills. Prerequisite: Admission to the program. Thirty-two hours lecture and ninety-six hours lab per semester.

VNSG 1509 – Nursing in Health and Illness II (51.1613.00 00) 5 semester hours (5-0-0)

Introduction to common health problems requiring medical and surgical interventions. Prerequisite: Successful completion of all first semester courses with a grade of 75 (C) or better. Eighty hours lecture per semester.

VNSG 1510 – Nursing in Health and Illness III (51.1613.00 00) 5 semester hours (5-0-0)

Continuation of VNSG 1509. Further study of common medical-surgical health problems of the client, including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Prerequisite: Successful completion of all second semester courses with a grade of 75 (C) or better. Eighty hours lecture per semester.

VNSG 2331 – Advanced Nursing Skills (51.1613.00 00) 3 semester hours (2-4-0)

Mastery of advanced-level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool. Prerequisite: Successful completion of all first semester courses with a grade of 75 (C) or better. Thirty-two hours lecture and sixty-four hours lab per semester.
VTHT/Veterinary Assisting

VTHT 1166 – Practicum (51.0808) 1 semester hour (0-0-7/10)
A work-based instruction activity that provides students the opportunity gain practical experience in the treatment and care of animals. Emphasis is placed on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. The clinical professional provides direct supervision and determines if compensation is to be granted. Students are required to work 7-10 hours per week in the external learning environment.

VTHT 1317 – Veterinary Office Management (51.0808) 3 semester hours (3-0-0)
Veterinary Office Management is a comprehensive study of the veterinary practice. This course discusses the efficiency and the procedures that are used in a hospital or clinic. Emphasis is placed on office etiquette, employer employee relationships, the electronic office technology, and on client-veterinary relationships. This course provides a hands-on approach to popular software applications currently in use in the veterinary office. Three hours lecture per week.

VTHT 1341 - Anesthesia and Surgical Assistance (51.0808) 3 semester hours (2-3-0)
In-depth application of surgical, obstetrical, and anesthesia techniques including identification and use of instruments and equipment. Prerequisite: VTHT 1401. Two hours lecture and three hours lab per week.

VTHT 1349 - Veterinary Pharmacology (51.0808) 3 semester hours (3-0-0)
Fundamentals of pharmacology including recognition, calculation, labeling, packaging, and administration of common veterinary drugs, biologics and therapeutic agents. Discussion of normal and abnormal responses to these agents. Prerequisite: VTHT 1401. Three hours lecture per week.

VTHT 1401 – Introduction to Veterinary Technology (51.0808) 4 semester hours (3-3-0)
Survey of the profession of veterinary technology with emphasis on basic techniques, handling and care of domestic animals, and ethical and professional requirements. Three hours lecture and three hours lab per week.

VTHT 1413 – Veterinary Anatomy and Physiology (51.0808) 4 semester hours (3-3-0)
Gross anatomy of domestic animals including physiological explanations of how each organ system functions. Three hours lecture and three hours lab per week.

VTHT 2166 – Practicum (51.0808) 1 semester hour (0-0-7/10)
A work-based instruction activity that provides students the opportunity to gain practical experience in the treatment and care of animals. Emphasis is placed on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. The clinical professional provides direct supervision and determines if compensation is to be granted. Students are required to work 7 – 10 hours per week in the external learning environment. Prerequisite: VTHT 1166

VTHT 2301– Canine and Feline Clinical Management (51.0808) 3 semester hours (3-1-0)
Survey of feeding, common management practices, and care of canines and felines in a clinical setting. Review of common diseases of canines and felines encountered in the practice of veterinary medicine. Prerequisite: VTHT 1401. Three hours lecture and one hour lab per week.
VTHT 2305 – Equine Clinical Management (51.0808) 3 Semester hours (2-3-0)
Survey of feeding, common management practices, and care of equines in a clinical setting. Review of common diseases of equines encountered in the practice of veterinary medicine. Two hours lecture and three hours lab per week.

VTHT 2321 – Parasitology (51.0808) 3 semester hours (2-3-0)
Study of parasites common to domestic animals including zoonotic diseases. Prerequisite: VTHT 1401. Two hours lecture and three hours lab per week.

VTHT 2325 – Large Animal Assisting Techniques (51.0808) 3 semester hours (2-3-0)
Study of basic restraint and proper management, treatment, and medication techniques for farm animals. Prerequisite: VTHT 2305. Two hours lecture and three hours lab per week.
### OFFICE OF THE PRESIDENT

Dr. Kevin Eaton ................................................. President ............................................ ext. 6271  
Lisa Smith ...................................................... Executive Assistant to the President ... ext. 6271  

**Institutional Effectiveness**  
Arleen Atkins, Ed.D................................. Dean ..................................................... ext. 8822  
Brenda Key, A.A.................................... Administrative Assistant .......................... ext. 8814  
Dewayne Berry, B.A .......................... Director, Institutional Research and Planning ... ext. 6227  
C. Lee Butler, M.A. ......................... Director, Institutional Information Management. ext. 6350  

**Human Resources**  
Ralinda Stone, B.S., M.A.............. Director ................................................................ ext. 6276  
Paul Williams........................................ Human Resource Generalist ..................... ext. 6474  
Lisa Martin ...................................... Human Resource Assistant .......................... ext. 6359  

**Campus Police**  
Paul Stone .......................................... Chief .................................................. 817-771-3530  
Nancy Mullanax .............................. Assistant ................................................ ext. 6316  
Matthew Brenner.............................. Sergeant ................................................ ext. 817-771-3531  
Chad Notgrass .................................. Patrol Officer ........................................ ext. 817-771-3533  
Doyle Karg ........................................ Patrol Officer ........................................ ext. 817-771-3534  
24 Hour Duty Phone .......................... ext. 817-771-3535  

### OFFICE OF FINANCIAL AND ADMINISTRATIVE AFFAIRS

Andra Cantrell, M.B.A........................ Vice President ................................................ ext. 6260  
Lisa Simons, B.S. ............................... Executive Assistant to the Vice President .... ext. 6263  
Missy Oujesky, M.B.A. .................... Budget Management Coordinator ...................... ext. 8810  

**Bookstore**  
Mary Carter .................................. Book Store Manager ..................................... ext. 6290  
Ramon Garza .................................. Textbook Manager ....................................... ext. 6286  
Rosemary Green ................................ Bookstore Clerk .......................................... ext. 6286  

**Business Services**  
Ruth Campfield, B.S.B.A .......... Controller .................................................. ext. 6388  
Beth Brock ..................................... Student Accounts Receivable Specialist .. ext. 6262  
Suzanne Brown ............................. Accounts Payable Specialist ........... ext. 6386  
Donna Cox ......................................... Fiscal Specialist ......................................... ext. 6261  
Glenda Grable .................................. Accounts Receivable Assistant ........ ext. 6265  
Vickie Haflener, B.S ................................... Accounts Receivable Assistant .. ext. 8842  
Jim Handy, B.B.A .......................... Accountant, Special Projects .......................... ext. 6269  
Nikki Harless, M.B.A .......................... State Accounts Receivable Specialist ...... ext. 6460  
Jessica Kennedy, B.B.A............. Accountant, Payroll ........................................... ext. 6433  
Tami Russell, B.S. ........................ Accountant, Accounts Payable .................... ext. 6465  
Tammy Tidwell ................................ Payroll Specialist ....................................... ext. 6264  

**Food Services**  
Erin Davidson, B.S ....................... Director .................................................. ext. 6285  
Kelly Rodriguez ............................... Head Cook ........................................... ext. 6226  
X. Carolina Tejada ........................ Catering Coordinator ..................................... ext. 6226  

**Technology Services**  
Steven Sandidge, B.B.A ............ Director .................................................. ext. 6471  
Dustin Capron .................................. Technology Technician .......................... ext. 6364  
Jim Carmichael, A.A.S..................... Windows System Administrator ........ ext. 6364  
Jennifer Chesney, B.S .......... Service Desk Coordinator ................................ ext. 6364  
Lisa Coody, A.S., A.A.S........... Telecommunication Analyst ........................ ext. 6364  
Sam Coody, B.S. .......................... Client Services Manager .......................... ext. 6420  
Brenda Durant, B.S. .................. Information Systems Manager .................. ext. 6364  
Lydia Osborne, A.A.S .......................... Service Desk Specialist .................. ext. 6362
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Mason Owen</td>
<td>Technology Technician</td>
<td>ext. 6364</td>
</tr>
<tr>
<td>Julie Moeller</td>
<td>Technology Trainer</td>
<td>ext. 6364</td>
</tr>
<tr>
<td>Raul Monsivais</td>
<td>Network Operations Manager</td>
<td>ext. 6345</td>
</tr>
<tr>
<td>Kenny Smith</td>
<td>Programmer/Analyst</td>
<td>ext. 6364</td>
</tr>
<tr>
<td>Joshua Sterling</td>
<td>Network Administrator</td>
<td>ext. 6364</td>
</tr>
<tr>
<td>Patrick Touchet</td>
<td>Technology Technician</td>
<td>ext. 6364</td>
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<tr>
<td>John Wyatt</td>
<td>Computer/AV Technician</td>
<td>ext. 6521</td>
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<td>Julie Moeller</td>
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<td>Computer/AV Technician</td>
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**Purchasing**

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jeanie Hobbs, B.B.A.</td>
<td>Director</td>
<td>ext. 6267</td>
</tr>
<tr>
<td>Dusty Brown, B.S.</td>
<td>Shipping, Receiving, Inventory Control &amp; Mail Center Manager</td>
<td>ext. 6461</td>
</tr>
<tr>
<td>Cindy Clifton</td>
<td>Purchasing Specialist</td>
<td>ext. 6268</td>
</tr>
<tr>
<td>Nisha Hukill</td>
<td>Mail Clerk</td>
<td>ext. 6440</td>
</tr>
<tr>
<td>Toni Martin</td>
<td>Buyer</td>
<td>ext. 6469</td>
</tr>
<tr>
<td>Dana Orban</td>
<td>Secretary</td>
<td>ext. 8848</td>
</tr>
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**OFFICE OF INSTITUTIONAL ADVANCEMENT**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Brent Baker, M.J.</td>
<td>Vice President</td>
<td>ext. 6275</td>
</tr>
<tr>
<td>Marsha Johnson, A.A.</td>
<td>Executive Assistant to the Vice President</td>
<td>ext. 6272</td>
</tr>
<tr>
<td>Leland Rudiger, B.S.</td>
<td>Accountant, Grants &amp; WC Foundation</td>
<td>ext. 6462</td>
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**Communications and Public Relations**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Linda Brooks Bagwell, B.B.A.</td>
<td>Director</td>
<td>ext. 6274</td>
</tr>
<tr>
<td>Evelyn Payne, A.A.</td>
<td>Office Assistant</td>
<td>ext. 6273</td>
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</tbody>
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**Creative and Graphic Services**

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Katie Edwards, B.S.</td>
<td>Director</td>
<td>ext. 6479</td>
</tr>
<tr>
<td>Karen Buerkle, B.F.A.</td>
<td>Web Designer</td>
<td>ext. 6376</td>
</tr>
<tr>
<td>Alison Haller, B.F.A.</td>
<td>Graphic Designer</td>
<td>ext. 6473</td>
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**Resource Development & Strategic Initiatives**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Shirley Chenault, Ed.D.</td>
<td>Director</td>
<td>ext. 6337</td>
</tr>
<tr>
<td>Stephenie Fields, B.A.S.</td>
<td>Secretary</td>
<td>ext. 6335</td>
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**OFFICE OF INSTRUCTION**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Donald Tomas, Ed.D.</td>
<td>Vice President</td>
<td>ext. 6214</td>
</tr>
<tr>
<td>Debbie Alexander, A.A.</td>
<td>Executive Assistant to the Vice President</td>
<td>ext. 6214</td>
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**Humanities & Fine Arts**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Michael Endy, M.A.</td>
<td>Dean</td>
<td>ext. 6211</td>
</tr>
<tr>
<td>Loretta Huddleston</td>
<td>Administrative Assistant</td>
<td>ext. 6400</td>
</tr>
<tr>
<td>Joe Nicikowski, B.S.</td>
<td>Technical Director, Fine Arts Center</td>
<td>ext. 6403</td>
</tr>
<tr>
<td>Sheila Kinkead, A.A.S.</td>
<td>Departmental Secretary</td>
<td>ext. 6458</td>
</tr>
<tr>
<td>Janice Odom, A.A.S.</td>
<td>Departmental Secretary</td>
<td>ext. 6436</td>
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**Health & Human Sciences**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Katherine Boswell, M.S., R.N.</td>
<td>Dean</td>
<td>ext. 6216</td>
</tr>
<tr>
<td>Tammi White</td>
<td>Administrative Assistant</td>
<td>ext. 6217</td>
</tr>
<tr>
<td>Karen Long</td>
<td>Departmental Secretary</td>
<td>ext. 6259</td>
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**Math and Sciences**

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Richard Bowers, Ed.D.</td>
<td>Dean</td>
<td>ext. 6378</td>
</tr>
<tr>
<td>Susie Brooks, B.A.A.S.</td>
<td>Administrative Assistant</td>
<td>ext. 8806</td>
</tr>
<tr>
<td>L. Michelle Owens</td>
<td>Departmental Secretary</td>
<td>ext. 6291</td>
</tr>
<tr>
<td>Keri Waller, A.A.</td>
<td>Departmental Secretary</td>
<td>ext. 6355</td>
</tr>
<tr>
<td>Becki Lawson</td>
<td>Science Lab Technician</td>
<td>ext. 8833</td>
</tr>
</tbody>
</table>

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Education and Instructional Support
Rhonda Torres, M.Ed. .................................. Dean ..................................................ext. 6212
Diane Slocum .......................................... Switchboard Operator ..................................ext. 6200

Education Department
Joyce Melton Pagés, Ed.D. ............... Director ..........................................................ext. 6245
Alison Tomas, M.A. .................. Director, Tarleton Teaching Programs ............ext. 6443
Connie Irvine, A.A.S. .................. Secretary ..........................................................ext. 6446

Instructional Support
Sue Coody, M.A. ............................... Director ..........................................................ext. 6423
Ann Marshall, M.A. ........................ Coordinator, Instructional Support .............ext. 6470
Beverly Gibbs, B.S. ........................ Lab Specialist ..........................................................ext. 6278
Kay Meredith, M.A. .................. Reading Specialist ..................................................ext. 6475
Stan O’Neal, B.B.A. ........................ Lab Specialist ..........................................................ext. 6372
Kathy Williams, B.S. .................. Lab Specialist ..........................................................ext. 6278
Donna Cox, A.A., A.A.S. .............. Lab Assistant ..........................................................ext. 6278

Library/Learning Resources Center
Martha Tandy, M.L.S. ........................ Director ..........................................................ext. 6252
Henry Wang, Ed. D., MLS ............ Assistant Director/Public Services ..................ext. 6453
R. Dylan Fairfield, M.L.S. ............ Technical Services ..................................................ext. 6453
Jeff Dunn, M.L.S. .......................... Reference Librarian .............................................ext. 6425
Lou Ann Baker, A.A.S. ............... Library Clerk ..........................................................ext. 6379
Marilee Bennett, B.A.A.S. ............ Library Clerk ..........................................................ext. 6370
Larry Gillespie, A.A.S. ............... Audio Visual Technician ........................................ext. 6385
Rae Wooten, A.A.S. .................. Acquisitions Assistant .............................................ext. 6456

Testing
Lela Morris, M.Ed. .......................... Director ..........................................................ext. 6488
Gwen Crabtree, B.B.A. ............... Testing Specialist ..................................................ext. 6383
Carla Bowen, A.A.S. .................. Testing Assistant ...................................................ext. 6439

Distance Education and Dual Credit
Mike McCoy ................................ Director of Learning Mgt. & Design ..................ext. 6400
Dixie Harrison ............................ LMS Administrator ..............................................ext. 6363
Angie Atkins ............................ Secretary ..........................................................ext. 8818

Athletics
Steven Garippa, Ph.D. .................. Director ..........................................................ext. 6353
Bob McKinley, M.Ed. ............... Women’s Basketball Coach ..................................ext. 6256
Reda Petraitis, B.A. .................. Asst. Women’s Basketball Coach .........................ext. 6258
Jeff Lightfoot, M.S. .................. Baseball Coach ..........................................................ext. 617-598-0412
Flint Wallace, B.B.A. .................. Asst. Baseball Coach ...........................................ext. 617-598-0398
David Donnelly, M.S. .................. Men’s Basketball Coach .....................................ext. 6257
Larry Holman, M.Ed. .................. Asst. Men’s Basketball Coach .............................ext. 6351
Mike Brown, B.S., M.S.T. ............ Rodeo Coach ...................................................ext. 6280
Johnny Emmons .......................... Asst. Rodeo Coach ........................................ext. 6435

Extended Education
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Weatherford College Wise County
940-627-2690

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Becki Byrd .............................. Advising, Testing, Library ..................................817-598-8893
Stacy Wilkins .................. Business Services Secretary .............................................817-598-8882
Tiffany Thrasher .................. Student Affairs Secretary .............................................817-598-8891
Cindy Englehar .................. Student Affairs Secretary .............................................817-598-8878
Redonna Pulis ............. Facilities Manager ..........................................................ext. 817-598-8866

Education Center at Mineral Wells
817-599-6261

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Karen Wells .................. Departmental Secretary ..................................................ext. 8850
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Ruby Lionberger, A.A.S. ...................... Administrative Assistant .................................................ext. 8844

Workforce and Continuing Education
Janetta Kruse, M.Ed. ........................... Director .................................................................ext. 6391
Tracy Butler, B.A. .............................. Coordinator .......................................................ext. 6409
Julie Lundy, B.B.A. ............................. Coordinator .......................................................ext. 6387
Athena Russell, Ed.D .......................... Coordinator .......................................................ext. 6302
Mary Ziegler, M.A. ............................. Coordinator .......................................................ext. 8819
Diana Wheeler, A.A.S. ........................ Departmental Secretary ............................................ext. 6305
Claudia Struzick, B.B.A. ...................... Departmental Secretary ............................................ext. 6294
Debbie Swearingin ............................. Departmental Secretary ............................................ext. 8859

Public Safety Professions
Steve Malley, B.B.A. ........................... Department Chair ...............................................ext. 6429
Anita Garcia, A.A.S. ............................ Departmental Secretary ............................................ext. 6347
David Anderson, M.S. ........................ Coordinator, FS Degree Program ....................................ext. 6424
Kyle Chambers, A.A.S. ........................ Paramedic Instructor ..................................................ext. 6394
Greg Martin, A.A.S. ............................ Coordinator, EMSP ..................................................ext. 6234
Steve McCaslin, B.S. .......................... Clinical Coordinator, EMSP ........................................ext. 8835
Robert Moore, M.S. ............................ Coordinator, Law Enforcement Academy .........................ext. 6313
Rick Wallace, A.A.S. ........................... Coordinator, Fire Academy ........................................ext. 6253

Truck Driving
Bubba Swearingin .............................. Director ................................................................. 817-341-1940

Business Computer Information Systems/Cosmetology
Marilyn St. Clair, M.B.Ed....................... Division Chair .......................................................ext. 6344

Tech Prep Consortium
David Russell, Ph.D. ........................... Director .................................................................ext. 6392
Linda Hutton ....................................... Office Assistant .......................................................ext. 6339

OFFICE OF STUDENT AFFAIRS
Joyce Benthall, A.A. ........................... Executive Assistant ..................................................ext. 6282

Enrollment Management
Kathy Bassham, M.S. ........................... Dean .................................................................ext. 6427
Patty Boyette .................................... Assistant .................................................................ext. 6244
Amber Cumbie ................................. Assistant .................................................................ext. 6354
Nancy Edwards, A.A. ........................ Reporting Assistant ....................................................ext. 6304
Danis Masters .................................... Assistant .................................................................ext. 6288
Vicki Traweek, M.S. ........................... Registrar .................................................................ext. 6218

Admissions
Ralph Willingham, M.Ed. ............... Director .................................................................ext. 6248
Tammy Peters ................................. Admissions Assistant ..................................................ext. 6241

Financial Aid Office
Donnie Purvis, M.S. ........................... Director .................................................................ext. 6284
Sheryl Brown, A.A. ............................ Verification Specialist ..................................................ext. 6266
Lynda Leiser, B.A. .............................. Specialist .................................................................ext. 6296
Rayanne Hukill, B.A.A.S. ................... State Program and Work Study Coordinator ..............ext. 6495
Nellie Rangel, A.A. ............................ Specialist .................................................................ext. 8832
Terri Thompson, M.S. ...................... Assistant Director of Financial Aid ....................................ext. 6292
Linda Wynn, A.A. ............................. Clerk .................................................................ext. 8863
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Building 704
Academic Center

Building 790
Welding / Machine Shop

Building A
Truck Driving Academy