Purpose of Catalog

This catalog is printed to provide information about the programs of Western Texas College to students and prospective students. While every effort has been made to make this catalog as complete and accurate as possible, changes may occur at any time in requirements, deadlines, fees, curricula, and courses listed in this catalog.

This catalog was prepared in advance of its effective date; therefore, programs and course descriptions may vary from actual program requirements and course content. Thus, the contents of the catalog cannot be considered an agreement or contract between individual students and the college. Visit the WTC Website for the most current version of the catalog.
Campus Map
2013-2014 CALENDAR

WESTERN TEXAS COLLEGE
ALL DATES SUBJECT TO CHANGE

Fall 2013
August 12, Mon. In-service begins
August 13, Tue. Employee Award Banquet
August 21, Wed. In-service ends
August 22, Thur. Residence halls open 10 am
August 22, Thur. Registration for fall semester 8:30 am – 5:30 pm
August 23, Fri. Registration continues at counseling
August 23, Fri. Last day to drop and receive 100% refund
August 23, Fri. Residence hall orientation – Student Commons – 7:00 pm
August 23, Fri. Last day for on campus residence students to register
August 26, Mon. All classes begin
August 30, Fri. Last day to register and pay for courses
Sept. 2, Mon. Labor Day Holiday
September 11, Wed. 12th class day
September 17, Tue. U.S. Constitution Day – classes in session
October 14, Mon. Early registration for Midwinter and Spring
October 18, Fri. Student Holiday
October 18, Fri. Faculty/Staff development day
November 15, Fri. Last day to drop and/or withdraw at student discretion for fall semester – noon deadline
November 27, Wed. Thanksgiving holiday – closed through Fri. November 29
December 2, Mon. Classes resume
December 9, Mon. Finals for fall semester begin
December 12, Thur. Finals for fall semester end
December 18, Wed. Christmas holiday, campus closed; reopens Tue. January 7

Fall Flex 2013
October 7, Mon. Registration begins
October 16, Wed. Final day to register & pay for courses
October 21, Mon. Classes begin
December 3, Tue. Last day to withdraw
December 12, Thur. Classes end

Mid Winter 2013-2014
October 14, Mon. Registration for Midwinter Begins
December 10, Tue. Last day to register
December 11, Wed. Last day to pay
December 16, Mon. Classes begin
January 8, Wed. Last day to withdraw
January 10, Fri. Finals and end of classes

Spring 2014
January 7, Tue. Offices open
January 7, Tue. Professional Development begins
January 10, Fri. Professional Development ends
January 13, Mon. Opening Session of In-Service
January 14, Tue. Residence Halls open
January 14, Tue. Registration for spring semester 8:30 am – 5:30 pm
January 15, Wed. Registration continues in Counseling
January 15, Wed. Last day to drop and receive 100% refund
January 15, Wed. Last day for on campus residence students to register
January 16, Thur. All classes begin
January 24, Fri. Last day to register and pay for courses
January 31, Fri. 12th class day for spring
March 10, Mon. Spring break, campus closed through Fri. March 14
March 17, Mon. Classes resume
March 17, Mon. Pre-registration for fall 2014 semester
April 16, Wed. Last day to drop and/or withdrawal at student discretion for spring semester
April 18, Fri. Good Friday holiday
May 1, Thurs. Student Awards day
May 5, Mon. Finals begin
May 8, Thurs. Finals end
May 9, Fri. End of spring semester
May 9, Fri. Commencement
May 9, Fri. Residence halls close
Spring Opportunity Session 2014
Feb. 6, Thurs.  Registration for SOS and May Mester
March 6, Thurs.  Final day to Register and Pay
March 14, Fri. Final day to receive a 100% refund
March 10, Mon. Spring break, campus closed through Fri. March 14
March 17, Mon. Classes Begin
April 18, Fri. Last day to drop and/or withdraw at student discretion
April 18, Fri. Good Friday Holiday
May 5, Mon. Finals and classes end

May Mester 2014
Feb. 6, Thurs. Registration for Maymester begins
May 2, Fri. Registration Deadline
May 7, Wed. Payment Deadline
May 9, Fri. Final day to drop and receive 100% refund for 1st 6 & 9 wk session
May 12, Mon. Classes begin
May 10, Mon. Begin 4-day work week
May 20, Tue. Last day to drop and/or withdraw at student discretion
May 26, Mon. Memorial Day holiday
May 30, Fri. Finals and classes end

Summer 2014
Feb. 27, Thur. Registration for Summer Sessions
May 22, Thur. Registration deadline for Summer I
May 28, Wed. Payment deadline for Summer I
May 30, Fri. Last day to drop and receive 100% refund for 1st 6 & 9 wk session
June 2, Mon. Classes begin for 1st 5 ½ week and 9 week summer sessions
July 2, Wed. Registration deadline for Summer II
July 3, Thu. Last day to drop for 1st 5 1/2 week session
July 8, Mon. Payment deadline for Summer II
July 7, Mon. Independence Day Holiday
July 8, Tue. Finals and end of 1st 5 ½ week session
July 8, Tue. Last day to drop and receive 100% refund for 2nd 6 wk session
July 9, Wed. Classes begin for 2nd 5 ½ week summer session
July 29, Tue. Last day to drop for 9 week summer session
July 31, Thu. Finals and end of 9 week summer session
August 4, Mon. LAST 4-DAY WORK WEEK
August 6, Wed. Last day to drop for 2nd 5 1/2 week summer session
August 15, Fri. Finals and end of 2nd 5 ½ week sessions

Final Exam Schedule
*If a student has more than two finals scheduled for the same day, that student may request that one of the finals be moved to another day.

Class Meeting Time  Examination Time  Class Meeting Time  Examination Time

Fall, 2013  Spring, 2014

Day  Day
8-8:50 MWF  8 a.m., Monday, Dec. 9  8-8:50 MWF  8 a.m., Monday, May 5
9-9:50 MWF  9 a.m., Wednesday, Dec. 11  9-9:50 MWF  9 a.m., Wednesday, May 7
10-10:50 MWF  10 a.m., Monday, Dec. 9  10-10:50 MWF  10 a.m., Monday, May 5
11-11:50 MWF  11 a.m., Wednesday, Dec. 11  11-11:50 MWF  11 a.m., Wednesday, May 7
12-12:50 MWF  Noon, Monday, Dec. 9  12-12:50 MWF  Noon, Monday, May 5
1:15-1:50 MWF  1 p.m., Wednesday, Dec. 11  1:15-1:50 MWF  1 p.m., Wednesday, May 7
2-2:50 MWF  2 p.m., Monday, Dec. 9  2-2:50 MWF  2 p.m., Monday, May 5
3-3:50 MWF  3 p.m., Wednesday, Dec. 11  3-3:50 MWF  3 p.m., Wednesday, May 7
8-9:15 TTH  8 a.m., Tuesday, Dec. 10  8-9:15 TTH  8 a.m., Tuesday, May 6
9:25-10:40 TTH  9:25 a.m., Thursday, Dec. 12  9:25-10:40 TTH  9:25 a.m., Thursday, May 8
10-10:50 TTH  10:50 a.m., Tuesday, Dec. 10  10-10:50 TTH  10:50 a.m., Tuesday, May 6
12:15-1:30 TTH  12:15 p.m., Thursday, Dec. 12  12:15-1:30 TTH  12:15 p.m., Thursday, May 8
1:00-2:15 TTH  1 p.m., Tuesday, Dec. 10  1:00-2:15 TTH  1 p.m., Tuesday, May 6
1:40-4:20 TTH  1:40 p.m., Tuesday, Dec. 10  1:40-4:20 TTH  1:40 p.m., Tuesday, May 6
3:05-4:20 TTH  3:05 p.m., Thursday, Dec. 12  3:05-4:20 TTH  3:05 p.m., Thursday, May 8

Evening  Evening
Monday evening  6:30 p.m., December 9  Monday evening  6:30 p.m., May 5
Tuesday evening  6:30 p.m., December 10  Tuesday evening  6:30 p.m., May 6
Wednesday evening  6:30 p.m., December 11  Wednesday evening  6:30 p.m., May 7
Thursday evening  6:30 p.m., December 12  Thursday evening  6:30 p.m., May 8
Mission Statement

Mission Statement:
Western Texas College is committed to excellence as it challenges students to reach their full potential.

The institutional goals of Western Texas College are:
- Provide quality education for pre-professional, general, career, technical, workforce and foundational students
- Enhance student life through campus activities
- Provide support services that help students, staff and faculty succeed
- Provide opportunities that encourage and facilitate social, cultural, economic and community development
- Promote life-long learning that encourages critical thinking, skill development, communication proficiency, art and cultural appreciation and civic responsibility

Courses of Study

Western Texas College offers programs of study that qualify students for the Associate of Arts or Associate of Science Degree and junior standing in a senior college or university, and programs that qualify students for the Associate of Applied Science Degree. Programs are also offered that qualify students for certificates of completion which are awarded to students who successfully fulfill the requirements of a program of less than two years' duration.

Since degree requirements of various colleges and universities vary considerably, students preparing for transfer to senior colleges and universities should check carefully the catalog of their chosen institution and confer with the counselors, registrar, or faculty advisor concerning specific courses to be taken at Western Texas College.

In general, all students working toward a Bachelor of Arts Degree will need basically the same courses in the first two years with a few selected electives. Most students planning a Bachelor of Arts degree, and especially those students who are undecided about a major field, are advised to follow a "liberal arts curriculum."

Recognition and Accreditation

Western Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation. Inquiries to the Commission should relate only to the accreditation status of the institution and not to general admission information.

The college is also approved by the Texas Higher Education Coordinating Board. Western Texas College is a member of the Texas Association of Community Colleges, and the American Association of Collegiate Registrars and Admissions Officers. Students or prospective students who wish to review accreditation documentation may request this file from the President's Office.

An Equal Opportunity Institution

Western Texas College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Equal opportunities include, but are not limited to, employment, upgrading, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, and selection for training.

Equal Educational Opportunity

With respect to the admission and education of students, and the availability of student loans, grants, and scholarships, and to student activities conducted on premises owned or controlled by the Scurry County Junior College District, WTC shall not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Further, WTC does not discriminate on the basis of gender in the educational programs or activities which it operates, as required by Title IX.

For information about the policies of Western Texas College, contact the Title IX Coordinator, Director of Human Resources at Western Texas College, Snyder, TX, 79549, 325-573-8511, or the Section 504 Coordinator, Director of Human Resources at Western Texas College, Snyder, TX, 79549, 325-573-8511.

In accordance with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794, as amended), college programs and activities shall be conducted in such a manner that no otherwise qualified individual shall, solely by reason of disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any such program or activity.

The Director of Human Resources is the Handicap Compliance Coordinator as well as the Coordinator, Americans with Disabilities Act. Western Texas College is in compliance with the Americans with Disabilities Act. Also, the counselors at Western Texas College may be contacted concerning special courses of study or facilities for the disabled.

A request for special assistance must be directed, in writing, to the Director of Counseling Services, who, in turn, will formulate a procedure for procuring the needed assistance. Students who are physically disabled and are enrolled, or will be enrolled, should contact Texas Department of Assistive and Rehabilitative Services, 1969 Industrial Blvd., Abilene, TX 79602, 325-690-3800.

Western Texas College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act.

Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities sponsored by a public entity." The Director of Human Resources has been designated to coordinate ADA compliance, and complaints should be addressed in writing to that office. A copy of the ADA grievance procedure is posted in the Administration Building.

Students who feel they have been discriminated against on the basis of race, color, national origin, sex, disability or age may file a grievance with the Student Welfare Committee for relief.

The contact person for the grievance procedure is the Dean of Student Services.
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Organization of College

Board of Trustees

Lee Presswood .................................................. President
Eddie Peterson ........................................... Vice President
Drew Bullard .................................................... Secretary
Mike McWilliams .................................. Member
Jay Kidd .................................................. Member
Tim Riggan .................................................. Member
Scott Richburg .................................................. Member

Administrative Officers

Beebe, Barbara, A.A., B.S., M.B.A., Ph.D. .................................................. President
Michael L. Thornton, B.A., M.F.A. ........................................... Chief Operating Officer
Britt Canada, B.S., M.S., M.A. .................................. Dean of Institutional Research and Effectiveness
Ralph Ramon, B.S., M.Ed. ........................................... Dean of Student Services
Patricia Claxton, B.B.A. ........................................... Chief Financial Officer
Roy Bartels, B.M.Ed., M.Ed. ..................................... Dean of Technology
Jeremiah Boatright, B.S., M.A. ........................................... Dean of College Advancement
Tammy Davis, B.S. .................................................. Athletic Director

Administration and Faculty

ALBUS, ANDREA, Instructor, Biology/Chemistry
B.S.; M.S., Texas Tech University

ARDIZONI, ED, Wind Energy Curriculum Specialist
A.S., Austin Community College; B.B.A, M.B.A., American Intercontinental University

BARTELS, ROY, Dean of Technology
B.M.Ed., Southwestern University; M.Ed., University of Texas at Brownsville

BEEE, BARBARA, President
A.A., Berkshire Community College; B.S., Southern Vermont College; M.B.A., University of Massachusetts in Amherst; Ph.D., Capella University

BOATRIGHT, JEREMIAH, Dean of College Advancement
B.S., Missouri State University; M.A., John Brown University

BROWN, DONNY, Assistant Professor, English/Mass Communications
B.A., M.A., Texas Tech University

BRUMBELOW, MITCH, Instructor, Science Labs
A.A., Western Texas College; B.S., Texas Tech University

CANADA, BRITT, Dean of Institutional Research and Effectiveness
B.S., M.A., West Texas State University; M.A., University of Texas at Dallas

CARTER, ALISA, Instructor, Math
A.S., Panola College; B.S., Stephen F. Austin State University; M.S., Stephen F. Austin State University; Ed.D, Tarleton State University

CARTER, BRAD, Instructor, Psychology/Sociology
B.A., M.A., Texas Tech University

CASWELL, LAURA, Director of Counseling
B.S., M.Ed., Tarleton State University

CLAXTON, PATRICIA, Chief Financial Officer
B.B.A., McMurry University

COLVIN, JESSICA, Instructor, Agriculture
A.A., Western Texas College; B.S., M.S., Texas Tech University

DAVIS, DARRYL, Coach, Women's Basketball
B.S., Lubbock Christian University

DAVIS, TAMMY, Athletic Director
B.S., Texas Tech University

DEVER, JERRY, Instructor, Psychology
B.A., M.S., Angelo State University
DODD, CAMERON, Head Coach, Baseball
B.S., M.S., Northwest Missouri State University

DOUCETTE, MELISSA, Director of International Students
A.A., Western Texas College; B.S., Angelo State University; M.Ed., Angelo State University

DUCHENEAUX, STEPHANIE, Assistant Professor, Math; Division Chair Math, Science
B.S., Southwestern University; M.S., West Texas A&M University

FAHNTRAPP, DANA, Petroleum Technology Curriculum Development Specialist
A.A., Western Texas College, B.S., Texas Tech University

FIELDS, ROB, Instructor, Horticulture
B.S., Texas Tech University

FONVILLE, SHAWN, Assistant Professor, Social Science; Division Chair Social Science,
English, Mass Communications, Foreign Language, HPE
A.A., Delmar College; B.A., University of Texas at Austin; M.A., Southwest Texas State University;
M.Ed., Texas Tech University

GALYEAN, ANN, Associate Registrar
A.A., Western Texas College

GARZA, CHRIS, Instructor, Art
B.F.A., Texas A&M University-Kingsville; M.F.A., Texas Tech University

GRAF, MELANIE, Assistant Professor, English
A.A., Western Texas College; B.A., Texas Tech University; M.A., Tarleton State University

HAMILTON, GEORGE, Head Coach, Volleyball
B.S., Brigham Young University; M.S., Idaho State University

HARDEGREE, BRENT, Director, Workforce Education
Ph.D., Capella University; M.M.Ed., Angelo State University; B.M.Ed., Angelo State University

HARTZOG, KAYLA, Instructor, Communication Design, Campus Graphic Designer
B.S., Texas Tech University

HEALY, RICKY, Instructor, Horticulture
B.S., West Texas A&M University

HICKS, GARRETT, Instructor, Math;
B.S., M.S., Tarleton State University

HIGDON, MARY, Director, Title V grant
B.S.Ed., University of Houston; M.Ed, Grand Canyon University

JORDAN, BERRY, Director STEM grant
B.S., Angelo State University; M.S., University of North Texas; Ph.D., University of Georgia

KELLY, CANDIS, Instructor, Computer Maintenance & Repair
A.A.S., Western Texas College

KING, BRANT, Instructor, Golf Course & Landscape Technology
A.A.S., Turfgrass & Landscape Management, Texas State Technical College

KINNMAN, SANDY, Assistant Professor, Information Technology Business Management; Division Chair Vocational
B.S., M.I.S., University of Phoenix

KNEPE, COREY, Director of Student Activities
A.A., Western Texas College; B.A., Texas State University

KOMPPA, STEVE, Instructor, Physical Education
B.A., University of Texas Permian Basin; M.S., Hardin Simmons University

LILLY, TROY, Assistant Professor, Science
B.S., M.S., Texas Tech University

LEWIS, JULIA, Director of Talent Search
B.A.A., Midwestern State University; M.L., Lubbock Christian University

MARKS, HOWARD, Director of Library Services
B.A., San Francisco State University; M.L.S., University of North Texas

MAYES, LIZ, Director of Student Support Services
B.S., M.S., Texas Tech University

McCORMICK, SHELLEY, Director of Housing
B.F.A., Texas Tech University

MCGINNIS, KELLY, Director of Human Resources
A.A.S., Texas State Technical College; B.S., M.B.A., Wayland Baptist College

MCNARY, ROME, Head Coach, Softball
B.S., Texas Wesleyan University

MARTIN, BEN, Assistant Dean of Student Services
B.A., Howard Payne University; M. Ed., Dallas Baptist University

MEBANE, BILLY, Director of Distance Learning
A.A., Western Texas College; B.S., Texas Tech University
MORROW, MARJANN, Controller
   A.A., Western Texas College; B.S., University of North Texas

NEWSOME, LA VEEA, Instructor, English
   A.A., Western Texas College; B.A., M.A., Texas Tech University

NEWTON, RAY, Assistant Professor, Drama
   B.S., Southern Missouri State University; M.A., University of Arkansas

NEWTON, TERESA, Assistant Professor, Speech
   B.A., Texas Wesleyan College; M.A., University of Arkansas

PALMER, TRINT, Athletic Trainer
   B.S., M.Ed., Tarleton State University

PETERSEN, JUDITH, Instructor, Government/History
   B.A., The American University; M.S., University of Missouri; M.A., University of Texas at San Antonio

PETTY, JIM, Director of Campus Safety and Security
   A.A.S., Western Texas College; B.A.A.S., Midwestern State University

QUIJADA, MANUAL, Solar Energy Technology Specialist
   B.S., M.S., Arizona State University

RAMON, RALPH, Dean of Student Services
   B.S., M.Ed., Sul Ross State University

RHODES, GREG, Coach, Men's/Women's Rodeo
   A.A.S., Western Texas College; B.S., New Mexico State University

RICHARDS, LUKE, Instructor, Welding
   A.A.S., (2) certificates in welding, Western Texas College

RUSSELL, AVA, Associate Professor, Math
   A.A.S., South Plains College; B.S., University of Texas of the Permian Basin; M.A., Ed.D., Texas Tech University

SCATES, GERON, Radio Station Manager/Instructor, Radio Broadcasting
   B.A. Ed., Olivet Nazarene University

SEWELL, DONALD, Instructor, Business/Economics
   B.S., Midwestern State University; M.B.A., Strayer University

SILVER, LARREN, Head Basketball Coach
   B.A., University of Mary Hardin Baylor; M.A., University of Texas Permian Basin

SIMS, NIKKI, Instructor, Biology
   M.P.T., University of Texas Health Science Center

SHIRLEY, TAMMY, Prison Processing; Division Chair Prison Vocational Medical Services Division

SMITH, CHAD, Instructor/Government
   B.S., Tarleton State University; M.P.A., Angelo State University

SMITH, N.C., Assistant Professor, History/Government/Economics
   B.A., University of Texas of the Permian Basin; M.Ed., Sul Ross State University

STEPHENS, DAVID, Instructor, Electrical Distribution Systems

SULLIVAN, GLEN, Director of Correctional Officer Training
   20-year service with Texas Department of Criminal Justice

THORNTON, MIKE, Chief Operating Officer
   B.A., East Texas State University; M.F.A., Texas Tech University

TORRES, GREG, Financial Aid Director
   A.A., Western Texas College; B.B.A., Angelo State University

UHLENHAKE, SHAWN, Head Coach, Soccer
   Bachelor in Sports Management and Business, Lindenwood University

WALKER, SAM, Associate Professor, Welding
   Engineering Extension, Texas A&M University; Amarillo College; Texas State Technical Institute, Waco Campus; Hobart Brothers Technical Center

WESSON, TAMMY, Associate Dean of Workforce Education
   B.B.A., Abilene Christian University; M.Ed., Angelo State University

WIGGINS, DARLA, Coliseum General Manager

WILLIAMS, JAMES, Head Coach, Track & Field, Cross Country
   B.S., M.S., Southeast Missouri State University

WILLIAMS, WALT, Head Coach, Golf
   B.S., Sam Houston State University

WILSON, RACHAEL, Director of Upward Bound
   A.A., Western Texas College; B.A., University of Texas of the Permian Basin
Degree Plans

Western Texas College offers four two-year college degrees—the Associate of Arts (A.A.) Degree, the Associate of Science (A.S.) Degree, the Associate of Applied Science (A.A.S.) Degree, and the Associate of Arts in Teaching (A.A.T.) Degree to students who complete graduation requirements. Hour requirements for Associate of Applied Science Degree will vary with program.

Associate of Arts Degree or Associate of Science Degree

An Associate of Arts degree or Associate of Science degree is awarded to students who successfully complete an approved curriculum of a minimum of 60 hours of specific academic coursework intended to transfer to four-year universities. The courses consist primarily of an essential 42-hour core curriculum that provides the basic skills and broad-based education needed by most students. The core curriculum is described on page 14 of this catalog. The remainder of the 60-hour program is adapted for each student to provide the best transfer possible to the student’s intended university. Students should have a degree plan prepared by the Counseling Office or major advisor in the first semester of enrollment or at any time the intended major or intended university changes.

Associate of Arts in Teaching Degree

An Associate of Arts in Teaching Degree is awarded to students who successfully complete an approved curriculum of a minimum of 61 hours of specific academic coursework intended to transfer to four-year university programs in education. The courses include the basic 45-hour core curriculum described on page 14 with additional courses in education, math, science, and/or the intended teaching content area. Students should request a degree plan prepared for them in the Counseling Office or by their major advisor during the first semester at WTC or at any other point that the student makes a decision to enter the field of education. The degree plan will be adapted according to the student’s intention to teach either early childhood through grade 4, Grades 4-8, Grades 8-12, or in an all-level area such as Physical Education, Music, Art, or Special Education.

Associate of Applied Science Degree

The Associate of Applied Science Degree is awarded to students who successfully complete an approved curriculum for career and technical programs.

Each A.A.S. degree must have a minimum of 15 semester hours in general education. The 15 hours of general education must include at least one course in each of the following three areas: humanities/fine arts, social/behavioral sciences, and mathematics/natural sciences.

By the time a student completes 15 semester hours, the student will have a degree plan on file in the Counseling Center.

Core Curriculum Certificate

A Core Curriculum Certificate is awarded to students upon successful completion of the required 45 hour core curriculum.

Certificate

A certificate of technology is awarded to students who successfully complete the requirements as outlined in certificate programs.

General Requirements for Graduation

a. Meet the entrance requirements of the college.
b. Earn at least 60 semester hours of college credit.
c. Complete the Core Curriculum for all degrees except Associate of Applied Science.
d. Complete at least one PHED course for one hour of college credit in a degree program.
e. Complete required Freshmen Seminar Requirement.
f. For all Associate of Arts or Science degree programs, earn at least 16 semester hours of residence credit at Western Texas College, not including credit by examination. The number of hours of residence credit required in the Associate of Applied Science Degree programs will vary according to total hours required but will always be a minimum of 25% of the total degree program. Twelve of these must be of sophomore rank. Earn at least 30% of the hours required for a certificate program through Western Texas College, excluding credit by examination. A student must be enrolled at WTC during the semester in which graduation requirements are completed. (Any deviation from the above must be approved by the Dean of Student Services.)
g. Earn a grade point average of 2.0 in all courses attempted. A 2.0 grade point average must be made on work done at Western Texas College.
h. Make a formal application for graduation during the first nine weeks of the semester in which the student intends to graduate.
i. Meet all financial obligations to the college.
j. Complete requirements of the “Texas Success Initiative” (see page 78). Students will be individually evaluated on this measure through their performance on the Texas Higher Education Assessment (THEA) and other instruments, completion of developmental education, and/or performance in appropriate non-developmental coursework.
k. Apply for graduation and pay a $25 commencement fee on or before October 31 for the fall semester and March 31 for the spring semester.
## Basic Degree Plan for Students Transferring to a Baccalaureate Degree Granting Institution

### Freshman Year

**Fall Semester**
- English 1301
- History 1301
- Elective/Major
- Elective/Major
- Elective/Major

**Spring Semester**
- English 1302
- History 1302
- Math 1314
- Fine Arts
- Health Physical Education

**Total Hours** - 60 Semester Hours

### Sophomore Year

**Fall Semester**
- American, British or World Literature
- Government 2305
- Elective/Major
- Natural Science
- Elective/Major (Foreign Language)

**Spring Semester**
- Government 2306
- Social Behavioral Science
- Speech
- Natural Science
- Elective/Major (Foreign Language)

**Total Hours** - 60 Semester Hours

### Core Curriculum

#### Associate of Arts/Associate of Science Degree

<table>
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**TOTAL HOURS - 42 Semester Hours**
### Component Area

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**Tuition and Fees**

Enrollment in courses is not guaranteed until all fees have been paid. Cash, check, MasterCard, Discover, American Express, or Visa may be used for payment. Students dropped for non-payment are not guaranteed a seat, and re-enrollment carries a $150.00 fee.

**PUBLICATION OF THESE FEES DOES NOT CONSTITUTE A PRICE CONTRACT**

**Tuition and Fees**

**IN-DISTRICT** (Scurry County Residents) (TUITION $52 PER HOUR)

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**OUT-OF-STATE & FOREIGN RESIDENTS** (TUITION $118 PER HOUR $360 MIN.)

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*Total does not include lab fees, extension fees, or books.
Other Fees

Independent Study Fee ................................................................. $75 per course
Change of schedule by student .................................................. $5
Class dropped ............................................................................. $5
Course Re-Enrollment Fee (dropped for non payment) ....................... $150
Distance Learning Fee ............................................................... $25 per credit hour
Health Services Fee ................................................................... $40
International Student Application Fee ........................................... $25

Laboratory and Deposits

All biology and physics laboratory sections ........................................ $24
All chemistry laboratory sections ....................................................... $24
All physical science laboratory sections .............................................. $24
All geology laboratory sections ......................................................... $24
Late Registration Fee ................................................................... $25
Mailing diploma .......................................................................... $8

Workforce Education Building Use Fee (includes Campus, Opportunity Center, and College on the Square):

Based on course hours

7-10 hr. course .............................................................................. $5 per student
11-20 hr. course ............................................................................. $10 per student
21-30 hr. course ............................................................................. $15 per student
31-40 hr. course ............................................................................. $20 per student
41-plus hr. course .......................................................................... $25 per student

The following fees are charged within various campus departments:

Agriculture

AGRI 1131, 1307, 1309, 1319, 1413, 1415, 1419, 2221, 2321, 2322, 2411 ....................... $24

Art

ARTS 1311, 1312, 1313, 1316, 1317, 1325, 1327, 1349, 1353, 1354 .................. $24

Computer Science ........................................................................ $24

College Prep (Math, Reading, & English) ........................................... $24
College Prep (MATH 0303 only) ..................................................... $10

Drama

DRAM 1120, 1121, 1330, 2120, 2121, 1351, 1352, 2351, 2331, 2366, 2389 .................. $24

English

ENGL 1301, 1302 ........................................................................ $10

ESL ............................................................................................. $24

Foreign Language ........................................................................ $5

Health Information Technology Technician Courses (HITT) ................. $24

Information Technology Business Management (all courses) .............. $24

Lineman/EDS .............................................................................. $85

Mass Communications

COMM 2120, 2121, 2122 ................................................................ $15
COMM 2339, 2344, 2345, 2389 ...................................................... $24

Mathematics

MATH 1314, 1342, 1324, 1325, 2318 ................................................... $8
MATH 0202, 0203 ........................................................................ $10

Petroleum Technology Lab Fee ................................................. $40

Physical Education (for specialized activities, fees may vary) .......... $24

Radio Broadcasting

RTVB 1329, 1301, 1355, 1409, 1447, 2339, 2340, 2347, 2380, 2431 ............... $40
COMM 2324, 2325, 2326 ................................................................ $10
COMM 2303, 2311, 2331 ................................................................ $24

Rodeo P.E., Golf, Scuba ................................................................. $24

Solar Technology Lab Fee ......................................................... $40

Texas Pesticide Applicators Test .................................................... $25

Turfgrass & Landscape Management ............................................ $40

Vocational Nursing .................................................................... $24

Students enrolling in Vocational Nursing courses are required to pay on a quarterly basis in compliance with the tuition and fee schedule on page 16. Additional charges (subject to change):

Entrance Test Fee ........................................................................ $30
Liability Insurance ...................................................................... $50
Health Examination ..................................................................... varies
Application for State Board Examination .................................... $339
Computer Testing ....................................................................... $325

The Business Office is responsible for collecting tuition and fees. Other lab fees may be assessed, or current fees
adjusted, as necessary, with the approval of the president of the college.

Other Charges: A $30 handling charge is assessed any person who writes a check to Western Texas College that will not clear the payee's bank for any reason other than bank error.

Insurance coverage is required for students enrolling in the Vocational Nursing, Welding, Golf/Landscape Technology and Electrical Lineman Training programs of study. Students may obtain insurance through the college, or provide evidence of personal health/accident insurance. MasterCard, Visa, Discover or American Express are accepted. Students should know their credit limits. Students may cash personal checks ($10 limit) at the Bookstore.

**Tuition and Fee Installment Plan**

1. The option to pay tuition by installment can be selected by the student only during the Fall and Spring semesters. A student enrolling at Western Texas College for any number of credit hours can choose the installment option through MyWTC on the WTC web site at www.wtc.edu. The installment plan is administered by a third party, and several flexible payment options are available to the student.

2. A $30.00 enrollment fee per semester will be paid by any student electing to pay any portion of tuition and fees on the installment plan. This fee is non-refundable. The installment plan is an interest free plan. If enrolled in this plan, there is a $2.00 fee for full payment.

3. Any student electing the installment option must do so prior to the beginning of the semester, and all tuition and fees must be paid in full by the end of the semester.

**Tuition Rebates**

Subject to a program authorized by Section 54.0065 of the Texas Education Code, WTC will provide tuition rebates that will provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions, and complete their baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents, and the state.

To be eligible for rebates under this program, students must meet all of the following conditions:

1. They must have enrolled for the first time at an institution of higher education in the fall 1997 semester or later;
2. They must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university;
3. They must have been a resident of Texas, must have attempted all coursework at a Texas public institution of higher education, and have been entitled to pay resident tuition at all times while pursuing the degree; and
4. They must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

**Room and Meal Charges**

**Fall and Spring**

All students who reside in the residence facilities are required to pay both room and meal charges plus a mailbox fee of $10 per semester. The rates per semester are as follows:

- Apartments: Single Occupancy - $3,050 per semester
- Double Occupancy - $2,550 per semester
- West Hall: Double Occupancy - $2,050 per semester
- Glover Hall, Clinton Hall: Double Occupancy - $2,550 per semester

Any student moving into a residence facility after the fifteenth day of the semester will be charged for the remaining days in the semester at the following rates:

- Apartments: Room and Board - $30 day; $210 week
- West Hall: Room and Board - $30 day; $210 week
- Glover Hall, Clinton Hall: Room and Board - $30 day; $210 week

Failure to meet installment obligations may result in immediate withdrawal from the college. Students are required to tender half payment at the time of registration in order to qualify for the installment plan. The second installment will be due the sixth week of the semester and is equal to one-fourth of the total cost. The final installment will be due the eleventh week of the semester. Students who voluntarily withdraw remain obligated to terms of the installment contract.

The costs listed above cover 19 meals per week, three meals per day, Monday through Friday, and two meals per day on Saturday and Sunday. Prices do not reflect sales tax and are subject to change due to fluctuating food costs. Visa, MasterCard, American Express, or Discover are accepted.

**MayMester**

- May-mester Room Charges - $30 day; $210 week

**Summer Session**

Apartments are available on a first-come / first-serve basis for summer students enrolled for at least six hours per summer session. Contact the Dean of Student Services for more information. Food service during the summer months at WTC is available only through special arrangements...
Financial Aid

General Information
Western Texas College provides financial assistance to help make the benefits of higher education available to qualified students. Federal and state grants, scholarships, federal student loans, and federal work-study programs are administered through the Financial Aid Office.

Priority Processing Dates

Applications should be made well in advance of the date a student intends to register. Financial aid applications are processed on a continual basis; however, to ensure that an aid package is available and ready for you upon enrollment, Western Texas College has set the following priority deadline schedule:

For Priority Processing Apply for financial assistance no later than:
Fall Term May 1
Spring Term October 1

Information received after the deadlines may not be processed in time for registration. You may need to have an alternate plan to pay your charges until your financial aid is processed, if you are eligible.

The priority deadline for all registration is May 1st. Students who have completed the financial aid applications by this date will be first to receive federal grants and/or scholarships if eligible. The final deadline is August 1st. Students whose financial aid applications are completed by this date will have their financial aid on time. For spring semester only (the student does not attend the previous fall semester), the deadline for financial aid is October 1st. Information received after the final deadline may not be processed in time for registration.

Basic qualifications for a student to be considered for all types of financial aid are:
1. Be in financial need (financial need is the difference between what college costs and what your family can pay according to federal guidelines).
2. Make satisfactory academic progress.
3. Be a citizen or permanent resident of the U.S.
4. Be pursuing a degree or certificate in an eligible program from Western Texas College. Only course work REQUIRED by your chosen degree plan can be used to determine financial aid eligibility.
5. Summer transient students are not eligible to receive financial aid.

To apply for all types of need-based financial assistance, a student must:
1. File the Free Application for Federal Student Aid (FAFSA). This application is available from high school counselors and principals, from the Financial Aid Office, and through FAFSA on the Internet (www.fafsa.ed.gov). Title IV Code Number for Western Texas College is 009549.
2. Contact the Financial Aid Office to insure that all copies of the Student Aid Report/I.S.R. for the Pell Grant are on file in the Financial Aid Office regardless of grant eligibility.
3. Forward a copy of high school transcript including date of graduation and/or GED passing scores, or take a test approved by the Department of Education (see 'Ability to Benefit' information below). A copy of the transcript-GED must be provided to the Financial Aid Office in addition to any other WTC office that may have received a copy.

NOTE: Students selected for verification by the Department of Education will also be required to submit: 1) a signed copy of the family's (student and spouse for independent students; student/spouse and parents if dependent) most recent federal income tax return (1040, 1040A,-1040EZ) to the Financial Aid Office (all schedules and W2 information must be included,); and 2) an Institutional Verification Form (IVF) and 3) an Institutional Student Information Record form, which may be obtained from the Financial Aid Office.

Satisfactory Academic Progress Standards

Students who receive federal financial assistance must maintain satisfactory academic progress (SAP) as described below.

1. All students attending Western Texas College and receiving federal-state financial aid funds will have a time frame in which to complete their degree requirements. Students are expected to complete their degree-educational objectives within a reasonable number of semesters. This time frame is the equivalent of 150 percent of the published length of the individual program. (For example, if a certificate program requires 30 hours, a student will be paid up to 45 hours to complete the program. If an associate degree program requires 64 hours, then a percent will be paid up to 96 hours to complete the degree.) This time frame will include any semester that the student was enrolled even if the student did not receive financial aid and/or transfer work that is applied to the student's program of study and posted to their transcript. Periods of enrollment may be converted to semesters for non-consecutive enrollment. (Students who have earned 30 credits or more may be asked to keep an updated degree plan at the Financial Aid Office.) Additionally, this degree plan should be reviewed with the academic advisor and the student each semester to ensure that the student is remaining on track to completing the approved degree plan. Students taking courses outside of their degree plan may exhaust financial aid eligibility prior to completion of degree.

2. Students who have previously attended Western Texas College are making Satisfactory Academic Progress if the following conditions are met. If any or all are not met, the student will be on financial aid probation.
   a. Students must successfully complete each semester at least seventy-five (75%) percent of all hours attempted as of their enrollment at official count day at WTC. This includes both developmental and college-level course work.
   b. All students will be expected to acquire a 2.0 grade point average on all work completed each semester to remain in good academic standing.
   c. A course previously completed with a grade of “D” or above cannot be used when determining financial aid eligibility, enrollment status, or satisfactory progress. EXCEPTION: An exception can only be made if the repeat is required by the program of study as documented by the faculty advisor/counselor. Only one repeat is allowed under these circumstances.
   d. Students enrolled in the same course three or more times will not receive financial aid funding for that specific course.
   e. Students who have earned 30 credits or more may be asked to submit an updated degree plan to the financial aid office.
NOTE: Students who are required to take preparatory course work will be limited to 30 semester hours of financial aid eligibility for these
classes. STUDENTS NOT MEETING CONDITIONS LISTED ABOVE MAY BE PLACED ON FINANCIAL AID PROBATION.
3. Students who do not meet the above requirements during the next semester of attendance following their financial aid probation will be
placed on financial aid suspension. This suspension will last during the next semester of enrollment, and no federal or state awards will be
made. After the student has achieved satisfactory academic progress, the student will be placed on financial aid probation for the semester
immediately following suspension.
4. There may be occasions in which an exception to the definition of Satisfactory Academic Progress should be made. The Director of Financial
Aid will review all pertinent information regarding the situation and may grant an exception to the standards. If a student feels that an
exception should be made, he/she should submit a written explanation of the circumstances surrounding the semester in question to the
Director of Financial Aid for consideration.
5. Return of Title IV Funds: - Under federal law, students attending Western Texas College who receive Title IV aid (Pell, SEOG, Federal
Student Loans) and completely withdraw before the sixty percent mark (in time) in the period of enrollment will be required to return any
unearned funds. Unearned Title IV funds are the percentage of term not attended times the Title IV aid. Students who cease attendance, do
not withdraw, and receive all failing grades (F’s) for a semester will be considered ‘unofficially withdrawn’; these students will be subject to
a review of their attendance records. If it is determined that a student ceased attendance before the 60% point in the semester, the student
will be required to return those unearned funds. In some instances, the student may owe both the federal government and the college.
Students owing either the government or the college will be ineligible for any further aid until funds are repaid.

Loans
The college participates in the following loan programs:
- Federal Subsidized Stafford Loans
- Federal Unsubsidized Stafford Loans
- Federal Parent PLUS Loans
Information is also available in the Financial Aid Office regarding alternative educational loan programs.

Other Aid
FEDERAL COLLEGE WORK-STUDY PROGRAM: This program provides students demonstrating financial need with part-time jobs to meet
educational expenses. Positions ranging from teacher assistants to library clerks are available.
DIVISION FOR REHABILITATION SERVICES: This program offers assistance to students who qualify for services because of certain handicaps.
Application for this type of assistance should be made to the nearest Rehabilitation Office. Inquiries may be addressed to: Division for Rehabilitation
Services, Abilene Field Office, 3104 S. Clack, Abilene, Texas 79606.

Special Scholarships
DORA E. CUNNINGHAM MEMORIAL: Highest-ranking student or Salutatorian of graduation class. Eligible to apply for first semester following
high school graduation. Highest-ranking student also receives a tuition waiver.
DORA E. CUNNINGHAM MEMORIAL: Top 20 percent of graduating high school class (except Valedictorian, Salutatorian, or Nancy Caton
recipients).
OPPORTUNITY TUITION WAIVER: Scurry County Students Only. For matriculated high school graduates and eligible dual credit students.
Community service requirement. 2.75 GPA requirement.

WTC Foundation Scholarships
The Western Texas College Foundation serves Western Texas College, its students, faculty, staff, community, and service area by soliciting and
administering gifts and grants from individuals and institutions. The Foundation collects and disburses monies for student scholarships, educational
and cultural activities, and campus facility improvement and development, and provides selective and judicious financial assistance to endeavors
that enhance the quality of life for all people who are served by this college.
A number of scholarships are awarded by the WTC Foundation. Scholarship opportunities are listed below:
Agricultural Scholarship: For students majoring in Agriculture.
Andy Anderson Memorial: For students desiring an education.
API-SPE: For Scurry County students with family income primarily from the oil industry.
Michael Avila Memorial: For students desiring an education.
Mickey Baird Scholarship: For students desiring an education.
Roy & Geleska Baze/Drama: For theater arts majors desiring an education.
Angela Biggers Memorial: For students desiring an education.
G. W. (Wallace) Blakely Memorial: For students majoring in a vocational program.
Henry J. & Dollie Brice Memorial: With preference to students entering pre-professional medical fields.
Dr. Ben Brock Memorial: For graduates of Snyder High School.
Betty Burrow Memorial: For graduates of Ira High School.
Hubert & Mary Cargile/Kiwanis: For graduates from Scurry County.
Calley Family Scholarship: Preference given to graduates of Ira High School.
Joe & Nancy Caton Memorial: For entering freshmen who are members of the National Honor Society or honor students.
Coca-Cola: For students desiring an education.
Darden Family Foundation: For students desiring an education.
Davidson Family: For students desiring an education.
Kelly Everton Memorial: For female students majoring in Agriculture.
Heather Floyd Memorial: For students desiring an education.
Jerry Ford Memorial: For students from Spearman or Ira, TX desiring an education.
Horace Fowler Memorial: For students majoring in Welding.
Mort Ewing Memorial: For students desiring an education.
Oscar P. Haney Memorial Scholarship: For non-traditional students.
Lee A. Hayes Falls and Walter Thomas "Pat" Falls: For students majoring in Elementary Education.
Patsy Jones Fee Memorial: For female students majoring in Agriculture.
Lee A. Hayes Falls and Walter Thomas "Pat" Falls: For students majoring in Elementary Education.
Kelly Everton Memorial: For female students majoring in Agriculture.
Heather Floyd Memorial: For students desiring an education.
Jerry Ford Memorial: For students from Spearman or Ira, TX desiring an education.
Horace Fowler Memorial: For students majoring in Welding.
Mrs. C. Lavenia Fowler Honor: For students majoring in economics, or Career and Technical Program students.
Oscar P. Haney Memorial: For students desiring an education.
Goldcoaters: For Snyder High School graduates.
Gerald M. Heinzellmann, Sr., Memorial: For students in majors related to medical professions.
Hermleigh Masonic Lodge: For graduates from Hermleigh High School desiring an education.
Judge Wayland G. Holt Memorial: For students desiring an education.
W.H. & Celia Jones Memorial: For students desiring an education.
Johnson Controls: For students desiring an education.
Sam Joyce Memorial: For a sophomore student majoring in Agriculture/Range Management with a GPA of 3.0.
J.M. Kayser Memorial: For students desiring an education.
Kevin Lack Memorial: For students desiring an education.
Miss Elaine Lambert Memorial: For Fine Arts students.
Justin Lester Memorial: For students majoring in Mass Communications.
Arnold Lorber Memorial: For students desiring an education.
George & Helen Mahon Memorial: For students from Mitchell County.
McCrary/Franklin Honor: For students from Post or Garza County with preference for majors related to medical professions.
Edith McKanna Memorial: For students desiring an education.
Evelyn Claire McLaughlin Memorial: For students in the Vocational Nursing Program.
Wacil McNair Memorial: For students desiring an education.
Men's Golf Association: For students desiring an education.
Roger Mize Memorial: For students desiring an education.
Odell Moore Memorial: For graduates of Snyder High School desiring an education.
Katherine Northcutt Memorial: For a student majoring in Journalism.
Shawn Hal Odom Memorial: For an outstanding student rodeo athlete desiring an education.
Our Lady of Guadalupe: for students from Scurry or Mitchell County, TX.
Palette Club of Snyder: For students majoring in Fine Arts.
G.A. & Aline Parks Scholarship: For graduates of Scurry County or surrounding areas.
Ann Pendleton Memorial: For students desiring an education.
Duane & Mary Hood PTK Scholarship: For student with a GPA above 3.2 in a leadership role on campus.
James Pilgrim Memorial: For students desiring an education.
Jeff Polk Memorial: For Theater majors.
Autumn Pollard Memorial: For students desiring an education.
Dr. Franklin Pruitt Memorial: For students desiring an education.
Yvonne Richardson Memorial: For students desiring an education.
Saint Elizabeth's: For students desiring an education.
Gary Schoen, Jr., Academic All-American Memorial: For students desiring an education.
Bill & Finnie Seale Scholarship: For students desiring an education.
Clinton Sellers Memorial: For students desiring an education.
Harry Krenek/Gil Fleer Social Science Honor: For Social Science majors or an honor student.
Jack Smartt Memorial: For students desiring an education.
Tana Springer Memorial: For students desiring an education.
Robert Sterling Memorial: For students desiring an education.
Dorothy Teague Memorial: For students in the Vocational Nursing Program.
Georgia Tefertiller Memorial: Student must be fully enrolled and participating in a human health related field of study.
Texas Book Company: For students desiring an education.
Lee & Rosa Tully Memorial: For Occupational Technical majors.
Vietnam Veterans - Scurry County Chapter: For Scurry County graduates.
Jimmy Whitney Memorial: For students desiring an education.
Virginia Whitson Memorial: For students desiring an education.
Mary Lois & Bill Wilson: For students desiring an education.
Phyllis Wiman Memorial: For students in majors related to medical professions.
Jerry P. Worsham Memorial: For Theatre majors graduating from Snyder High School.
WTC Faculty Association Scholarship: For current WTC students (requires separate application).
WTC Memorial: For students desiring an education.

Athletic Scholarships
Men's and Women's Rodeo, Men's and Women's Basketball, Men's and Women's Cross Country, Women's Softball, Men's and Women's Soccer, Women's Volleyball, Men's and Women's Golf, and Men's Baseball Scholarships are determined by the Coaches. Please contact the coach for applications.
**Academic Course Descriptions**

Course Numbers  
Academic Credit Courses
Course Numbers

Uniform numbers are identified and distinguished by a four digit numerical suffix; whereas, all other numbers carry only three digits (e.g. 231). In either case, the first digit represents the level of the class (0=College Preparatory, 1=Freshman, 2=Sophomore) and the second digit always represents the number of semester hours. Thus, AGRI 2317 is a sophomore course with 3 semester hours credit. AG 135 is a freshman course carrying 3 semester hours credit. The three figures in parenthesis after the title of each course indicate the number of semester hours of the course, the number of lecture hours each week, and the number of laboratory or activity hours each week, respectively. Course Prerequisites: The notations following course descriptions indicate that fundamental levels of competency identified through assessment are necessary in reading, writing, and/or math before enrolling in the course: (Rd) - Reading Intensive; (Mth) Math Intensive; (Wtg) Writing Intensive.

Academic Credit Courses

AGRICULTURE

AGRI 1131. The Agricultural Industry. (1-1-1).
Overview of world agriculture, nature of the industry, resource conservation, and the American agricultural system, including production, distribution, and marketing.

AGRI 1307. Agronomy. (3-3-3).
Principles and practices in the development, production, and management of field crops including plant breeding, plant diseases, soils, insect control, and weed control.

AGRI 1309. Computers in Agriculture. (3-1-3).
Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets, and agricultural software.

AGRI 1325. Marketing of Agricultural Products. (3-3-0).
Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing, and risk bearing. Prerequisite: AGRI 2317 or permission of instructor.

Principles and practices of controlling and preventing economic loss caused by plant pests. Includes instruction in entomology, plant pathology, weed science, crop science, environmental toxicology, and related environmental protection measures.

AGRI 1415. Horticulture. (4-3-3).
Structure, growth, and development of horticultural plants from a practical and scientific approach. Environmental effects, basic principles of propagation, greenhouse and outdoor production, nutrition, pruning, chemical control of growth, pest control, and landscaping.

AGRI 1419. Introductory Animal Science. (4-3-3).
Scientific animal agriculture. Importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of beef cattle, swine, sheep, goats, and horses.

AGRI 2221. Livestock Evaluation. (2-1-3).
Selection, evaluation, and classification of livestock and livestock products. Detailed evaluation of breeding and marketing animals along with live animal evaluation of beef cattle, sheep, and swine. Permission of instructor required. The show team will originate from this course.

AGRI 2317. Introduction to Agricultural Economics. (3-3-0).
Fundamental economic principles and their applications to the problems of the industry of agriculture.

AGRI 2321. Livestock and Carcass Evaluation I. (3-3-3).
Selection, evaluation, and classification of livestock and livestock products. Detailed study of the carcass and meat usage of all classes of livestock. Permission of instructor required.

AGRI 2322. Livestock and Carcass Evaluation II. (3-3-3).
Selection, evaluation, and classification of livestock and livestock products. Detailed study of the carcass and meat usage of all classes of livestock. Prerequisite AGRI 2321 or permission of instructor required. A continuation of AGRI 2321. The meat judging team will originate from this class.

AGRI 2330. Wildlife Conservation & Management. (3-3-0).
Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands.

AGRI 2411. Soils. (4-3-4).
A study of the physical, chemical, and biological properties of the soil. Stresses relationship between crops and soils and use and conservation of soil and water. Use of fertilizers and regional cultural practices of commercial crops explored.

ANTHROPOLOGY

ANTH 2346. General Anthropology. (3-3-0).
Exploration of purposes and processes in the visual arts including evaluation of selected works. Recommended for non-art majors. (Rd, Wtg)

ANTH 2351. Cultural Anthropology. (3-3-0).
Key concepts, methods, and theory in the study of cultural diversity, social institutions, linguistics, and cultural changes among world peoples. (Rd)

ART

ARTS 1301. Art Appreciation. (3-3-0).
Introductory course for developing understanding in art primarily through lectures, readings, films, and demonstrations. Attempts to develop ways of approaching art works, bases for analyses and criticisms, and functions of art in the environment. Recommended for non-art majors. (Rd, Wtg)

ARTS 1303. Art History Survey I. (3-3-0).
Examination of painting, sculpture, architecture, and other arts from prehistoric to present time. (Rd, Wtg)

ARTS 1304. Art History Survey II. (3-3-0).
A survey of painting, sculpture, architecture, and minor arts from the 14th century to present time (Rd, Wtg)
ARTS 1311. Design I. (3-2-4).
Elements and principles of art using two-dimensional concepts. Required for art majors.

ARTS 1312. Design II. (3-2-4).
Elements and principles of art using three-dimensional concepts. Required for art majors.

ARTS 1316. Freehand Drawing I. (3-2-4).
Investigation of drawing media and techniques including descriptive and expressive possibilities. Required for art majors.

ARTS 1317. Freehand Drawing II. (3-2-4).
Investigation of drawing media and techniques including descriptive and expressive possibilities. Prerequisite: ARTS 1316. Required for art majors.

ARTS 2311. Advanced Design-3D (Glass Fusing). (3-2-4).
Elements and principles of art using two- and three-dimensional concepts. Prerequisite: Freshman studio core.

ARTS 2313. Design Communications I. (3-2-4).
Communication of ideas through processes and techniques of graphic design and illustration. Prerequisite: Freshman studio core or permission of department head.

ARTS 2314. Design Communications II. (3-2-4).
Communication of ideas through processes and techniques of graphic design and illustration. Prerequisite: successful completion of Design Communications I, or permission of department head.

ARTS 2316. Painting I. (3-2-4).
Exploration of ideas using painting media and techniques. Prerequisite: Freshman studio core or permission of department head. (May be taken twice for credit.)

ARTS 2323. Life Drawing I. (3-2-4).
Basic study of the human form. Prerequisite: Freshman studio core or permission of department head.

ARTS 2326. Sculpture I. (3-2-4).
Exploration of ideas using sculpture media and techniques. Prerequisite: Freshman studio core or permission of department head.

ARTS 2333. Printmaking. (3-2-4).
Exploration of ideas using various printmaking processes. Prerequisite: Freshman studio core or permission of department head.

ARTS 2341. Art Metals I. (3-2-4).
Exploration of ideas using basic techniques in jewelry, glass fusing, and metal construction. Prerequisite: Freshman core or permission of department head.

ARTS 2346. Ceramics I. (3-2-4).
Exploration of ideas using basic ceramic processes.

ARTS 2356. Photography I. (3-3-3).
Introduction to the basics of pixel-based 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.

ARTS 2366. Watercolor I. (3-2-4).
Exploration of ideas using water-based painting media and techniques. Prerequisite: Freshman studio core or permission of department head.

BIOLOGY

BIOL 1406. Biology for Science Majors I. (4-3-3).
Fundamental principles of living organisms including physical and chemical properties and the cellular characteristics of life. Concepts of reproduction, genetics, and the scientific method are included. Includes a required laboratory. (Rd)

BIOL 1407. Biology for Science Majors II. (4-3-3).
Further study of the unifying principles of life with emphasis on the unity and diversity of all organisms and their adaptations to the environment. Includes a required laboratory. (Rd)

BIOL 1408. Biology for Non-Science Majors I. (4-3-3)
Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Includes a required laboratory. (Rd)

BIOL 1409. Biology for Non-Science Majors II. (4-3-3)
Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of reproduction, genetics, ecology, and the scientific method are included. Includes a required laboratory. (Rd)

BIOL 1411. General Botany. (4-3-3).
A comparative study of plant structure and function, including photosynthesis, water transport, alternation of generations, and life cycles of the major plant groups. Adaptation and evolution of plants will be stressed. Field trips will be required. Includes a required laboratory. (Rd)

BIOL 1322. Nutrition and Diet Therapy I. (3-3-0).
Fundamental course designed as an introduction to concepts of essential nutrition with emphasis on individual nutrition related to health status. (Rd)

BIOL 1413. General Zoology. (4-3-3).
A consideration of the structural and functional adaptations in animals with emphasis on the examination of the various means by which animals have solved similar problems of life. Field trips will be required. Includes a required laboratory. (Rd)

BIOL 2401. Anatomy and Physiology I. (4-3-3).
Study of human form and function at the cellular, subcellular, systemic, and organizational levels using laboratory specimens, human models, microscopic slides, charts, and other aids. Includes a required laboratory. (Rd)

BIOL 2402. Anatomy and Physiology II. (4-3-4).
Additional study of the physiology and biochemistry of the human and other vertebrates with special emphasis on homeostasis and disease. Includes a required laboratory. (Rd)

BIOL 2404. Anatomy & Physiology. (4-3-4).
This course is designed for the student studying EMT, HIT, and other allied health fields. It covers all body systems and includes topics in other areas such as DNA/RNA, cellular chemistry, metabolism, and cell structure. Biology 2404 introduces the student to the basic physiology of the human body. Includes a required laboratory. (Rd)

BIOL 2416. Genetics. (4-3-3).
Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. Includes a required laboratory. (Rd)
BIOL 2420. Microbiology for Non-Science Majors. (4-3-3).
An introduction to the microbial world including the basic characteristics of fungi, algae, bacteria, and viruses. Special emphasis is placed on application to humans. Includes a required laboratory. (Rd)

BIOL 2421. Microbiology for Science Majors. (4-3-4).
Morphology, physiology, and taxonomy of representative groups of microorganisms with emphasis on pathogenesis, disinfection, and sanitation. Includes a required laboratory. (Rd)

BUSINESS ADMINISTRATION

ACCT 2301. Principles of Accounting I - Financial. (3-3-0).
An introduction to financial accounting concepts including the accounting cycle and financial statements. The analysis, interpretation, and recording of business transactions, as well as special journals, the voucher system, and a general knowledge of basic accounting principles and procedures. (Rd, Mth)

ACCT 2302. Principles of Accounting II - Managerial. (3-3-0).
Prerequisite: ACCT 2301 with a minimum grade of C. Topics include corporations, cost accounting, stocks, bonds, financial statement interpretations, and theories and principles of accounting. This course is not part of the business field of study and may not transfer. (Rd, Mth)

BUSI 1301. Introduction to Business. (3-3-0).
Introduction to the role of business in modern society. Includes overview of business operations, analysis of specialized fields within the business organization, and development of a business vocabulary. (Rd, Wtg, Mth)

BUSI 1304. Business Report Writing & Correspondence. (3-3-0).
Theory and applications for technical reports and correspondence in business. (Rd, Wtg)

BUSI 1307. Personnel Finance (3-3-0)
Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. NOTE: This course is not part of the business field of study and may not transfer toward a degree in business. (Rd, Wtg)

BUSI 2301. Business Law. (3-3-0).
Principles of law which form the legal framework for business activity. (Rd, Wtg)

BCIS 1305. Business Computer Applications (3-3-3)
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. (Rd, Wtg, Mth)

BCIS 1405. Business Computer Applications (4-3-3)
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. (Rd, Wtg, Mth)

CHEM 1405. Introductory Chemistry I. (4-3-4).
A survey of the fundamental theories of chemistry and the properties of matter emphasized in inorganic chemistry. For pre-nursing and non-science majors. Lab work will include some qualitative analysis. Includes a required lab. (Rd, Wtg, Mth)

A continuation of CHEM 1405 with emphasis on organic chemistry, biochemistry, and environmental chemistry. Prerequisite: CHEM 1405 or permission of department head. Includes a required lab. (Rd, Wtg, Mth)

CHEM 1411. General Chemistry I. (4-3-4).
General principles, problems, fundamental laws, and theories. Includes a required lab. (Rd, Wtg, Mth)

CHEM 1412. General Chemistry II. (4-3-4).
A continuation of CHEM 1411 with the introduction of organic chemistry. Prerequisite: CHEM1411 or permission of department head. Includes a required lab. (Rd, Wtg, Mth)

COLLEGE PREPARATORY

The college Developmental Education Program adheres to the policies established by the Texas Legislature regarding the Texas Success Initiative (TSI), and is designed to assist students who are not prepared for college-level work to acquire basic knowledge and skills as a foundation to achieving academic success. This plan is developed in accordance with the guidelines set forth in the Texas Education Code, Sections 51.307, 51.3062, and 51.403 (e), "Subchapter C: Texas Success Initiative" effective December 3, 2003, 28 Tex Reg. 10753.

DVLP 0190 Applied Career Skills (1-2-0).
This course is designed to teach students how to enhance their prospects of being successful in their chosen career. The techniques that are taught include general-purpose, learning strategies and content instruction. The course will not apply toward graduation requirements and will not transfer.

ENGL 0300. Developmental English. (3-3-0).
Designed for students requiring remediation in basic English. A skills-centered approach designed to identify deficiencies and improve essential writing/reading skills. This course is mandatory for all students who have not passed the English section of THEA. The course will not apply toward graduation requirements and will not transfer.

ENGL 0301. Basic English I. (3-3-3).
An English composition course providing intensive learning experience in a combination lecture/laboratory skills-centered approach. The course is designed to identify deficiencies and improve basic writing skills necessary for the student who intends to pursue college-level academic work. This course will not apply toward graduation requirements and will not transfer.

ENGL 0302. Basic English II. (3-3-3).
A continuation of ENGL 0301. This course will not apply toward graduation requirements and will not transfer.
ENGL 0303. Pre-Composition. (3-3-3).
A combination lecture/laboratory skills-centered approach designed to refine composition and writing skills for the student who intends to pursue college-level academic training. This course will not apply toward graduation requirements and will not transfer. This is the exit-level course which satisfies the requirements of the Texas Success Initiative plan.

INRW 0301. Integrated Reading and Writing - Introductory. (3-3-0).
A combination lecture/laboratory skills-centered approach designed to refine reading and writing skills. Focus is on learning the basic reading skills (word attack, vocabulary, and comprehension) necessary to gain independence in reading and identifying sentence structure deficiencies to improve basic writing skills. This is a course with a required lab. The course fulfills TSI requirements for reading and writing; however, the course will not apply toward graduation requirements and will not transfer.

INRW 0302. Integrated Reading and Writing - Intermediate. (3-3-0).
A combination lecture/laboratory skills-centered approach designed to refine reading and writing skills. Focus is on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic paragraphs. This is a course with a required lab. The course fulfills TSI requirements for reading and writing; however, the course will not apply toward graduation requirements and will not transfer.

INRW 0303. Integrated Reading and Writing - Advanced. (3-3-0).
A combination lecture/laboratory skills-centered approach designed to refine reading and writing skills. Focus is on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. The course fulfills TSI requirements for reading and writing; however, the course will not apply toward graduation requirements and will not transfer.

MATH 0202 Math Preparatory I. (3-3-1).
This course includes study of linear equations, linear inequalities, graphing linear functions, an introduction to rules of exponents and polynomials. This is a non-course based class. This class will not apply toward graduation requirements and will not transfer. Placement into this class is by instructor recommendation.

MATH 0203. Math Preparatory II. (3-3-1).
This course includes study of rules of exponents, polynomials, factoring, rational expressions, rational equations, quadratic equations and rational exponents. This is a non-course based class. This class will not apply toward graduation requirements and will not transfer. Placement into this class is by instructor recommendation.

MATH 0300. Developmental Math. (3-3-0).
Designed for students requiring remediation in basic mathematical operations. Topics may include basic arithmetic skills in integers, fractions, decimals, percentages, ratios, proportions, rates, variations, exponents, scientific notation, basic geometry, simple graphs, word problems, polynomials, equations, inequalities, factoring, algebraic functions, graphing, systems of equations, and quadratics. This course or its equivalent is mandated for all students who have not passed the math section of the THEA. The course will not apply toward graduation requirements and will not transfer. A grade of C or above must be achieved in order to advance to Math 1332.

MATH 0301. Essentials of Mathematics. (3-3-3).
Designed for students requiring remediation in basic mathematical operations. Topics include basic arithmetic skills in whole numbers, integers, common fractions, decimal numbers, percentages, ratios, proportion sums, rates, measurements, basic geometric skills, and simple graphs. This course will not apply toward graduation requirements and will not transfer.

MATH 0302. Beginning Algebra. (3-3-3).
This course involves further exploration of the mathematical skills introduced in MATH 0301. Additional topics may include but are not limited to the real number system; linear equations and applications; linear inequalities and absolute value; graphs of linear equations and inequalities; functions; and systems of linear equations. This course will not apply toward graduation requirements and will not transfer.

MATH 0303. Intermediate Algebra. (3-3-1).
This course is designed for students requiring remediation in intermediate algebra skills. Topics for this course include exponents and polynomials; factoring; rational expressions and functions; roots and radicals. This course will not apply toward graduation requirements and will not transfer. Prerequisite: MATH 0302 or the appropriate placement score.

READ 0301. Basic Reading Skills I. (3-3-3).
A course in basic skills necessary to gain independence in reading. Reading of materials designed to increase word attack, vocabulary, and comprehension skills necessary for college courses. Course is open to students whose reading placement test scores or other standardized test scores indicate a significant need for development of reading skills necessary for successfully completing college courses. This course will not apply toward graduation requirements and will not transfer.

READ 0302. Reading Skills Development II. (3-3-3).
A course to develop, enhance, and improve vocabulary, comprehension, and thinking skills for college reading. Course is open to students who have scores on standardized placement tests which indicate a need for improvement in college-level reading skills. This course will not apply toward graduation requirements and will not transfer.

READ 0303. Reading Skills Development III. (3-3-3).
A continuation of skills presented in READ 0302 with greater emphasis on more complex and analytical reading and thinking skills necessary for college reading. This course will not apply toward graduation requirements and will not transfer. This is the exit-level course which satisfies the requirements of the Texas Success Initiative plan.

ESL 0321. Speaking and Listening. (3-3-3).
Focuses on reading and listening development for students who are learning English as a Second Language and who already have some proficiency in the English language.

ESL 0322. Grammatical Structure II. (3-3-3).
For speakers of other languages to develop writing and speaking skills, including standard English usage, organization of ideas, and application of grammar.

ESL 0324. Reading II. (3-3-3).
For speakers of other languages to develop English vocabulary and comprehension.

ESL 0325. Composition II. (3-3-3).
Intermediate-level course of English for speakers of other languages to develop writing skills, including standard English usage, organization of ideas, and application of grammar.
ESL 0332. Grammatical Structure III. (3-3-3).
For speakers of other languages to develop writing and speaking skills, including standard English usage, organization of ideas, and application of grammar.

ESL 0334. Reading III. (3-3-3).
For speakers of other languages to develop English vocabulary and comprehension.

ESL 0335. Composition III. (3-3-3).
Intermediate-level course of English for speakers of other languages to develop writing skills, including standard English usage, organization of ideas, and application of grammar.

COMPUTER SCIENCE

COSC 1301. Introduction to Computing. (3-2-4).
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 not intended to count toward a student's major field of study in business or computer science.

COSC 1309. Logic Design. (3-3-2).
A discipline-specific approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools included. Methods for testing, evaluation, and documentation will also be discussed. Prerequisite: COSC 1301 or COSC 1401. (Rd, Mth)

COSC 1315. Fundamentals of Programming. (3-2-4).
This course is an introduction to computer programming. The course emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Coverage of language syntax, data and file structures, input/output devices, and disks/files will be included. Prerequisite: COSC 1301 or equivalent. Prerequisite: COSC 1301 or COSC 1401. (Rd, Mth)

COSC 1401. Microcomputer Applications. (4-3-3).
This course provides an overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments of society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied.

COSC 1415. Fundamentals of Programming. (4-3-3).
This course is an introduction to computer programming. The course emphasizes the fundamentals of structured design, development, testing, implementation, and documentation. Coverage of language syntax, data and file structures, input/output devices, and disks/files will be included. Prerequisite: COSC 1301 or equivalent. (Rd, Mth)

DRAMA

Laboratory course which provides rehearsal, performance, and/or technical experience for students during major theatre productions.

DRAM 1310. Introduction to Theater. (3-3-0).
Survey of all phases of theater including its history, dramatic works, stage techniques, production procedures, and relation to fine arts. Participation in major productions may be required.

DRAM 1330. Stagecraft I. (3-2-4).
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.

DRAM 1341. Makeup. (3-2-4).
Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

DRAM 1351. Acting I. (3-3-3).
Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

DRAM 1352. Acting II. (3-3-3).
Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

DRAM 2331. Stagecraft II. (3-2-4).
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.

DRAM 2336. Voice for the Theater. (3-3-0).
Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

DRAM 2351. Acting III. (3-3-3).
Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

DRAM 2361. Theatre History I. (3-3-0).

DRAM 2362. Theatre History II. (3-3-0).

DRAM 2363. History of Musical Theatre. (3-3-0).
Development of theater art from the earliest times through the 20th century.

DRAM 2366. Development of the Motion Picture. (3-3-0).
Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art.
ENGL 2332. World Literature I. (3-3-0).
A survey of microeconomic and macroeconomic principles for non-business majors. Microeconomic topics will include supply and demand, consumer behavior, price and output decisions by firms under various market structures, factor markets, market failures, international trade, and exchange rates. Macroeconomic topics will include national income, unemployment, inflation, business cycles, aggregate supply and demand, monetary and fiscal policy, and economic growth. (Rd, Wtg)

ENGL 2301. Principles of Economics. (3-3-0).
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy. (Rd, Wtg)

ENGL 2302. Principles of Economics. (3-3-0).
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. (Rd, Wtg)

EDUC 1301. Composition I. (3-3-0).
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. (Rd, Wtg)

EDUC 1302. Composition II. (3-3-1).
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: successful completion of ENGL 1301 or equivalent; or permission of Division Chair. (Rd, Wtg)

EDUC 2301. Introduction to Special Populations. (3-3-1).
An enriched, integrated pre-service course and content experience that: 1) provides active recruitment and institutional support of students interested in a teaching career, especially in high-need fields; 2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; 4) course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 5) includes a minimum of 16 contact hours of field experience in P-12 classrooms. (Rd, Wtg)

EDUC 1100. Learning Frameworks. (1-1-0).
A study of 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

EDUC 1300. Principles of Economics. (3-3-0).
A study of 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed at PSYC 1300)

EDUC 1301. Introduction to the Teaching Profession. (3-3-1).
An enriched, integrated pre-service course and content experience that: 1) provides 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; 2) provides students with opportunities to participate in early field observations of P-12 special populations; 3) should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and 4) includes a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Pre-requisite for this course is EDUC 1301. (Rd, Wtg)

ENGL 1301. Composition I. (3-3-0).
Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. (Rd, Wtg)

ENGL 1302. Composition II. (3-3-1).
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: successful completion of ENGL 1301 or equivalent; or permission of Division Chair. (Rd, Wtg)

ENGL 2307. Creative Writing. (3-3-0).
Instruction and practical experience in the techniques of imaginative writing. Students will craft and revise their own creative works (poetry, fiction, nonfiction, or drama) in a constructive critical workshop. Content may vary from semester to semester, and course may be repeated for credit. This elective course does not substitute for English courses required for a degree. (Rd, Wtg)

ENGL 2311. Technical and Business Writing. (3-3-0).
Principles, techniques, and skills needed for college-level scientific, technical, or business writing. Students are introduced to the major document categories (letters, e-mails, memos, instructions, proposals, and reports) they will be expected to write in the workplace. Prerequisite: successful completion of ENGL 1301 or equivalent; or permission of department head. (Rd, Wtg)

ENGL 2322. British Literature I. (3-3-0).
A general survey of the major works in English literature from Anglo-Saxon times to the present time. Prerequisite: successful completion of ENGL 1302 or equivalent. (Rd, Wtg)

ENGL 2326. American Literature. (3-3-0).
A general survey of the major works in American literature from pre-1700 to the 20th Century. Prerequisite: successful completion of ENGL 1302 or equivalent. (Rd, Wtg)

ENGL 2323. World Literature I. (3-3-0).
A study of the masterpieces of world literature from Homer through the early Renaissance. Prerequisite: successful completion of ENGL 1302 or equivalent. (Rd, Wtg)
ENGL 2333. World Literature II. (3-3-0).
A continuation of ENGL 2332. A study of the masterpieces of world literature from the Renaissance to the present. Prerequisite: successful completion of ENGL 1302 or equivalent. (Rd, Wtg)

ENGL 2341. Dramatic Literature. (3-3-0).
An analytical course covering plays from the Greeks to the present. This class will focus on representative plays and script analysis. Prerequisite: successful completion of ENGL 1302 or equivalent. (Rd, Wtg)

GEOGRAPHY

GEOG 1301. Physical Geography. (3-3-0).
Introduction to the concepts which provide a foundation for continued study of geography. Includes the different elements of natural environment as related to human activities, modes of living, and map concepts. (Rd)

GEOG 1303. World Geography. (3-3-0).
Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices found in those regions. Course content may include one or more regions. (Rd, Wtg)

GEOLOGY

GEOL 1401. Earth Sciences I. (4-3-3).
Introduces the basic physical processes of the earth including erosion and deposition from various factors. Emphasizes plate tectonics, earth materials, weathering and the development of landforms from various earth processes. The lab provides hands-on identification of rocks and minerals and an introduction to topographic and geologic map interpretation. Basic meteorology is also introduced as is basic ecology and environmental science. Includes a required laboratory. (Rd)

GEOL 1402. Earth Sciences II. (4-3-3).
Introduces the geological history of the earth and its inhabitants. Included are geologic processes that have shaped the planet including plate tectonics, preservation of fossils and depositional environments. Emphasis will be placed on fossils of West and West-Central Texas. Some field trips will be offered. Some will be required. Further work with topographic and geologic maps will be required. Includes a required laboratory. (Rd)

GEOL 1445. Oceanography. (4-3-3).
This course uses the American Meteorological Society’s Ocean Studies components and covers topics such as ocean ecosystem, ocean life, waves/tides, currents, ocean and climate change, and other relevant topics. Includes a required laboratory. (Rd)

GEOL 1447. Meteorology. (4-3-3).
This course uses the American Meteorological Society’s Weather Studies components and covers topics such as origin and composition of the atmosphere, heat/temperature and atmospheric circulation, air pressure, clouds and precipitation, wind, climate change, and other relevant topics. Includes a required laboratory. (Rd)

GOVERNMENT

GOVT 2304. Introduction to Political Science. (3-3-0).
Introductory survey of the discipline of political science, focusing on the scope and methods of the field and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function. (Rd, Wtg)

GOVT 2305. Federal Government. (3-3-0).
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Note: GOVT 2305 will complete one-half of the legislative requirements in American government. Counterpart to GOVT 2306. May not substitute GOVT 2301. (Rd, Wtg)

GOVT 2306. Texas Government. (3-3-0).
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. Note: GOVT 2306 will complete one-half of the legislative requirements in American government. Counterpart to GOVT 2305. May not substitute GOVT 2302. (Rd, Wtg)

HISTORY

HIST 1301. United States History I. (3-3-0).
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I include the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. Required of all students for graduation. (Rd, Wtg)

HIST 1302. United States History II. (3-3-0).
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy. Required of all students for graduation. (Rd, Wtg)

HIST 2301. Texas History. (3-3-0).
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas. This class can substitute for three semester hours of American history. (Rd, Wtg)

HIST 2311. Western Civilization I. (3-3-0).
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformation. (Rd, Wtg)

HIST 2312. Western Civilization II. (3-3-0).
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism. (Rd, Wtg)
HIST 2321. World Civilizations I. (3-3-0).
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. (Rd, Wtg)

HIST 2322. World Civilizations II. (3-3-0).
A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange. (Rd, Wtg)

MASS COMMUNICATIONS

COMM 1307. Introduction to Mass Communication. (3-3-0).
The role of mass communications and how it affects society is discussed. Different mass media are profiled including how each functions and affects a dynamic society. (Rd, Wtg)

COMM 2120, 2121, 2122. Practicum in Electronic Media. (1-0-3).
A semester-long laboratory class for photography activities with students working under faculty supervision.

COMM 2303. Audio Production. (3-3-1).
Study of technology and theory of audio media. Students acquire experience planning and producing broadcast and non-broadcast audio material.

COMM 2311. News Gathering and Writing. (3-3-1).
Fundamentals of gathering information and writing for the mass media are covered. The class emphasis includes basic concepts regarding what constitutes news in today's society. Different writing styles are discussed to include newspapers, magazines, and broadcast media. (Rd, Wtg)

COMM 2324. Practicum in Electronic Media. (3-3-3).
Covers the contemporary design and production of mass media with emphasis on print publications, including newsletters, pamphlets, newspapers, and magazines. Instruction includes instruction in industry-standard desktop publishing software and industry-standard vector-based imaging software as well as scanning techniques.

COMM 2325. Practicum in Electronic Media. (3-3-3).
Covers the contemporary design and production of mass media with emphasis on electronic publications. Instruction includes industry-standard digital image editing software and scanning techniques and includes simple HTML for web page design.

COMM 2326. Practicum in Electronic Media. (3-3-3).
Covers the contemporary design and production of mass media with emphasis on an industry standard vector-based imaging software and advanced scanning techniques. Instruction includes the creation of complex illustrations manipulating both text and graphics using standard shapes and bezier curves. The emphasis is on color output for print publications. Prerequisite: COMM 2325 or permission of department head.

COMM 2327. Principles of Announcing. (3-3-0).
Principles of announcing: study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Study of phonetics is recommended.

COMM 2339. Writing for Radio, Television, & Film. (3-3-0).
Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

COMM 2389. Academic Cooperative. (3-1-20).
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.

MATHEMATICS

MATH 1314. College Algebra. (3-3-1).
In-depth study and application of polynomial, rational, radical, exponential, and logarithmic functions, and systems of equations using matrices. Prerequisite: A grade of C or higher in Math 0303 or Math 1332, or placement by college entrance exam scores. (Mth)

MATH 1316. Plane Trigonometry. (3-3-0).
In-depth study and application of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing and solving triangles. Prerequisite: A grade of C or higher in MATH 1314, or placement by college entrance exam scores. (Mth)

MATH 1324. Mathematics for Business and Social Sciences I. (3-3-1).
Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics for finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business. Prerequisite: A grade of C or higher in MATH 0303 or MATH 1332, or placement by college entrance exam scores. (Mth)

MATH 1325. Mathematics for Business and Social Sciences II. (3-3-1).
Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, antiderivatives, integration, applications to management, economics, and business. Prerequisite: A grade of C or higher in MATH 1324 or equivalent, or placement by college entrance exam scores. (Mth)

MATH 1332. Contemporary Mathematics I (not recommended for all majors - see advisor). (3-3-0).
An introduction to mathematics and the solving of word problems to include sets; the real number system; elementary algebra including equations and inequalities in one variable radicals; systems of equations and inequalities with graphing; simple geometry and geometric formulae using U.S. customary and metric measurements. Not recommended for all majors - see Advisor. Prerequisite: successful completion of MATH 0300, or MATH 0302, or placement by college entrance exam score(s). (Mth)

MATH 1333. Contemporary Mathematics II. (3-3-0).
An extension of MATH 1332 introducing such topics as set, sequences, quadratics, functions and their graphs, matrices, consumer mathematics, probability, and basic statistics. Prerequisite: successful completion of MATH 0302 or MATH 1332 or placement by college entrance exam scores. (Rd, Mth)
MATH 1342. Elementary Statistics. (3-3-3).
Techniques of analysis of numerical data, including measures of central tendency, dispersion, probability, statistical inference, sampling theory, linear correlation, regression, probability distribution, and tests of significance. Analysis of variance and use of statistical software will be emphasized. Prerequisite: successful completion of MATH 0302 or MATH 1332 or placement by college entrance exam scores. (Rd, Mth)

MATH 1348. Analytic Geometry. (3-3-0).
Introduction to coordinate geometry; functions and graphs; the straight line; the conic sections; polar coordinates; translation and rotation of axes; three dimensional geometry. Prerequisite: successful completion of MATH 1314, or placement by college entrance exam score(s). (Rd, Mth)

MATH 1350. Fundamentals of Mathematics I. (3-3-0).
Concepts of sets, functions, numeration systems, number theory, and properties of real numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. Prerequisite: MATH 1314 or the equivalent. (Rd, Mth)

MATH 1351. Fundamentals of Mathematics II. (3-3-0).
Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek EC-4 and middle grade (4-8) teacher certification. Prerequisite: MATH 1350, MATH 1314 or the equivalent. (Rd, Mth)

MATH 1442. Elementary Statistics. (4-3-3).
Techniques of analysis of numerical data, including measures of central tendency, dispersion, probability, statistical inference, sampling theory, linear correlation, regression, probability distribution, and tests of significance. Analysis of variance and use of statistical software will be emphasized and lab applications will be required. (Rd, Mth)

MATH 2313. Calculus I. (3-3-3).
Limits and continuity; the Fundamental Theorem of Calculus; definitions of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic and trigonometric functions, with an application to calculation of areas. Prerequisite: A grade of C or better in MATH 1316 or its equivalent, or placement by college entrance exam scores. (Mth)

MATH 2318. Linear Algebra (3-3-1).
The algebra and geometry of finite dimensional vector spaces; determinants: linear transformations and matrices; characteristic values, and vectors of linear transformations. Prerequisite: successful completion of MATH 2313 or 2413, or permission of department head. (Rd, Mth)

MATH 2413. Calculus I. (4-3-3).
Topics for this course will include: limits and continuity, derivatives, applications of the derivative, differentials, indefinite integrals, definite integrals, and lab applications. Prerequisite: successful completion of MATH 1316 or MATH 1348 or placement by college entrance exam score(s). (Rd, Mth)

MATH 2414. Calculus II. (4-3-3).
Differentiation and integration of transcendental functions; applications of integration including techniques of integration; sequences and series; improper integrals. Prerequisite: A grade of C or better in MATH 2413 or its equivalent. (Mth)

MATH 2415. Calculus III. (4-3-3).
Advanced topics in Calculus, including parametric equations and polar coordinates; vector and vector-valued functions, partial differentiation, Lagrange multiplier, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stoke's Theorem. Prerequisite: A grade of C or better in MATH 2414 or its equivalent. (Mth)

MUSIC

MUSI 1306. Music Appreciation. (3-3-0).
Understanding music through the study of cultural periods, major composers. and musical elements. Illustrated with audio recordings and live performances.

MUSI 1311. Music Theory I. (3-3-1).
Course includes integration of the following skills and knowledge: Analysis skills, historical perspective, compositional skills, a "seeing" ear, a "hearing" eye, and improvement of performance skills. No previous knowledge of music theory is required; however, the ability to read music and play an instrument or sing is assumed.

MUSI 1312. Music Theory II. (3-3-1).
A continuation of Music 1311. Further study of analysis skills, historical perspective, compositional skills, a "seeing" ear, a "hearing" eye, and improvement of performance skills. Prerequisite: MUSI 1311.

MUSI 1141, 1142, 2141, 2142. Choir. (1-0-5).
Open to all interested students who desire an opportunity to sing. Previous training and experience desired, and audition by instructor is expected in order to determine vocal placement.

PHILOSOPHY

PHIL 1304. Introduction to World Religions (3-3-0).
A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. (Rd)

PHIL 2306. Introduction to Ethics (3-3-0).
The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. (Rd, Wtg)

PHYSICAL EDUCATION

The Western Texas College physical education department is dedicated to teaching the whole student. With intermittent exercise throughout the day, the body becomes stronger and more alert to its challenges, mentally and physically. Our department offers a variety of courses for students to choose from to fit their schedules and their preferences of activities. Skills are taught and practiced, as well as activities offered that students should consider for the rest of their lives for better overall health.

Students not only learn about their bodies but receive instruction in movement skills that enhance their activity selection. Emphasis is placed on sportsmanship, leadership, competition, and etiquette while being in an active situation.

Students pursuing an Associate of Arts degree should complete one semester hour of physical education activities during their two years at WTC.
Activity courses may be for women only, men only, or coeducational. A maximum of four hours will be counted toward graduation requirements. Physical education majors may take eight hours. PHED 1238 offers 2 hours credit.

Physical Education Activities

Individual and dual sports. Courses consist of individual and dual activities designed to aid the student in developing skills, knowledge of rules and etiquette, and physical fitness. Individual and dual sports include beginning and advanced golf, weight training, body conditioning, beginning and advanced racquetball, and martial arts.

Team sports. Courses in techniques, tactics, and rules designed to aid students in developing skills and physical fitness necessary for the enjoyment of recreational team sports. Team sports include basketball, volleyball, golf, and intramural activities.

Western activities. Western activities include Horsemanship - a course in care and riding of western horses, including feeding, grooming, hoof care, types of equipment, saddling, and position and seat at the three basic gaits; and Rodeo Production and Management - Principles of organization, management, promotion, and financing rodeos. Rodeo facilities, judging procedures, and regulations will also be studied.

Non-Activity Courses

PHED 1102-1103. Varsity Men's Track (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Men's Track team.

PHED 1102-1103. Varsity Women's Track. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Women's Track team.

PHED 1102-1103. Varsity Men's Golf (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Men's Golf team.

An activity course designed to meet PHED requirements for members of the Varsity Women's Golf team.

PHED 1102-1103. Varsity Men's Basketball (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Men's Basketball team.

PHED 1102-1103. Varsity Women's Basketball. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Women's Basketball team.

An activity course designed to meet PHED requirements for members of the Varsity Cross-Country team.

PHED 1102-1103. Varsity Baseball. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Baseball team.

PHED 1102-1103. Varsity Softball. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Softball team.

An activity course designed to meet PHED requirements for members of the Varsity Cross-Country team.

PHED 1102-1103. Varsity Baseball. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Baseball team.

PHED 1102-1103. Varsity Softball. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Softball team.

PHED 1102-1103. Varsity Men's Golf (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Men's Golf team.

An activity course designed to meet PHED requirements for members of the Varsity Women's Golf team.

PHED 1102-1103. Varsity Men's Golf (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Men's Golf team.

PHED 1102-1103. Varsity Women's Track. (1-0-3).
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PHED 1102-1103. Varsity Men's Track. (1-0-3).
An activity course designed to meet PHED requirements for members of the Varsity Men's Track team.
An activity course designed to meet PHED requirements for members of the Varsity Women's Soccer team.

PHED 1102-1103, 2102-2103. Varsity Men's Soccer. (1-0-3).

An activity course designed to meet PHED requirements for members of the Varsity Men's Soccer team.

PHED 1102-1103, 2102-2103. Women's Western Activities. (1-0-3).

Physical education for students in rodeo-related activities. Enrollment may be limited by facilities and availability of stock.

PHED 1102-1103, 2102-2103. Men's Western Activities. (1-0-3).

Physical education for students in rodeo-related activities. Enrollment may be limited by facilities and availability of stock.

PHED 1107, 2107. Junior Varsity Baseball. (1-0-3).

An activity course designed to meet PHED requirements for members of the Junior Varsity Baseball team.

PHED 1102-1103, 2102-2103. Varsity Men's Soccer. (1-0-3).

An activity course designed to meet PHED requirements for members of the Varsity Women's Soccer team.

PHED 1102-1103, 2102-2103. Varsity Women's Soccer. (1-0-3).

PHYS 1415. Physical Science I. (4-3-3).

An introductory course that deals with the basic concepts of physics and chemistry. This course is recommended for non-science majors and elementary education majors. Includes a required laboratory. Prerequisite: A grade of C or better in Math 1314 (College Algebra) or its equivalent. (Rd, Wtg, Mth)

PHYS 1417. Physical Science II. (4-3-3).

An introduction to the basic concepts of geology, astronomy, and meteorology. Includes a required laboratory. (Rd, Wtg)

PHYS 1401. College Physics I. (4-3-4).

Designed for pre-medical and pre-dental students and students of architecture and education. Study of elements of mechanics, mechanics of fluids, properties of matter, and heat. Prerequisite: high school trigonometry and MATH 1314 or concurrent enrollment therein. Includes a required laboratory. (Rd, Mth)

PHYS 1402. College Physics II. (4-3-4).

Continuation of PHYS 1401. Study of fundamentals of electricity and magnetism, wave motion, sound and light. Includes a required laboratory. Prerequisite: PHYS 1401. (Rd, Mth)

PHYS 2425. University Physics I. (4-3-3).

The study of the fundamental principles of physics, using calculus, for science, computer science, and engineering majors. This course involves the study of the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting these principles to include experimental design, data collection and analysis, and preparation of laboratory reports will be required. Prerequisite: Math 2413 with a C or higher or its equivalent.

PHYS 2426. University Physics II. (4-3-3).

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles covered, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports will be required. Prerequisites: PHYS 2425 with a C or higher and Math 2414 with a C or higher or its equivalent.

PSYCH 1300. Learning Frameworks. (3-3-0).

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as EDUC 1300).

PSYC 2301. General Psychology. (3-3-0).

General Psychology is a survey of the major psychological topics, theories, and approaches to the scientific study of behavior and mental processes. (Rd, Wtg)

PSYC 2308. Child Psychology. (3-3-0).

This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development. (Rd, Wtg)

PSYC 2314. Life Span Growth and Development. (3-3-0).

Life-Span Growth and Development is a study of social, emotional, cognitive, and physical factors and influences of a developing human from conception to death. (Rd, Wtg)

PSYC 2315. Psychology of Adjustment. (3-3-0).

Study of the processes involved in adjustment of individuals to their personal and social environments. (Rd, Wtg)

PSYC 2316. Psychology of Personality. (3-3-0).

Study of various approaches to determinants, development, and assessment of personality. (Rd, Wtg)

PSYC 2319. Social Psychology. (3-3-0).

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. (Rd, Wtg)

SOCIOLOGY

SOCI 1301. Introduction to Sociology. (3-3-0).

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race-ethnicity, and deviance. (Rd, Wtg)
SOCI 1306. Social Problems. (3-3-0).
Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

SOCI 2301. Marriage and The Family. (3-3-0).
Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

SOCI 2319. Minority Studies. (3-3-0).
This course studies minority-majority group relations, addressing their historical, cultural, social, economic, and institutional development in the United States. Both sociological and social psychological levels of analysis will be employed to discuss issues including experiences of minority groups within the context of their cultural heritage and tradition, as well as that of the dominant culture. Core concepts to be examined include (but are not limited to) social inequality, dominance/subordination, prejudice, and discrimination. Particular minority groups discussed may include those based on poverty, race/ethnicity, gender, sexual orientation, age, disability, or religion.

SOCI 2340. Drug Use & Abuse. (3-3-0).
Study of the use and abuse of drugs in today’s society. Emphasizes the physiological, sociological, and psychosocial factors. (Cross-listed as PHED 1346).

SPANISH

SPAN 1300. Beginning Spanish Conversation I. (3-3-0).
Primary aim of the course is to teach communication skills in speaking and understanding spoken Spanish. Idiomatic expressions and conversation stressed in a course designed primarily for business and professional people, farmers, ranchers, and others who deal with Spanish-speaking citizens of the community. May not be counted as part of the requirements for Spanish major or minor and not open to students who speak Spanish as vernacular. (Not designed for transfer)

SPAN 1310. Beginning Spanish Conversation II. (3-3-0).
A continuation of SPAN 1300.

SPAN 1411. Beginning Spanish I. (4-3-3).
Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. (Rd, Wtg)

SPAN 1412. Beginning Spanish II. (4-3-3).
Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Prerequisite: SPAN 1411. (Rd, Wtg)

SPAN 2311. Intermediate Spanish I. (3-3-2).
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading, and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 1412. (Rd, Wtg)

SPAN 2312. Intermediate Spanish II. (3-3-2).
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading, and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 2311. (Rd, Wtg)

SPEECH

SPCH 1311. Introduction to Communication. (3-3-0).
Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

SPCH 1315. Public Speaking. (3-3-0).
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students’ speaking abilities, as well as ability to effectively evaluate oral presentations.

SPCH 1318. Interpersonal Communication. (3-3-0).
Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

SPCH 1321. Business and Professional Communication. (3-3-0).
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. (Rd)

WIND ENERGY

WIND 1300. Introduction to Wind Energy. (3-3-0).
Provides a basic understanding of the wind energy industry and discusses the basic meteorology of wind, extraction of energy from wind, wind plant development, and the environmental and ecological impact of wind energy plants. (Rd, Wtg)

WIND 1310. Analytical Methods in Wind Energy. (3-3-0).
Analytical fundamentals of wind mathematical modeling and applications of those models to wind forecasting. Prerequisite: MATH 1314. (Rd, Mth)

WIND 1311. Principles of Wind Power Conversion. (3-3-0).
Wind power conversion fundamentals applied to wind energy topics. Prerequisite: MATH 1316 (Rd, Mth) WIND 2300. Social Impacts of Wind Energy. (3-3-0).
Provides an in-depth look at environmental, economic, national security, health benefits, and issues of wind energy vs traditional fuels. (Rd, Wtg)

WIND 2310. Methods for Wind Resource Characterization. (3-3-0).
Wind resource characterization applied to wind energy. (Rd, Wtg, Mth)
Career and Technical Degree and Certificate Programs

- Communication Design
- Computer Aided Drafting
- Early Childhood Education
- Electrical Lineman Technology
- Information Technology Business Management
- Petroleum Technology
- Radio Broadcasting
- Solar Energy Technology
- Turfgrass and Landscape Management
- Vocational Nursing
- Welding
- Prison Offender Education
  - Computer Maintenance Technology
  - Nursery-Landscape Management

Continuing Education Programs

- Adult Basic Education/ESL
- Community Services
- Correctional Officer Training
- Emergency Medical Services CE
- ESL
- GED Testing Center
- Truck Driving/CDL

Workforce Education

wtc2go
COMMUNICATION DESIGN

The Communication Design program offers general education and training in the field of graphic design. This field offers the opportunity to combine traditional, creative art with computer technology. The program prepares students for careers in the field of graphic design such as advertising, publishing, layout, illustration, and pre-press production. This art-based program develops designers with creative thinking and problem solving skills to enhance their technical knowledge necessary for the field of graphic design. Acquired skills will include knowledge of typography, advertising art direction, corporate identity, packaging, marketing materials, illustration, and web design basics.

ASSOCIATE OF APPLIED SCIENCE

Freshman Year

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<td>**ENGL 1301 Composition I</td>
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<td><strong>ARTS 1304 Art History Survey II or ARTS 1301 Art Appreciation</strong></td>
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<td>ARTS 1312 Design II</td>
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<td>ARTS 1316 Drawing I</td>
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<td>ARTC 2311 History of Communication Graphics</td>
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<td>ARTC 1327 Typography</td>
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<td>ARTC 1313 Digital Publishing</td>
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<td><strong>Behavioral Science Credit</strong></td>
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<td>IMED 1316 Web Design I</td>
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<td>ARTS Studio Art Elective</td>
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<td>ARTC 1349 Art Direction I</td>
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Electives - Must be selected from the following: ARTS 1317, ARTS 2316, ARTS 2323, ARTS 2333, ARTS 2346, or ARTS 2356

VISUAL COMMUNICATION CERTIFICATE

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BASIC GRAPHIC ARTS CERTIFICATE

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**General Education Requirement courses are from fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.

Course Descriptions

ARTC 1310. Design Concepts. (3-3-0)
An introduction to the field of Communication Design focusing on the fundamental techniques in conceptualizing. Includes all procedures from initial research to creating strategies to finalize a solution.

ARTC 1313. Digital Publishing I. (3-2-4)
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout. Exploration of concept development through the production of advertising and public announcements.
ARTC 1317. Design Communication I. (3-2-4)
Study of design development relating to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images and other design elements, and developing computer skills in industry standard computer programs.

ARTC 1327. Typography. (3-2-4)
A study of letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards.

ARTC 1349. Art Direction I. (3-2-4)
Creation of projects in art direction for advertising graphic campaigns for products, services, or ideas. Topics include all campaign procedures from initial research and creative strategy to final execution and presentation of a comprehensive project.

ARTC 1353. Computer Illustration. (3-2-4)
Identify terminology, advantages and limitations of vector software; use vector drawing tools to manipulate, create, and edit vector drawings for print or web; and specify file formats.

ARTC 2311. History of Communication Graphics. (3-3-0)
Survey of the evolution of graphic arts in relation to the history of art. Includes formal, stylistic, social, political, economic, and historical aspects. Emphasis on art movements, schools of thought, individuals, and technology as they interrelate with graphic arts.

ARTC 2335. Portfolio Development. (3-2-2)
Preparation of a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study.

ARTC 2347. Design Communication II. (3-2-4)
An advanced study of the design process and art direction. Emphasis on form and content through the selection, creation, and integration of typographic, photographic, illustrative, and design elements.

IMED 1316. Web Design I. (3-2-4)
Introduction to Internet web page design using web page authoring software. Includes design guidelines, basic HTML/Javascript, testing, and uploading.

ITSE 1301. Web Design Tools. (3-2-4)
Designing and publishing Web documents according to World Wide Web Consortium (W3C) standards. Emphasis on optimization of graphics and images and exploration of the tools available for creating and editing Web documents.

COMPUTER AIDED DRAFTING
The computer-aided drafting program prepares individuals in the areas of building construction and various manufacturing processes. Various disciplinary type drawings are created and maintained, including but not limited to the following: piping, electrical, civil, structural, architectural, and mechanical drawings. Individuals who graduate from this program and its various certificate options will have the basic knowledge and skills to carry out the aforementioned functions in a professional setting.

GENERAL DRAFTING CERTIFICATE

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<tr>
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Course Descriptions

DFTG 1317. Architectural Drafting - Residential. (3-2-4).
Utilize architectural terms, symbols, residential construction materials, and processes to produce a set of residential construction drawings, including site plan, floor plan, elevations, wall sections, schedules, details, and foundation plan using reference materials.

DFTG 1333. Mechanical Drafting. (3-2-4).
Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings.

DFTG 1409. Basic Computer-Aided Drafting. (4-2-4).
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

DFTG 2319. Intermediate Computer-Aided Drafting. (3-2-4).
A continuation of practices and techniques used in basic computer-aided drafting, including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D.

DFTG 2332. Advanced Computer Aided Drafting (3-2-4)
Study of advanced techniques, including the use of a customized system. Presentation of advanced drawing applications, such as solids modeling and linking graphic entities to external non-graphic data.
EARLY CHILDHOOD EDUCATION

The Early Childhood Education program is designed to prepare students to care for and educate young children from birth through age 8 and to provide training for caregivers or administrators in early childhood programs. The A.A.S. program requires students to complete 61 semester credit hours of coursework with 37 in the major area of study and 24 in general education coursework. The curriculum includes two practicum courses, the second of which would be used to satisfy the capstone requirement. Students pursuing the Level I Certificate program will complete 30 semester credit hours of coursework in the major area of study.

<table>
<thead>
<tr>
<th>Course Description</th>
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<th>Sophomore Year</th>
<th>1-Year Certificate</th>
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<td><strong>TECA/CDEC 1318 Wellness of Young Child</strong></td>
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Electives - Must be selected from the following: CDEC 1323, CDEC 1358, CDEC 2326, CDEC 1321, CDEC 2341, CDEC 1394, CDEC 1356, and CDEC 2328.

**Course Descriptions**

CDEC 1303. Families, School, and Community. (3-3-1).
Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.
CDEC 1311. Educating Young Children. (3-3-1).  
An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

CDEC 1318. Wellness of the Young Child. (3-3-1).  
A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

CDEC 1319. Child Guidance. (3-3-1).  

CDEC 1321. The Infant and Toddler. (3-3-1).  
A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, appropriate environments, materials and activities, and teaching/guidance techniques.

CDEC 1323. Observation and Assessment. (3-3-1).  
A study of observation skills, assessment techniques, and documentation of children's development.

CDEC 1354. Child Growth and Development. (3-3-0).  
Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

CDEC 1356. Emergent Literacy for Early Childhood. (3-3-1).  
An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum.

CDEC 1358. Creative Arts for Early Childhood. (3-2-3).  
An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

CDEC 1394. Special Topics in Early Childhood. (3-3-0).  
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.

CDEC 1459. Children with Special Needs. (4-3-2).  
A survey of information regarding children with special needs, including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

CDEC 2315. Multicultural/Multilingual Education. (3-3-0).  
An overview of multicultural education to include relationship with the family and community to develop awareness and sensitivity to diversity related to individual needs of children.

CDEC 2326. Administration of Programs for Children I. (3-3-1).  
A practical application of management procedures for early child care education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. (Rd, Wtg)

CDEC 2328. Administration of Programs for Children II. (3-3-1).  
An in-depth study of the skills and techniques in managing early child care and education programs including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, planning parent education/ partnerships, and technical applications in programs. (Rd, Wtg, Mth)

CDEC 2341. The School Age Child. (3-3-1).  
A study of appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials, and activities and teaching/guidance techniques.

CDEC 2366. Practicum. (3-0-21).  
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (Capstone for Certificate Program) Prerequisite: CDEC 1311, 1313, 1318, & 1319.

CDEC 2367. Practicum. (3-0-21).  
A continuation of CDEC 2366. (Capstone for A.A.S. degree) Prerequisite: CDEC 1311, 1313, 1318, 1319, & 2366.

TECA 1303. Families, School, and Community. (3-3-1).  
Study of the child, family, community, and schools. Includes parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

TECA 1311. Educating Young Children. (3-3-1).  
An introduction to the education of the young child. Includes developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

TECA 1318. Wellness of the Young Child. (3-3-1).  
Factors impacting the well-being of young children. Includes healthy behavior, food, nutrition, fitness, and safety practices. Emphasis on local and national standards and legal implications of relevant policies and regulations. Course content is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Requires students to participate in a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings with varied and diverse populations.

TECA 1354. Child Growth and Development. (3-3-0).  
Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.
ELECTRICAL DISTRIBUTION SYSTEMS

This program prepares individuals to build, repair, and maintain electrical distribution systems. Job duties include stringing new wire or maintaining old wire, installing and maintaining insulators, setting towers or poles to hold electrical wire, assembling and erecting substations, installing and repairing traffic or train signals, and tree trimming. Linemen are in high demand during natural disasters such as tornadoes, ice storms, and hurricanes. Individuals who graduate with this certificate will have the basic knowledge and skills of electrical distribution. Proof of personal health/accident insurance is required.

Alcohol/Drug Testing

As part of WTC’s Alcohol/Drug policy, random, reasonable cause, and post-accident drug and alcohol tests are performed on Electrical Lineman students during their training.

ELECTRICAL LINEMAN TRAINING CERTIFICATE

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AAS ELECTRICAL LINEMAN TECHNOLOGY

FRESHMAN YEAR

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SOPHOMORE YEAR

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**General Education Requirement courses are from fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.
Course Descriptions

LNWK 1211. Climbing Skills. (2-1-4).
Theory and application of pole climbing. Includes safety, climbing techniques, tool inspection, poles inspection, personal protective equipment, and fall protection.

LNWK 1291. Special Topics in Lineworker. (2-1-3).
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.

LNWK 1301. Orientation and Line Skill Fundamentals. (3-2-3).
Examination of utility company operations. Topics include company structure, safety and distribution standards handbook, lineman's tools, vocabulary, and work procedures. Discussion of basic electrical systems including the history of power generation and distribution with emphasis on generating plants and substations.

LNWK 1311. Climbing Skills. (3-2-4).
Theory and application of pole climbing. Includes safety, climbing techniques, tool inspection, poles inspection, personal protective equipment, and fall protection.

LNWK 1391. Special Topics in Lineworker. (3-2-3).
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. This course is designed to be repeated multiple times to improve proficiency.

LNWK 2321. Live Line Safety. (3-2-2).
Study of cover-up procedures and safety requirements for work on energized electrical circuits. Includes use, care, and inspection of cover-up material, recognizing nominal voltages and energized parts, approach distances, and safety.

LNWK 2322. Distribution Line Construction. (3-2-4).
Study of electric distribution line construction. Includes reading staking sheets and framing specifications, tailboard discussions, pole framing and setting, installing conductors, transformers and other line equipment, and OSHA and NESC regulations.

LNWK 2324. Troubleshooting Distribution Systems. (3-2-4).
Study of power outages and voltage complaints on distribution systems. Includes lockout-tagout procedures, safety grounds, backfeed, induced voltage, causes of outages, and analyzing voltage complaints.

ELPT 1221. Introduction to Electrical Safety and Tools. (2-1-3).
Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

ELPT 1264. Practicum I. (2-0-14).
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

ELPT 1319. Fundamentals of Electricity. (3-2-4).
An introduction to basic direct current (DC) theory including electron theory and direct current applications.

ELPT 1320. Fundamentals of Electricity II. (3-2-2).
Introduces alternating current (AC). Includes AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors.

ELPT 1491. Special Topics in Electrical and Power Transmission Installer, General (4-3-4).
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.

Design, operation, and technical details of modern power distribution systems including generating equipment, transmission lines, plant distribution, and protective devices. Includes calculations of fault current, system load analysis, rates, and power economics.

ELPT 2323. Transformers. (3-2-4).
Transformer types, construction, connections, protection, grounding, and associated safety procedures.

CVOP 1201. Commercial Drivers License Driving Skills. (2-1-4).
Overview of the State of Texas Class A Commercial Drivers License driving test. In-depth coverage of in-cab air brake test, proper shifting, right and left-hand turns, movement in traffic, parking of a tractor trailer, highway and city driving, and backward movement and control.
Information Technology Business Management

The Information Technology Business Management program at Western Texas College is ideal for students who are interested in acquiring the skills needed to succeed in today's competitive environment. This program is helping many students prepare for a variety of exciting entry-level technology, business, and medical support positions. Successful completion of a two-year curriculum will qualify students for the Associate of Applied Science Degree. The Information Technology Business Management program also offers several choices of certificates: Help Desk Software Support Technician, Information Management Specialist, Web Design, Server Administration, Business Office Specialist, and Medical Office Specialist.

- The Help Desk/User Support Technician certificate is designed to provide students with technical support skills needed to assist customers, clients, or members of an organization or company with a large variety of technical problems, including hardware, software, networks, email, and web pages.
- The Information Management Specialist certificate is designed to provide in-depth training in suite package software, operating systems, and Web page development.
- The Web Design Certificate is designed to provide a foundation to designing Web pages. The certificate includes working with cutting-edge software programs including cutting-edge Web design products, graphic programs, and Web programming.
- The Server Administration certificate will provide training to maintain the computer networking system in an office environment by tracking server activity, performing upgrades of software, maintaining computer hardware, addressing questions about technical problems, and improving efficiency by evaluating system network functions.
- The Business Office Specialist will provide training in the business office including accounting, accounting software, office applications, and financial software.
- Medical Office Specialist will provide training for administrative and patient care tasks; greet patients and visitors; schedule patient appointments; keep patient records accurately filed; medical coding; process billing; phone call handling; mail and email handling; and patient communication.

Degree and Certification requirements are subject to approval by the Texas Higher Education Coordinating Board.

### ASSOCIATE OF APPLIED SCIENCE DEGREE

#### Freshman Year

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<td>ILSW 1310 Intro to Pres Graphics Software</td>
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<td>ITNW 2313 Networking Hardware</td>
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### INFORMATION MANAGEMENT SPECIALIST CERTIFICATE

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<td>ITCW 1310 Intro to Pres Graphics Sftwre</td>
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<td>Total Semester Hours</td>
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### HELP DESK SOFTWARE SUPPORT TECHNICIAN CERTIFICATE

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<tbody>
<tr>
<td>COSC 1301 Intro to Computing or *POFI 1301 Comp Applications</td>
<td>3</td>
<td>ITSC 2339 Personal Comp. Help Desk</td>
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<td>CPMT 1303 Intro to Computer Technology</td>
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<td>IMED 1316 Web Design I</td>
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<td>ITCW 1301 Word Processing</td>
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<td>ITNW 1325 Fund. of Networking Tech</td>
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### MEDICAL OFFICE SPECIALIST CERTIFICATE

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<tr>
<td>HITT 1305 Medical Terminology I</td>
<td>3</td>
<td>ITCW 1310 Intro to Presentations</td>
<td>3</td>
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<tr>
<td>POFM 1300 Medical Coding Basics</td>
<td>3</td>
<td>ITCW 1307 Intro to Database</td>
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<tr>
<td>ITCW 1301 Intro to Word Processing</td>
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<td>HITT 2340 Advanced Med Billing &amp; Reimb</td>
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<td>BCIS 1305 Business Computer Apps</td>
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<td>ITCW 1304 Intro to Spreadsheets</td>
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<tr>
<td>ITSC 1391 Spec Top: Help Dsk Cust Ser</td>
<td>3</td>
<td>POFM 1302 Medical Software Apps</td>
<td>3</td>
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<tr>
<td>HITT 1353 Legal &amp; Ethical Aspect of Hlth</td>
<td>3</td>
<td>POFM 2310 Intermediate Med Coding</td>
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### WEB DESIGN CERTIFICATE

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<tbody>
<tr>
<td>CPMT 1303 Intro to Computer Tech</td>
<td>3</td>
<td>ITSE 1311 Beginning Web Prog</td>
<td>3</td>
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<tr>
<td>IMED 1345 Interactive Digital Media</td>
<td>3</td>
<td>ITSE 1301 Web Design Tools</td>
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<tr>
<td>IMED 1316 Web Design I</td>
<td>3</td>
<td>ITCW 1307 Intro to Database</td>
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### BUSINESS OFFICE SPECIALIST CERTIFICATE

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<tbody>
<tr>
<td>ITCW 1301 Intro to Word Processing</td>
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<td>ITCW 1310 Intro to Presentations</td>
<td>3</td>
</tr>
<tr>
<td>ITCW 1304 Intro to Spreadsheets</td>
<td>3</td>
<td>ITCW 1307 Intro to Database</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2301 Printciples of Accounting or</td>
<td>3</td>
<td>BUSI 1307 Personal Finance or</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1303 Intro to Accounting I</td>
<td>3</td>
<td>BUSH 1303 Principles of Finance</td>
<td>3</td>
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<tr>
<td>BUSI 1301 Introduction to Business or</td>
<td>3</td>
<td>ECON 2301 Principles of Economics or</td>
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<tr>
<td>BUSH 1303 Intro to Business</td>
<td>3</td>
<td>ECNG 1301 Basic Economics</td>
<td>3</td>
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<tr>
<td>ITCW 1300 Fundmntls of Information Security</td>
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<td>ACNT 1313 Computerized Accounting Appi</td>
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### SERVER ADMINISTRATION CERTIFICATE

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<tr>
<td>ITNW 1325 Fundmntls of Networking Tech</td>
<td>3</td>
<td>ITNW 1354 Implement &amp; Supporting Servers</td>
<td>3</td>
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<tr>
<td>ITNW 1316 Network Administration</td>
<td>3</td>
<td>ITSC 1307 UNIX Operating Systems I</td>
<td>3</td>
</tr>
<tr>
<td>ITCW 1300 Fundmntls of Info Security</td>
<td>3</td>
<td>ITNW 2313 Networking Hardware</td>
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<tr>
<td>Total Semester Hours</td>
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<td>Total Semester Hours</td>
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</table>
Course Descriptions

See Academic Course Descriptions section in the catalog for the following courses: COSC 1301, ENGL 1301, SPCH 1315, EDUC 1300.

ACCT 2301. Principles of Accounting I. (See catalog page 24)

ACNT 1303. Introduction to Accounting I. (3-2-4).
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.

ACNT 1313. Computerized Accounting Applications. (3-2-4).
Skill development in the use of small-business accounting software (Peachtree) to create and maintain accounting records. Emphasis on all phases of computerized accounting including database input, transaction processing, journalizing, payroll processing, and financial statements. Additional work with software-based business tools including inventory, fixed asset, and time-management tools. For non-accounting majors.

BUSI 1301. Introduction to Business. (See catalog page 24)

BUSG 1301. Introduction to Business. (3-2-1).
Fundamental business principles including structure, functions, resources, and operational processes.

BUSG 1302. E-Business Management. (3-2-4).
Introduction to business. Includes the internet, infrastructure for electronic commerce, markup languages, web-based tools and software, security issues, and electronic payment systems. Also covers strategies for marketing, sales, and purchasing; legal, ethical, and tax issues; and management functions.

BUSG 1303. Principles of Finance (3-2-1).
Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money.

BUSH 1307. Personal Finance. (See catalog page 24)

COSC 1301. Introduction to Computing. (See catalog page 25)

CPMT 1303. Introduction to Computer Technology. (3-2-4)
A fundamental computer course that provides explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

CPMT 1304. Microcomputer System Software. (3-2-4)
Skill development in the installation, configuration, maintenance, and troubleshooting of system software in microcomputers.

CPMT 1345. Computer Systems Maintenance. (3-2-4)
A study of the components within a computer system. Development of testing and troubleshooting skills.

ECNG 1301. Basic Economics. (3-2-4).
An overview of the basic principles of macro and micro economics. Topics include economic systems; markets and completion; money and banking; production, income, and employment; economic activities and policies; and international economics.

ECON 2301. Principles of Macroeconomics. (See catalog page 25)

HITT 1305. Medical Terminology. (3-2-4).
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HITT 1349. Medical Pharmacology. (3-2-4).
Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

HITT 1353. Legal and Ethical Aspects of Health Information (3-2-4).
Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

ITNW 1316. Web Page Design. (3-2-4).
Instruction in web design and related graphic design issues including mark-up languages, websites, and browsers.

ITNW 1345. Interactive Digital Media I. (3-2-4).
Exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software.

INFORMATION SECURITY MANAGEMENT ENHANCED SKILLS CERTIFICATE

ITSY 2343 Computer Systems Forensics .................3
SLPS 2330 Security of Computer & Data....................3
Total Semester Hours ........................................ 6
Cyber theft and computer fraud. Includes physical protection of computers and peripherals.

Skill development in typing on a computer keyboard. Emphasis on development of acceptable speed and accuracy levels. Includes basic business for Evaluation and Management (E/M) and Medical/Surgical cases. Prerequisite: POFM 1300 Medical Coding Basics.

Medical software applications for the management and operation of health care information systems.

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

Medical software applications for the management and operation of health care information systems.

Assignment and application of various coding guidelines with emphasis on physician-billing and regulatory requirements. Include: code selection for Evaluation and Management (E/M) and Medical/Surgical cases. Prerequisite: POFM 1300 Medical Coding Basics.

Skill development in typing on a computer keyboard. Emphasis on development of acceptable speed and accuracy levels. Includes basic business document formatting.

Cyber theft and computer fraud. Includes physical protection of computers and peripherals.
PETROLEUM TECHNOLOGY

The Petroleum Technology program provides a broad overview of the petroleum industry. Students will experience viewing, working, and training with procedures and equipment utilized throughout the process of oil production. The objectives of this program are to provide education for each of the steps involved in energy production. Achieved knowledge and specialized training will enable the student to choose and successfully pursue a career in almost any of the myriad aspects of the petroleum industry.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Year One

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTRT 1301 Intro to Petroleum Ind</td>
<td>3</td>
</tr>
<tr>
<td>PTRT 1313 Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td><strong>MATH 1332 Contemporary Mathematics I or</strong></td>
<td>3</td>
</tr>
<tr>
<td>MATH 1314 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td><strong>EDUC 1300 Learning Frameworks</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>GEOL 1401 Earth Sciences I</strong></td>
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<tr>
<td>Total Semester Hours</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>PTRT 1324 Petroleum Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>PTRT 1307 Recovery &amp; Production Methods</td>
<td>3</td>
</tr>
<tr>
<td>PTRT 1309 Corrosion Basics</td>
<td>3</td>
</tr>
<tr>
<td>BCIS 1405 Bus. Computer Applications or**</td>
<td>4</td>
</tr>
<tr>
<td>COSC 1301 Intro to Computing</td>
<td>3</td>
</tr>
<tr>
<td><strong>SPCH 1315 Public Speaking</strong></td>
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Year Two

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>CTEC 1401 Applied Petrochem Tech OR</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1401 College Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PTRT 2332 Artificial Lift</td>
<td>3</td>
</tr>
<tr>
<td>ELMT 1301 Programmable Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td>INMT 2303 Pumps, Compressors, and Mechanical Drives</td>
<td>3</td>
</tr>
<tr>
<td><strong>ENGL 1301 Composition I</strong></td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>INMT 2488 Internship</td>
<td>4</td>
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<tr>
<td>INTC 1358 Flow and Measurement Calibration</td>
<td>3</td>
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<tr>
<td>PTRT 1321 Oil Field Hydraulics</td>
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<tr>
<td>PTRT 1312 Petroleum Regulations</td>
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<tr>
<td>Total Semester Hours</td>
<td>13</td>
</tr>
</tbody>
</table>

Proof of personal health/accident insurance is required.

Random drug testing will be performed on all Petroleum Technology students.

**General Education Requirement courses are from fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.
Course Descriptions

CTEC 1401. Applied Petrochemical Technology. (4-3-4).
Instruction in the basic principles of physics and their application to process facilities. Topics include physical laws and properties and how these relate to the operation of processes.

ELMT 1301. Programmable Logic Controllers. (3-2-4).
An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment.

ENTC 1349. Reliability and Maintainability. (3-2-4).
Equipment reliability and maintainability. Includes development and assessment of maintenance programs.

INMT 2303. Pumps, Compressors, & Mechanical Devices. (3-2-4).
A study of the theory and operation of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives.

INMT 2488. Internship - Manufacturing Technology/Technician. (4-0-12).
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.

Practical methods of flow measurements and flow integration. Emphasized primary flow element selection and calculations in accordance with American Gas Association (AGA) and American Petroleum Institute (API) standards.

PTRT 1301. Introduction to Petroleum Industry. (3-2-4).
An introduction to the various aspects of petroleum industry including equipment, systems, instrumentation, operations, and the various scientific principles. Addresses a variety of petroleum technologies: exploration, drilling, production, transportation, marketing, and chemical processing industries.

Petroleum recovery and production methods.

PTRT 1309. Corrosion Basics. (3-2-4).
Principles of corrosion as it applies to oil and gas industries. Addresses the deterioration of materials, devices, and pieces of oil field (or other) machinery/equipment. Emphasis on terminology associated with metallic and nonmetallic corrosion.

PTRT 1312. Petroleum Regulations. (3-2-4).
Regulatory requirements and structures associated with the petroleum industry.

PTRT 1313. Industrial Safety. (3-2-4).
An overview for petroleum and manufacturing workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 C.F.R. 1910, 1926 standards.

PTRT 1321. Oil Field Hydraulics. (3-2-4).
Study hydraulics applicable to drilling, completion, and production. Includes calculating and evaluating the characteristics of the flowing and static fluids in various tubular and annular systems.

PTRT 1324. Petroleum Instrumentation. (3-2-4).
Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment.

PTRT 2332. Artificial Lift. (3-2-4).
Practical aspects of artificial lift in production systems.
RADIO BROADCASTING

The Radio Broadcasting program prepares individuals for careers in different industry related areas, such as sales, announcing, production, engineering, and news writing. Program completers are qualified by virtue of having the knowledge, skills, and personal characteristics to carry out various functions in professional broadcast settings.

At the WTC FCC-licensed FM radio station, 91.1 KGWB, Radio Broadcasting students have the opportunity to work with state-of-the-art equipment, produce announcements and programs, prepare news and sportscasts, broadcast WTC sporting events to local and worldwide audiences, and learn the inner workings of a radio station. Further, students will become station staff members gaining valuable on-the-job experience, assume the same responsibilities as in a commercial broadcast operation, and compile a professional portfolio through a 16-week internship at a commercial radio station as part of the program.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses (2023-2024)</th>
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<tr>
<td>Freshman Year</td>
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<tr>
<td>Fall Semester</td>
<td>PHED 1238 Intro to Fitness, Wellness and Sport 2</td>
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<tr>
<td></td>
<td>BUSI 1301 Intro to Business 3</td>
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<tr>
<td></td>
<td><strong>ENGL 1301 English Composition I</strong> 3</td>
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<td></td>
<td>RTVB 1329 Scriptwriting or</td>
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<tr>
<td></td>
<td>COMM 2339 Writing for Radio, TV &amp; Film 3</td>
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<td></td>
<td>RTVB 1310 Intro to Mass Communications or</td>
</tr>
<tr>
<td></td>
<td>COMM 1307 Intro to Mass Communications 3</td>
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<td></td>
<td>RTVB 1309 Audio/Radio Production I or</td>
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<td>COMM 2303 Audio/Radio Production 3</td>
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<td>Spring Semester</td>
<td><strong>Social/Behavioral Science Elective</strong> 3</td>
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<td>SPCH 1315 Public Speaking 3</td>
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<td>COMM 2311 News Gathering &amp; Writing 3</td>
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<td></td>
<td>RTVB 1355 Radio and TV Announcing or</td>
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<td>COMM 2331 Radio/Television Announcing 3</td>
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| Sophomore Year |
| Fall Semester | RTVB 2347 Mgmt and Oper Elec Media Facil 3 |
| | RTVB 2339 Broadcast Sales 3 |
| | **GOVT 2305 Federal Government** 3 |
| | RTVB 1391 Spec Topics in Radio and TV Brdcstng 3 |
| | **MATH 1314 College Algebra or** |
| | MATH 1332 Contemporary Math 3 |
| | Total Semester Hours 15 |
| Spring Semester | RTVB 2431 Audio/Radio Production III 4 |
| | RTVB 2340 Portfolio Development 3 |
| | RTVB Elective 3 |
| | ARTS 1301 or |
| | **DRAM 1310 Introduction to Theater** 3 |
| | RTVB 2380 Cooperative Education - Radio & TV or |
| | COMM 2389 Academic Cooperative 3 |
| | Total Semester Hours 16 |

| Certificate |
| Radio Broadcasting |
| Fall Semester | PHED 1238 Intro to Fitness, Wellness and Sport 2 |
| | BUSI 1301 Introduction to Business 3 |
| | RTVB 1329 Scriptwriting or |
| | COMM 2339 Writing for Radio, Television & Film 3 |
| | RTVB 1309 Audio/Radio Production or |
| | COMM 2303 Audio/Radio Production 3 |
| | RTVB 1310 Intro to Mass Communications or |
| | COMM 1307 Intro to Mass Communications 3 |
| | Total Semester Hours 14 |
| Spring Semester | EDUC 1300 Learning Framework 3 |
| | RTVB 1447 Audio/Radio Production II 4 |
| | SPCH 1315 Public Speaking 3 |
| | RTVB 1301 Broadcast News Writing or |
| | COMM 2311 News Gathering & Writing 3 |
| | RTVB 1355 Radio & Television Announcing or |
| | COMM 2331 Radio & Television Announcing 3 |
| | Total Semester Hours 16 |

| certificate |
| Radio Broadcasting |
| This certificate is available only after the completion of an Associate of Applied Science degree in Radio Broadcasting. |
| Sem. Hrs. |
| RTVB 1445 Broadcast Engineering 4 |
| RTVB 2345 Advanced Broadcast Engineering 3 |
| ITNW 1425 Broadcast Engineering 4 |
| Total Semester Hours 11 |

**General Education Requirement courses are from fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.
CERTIFICATE  
Radio Broadcasting Announcing

<table>
<thead>
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<th>Sem Hrs.</th>
<th>Spring Semester</th>
<th>Sem Hrs.</th>
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<tbody>
<tr>
<td>RTVB 1329 Scriptwriting or COMM 2339 Writing for Radio, TV, &amp; Film</td>
<td>3</td>
<td>SPCH 1315 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>RTVB 1309 Audio/Radio Production I or COMM 2303 Audio/Radio Production</td>
<td>3</td>
<td>RTVB 1301 Broadcast News Writing or COMM 2311 News Gathering &amp; Writing</td>
<td>3</td>
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<tr>
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<tr>
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</table>

Course Descriptions

RTVB 1301. Broadcast News Writing. (3-3-1).
Instruction in the writing of news copy for broadcast. Research, write, and edit news copy according to standard broadcast formats.

RTVB 1309. Audio/Radio Production I. (3-3-1).
Concepts and techniques of sound production including basic recording, mixing, and editing techniques. Operate a variety of production equipment; define terminology applicable to the audio/radio industry; produce audio productions that include microphone techniques, recording, mixing, and editing; and design and complete audio productions from concept to scripting and post production.

RTVB 1310. Introduction to Mass Communications. (3-3-0).
Theories and models of mass communication, the relationship of mass media and society, trends in print, electronic media, advertising, public relations, and other visual media.

RTVB 1329. Scriptwriting. (3-3-0).
Writing scripts for film and electronic media. Emphasizes format and style for commercials, public service announcements, promos, news, and documentaries.

RTVB 1355. Radio and Television Announcing. (3-3-0).
Radio and television announcing skills such as voice quality, articulation, enunciation, and pronunciation. Includes preparation for opportunities in announcing employment in news, sports, commercials, voice talent, disc jockey, radio, and television.

RTVB 1391. Special Topics in Radio and Television Broadcasting. (3-3-0).
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.

RTVB 1447. Audio/Radio Production II. (4-3-3).
Audio production theories regarding multitrack recording, studio live production, and equipment operation. Apply techniques of multitrack recording and editing; plan and execute live recordings; and display mastery of studio equipment operation.

RTVB 2339. Broadcast Sales. (3-3-1).
Instruction in sales methods, audience measurement, demographics, station promotion, and public relations.

RTVB 2340. Portfolio Development. (3-2-2).
Preparation and presentation of a portfolio suitable for employment in the media industry. This course is intended to be taken in the last semester, and should be taken in conjunction with COMM 2389 or RTVB 2380 if possible.

RTVB 2347. Management and Operation of Electronic Media Facilities. (3-3-1).
An analysis of management principles of production companies, broadcast stations, cable companies, and emerging technologies.

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

RTVB 2381. Audio/Radio Production III. (4-3-2).
Advanced concepts in audio/radio recording and editing. Includes digital editing, sound processing systems, and multitrack mix-down recording techniques.

COMM 1307. Introduction to Mass Communications. (3-3-0).
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.

COMM 2303. Audio/Radio Production. (3-3-0).
Concepts and techniques of sound production, including coordinating and directing processes. Hands-on experience with equipment, sound sources, and direction of talent.

COMM 2311. News Gathering and Writing. (3-3-1).
Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner.

COMM 2331. Radio/Television Announcing. (3-3-0).
Principles of announcing: study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Study of phonetics is recommended.

COMM 2339. Writing for Radio, Television, & Film. (3-3-0).
Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

COMM 2389. Academic Cooperative. (3-1-20).
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.
SOLAR ENERGY TECHNOLOGY

The Solar Energy Technology program provides basic concepts of the operation of photovoltaic devices, the major technologies, and the impact of materials and device structure on the conversion efficiency. Students will gain knowledge of the physics of operation of the major commercial solar cell technologies, and how they are integrated into solar cell systems. Through this course, students will demonstrate understanding alternative energy and electrical theory, photovoltaic system design and installation, and troubleshooting techniques for system operation. An overview of solar radiation; operating principles of photovoltaic; market trends; typical applications; hands-on laboratory experiments; lecture-lab course. The goal in this course is to have students understand the operating principles of solar cells and modules with the focus being on the application of the photovoltaic technology. Students will become familiar with the practical implications of photovoltaic. Will examine the direct generation of electricity from solar energy through photovoltaic (PV), starting with the nature and variability of terrestrial solar radiation and ending with methods for engineering economic analysis of PV systems. The objective is for the student to acquire understanding of the fundamentals of PV systems and to be able to analyze the technical and economic aspects of a system design for a specific application.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Year One

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Year Two

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<td>ELMT 1367 Practicum or Field Experience</td>
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INTRODUCTION TO SOLAR ENERGY TECHNOLOGY

One-Year Certificate

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Proof of personal health/accident insurance is required.

**General Education Requirement courses are from fine arts or humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.
Course Descriptions

Study of heat transference, motors, pumps, and other mechanical devices; solid state switches; photovoltaic plates and energy conversion; thermal dynamics; and solar energy. Course will also include flash cards, practice questions, and study material on topics including OSHA safety regulations, PV Vocabulary, System design, and installation methods.

ELMT 1307. Smart Grid Fundamentals (3-2-4).
An introduction to Smart Grid technologies with an emphasis on utility distribution solutions and consumer solutions.

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

ELMT 1391. Special Topics in Electromechanical Technology/Technician: Photovoltaic Residential Designer (3-2-4).
Focus on the skills needed for design professionals to be familiar with Photovoltaic Systems. Covers the information needed for site assessment, solar system sizing, code compliant design, and the cost estimate of residential scale PV systems. Ideal for architects and engineers seeking to gain understanding of the Solar PV industry to quote systems and speak to clients. Additionally, drafting professionals, inside sales reps, home energy consultants, and incentive program and utility project review staff are common students of this course.

Design and installation of solar photovoltaic systems and their applications.

ELMT 1411. Solar Fundamentals. (4-3-4).
Study of heat transference, motors, pumps, and other mechanical devices; solid state switches; photovoltaic plates and energy conversion; thermal dynamics; and solar energy.

ELMT 1491. Special Topics in Electromechanical Technology/Technician: Photovoltaic Commercial Designer. (4-3-4).
Commercial PV designers need additional knowledge of design software, AHJ codes, and the project management process. This course takes the same material as the Solar PV residential designer series and adds a workshop on cutting-edge trends in commercial PV design and an in-person design lab where the student works with the software tools to create commercial system proposals and designs.

ELMT 2322. Photovoltaic Technical Sales (3-3-1).
This course explores advertising and providing customers with the most appropriate PV systems based on site-specific information, analysis of customer needs and energy consumption. Follows the requirements of the North American Board of Certified Energy Practitioners.

ELMT 2353. Power Generation Troubleshooting. (3-2-4).
Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve power generation problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning.

HART 1392. Special Topics in Electromechanical Technology/Technician: Solar Heating Installer. (3-2-4)
Our intensive Solar Heating (or Solar Thermal) program provides students with in-depth knowledge of solar heating system sizing, installation, design, and applications. It gives students a unique experience with live hands-on demonstrations and working installations. The course is designed around the skill sets needed for solar heating installation professionals.

The solar thermal design program focuses on the residential designer's ability to complete a design from site survey & assessment through construction drawings and into permitting. The fact that all of the participants have been through a basic design course allows this course to be much more interactive than the previous instruction. Software tools for solar design are also covered. We create a small classroom environment that gives each student the hands-on experience of design and allows them to interact closely with the instructor.

In-depth study of solar thermal fundamentals installation, system design, and applications. The major portions of this course are fundamentals, sales and estimation, design, and installation. This creates students who are eligible for commercial-scale Photovoltaics, focusing on knowledge specific to solar career paths.

Explain Solar Thermal sales financial analysis; develop and utilize best practices in solar sales employing dozens of successful solar sales organizations models. Define the fundamentals of solar thermal technology and markets; design special sales methods for solar thermal, communicating with the customer, examining and exploring developing systems that meet customer needs.

A study in the application of residential onsite power generation with an emphasis on renewable energy. Includes systems that produce electrical energy and thermal energy. Also covers determination of residential energy loads and their comparison to onsite power generation and an exploration of off-grid, on-grid, net-zero, and distributed applications.
The Turfgrass and Landscape Management Program offers the Associate of Applied Science Degree as well as certificate programs. Upon completion of the two-year program, students will be awarded the Associate of Applied Science Degree. Graduates will be prepared to enter into several areas of the horticulture industry including golf course management, landscape design and management, sports field management, parks and recreation, plant production facilities such as greenhouses and nurseries, the irrigation industry, and sales of horticultural products and turf equipment. Associate degree seeking students will also have the chance to test for and receive two licenses while in the program. These licenses are the Texas Commission on Environmental Quality Licensed Irrigation Technician and the Texas Department of Agriculture Pesticide Applicators License.

The one-year certificates offered can prepare students for a more specialized and shorter education in either golf and grounds, turf and landscape irrigation or landscape design. There is also a one year online intro to turfgrass and landscape certificate for those interested in getting introductory level training into the horticultural industries.

Degree and Certification requirements are subject to approval by the Texas Higher Education Coordinating Board.

**TURFGRASS AND LANDSCAPE MANAGEMENT**

**Core Curriculum**

**Freshman Year**

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<td>HALT 1407 Plant Diseases</td>
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<td>HALT 1401 Horticulture</td>
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<td>HALT 1327 Hort. Equip. Management</td>
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<tr>
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<td>BCIS 1305 Business Computer Applications</td>
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The following course is required of all students, and students may register in any of the four semesters for this course:

**Summer Semester**

HALT 2486 Internship - Horticulture Services Operations and Management (Capstone Course) | 4 |

**Sophomore Year**

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<td>SPAN 1300 Conversational Spanish</td>
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<td>HALT 1345 Golf/Sports Field/Park Mgmt</td>
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<td>HALT 2331 Adv. Landscape Design or</td>
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**GOLF AND GROUNDS TECHNICIAN**

**Certificate**

**1-Year**

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<td>HALT 1333 Landscape Irrigation</td>
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<td>HALT 1324 Turfgrass Sci. and Mgmt</td>
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<td>HALT 1401 or AGRI 1415 Horticulture</td>
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<td>SCIT 1305 Intro to Ag Chem</td>
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<td>HALT 1327 Horticulture Eq. Mgmt</td>
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<tr>
<td>COSC 1301 Intro to Computing or</td>
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<td>HALT 1322 Landscape Design</td>
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### INTRO TO TURF AND LANDSCAPE
**Online Certificate**
**1-Year**

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<td>SCIT 1305 Agriculture Chemistry</td>
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<td>HALT 1324 Turfgrass Sci. and Mgmt</td>
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### TURF AND LANDSCAPE IRRIGATION TECHNOLOGY
**Certificate**
**1-Year**

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<td>SRVY 1313 Plane Surveying</td>
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<td>HALT 1324 Turfgrass Sci. and Mgmt</td>
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### LANDSCAPE DESIGN TECHNOLOGY
**Certificate**
**1-Year**

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<td>SRVY 1313 Plane Surveying</td>
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<td>HALT 1401 Principles of Horticulture or Elective</td>
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### Greenhouse/Nursery Management
**Certificate**
**1-Year**

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<td>HALT 1325 Landscape Plant Material</td>
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<td></td>
<td>HALT 1401 Principles of Horticulture</td>
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<td>HALT 2320 Nursery Production and Mgmt</td>
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<td>HALT 2308 Greenhouse Management</td>
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### Turfgrass Management
**Certificate**
**1-Year**

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<td>SCIT 1305 Agriculture Chemistry</td>
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<td>HALT 1324 Turfgrass Science &amp; Mgmt</td>
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<tr>
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<td>HALT 2312 Turfgrass Maintenance</td>
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<td>HALT 1333 Landscape Irrigation</td>
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Course Descriptions

HALT 1305. Horticultural Soils. (3-2-4).
A study of the physical properties of soil including structure and texture. Topics include the origin and development of soils, the composition of a soil horizon, and the interrelationship between soil fertility and plants.

HALT 1313. Economic Entomology. (3-2-2).
An overview of insects and related organisms with an emphasis on destructive, predaceous, parasitic, and beneficial species. Topics include insect taxonomy, anatomy, morphology, physiology, and the application of Integrated Pest Management (IPM), mechanical, biological, and chemical control measures.

HALT 1322. Landscape Design. (3-2-3).
A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.

HALT 1324. Turfgrass Science and Management. (3-2-3).
In-depth coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.

HALT 1325. Landscape Plant Materials. (3-2-3).
Study of the identification, characteristics, cultural requirements, and landscape uses of native and adapted plants. Includes a focused study of the woody and herbaceous plant materials used in landscape and horticulture industries.

HALT 1327. Horticulture Equipment Management. (3-2-3).
Instruction in identification and application of various types of powered equipment used in the horticulture industry. Presentation of functions, operations, troubleshooting techniques, and repair of equipment.

HALT 1333. Landscape Irrigation. (3-2-4).
In-depth coverage of irrigation systems including equipment, design, performance, and maintenance. Topics include residential and commercial applications, troubleshooting, repair, and technological advances in irrigation systems.

HALT 1345. Golf/Sports Field/Park Management. (3-2-4).
Instruction in the management of golf courses, sports fields, and municipal parks departments. Topics include record keeping, budgeting, labor management, maintenance programs, financial reports, personnel management, and business functions.

HALT 1401. Principles of Horticulture. (4-3-2)
An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture.

HALT 1407. Plant Diseases. (4-3-3).
An overview of the factors causing plant diseases. Topics include physiological disorders, fungi, bacteria, viruses, mollicutes, nematodes, parasitic plants, non-pathogenic factors, and control methods.

Fundamentals of greenhouse construction and operation. Topics include architectural styles, construction materials, environmental systems and controls, growing media, fertilizers, post-harvest handling, marketing, and business management.

HALT 2310. Advanced Landscape Irrigation. (3-2-3).
Advanced applications of landscape irrigation. Topics include commercial applications of irrigation including athletic fields, golf courses, and large commercial projects. Topics also include equipment, design, performance, troubleshooting, maintenance, and repair. (Rd, Wtg)

HALT 2312. Turfgrass Maintenance. (3-2-3).
Instruction in common turfgrass cultural practices. Topics include calculation and application of materials and the operation and maintenance of equipment. The student will explain turfgrass response to various cultural activities; describe various cultural practices; and perform various turfgrass establishment procedures.

A study of the sexual and asexual propagation of plants used in horticulture. Topics include propagation by seeds, cuttings, grafting, budding, layering, division, separation, and tissue culture; and environmental factors of propagation.

HALT 2315. Landscape Management. (3-2-3).
A study of the procedures and practices used in the horticulture industry for proper landscape maintenance. Topics include landscape installation, lawn maintenance, shrub and tree care, and management practices.

HALT 2320. Nursery Production and Management. (3-2-4).
An overview of the procedures for establishing and operating a commercial nursery. Topics include site selection, structures, equipment, stock selection, production practices, harvesting, marketing, and management practices.

HALT 2331. Advanced Landscape Design. (3-2-4).
In-depth coverage of advanced practices in landscape planning for commercial and residential landscapes. Topics include advanced design analysis, architectural elements, space articulation, and land engineering concepts.

HALT 2418. Soil Fertility and Fertilizers. (4-3-4)
An in-depth study of the chemistry, soil interaction, plant uptake, and utilization of essential plant nutrients. Topics include deficiency and toxicity symptoms, and the selection, application, and characteristics of fertilizer materials. Prerequisite: CHEM 1405 or SCIT 1405. (Rd, Wtg)

HALT 2431. Advanced Landscape Design. (4-3-3).
In-depth coverage of advanced practices in landscape planning for commercial and residential landscapes. Topics include advanced design analysis, architectural elements, space articulation, and land engineering concepts.

HALT 2472. Applied Agriculture Chemicals for Weeds and Diseases. (4-3-3).
The practical identification, cause, and control of common weeds and plant diseases are learned. Materials and equipment used for their prevention and control, both turfgrass and woody plants, are practiced. Prerequisite: SCIT 1305 or instructor’s permission. (Rd, Wtg)
A work-based learning experience external to the college that enables the student to apply specialized occupational theory, skills, and concepts. A written agreement and learning plan is developed by the college and the employer. 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 paid or unpaid experience. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among the particular occupations and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. Students will meet for instruction in reporting procedures for the work-related experience. (Capstone Course)

SCIT 1305. Introduction of Agricultural Chemistry. (3-2-4).
The student will perform soil and agricultural chemical analysis; identify common nomenclature; differentiate agricultural chemicals; and practice agricultural chemical safety.

SPAN 1300. Conversational Spanish. (3-3-0).
Primary aim of the course is to teach communication skills in speaking and understanding spoken Spanish. Idiomatic expressions and conversation stressed in a course designed primarily for business and professional people, farmers, ranchers, and others who deal with Spanish-speaking citizens of the community. May not be counted as part of the requirements for Spanish major or minor. (Not designed for transfer.)

SRVY 1313. Plane Surveying. (3-2-3).
An introductory overview of surveying equipment and measurement techniques with emphasis on leveling and traversing.
VOCATIONAL NURSING

The Vocational Nursing Program at Western Texas College is approved by the Texas Higher Education Coordinating Board and the State Board of Nurse Examiners.

Satisfactory completion of the 12-month course of training entitles the student to a certificate from the college, which then qualifies the student to take the examination given by the Board of Nurse Examiners. Those passing the state examination will be issued a license qualifying them to practice as a Licensed Vocational Nurse (LVN). The computerized HESI examination administered at the end of the 12-month program is considered the Capstone experience.

Degree and Certification requirements are subject to approval by the Texas Higher Education Coordinating Board.

Alcohol/Drug Testing

As part of WTC’s Alcohol/Drug policy, random, reasonable cause, and post-accident drug and alcohol tests are performed on LVN students during their year of training.

Mandatory Background Check

A criminal background check is required on each student.

Admission/Registration

All requirements for registration must be completed and approved by the Admissions Committee before the first class meeting. Special admissions requirements exist for this program. All applicants for admission are screened by a selection committee, and only the most qualified applicants are accepted. Enrollment is limited to 20 students per class. Contact the Vocational Nursing Department for details.

Plan of Instruction

The Vocational Nursing program lasts 12 months and includes both classroom and clinical instruction. The first several weeks will be spent in the classroom. Clinical experience will begin during the second month. All clinical experience will be obtained through medical facilities in the surrounding areas. Fifty percent of the tests in a subject must be passed with a grade of 85, and each course must be completed with at least an average of 85. Each vocational nursing class meets four days per week, Monday through Thursday.

All students are rotated through the hospital services necessary to provide a balanced group of activities needed to produce a qualified vocational nurse.

*Changes are subject to/approved by the Texas Higher Education Coordinating Board and the Board of Nurse Examiners.

<table>
<thead>
<tr>
<th>1st Quarter</th>
<th>Sem. Hrs.</th>
<th>2nd Quarter</th>
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<tbody>
<tr>
<td>VNSG 1423 Basic Nursing Skills</td>
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<td>VNSG 1136 Mental Health</td>
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<td>VNSG 1115 Disease Contr and Prev</td>
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<td>VNSG 1216 Nutrition</td>
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<td>VNSG 1122 Voc. Nursing Concepts</td>
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<td>VNSG 1461 Clinical (L.V.N. Training)</td>
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<td>VNSG 1227 Essentials of Med. Admin</td>
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<td>VNSG 1133 Growth &amp; Development</td>
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<th>4th Quarter</th>
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<td>VNSG 1231 Pharmacology</td>
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<td>VNSG 1432 Med-Surg Nursing II</td>
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<tr>
<td>VNSG 1329 Med-Surg Nursing I</td>
<td>3</td>
<td>VNSG 1334 Pediatrics</td>
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<tr>
<td>VNSG 1330 Maternal/Newborn Nurs</td>
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<td>VNSG 2050 NCLEX-PN Review</td>
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<tr>
<td>VNSG 2263 Clinical (L.V.N. Training)</td>
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<td>VNSG 2363 Clinical (L.V.N. Training)</td>
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<td>Total Semester Hours</td>
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<td>Total Semester Hours</td>
<td>10</td>
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</tbody>
</table>

Course Descriptions

VNSG 1115. Disease Control and Prevention. (1-1-0).
Study of the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions.

VNSG 1122. Vocational Nursing Concepts. (1-1-0).
Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

VNSG 1133. Growth and Development. (1-1-0).
Study of the basic aspects of growth and development throughout the life span. Focus on growth and development of the individual’s body, mind, and personality as influenced by the environment.

VNSG 1136. Mental Health. (1-1-0).
Introduction to the principles and theories of positive mental health and human behaviors with an examination of emotional and mental abnormalities and modes of treatment incorporating the nursing process. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.
   Introduction to nutrients and their role in proper growth and development and the maintenance of health.

VNSG 1227. Essentials of Medication Administration. (2-2-0).
   General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

VNSG 1231. Pharmacology. (2-1-2).
   Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

VNSG 1330. Maternal/Neonatal Nursing. (3-3-1).
   Study of the biological, psychological, and sociological concepts applicable to basic needs of the family, including childbearing and neonatal care. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

VNSG 1334. Pediatrics. (3-3-1).
   Study of the care of the pediatric client and family during health and disease. Emphasis on growth and development needs.

VNSG 1329. Medical-Surgical Nursing I. (3-2-2).
   Application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. A variety of health care settings are utilized.

   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.

VNSG 1423. Basic Nursing Skills. (4-2-6).
   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.

VNSG 1432. Medical-Surgical Nursing II. (4-4-1).
   Continuation of Medical-Surgical Nursing I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. Includes a variety of health care settings.

   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 are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences.

VNSG 2050. NCLEX-PN Review. (0-0-2).
   This is a course designed to help prepare the student for the licensure examination. It is a review to help refresh the student’s knowledge and practice testing.

   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 are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences.

   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 are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences.
The Welding Program at Western Texas College focuses on practical experience and applications from business and industry. Classes are taught with a hands-on approach, giving students the opportunity for application of knowledge gained in the program and preparing students to successfully enter welding careers.

The objectives of this program are:
To develop skills in the use of the tools of the trade so that a student may be successful in taking and passing examinations to become employed or to become a certified code welder.
To develop knowledge and skills in reading a blueprint and the ability to follow that blueprint to design, layout, and fabrication of the desired structure.

Students may choose the two-year Associate of Applied Science Degree curriculum or the two one-year certificates.

Alcohol/Drug Testing
As part of WTC's Alcohol/Drug policy, random, reasonable cause, and post-accident drug and alcohol tests are performed on Welding students during their year of training.

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Freshman Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>WLDG 1423 Welding Safety, Tools, Equip</td>
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<tr>
<td>WLDG 1525 Intro. to Oxy-Fuel Welding &amp; Cutting</td>
<td>5</td>
</tr>
<tr>
<td>WLDG 1528 Intro. to Shielded Metal Arc Welding</td>
<td>5</td>
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<tr>
<td><strong>Social/Behavioral Science Elective</strong></td>
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<tbody>
<tr>
<td>WLDG 1557 Intermed Shielded Metal Arc Welding</td>
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</tr>
<tr>
<td>WLDG 2539 Advncd Oxy-Fuel Welding &amp; Cutting</td>
<td>5</td>
</tr>
<tr>
<td>WLDG 1413 Intro to Blueprint Reading for Welders</td>
<td>4</td>
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<tr>
<td><strong>ENGL 1301 Composition I</strong></td>
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Sophomore Year

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<tr>
<td>WLDG 2543 Advncd Shielded Metal Arc Welding</td>
<td>5</td>
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<tr>
<td>WLDG 2506 Complete Pipe Welding</td>
<td>5</td>
</tr>
<tr>
<td>WLDG 2535 Advanced Layout &amp; Fabrication</td>
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<tr>
<td><strong>MATH 1332 Contemporary Math I</strong></td>
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<tr>
<td>WLDG 2551 Advncd Gas Tungsten Arc (TIG)</td>
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<tr>
<td>WLDG 2547 Advncd Gas Metal Arc (MIG) (Capstone)</td>
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<tr>
<td><strong>Fine Arts/Humanities</strong></td>
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<tr>
<td><strong>BCIS 1305 Business Computer Applications or COSC 1301 Intro to Computing</strong></td>
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CERTIFICATE
Introduction to Welding Technology

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<td>WLDG 1323 Welding Safety, Tools, &amp; Equip</td>
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<td>WLDG 1525 Intro to Oxy-Fuel Welding &amp; Cutting</td>
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<tr>
<td>WLDG 1413 Intro to Blueprint Reading for Welders</td>
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<tr>
<td>WLDG 1528 Intro to Shielded Metal Arc Welding</td>
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CERTIFICATE
Beginning Welding

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<tr>
<td>WLDG 1525 Intro. to Oxy-Fuel Welding &amp; Cutting</td>
<td>5</td>
</tr>
<tr>
<td>WLDG 1528 Intro. to Shielded Metal Arc Welding</td>
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<tbody>
<tr>
<td>WLDG 1557 Inter. Shielded Mtl Arc Welding (Capstone)</td>
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<tr>
<td>WLDG 2539 Advanced Oxy-Fuel Welding &amp; Cutting</td>
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</tr>
<tr>
<td>WLDG 1413 Intro. to Blueprint Reading for Welders</td>
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<tr>
<td>Total Semester Hours</td>
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Proof of personal health/accident insurance is required.

**General Education Requirement courses are from fine arts and humanities, math or natural science, and social or behavioral science. Classes may be available in summer school or other special sessions. Students may wish to take these courses in special sessions to reduce course loads in the fall or spring semester or to take additional courses in their major area of concentration.
CERTIFICATE
Advanced Welding

Fall Semester                Sem. Hrs.
WLDG 2543 Advanced Shielded Metal Arc Welding ....5
WLDG 2506 Complete Pipe Welding .................5
WLDG 2535 Advanced Layout & Fabrication ..........5
Total Semester Hours            15

Spring Semester                Sem. Hrs.
WLDG 2551 Advanced Gas Tungsten Arc (TIG) ............5
WLDG 2547 Advanced Gas Metal Arc (MIG) (Capstone) .....5
WLDG 2553 Advanced Pipe Welding ..................5
Total Semester Hours            15

Course Descriptions

WLDG 1413. Intro to Blueprint Reading for Welders. (4-4-0).
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. (Rd, Mth)

WLDG 1423. Welding Safety, Tools, and Equipment. (4-4-2).
An introduction to welding careers, equipment and safety practices, including OSHA standards for industry.

WLDG 1521. Intro to Welding Fundamentals. (5-3-6).
An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy.

WLDG 1525. Intro to Oxy-Fuel Welding and Cutting. (5-3-6).
An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.

WLDG 1528. Intro to Shielded Metal Arc Welding. (5-3-6).
An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

WLDG 1557. Intermediate Shielded Metal Arc Welding. (5-3-6).
A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. (Capstone course for beginning certificate.)

WLDG 2506. Complete Pipe Welding. (5-3-6).
A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Welding will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices. Prerequisite: Freshman level courses or permission of instructor.

WLDG 2535. Advanced Layout and Fabrication. (5-3-6).
An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills. Prerequisite: Freshman level courses or permission of instructor.

WLDG 2539. Advanced Oxy-Fuel Welding and Cutting. (5-3-6).
A study of all position welding on ferrous and nonferrous metals using oxy-fuel welding process, including welding and cutting, brazing, and soldering operations.

WLDG 2543. Advanced Shielded Metal Arc Welding. (5-3-6).
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Prerequisite: Freshman level courses or permission of instructor.

WLDG 2547. Advanced Gas Metal Arc (MIG). (5-3-6).
Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions. Prerequisite: Freshman level courses or permission of instructor. (Capstone Course)

WLDG 2551. Advanced Gas Tungsten Arc (TIG). (5-3-6).
Advanced topics in GTAW welding, including welding in various positions and directions. Prerequisite: Freshman level courses or permission of instructor. (Capstone Course and Associate of Applied Science Degree)

WLDG 2553. Advanced Pipe Welding. (5-3-6).
Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

RELATED SUBJECTS

COSC 1301. Microcomputer Applications. (3-3-3).
Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources and explores their integration and application in business and other segments in society. The fundamentals of computer problem solving and programming in a higher level programming language may be discussed and applied.
PRISON OFFENDER EDUCATION

PRESTON SMITH UNIT, DAWSON COUNTY, TEXAS
PRICE DANIEL UNIT, SCURRY COUNTY, TEXAS
WALLACE UNIT AND WARE UNIT, MITCHELL COUNTY, TEXAS
TEXAS DEPARTMENT OF CRIMINAL JUSTICE
INSTITUTIONAL DIVISION

Western Texas College has entered a contractual agreement with Windham Schools and Texas Department of Criminal Justice-Institutional Division to provide instructional programs for those incarcerated in the Preston Smith Unit in Dawson County, Price Daniel Unit in Scurry County, and the John Wallace and Dick Ware Units in Mitchell County.

At the Preston Smith Unit, university parallel credit courses and career and technical credit courses are offered. The six-month certificate program is Nursery-Landscape Management.

At the Price Daniel Unit, university parallel credit courses and career and technical credit courses are offered. The six-month certificate program is Computer Maintenance Technology.

At the John Wallace Unit, university parallel credit courses and career and technical credit courses are offered. The six-month certificate program is Nursery-Landscape Management.

Students may choose the Associate of Applied Science degree curriculum or the six-month certificate program.

COMPUTER MAINTENANCE TECHNOLOGY

CPMT 1403. Introduction to Computer Technology. (4-3-4).
A fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis on terminology, acronyms, and hands-on activities.

CPMT 1404. Microcomputer System Software. (4-3-4).
Skill development in the installation, configuration, maintenance, and troubleshooting of system software in microcomputers. Topics may include operating systems, utility software, and other software affecting the basic operation of a microcomputer system.

CPMT 1445. Computer Systems Maintenance. (4-3-4).
Examination of the functions of the components within a computer system and development of skills in the use of test equipment and maintenance aids.

ITSC 1409. Integrated Software Applications. (4-3-4).
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.

ITSC 1421. Intermediate PC Operating Systems. (4-3-4).
Custom operating system installation, configuration, and troubleshooting. Management of file systems, memory, and peripheral devices.

ITSC 2435. Application Software Problem Solving. (4-3-4).
Utilization of appropriate application software to solve advanced problems and generate customized solutions.

NURSERY-LANDSCAPE MANAGEMENT

HALT 1209. Interior Plants. (2-1-3).
Instruction in the identification and classification of the plants used in home and commercial interior landscapes. Topics include design characteristics for interiorscapes and environmental requirements of the plants.

HALT 1422. Landscape Design. (4-3-4).
A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.

HALT 1431. Woody Plant Materials. (4-3-4).
An in-depth study of the woody plant materials used in the horticulture industry. Topics include identification, characteristics, adaptation, cultural requirements, pest and disease problems, and use in the landscape.

HALT 2302. Greenhouse Crop Production. (3-2-3).
In-depth coverage of the production of crops within the controlled environment of greenhouse. Topics include growing techniques, environmental control, crop rotation, scheduling, preparation for sale, and marketing. Capstone Course.

A study of the sexual and asexual propagation of plants used in horticulture. Topics include propagation by seeds, cuttings, grafting, budding, layering, division, separation, and tissue culture; and environmental factors of propagation.

HALT 2418. Soil Fertility and Fertilizers. (4-3-4).
An in-depth study of the chemistry, soil interaction, plant uptake, and utilization of essential plant nutrients. Topics include deficiency and toxicity symptoms, and the selection, application, and characteristics of fertilizer materials.

HALT 2423. Horticultural Pest Control. (4-3-4).
Examination of federal, state, and local laws and regulations governing the control of horticultural pests. Topics include procedures; methods; safety requirements; integrated pest management (IPM); and chemical, natural and biological controls.
Continuing Education Programs

ADULT BASIC EDUCATION / ESL
The Adult Basic Education program serves Scurry County and surrounding counties through various programs. GED courses are provided for those who did not complete a high school education. Classes are available to aid non-English-speaking students in becoming fluent in writing, reading, and speaking the English language. Students may also receive assistance in gaining U.S. citizenship. Refresher coursework is provided for students needing to review academic skills before taking entrance exams for academic and career and technical programs. Coursework to aid in promotion is also provided for students who have been referred by community industries and agencies.

ALLIED HEALTH
Western Texas College offers entry level training programs in the allied health area that include:
1. CPR and First Aid
In addition, Allied Health offers courses that meet relicensure requirements for:
   1. Nurses
   2. EMT
We offer advanced training for healthcare professionals:
   1. Associated Allied Health Training
Refresher courses and Continuing Education Units (CEU’s) are also provided.

COLLEGE ON THE SQUARE
College on the Square offers leisure time activities and personal enrichment classes for diverse interests and age ranges: craft, hobby, or personal interest oriented.
Instructors come from a variety of backgrounds and interests. Instructor qualifications are a willingness to share their knowledge and talents with others in any format, time frame, and location.
Classes are short, fun, informative, and useful and provide opportunities to meet other individuals with like interests and hobbies.

CORRECTIONAL OFFICER TRAINING
The largest Workforce Education program offered by Western Texas College is a Texas Department of Criminal Justice-approved program of training for correctional officers. Eligibility requirements for enrollment are as follows:
1. Must be a citizen of the U.S. or alien authorized to work in the U.S.
2. Must be at least 18 years of age.
3. Must possess a high school diploma from a state-accredited school or state-issued GED.
4. Must not be on probation for any criminal offense.
5. Must not have pending charges for any criminal offense or have an outstanding warrant.
6. Must never have been convicted of a felony.
7. Must not have been convicted of a Class A or B misdemeanor or equivalent within the last 5 years.
8. Must never have been convicted of a drug-related offense.
9. Must never have been convicted of an offense that involved domestic violence.
10. Must not be on active duty in the military (persons on terminal leave from active duty may apply.)
11. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
12. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation.
13. Must pass the TDCJ drug test.
14. Must pass the TDCJ physical agility test.
15. Must pass the TDCJ pre-employment test.

Applicants must complete and return a TDCJ application to the Corrections Department at Western Texas College. After passing the pre-employment test, a TDCJ representative will conduct an interview. Following the interview, all files will be sent to Huntsville for a background check and finalization. Applicants who pass all aspects of this process will potentially be offered employment with the Texas Department of Criminal Justice and notified of their placement into the Training Academy. When reporting to the Training Academy, each cadet will train on the WTC campus for approximately 5 weeks and will be paid as a TDCJ employee during this training. The curriculum includes 200 hours of instruction Monday-Friday from 8:00 a.m. to 5:00 p.m. Upon completion of this required training, the officer will report to his/her unit of assignment the following day.
EMERGENCY MEDICAL SERVICES

Workforce Non-Credit Classes

The Emergency Medical Services Certificate Program prepares individuals for a career as qualified and competent Emergency Medical Technicians with the knowledge and skills, personal characteristics, and traits to function as EMS professionals. The program prepares students for two levels of EMT certification; EMT-Basic and EMT-Intermediate. Individuals successfully completing requirements at each level are eligible to sit for the certification test from the Department of State Health Services and the National Registry of Emergency Medical Technicians.

Eligibility requirements for certification are as follows:
1. Must be at least 18 at the time to sit for the exam
2. Must have a valid Texas Drivers License
3. Must have a High School Diploma or GED
4. Must have all required immunizations, including Rubella (after 1980 or proof of positive titer), Hepatitis-B series (takes 4 months to complete the series), and a current TB test.
5. Must provide proof of personal health insurance
6. Must provide an FBI criminal background check
7. Must have a physician’s physical exam stating student is able to lift, stoop, work in extreme heat and cold, and extreme conditions.
8. For Intermediate students – student must provide proof of Basic certification or proof of confirmed testing date for certification
9. Completed Application to the EMS Program.

For further information contact the program director at 325-574-7953.

ENGLISH AS A SECOND LANGUAGE

ESL 0321. Speaking and Listening. (3-3-3).
Focuses on reading and listening development for students who are learning English as a Second language and who already have some proficiency in the English language.

ESL 0322. Grammatical Structure II. (3-3-3).
For speakers of other languages to develop writing and speaking skills, including standard English usage, organization of ideas, and application of grammar.

ESL 0324. Reading II. (3-3-3).
For speakers of other languages to develop English vocabulary and comprehension.

ESL 0325. Composition II. (3-3-3).
Intermediate-level course of English for speakers of other languages to develop writing skills, including standard English usage, organization of ideas, and application of grammar.

ESL 0332. Grammatical Structure III. (3-3-3).
For speakers of other languages to develop writing and speaking skills, including standard English usage, organization of ideas, and application of grammar.

ESL 0334. Reading III. (3-3-3).
For speakers of other languages to develop English vocabulary and comprehension.

ESL 0335. Composition III. (3-3-3).
Intermediate-level course of English for speakers of other languages to develop writing skills, including standard English usage, organization of ideas, and application of grammar.

GED TESTING CENTER

Western Texas College is a certified GED testing center which provides testing for qualified applicants. For GED testing, students must provide proper identification documents: driver’s license, military I.D. or Texas DPS I.D. card. Students must also bring their social security card. Testing fees are to be paid at the time of registration. Testing information is available on the WTC website. For more information, call 325-574-7621.

wtc2go

The Distance Learning Department at WTC offers a wide range of highly interactive continuing education courses that students can take entirely over the Internet. All of the courses include expert instructors, many of whom are nationally known authors. The online courses are affordable, fun, fast, convenient, and geared just for you. For a list of the available classes, go to wtc.edu, click the distance learning link, and click on the Ed2Go link.
Information

Academic Fresh Start

A student who is seeking admission to Western Texas College may request an Academic Fresh Start. Academic Fresh Start applies only to courses taken ten or more years prior to the starting date of the semester in which the student desires to enroll at Western Texas College. Essentially, Academic Fresh Start allows students to delete from their record all grades received ten or more years earlier. Academic Fresh Start must be done at the time of initial application to the college. For details or further information, students should schedule an interview with the Registrar.

Academic Integrity

Academic integrity is a fundamental value upon which colleges and universities are built. There are five fundamental values that characterize an academic community of integrity: Honesty, Trust, Fairness, Respect, and Responsibility. Acts of academic dishonesty compromise these values and undermine the process by which knowledge is created, shared, and evaluated. Repeated offenses cast suspicion not only upon the integrity of the individual, but also damage the reputation of the college. Acts of academic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

“Cheating on a test” shall include:
- Copying from another student's test paper.
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of an un-administered test.
- Substituting for another student, or permitting another student to substitute for oneself, to take a test.
- Bribing another person to obtain an un-administered test or information about an un-administered test.

“Plagiarism” shall be defined as the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and/or the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Students found to have violated these guidelines will be disciplined at the discretion of the instructor. Discipline can include but is not limited to receiving a zero on the assignment, receiving a zero for attendance, or receiving a failing grade for the course. Disciplinary action for repeat offenders can include dismissal from the college.

Administrative Policy

The administration of Western Texas College reserves the right to make changes in this catalog and to serve as final interpreter of the catalog. Without notice, the college reserves the right to change tuition, fees, and related requirements and regulations as necessitated by college or legislative action.

Administrative Withdrawal

The college reserves the right to withdraw a student from classes if, in the judgment of the college officials, such withdrawal is in the best interest of the student or the college.

Admissions

All matters pertaining to admission to Western Texas College should be addressed to the Admissions Advisor. Formal application for admission to Western Texas College may be made by completing the necessary items which constitute the Student Personnel File. Materials required for the Student Personnel File should be in the Admissions Office one week prior to registration. Applicant’s admissions file must be complete prior to registration. To assure reasonable expectation of student success, Western Texas College will assess students’ skills, ability, and academic experience in order to place them in appropriately-designed programs. Students with inadequate academic preparation will be asked to complete pre-college, non-transfer courses before enrolling in regular college-level work. Pre-college work may be needed in either the campus GED program prior to admission or in college preparatory classes as a condition to admission.

Conditional Admission

A student on academic suspension or probation from the last school attended will be considered for admission to WTC on an individual basis only. Those granted conditional admission will be limited to not more than a 15-hour enrollment, and their progress will be monitored during the semester. Requests for conditional admission should be directed, in writing, to the Admissions Office.
Special Admission

For certificate programs, those persons who demonstrate ability and seriousness of desire and purpose may be granted “special admission” status by individual approval of the Dean of Student Services. For “special admission,” the student must score at a sufficient level on an approved standardized test to demonstrate “ability to benefit” as required by Federal statute.

GED Completion

Veterans or other students who are at least 18 years of age may make application for admission to Western Texas College if they have satisfactorily completed the General Educational Development Test, as certified by the State of Texas. Students who are 18 or under who have not completed the GED are ineligible for admission until they have completed the GED program.

Admission Requirements

The Western Texas College administration believes that all responsible adults should have an opportunity to pursue any program offered by the college. In general, all high school graduates or persons at least 18 years of age may be admitted to a program from which they may benefit. Admission requirements must fulfill one of the categories below:

- For high school graduates, graduation from an accredited high school and presentation of an official transcript.
- For transfer students, official transcripts showing good standing from the last college attended must be presented.
- For those who have completed the General Educational Development Test (GED), GED test scores must be presented.
- For those students not qualifying for admission as a high school graduate, enrollment in the GED program is normally the prerequisite for admission.
- For students still enrolled in high school, applicants must meet the conditions for the Dual Credit Enrollment program.
- Some Career and Technical Education Programs, such as Vocational Nursing, Emergency Medical Services, and Welding, have special requirements for admission or for class participation (i.e., admissions committee screening, liability insurance, health insurance, vaccinations, etc.). Students wishing to enter these program areas should contact the Workforce Education Division for further details.
- Students who enroll in Community Service courses, which are not offered for transferable college credit, are not required to meet admission requirements prescribed for students. Payment of the required fee for the courses is the only general requirement for admission to the Community Service courses.
- Workforce Education courses may have special admission requirements that vary from all other programs.
- Students are required to meet all the requirements for the Basic Skills Testing. (See section titled Basic Skills Testing Requirement.)
- Students who are denied admission may appeal this ruling by requesting, in writing, a hearing with the Admissions Committee. Requests for appeals should be addressed to the Dean of Student Services.

International Students (F-1 Visa)

To be considered for admission to Western Texas College, non-immigrant students must meet regular admission requirements and the special admission requirements set out below. The following items must be submitted to the Office of International Student Services by the applicable application deadline (June 1 for the fall semester; November 1 for the spring semester):

1. Official WTC Application for Admission.
2. Application fee of US $100.00. This non-refundable fee must be submitted with the Application for Admission.
3. Official transcripts from the last high school the student attended. Transcripts must be official documents and must be translated into English. (In the U.S., official transcripts show the courses a student has taken and the grades he or she has received in those courses. In addition, and most importantly, transcripts show the date the student graduated from high school, which is a requirement for admission to Western Texas College.)
4. Official transcripts from all colleges the student attended. Transcripts must be official documents and must be translated into English.
5. TOEFL scores, if applicable. All applicants to Western Texas College whose native language is not English must submit the results of the Test of English as a Foreign Language (TOEFL) regardless of their citizenship or immigration status. Official TOEFL score reports must be sent directly to Western Texas College. The institution code is 6951.

Exemptions:

An applicant is exempt from this requirement if:

a. he or she has achieved a grade of B or better in a college-level English composition course in residence at an accredited U.S. college, or
b. he or she has successfully completed at least one academic year of study at an accredited high school in the U.S.
TOEFL Score Requirements

<table>
<thead>
<tr>
<th>TOEFL</th>
<th>SCORE REQUIREMENTS FOR ADMISSION</th>
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<td></td>
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<tr>
<td></td>
<td>Speaking: 15</td>
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</tr>
<tr>
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</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td>Listening: 51</td>
</tr>
<tr>
<td></td>
<td>Writing: 53</td>
</tr>
</tbody>
</table>

- Depending on scores received on mandatory placement exams, students may be enrolled either in all academic courses or in a combination of academic and developmental courses

6. Verification of Financial Support form. Students must verify that they will have sufficient funds available to pay educational, living, and other expenses while they are studying at WTC. The estimated cost for each academic year is published on the college's web site at http://wtc.edu/international/admission.html. The cost estimate includes tuition, fees, books/supplies, and insurance for one academic year of study (nine months) and living expenses for one year. The form must be completed and signed by the student and his/her sponsor, and official documentary evidence of the availability of funds must be attached.
   - If the student plans to bring dependents (spouse and/or children) with him/her, verification of the availability of an additional sum for the support of each of such dependents must be submitted. The current required amount is published on the college's web site at http://wtc.edu/international/admission.html.
   - If student is married or will be accompanied by a dependent, additional records are needed. Student should contact the Office of International Student Services for complete information.

7. Insurance/contingency deposit of US $1,500.00. This sum must be deposited with the Business Office at Western Texas College. The deposit will be used to purchase medical insurance for the student for the academic year, and the remainder will be held in reserve for emergencies or to pay unforeseen expenses. However, if the student submits documentary proof of medical and accident insurance coverage, including coverage for medical evacuation and repatriation of remains, then the medical insurance portion of the deposit will be waived and only a contingency deposit of US $250.00 will be required. Upon written request by the student, any remaining balance will be refunded at the conclusion of the student's studies at WTC.

8. Housing Packet. (All international students are required to live on campus the first year, unless they are married or are bringing a dependent. Campus housing is not available for married students or those bringing dependents.) Please refer to the Housing Requirements Checklist to be sure all required forms are completed and submitted.
   - Residence and Dining Service Contract
   - Property Deposit of US $250.00 – The property deposit is held for payment of any damages, fines, or outstanding fees when the student completes his/her studies at the college. Any remainder, minus damages or fines, is refunded upon written request.
   - Medical Form - must be completed and signed by student's physician
   - Immunization Form – All immunizations listed on the form are required, and dates must be recorded.

9. A transfer form (if transferring from another U.S. college or university).

All necessary forms are available on the WTC web site at http://wtc.edu/international/index.html. All required fees and deposits can be paid either by credit card, money order, or bank wire transfer.

Medical Insurance
All international students and accompanying dependents are required to have medical and accident insurance coverage that includes medical evacuation, repatriation of remains, and a deductible of less than US $500.00 during their studies at Western Texas College. The college makes such coverage available for purchase by international students upon their arrival at WTC.

Western Texas College will consider waiving the college-contracted plan if the student submits, prior to arrival at WTC, proof of insurance coverage, documented in English, which meets the requirements described above.

Financial Aid
Academic scholarships and financial aid programs are not generally available for international students at Western Texas College until they have completed one semester of study at WTC. However, athletic scholarships, which are awarded by the respective program coaches, are available to qualified international students for their first semester of study. Students interested in athletic programs at WTC should contact the appropriate coach.
Placement Testing

All undergraduate students entering a Texas public college or university (unless exempt under the rules of the Texas Higher Education Coordinating Board) are required to take the Texas Higher Education Assessment (THEA) or an approved alternative test before they can enroll in classes. This test assesses a student's skills in reading, writing, and mathematics and determines whether the student is academically prepared for college-level coursework. If a student does not meet the minimum score on any part of the test, he or she will be enrolled in appropriate developmental classes. International students may take the test upon arrival at WTC.

Enrollment requirements

Federal regulations require all F-1 students to be enrolled in at least 12 semester hours each semester in order to maintain their status. No more than the equivalent of one online/distance learning course or three credits per session may be counted toward the “full course of study” requirement. Nine credit hours of the 12 required hours must be taken as in-class lecture courses.

Additional information is available by contacting:

Director of International Student Services
Western Texas College
6200 College Avenue
Snyder, Texas 79549
Telephone: 1-325-574-7650
Fax: 1-866-265-9240

Alcohol and Drug Abuse

In recognition of the problems associated with alcohol and other drug abuse, Western Texas College has developed a college-wide drug policy. The policy addresses not only disciplinary sanctions associated with substance and alcohol abuse but also education, prevention, intervention, and treatment activities necessary to help eliminate problems that substance and alcohol abuse pose to the college community.

Possession, use, sale, or being under the influence of alcoholic beverages or having alcoholic beverage containers in any Western Texas College owned facility or at any WTC-sponsored event is prohibited except when specifically designated by the Board of Trustees of Western Texas college. The use, sale or possession of illicit drugs and drug paraphernalia is illegal and is strictly prohibited on campuses.

Western Texas College will provide educational support programs which will assist in activities to prevent alcohol and other drug abuse. To ensure compliance with applicable institutional, state, and federal guidelines relating to the illegal use of illicit drugs and the abuse of alcohol, Western Texas College annually distributes an information flyer to all employees and students which addresses standards of conduct, counseling options, legal sanctions, disciplinary actions, and health risks. Those individuals seeking further information should contact the Dean of Student Services office.

Assessment/Placement

Western Texas College requires that all students in credit programs follow procedures in assessment/placement in order to enhance their opportunity for success. Based upon assessment scores or prior college coursework, students are placed in appropriate levels of college instruction. All courses listed in the college catalog indicate reading, writing, or mathematics intensity and require corresponding levels of assessment as a prerequisite.

Athletics

The athletics program for men and women is an important aspect of student life. Intercollegiate teams for men represent WTC in rodeo, baseball, basketball, golf, and cross country, track, and soccer. Intercollegiate teams for women represent the college in rodeo, softball, volleyball, basketball, golf, cross country, track, and soccer.

WTC offers scholarships for Division I student athletes and a university parallel curriculum designed for transferring students to the university level. Western Texas College is affiliated with the National Junior College Athletics Association (NJCAA) and participates on the Division I level in Region V of the NJCAA and Western Junior College Athletic Conference.

Auditing a Course

When space is available, permission to visit or audit a course may be granted individuals 18 through 64 years of age. Such permission carries with it permission to hear and observe, but not of handing in papers or entering into class discussions or laboratory work. Credit is not given for a course which has been audited.

A student who is registered for a course may not change from audit to credit or credit to audit status in the course after the scheduled add-drop period. Full tuition will be charged for auditing a course.

Scurry County residents who are 65 and older will be granted permission to audit courses free of charge on a space-available basis. No academic credit is given.

Bacterial Meningitis Vaccination Requirement

New students and returning students who enroll at WTC on or after January 1, 2012, are required to provide proof of a bacterial meningitis vaccination during the previous 5-year period. Proof of vaccination or booster must be provided not later than 10 days before the first day of the term. Exceptions to the requirement are students who enroll only in online or other distance education courses, who are 30 years of age or older, who have not had a break in enrollment of at least one fall or spring semester, and those who may be eligible to apply for an exemption as set forth in Texas Education Code § 51.9192. For more information please contact the Dean of Student Services Office.
Basic Skills Testing Requirement

The “Texas Success Initiative” is intended to assess when a student is ready to perform freshman-level academic coursework. To help determine such college readiness, full and part time students enrolling in associate degree programs will be required to test for reading, writing, and math skills, unless exempted.

Several different test instruments may be considered, including the Texas Higher Education Assessment (THEA), ACT, SAT, TAAS, or TAKS, COMPASS, ASSET, and ACCUPLACER. Also, prior college coursework may be used to evaluate college readiness.

Students who fail to achieve a passing score on any section of an initial assessment will be advised and provided an individual plan designed to help them achieve college readiness. Students found deficient in one or more of the three areas will be required to enroll in a program of developmental coursework.

The test fee is $30, and applications are available at Texas high schools and college admissions offices. Test dates for upcoming THEA, ASSET, or COMPASS tests are available through the WTC Counseling Office.

Basic Skills Testing Exemptions

The following students are exempt from Basic Skills Testing:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
   a. ACT: composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections;
   b. Scholastic Assessment Test (SAT): a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics test shall be exempt for those corresponding sections; or
2. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
3. For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the assessment required under this title for those corresponding sections.
4. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
5. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
6. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
7. A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
10. An institution may exempt a non-degree-seeking or non-certificate-seeking student.

Bookstore

Textbooks, academic supplies, and related items may be purchased on campus or online (www.wtcbookstore.com) from the college bookstore in the Student Center building. The bookstore will purchase from students used textbooks which are in good condition, provided that they are continued in use by the various departments/divisions.

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Campus Security

The Western Texas College Security office is located in Building 15, Room 113. Security is provided 24 hours a day 7 days a week on campus. Students, faculty, and visitors should dial 911 if utilizing a campus telephone to report all emergencies occurring on the campus. For non-emergencies, Campus Security can be contacted at 325-207-3709 or through e-mail at security@wtc.edu or jpetty@wtc.edu. RAVE is the WTC campus emergency alert system. Should an emergency arise, a message is immediately dispatched to all students. As students are admitted, their WTC email address is automatically added to the RAVE system. Students wishing to include their cell phone number can easily enter the RAVE system and provide up to three telephone numbers. RAVE can be accessed through MyWTC. The RAVE system helps Western Texas College maintain a safe and secure environment for our students.

Career and Technical Student Assistance

The Career and Technical Student Assistance Office is located in the Service Center in the Library. Qualified students may receive assistance for fuel, books, supplies, and uniforms. See the Service Center Supervisor for more information.
Credit by Examination

Western Texas College offers college credit by examination through the College-Level Examination Program (CLEP). At WTC credit is awarded only for CLEP subject examinations and after the student has successfully completed one semester on campus.

Students who plan to attend any college or university that honors CLEP examinations may take them at WTC. Students should register at the Counseling Center. The CLEP fee is $77 plus a $15 administration fee for each test taken.

Listed below are the Western Texas College course numbers and names, the subject examination for each one, the required scores for credit, and the semester hours of credit that may be awarded.

For further information concerning the CLEP program and registration forms, please contact the Counseling Center, Western Texas College, Snyder, Texas 79549.

Credit is also awarded through the American College Testing Program (ACT) and the College Board Advanced Placement Program (APP). A list of minimum scores is available from the Dean of Student Services. Departmental essay examinations are required for English Composition credit.

Credit by examination is available in many career and technical programs at Western Texas College. For further information about the tests available, please contact the Dean of Instruction.
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<tr>
<th>Course Name and Number</th>
<th>Name of CLEP Subject Examination</th>
<th>Score</th>
<th>Hours of Credit</th>
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<tr>
<td>Computer 1301</td>
<td>Information Systems &amp; Computer Appl</td>
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<td>Business 2301 - Business Law</td>
<td>Introductory Business Law</td>
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<td>Accounting 2301-2302</td>
<td>- Principles of Accounting I, II</td>
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<tr>
<td>Mathematics and Science</td>
<td>Mathematics 2313 Calculus I</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics and Science</td>
<td>Calculus with Elementary Functions</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics and Science</td>
<td>Biology 1311 and lab Principles of Biology I, II</td>
<td>50</td>
<td>4-8</td>
</tr>
<tr>
<td>Mathematics and Science</td>
<td>Chemistry 1305-1307, 1105-1107 General Chemistry</td>
<td>50</td>
<td>8</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Chemistry 1411 and 1413 General Chemistry</td>
<td>65</td>
<td>8</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Economics 2301 Principles of Economics</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Economics 2302 Principles of Economics</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Government 2305 Federal Government</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>American, State, and Local Government</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>History 1301 United States History I</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>American History I: Early Colonization to 1877</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>History 1302 United States History II</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>American History II: 1865 to Present</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>History 2311 Western Civilization I</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Western Civilization I: Ancient Near East to 1648</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>History 2312 Western Civilization II</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Western Civilization II: 1648 to Present</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Psychology 2301 General Psychology</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Introductory Psychology</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Psychology 2314 Lifespan Growth and Development Human Growth and Development</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Sociology 1301 Introduction to Sociology</td>
<td>50</td>
<td>3</td>
</tr>
</tbody>
</table>

*The optional essay examination is required for each of these subject examinations. Whether a student receives credit is based on both the objective score and an evaluation of the essay exam. The evaluation of these essays is made by faculty in the Communications and Letters Division at Western Texas College.

**Because of Texas statutory requirements, a student must take at least three (3) semester hours of American History in a classroom setting. Western Texas College may, therefore, award only three semester hours of American History through credit by examination.

**Credit for Courses**

Unit of credit is granted on the basis of semester hours at Western Texas College. Generally, a semester hour of credit is given for satisfactory performance in one lecture period of 50 minutes per week for a 16-week semester. Thus, a three-credit hour course would be a course meeting the equivalent of three 50-minute periods a week for 16 weeks. Two hours of laboratory work are usually the equivalent of one hour of lecture or recitation.
Dropping a Class

Any student wishing to drop a class may do so by following the drop procedure below. Courses must be dropped prior to the last day to drop a class as indicated on the current year college calendar. Students who have not passed one of the sections of the THEA test (reading, writing, or mathematics) cannot drop developmental classes in these areas.

To drop a class, a student may either complete the online drop request form (wtc.edu - WTC Students - Applications/Forms - Drop Course Request) or obtain a Drop Form from the Counseling Center. Paper forms must be signed by the instructor and submitted to the Registrar’s Office. All drop requests, whether online or paper, include a $5 drop fee.

Refunds for classes dropped are subject to the guidelines found in this catalog on page 74.

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. (http://www.statutes.legis.state.tx.us/docs/ED/htm/ED.51.htm TEC § 51.907)

Western Texas College shall permit a student to drop more courses under circumstances if the student shows good cause for dropping more than that number, including a showing of:

1. a severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete a course;
2. the student’s responsibility for the care of a sick, injured, or needy person if the provision of care affects the student’s ability to satisfactorily complete a course;
3. the death of a person who:
   A) is considered to be an immediate member of the student’s family; or
4. the student is called to active duty service as a member of the Texas National Guard or the armed forces of the United States.

Dual Credit Enrollment

Western Texas College teams with area high schools to offer college courses to junior and senior students. Dual Credit Enrollment allows high school students who have completed their sophomore year to enroll in college credit courses while still in high school. Students can take up to six (6) hours of dual credit courses each semester; more courses can be taken with permission from the principal and from the Chief Academic Officer of Western Texas College. Several methods of instruction are used to deliver college classes: interactive television, Internet, and on-site instruction – either by qualified high school personnel or WTC faculty.

Students taking dual credit courses are eligible for UIL competition provided they meet all requirements for full-time high school attendance. Before enrolling, a student wishing to participate should talk with his/her parents/guardian and high school counselor. Once the decision is made, the student obtains a Dual Credit Enrollment form (available through the WTC Distance Learning office) and has it signed by his/her parent/guardian and his/her high school principal. They can either submit this form to the high school counselor or send the form to the Western Texas College Distance Learning office. Students should complete all steps on the Dual Credit/Early Admissions Checklist available online.

The classes listed below can be taken for dual credit and are Reading/Writing intensive. Students must be TSI complete in Reading and Writing to take these classes:

- ARTS 1301 - Art Appreciation
- BIOL 1406 - Biology for Science Majors
- BIOL 1413 - General Zoology
- BIOL 2401 - Anatomy and Physiology I
- BIOL 2402 - Anatomy and Physiology II
- ECON 2301 - Principles of Economics
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II
- ENGL 2322 - British Literature I
- ENGL 2326 - American Literature
- ENGL 2332 - World Literature I
- ENGL 2333 - World Literature II
- GOVT 2301 - American Government I
- GOVT 2302 - American Government II
- HIST 1301 - United States History I
- HIST 1302 - United States History II
- KINE 1238 - Fit and Well
- PHYS 1401 - College Physics I
- PHYS 1402 - College Physics II
- PSYC 2301 - General Psychology
- SOCI 1301 - Intro. to Sociology

The classes listed below can be taken for dual credit and are Math intensive. Students must be TSI complete in Math to take these classes:

- MATH 1314 - College Algebra
- MATH 1316 - College Trigonometry (also Reading intensive)
- MATH 1324 - Mathematics for Business and Social Sciences I (also Reading intensive)
- MATH 1325 - Mathematics for Business and Social Sciences II (also Reading intensive)
- MATH 2413 - Calculus I (also Reading intensive)

The classes listed below are “Can Take” classes, which means students can enroll in these class without having passed any sections of any of the standardized tests:

- COSC 1301 - Introduction to Computing
- DRAM 1310 - Theatre Appreciation
- EDUC 1300 - Learning Frameworks
- MUSI 1306 - Music Appreciation
- SPCH 1315 - Public Speaking
Students can also receive dual credit for high school Career Technical Education courses while enrolled in college occupational/vocational courses such as Early Childhood, Medical Office Specialist, Radio/Broadcasting, Solar Energy, Turfgrass & Landscape Management, Web Design, or Welding. These certificates are designed to help high school students learn specific skill sets for employment upon high school graduation or entry into the college degree program. Dual credit students in these courses must be high school grade level passing on state high school placement exams such as TAKS or End of Course exams.

Examinations

A final examination may be given at the discretion of the instructor. Any deviations from the college final examination schedule must be initiated by the class instructor and approved by the Division Chair and the Dean of Instruction.

A student who must be absent from a final examination should petition the Dean of Instruction for permission to postpone the examination. Postponed final examinations should be taken within 30 days of the end of the semester. A student who is absent without permission from a final examination will be graded “F” on the examination.

Pre-exam Week

The week before final examinations will be designated as “pre-exam” week. Major tests given during “pre-exam” week must be assigned at least two weeks prior to “pre-exam” week. The rate at which material is introduced will not be accelerated during “pre-exam” week. Classes will meet as scheduled. No student activities are scheduled during “pre-exam” week. Any exceptions must have the written approval of the President of the college or the Dean of Instruction.

Federal Trio Programs

Talent Search

Educational Talent Search (ETS) is a pre-college program serving 6th-12th grade students from Ballinger, Colorado City, Post, Rotan, Snyder, and Sweetwater. This guidance program encourages students to explore educational and career opportunities while setting personal goals that will positively impact their future. In addition to career and college advising, students are able to challenge themselves and recognize strengths through cultural and educational activities. ETS students receive assistance with college admissions, financial aid, academic preparation, career exploration, and personal development.

Upward Bound

The Western Texas College Upward Bound Program is committed to expanding students' opportunities for a successful future. Through the development of academic and social skills, self-confidence, career, and educational goals, students discover a larger world with more choices and increase their personal power to make wise decisions for their future. Upward Bound provides a challenging, creative, and dynamic learning environment which encourages students both to set realistic goals and to believe in their own potential to reach them.

Student Support Services

The purpose of Student Support Services is to provide opportunities for academic and cultural development, assist with college requirements, and facilitate the transitional process that will lead to college retention and graduation. Services provided to students are: tutoring, advising, transition to college coursework, counseling, financial aid assistance, preregistration assistance, and career planning. SSS serves students who meet one or more of the following criteria: first generation college student (neither parent has a Bachelor degree); have a documented learning disability; and/or meet federal low income guidelines. The mission of SSS is to provide high quality assistance to students in acquiring skills and confidence to successfully complete postsecondary education through academic support, career and academic advising, mentoring, tutoring, cultural enrichment, and grant aid.

Filing Complaints with Accrediting Agencies

See Page 85 for detailed information regarding filing complaints with state and regional accrediting agencies.

Grade Reports

Academic progress of students will be made available to the students at a period approximately every four weeks during a semester. Deficiency reports will be made available for students who are not performing up to their potential even if they are making passing grades. At the end of each semester, final grades of each student in each class taken will be made available to the student and may also be mailed to the students after submitting a “Grade Report Request” form to the Registrar. All WTC students have access to their grades through the “MY WTC” feature located on the WTC website.
Grades and Grade Points

The grading system used at Western Texas College and the grade points are assigned as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>Aud</td>
<td>Audit</td>
</tr>
<tr>
<td>PRG</td>
<td>Progress or no grade (non-credit)</td>
</tr>
<tr>
<td>Q</td>
<td>Quit (dropped)</td>
</tr>
</tbody>
</table>

The grade point average is found by dividing the total number of grade points by the total number of semester hours attempted. For example, a student taking 15 hours accumulates 52 grade points. By dividing 15 into 52, the GPA is 3.47.

Grades of “I,” “W,” “Aud,” “PRG,” and “Q” do not affect the grade point average and are non-credit marks. If the grade “D” is given in “0” level classes (college preparatory classes), the student cannot progress to the next level. For grade practices relating to the vocational nursing program, please refer to program information.

Incomplete Grades

The grade of “I” which denotes an incomplete may be given when a student, for a justifiable reason (such as illness), has failed to complete the requirements of a course. All incompletes given by an instructor must be approved by the proper college official. It is the responsibility of the student to arrange with the instructor for the completion of the course requirements when an “I” is given. The “I” will become an “F” at 30 class days into the next regular semester unless the course requirements have been satisfactorily completed.

Guarantee for Job Competency

If an Associate of Applied Science (A.A.S.) and/or certificate graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to two courses of additional skill training by WTC under the conditions of the guarantee policy.

Special conditions which apply to the guarantee are as follows:
1. The graduate must have earned the A.A.S. degree or certificate beginning May, 1992, or thereafter in an occupational program identified in the college catalog.
2. The graduate must have completed the A.A.S. degree or certificate at WTC (with a majority of credits being earned at WTC) and must have completed the degree within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Dean of Instruction, WTC.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by WTC as the employee’s program competencies and must specify the areas of deficiency within 90 days of the graduate’s initial employment.
6. The employer, graduate, division chairperson, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to two courses related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The student’s sole remedy against WTC and its employees for skill deficiencies shall be limited to two courses of tuition-free education under the conditions described above.
12. The program can be initiated through a written contract with the Dean of Instruction.

Guarantee for Transfer Credit

Western Texas College guarantees to its Associate of Arts graduates and other students who have met the requirements of a 60 credit hour transfer (degree) plan the transferability of course credits to those Texas colleges or universities which cooperate in the development of WTC Course Selection Guides. If such courses are rejected by the college or the university, the student may take tuition-free alternate courses at WTC which are acceptable to the college or university.

Special conditions which apply to the guarantee are as follows:
1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in Course Selection Guides dated 1992-93 or later;
2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability apply as stated in the catalog of the receiving institution; and
3. The guarantee applies to courses included in a written transfer (degree) plan which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made—all of which must be filed with the Counseling Center.
Home Schooled Students

Before applying for admission to Western Texas College, home schooled students must be enrolled in their home school program at the grade equivalent of a public/private high school junior (11th grade) and must provide a transcript showing course work completed and signed by the person who is the designated "principal" of his/her program. The student must either be exempt from testing (see TSI on page 78) or take and pass a state-mandated placement exam. Home-schooled students wishing to take advantage of our Dual Credit program must provide an appropriately signed "Dual Credit Enrollment form" prior to registration for dual credit classes.

Honor Students

Students who achieve certain academic standards are recognized as honor students, provided they receive no grades of "I" or "P." Hours accumulated through college preparatory classes are not included in calculations for academic honors.

The President’s List will be compiled at the close of each semester to give special recognition to full-time students who make no grade lower than A (4.0 grade point average).

The Dean's List of students of high scholastic rank will be compiled at the end of each semester. The list will be composed of students who satisfy the following requirements:

1. Carry at least 12 semester hours of work.
2. Make no failing grades, and
3. Earn a grade point average of 3.5 or more.

The Merit List is composed of students who are enrolled for more than 8 semester hours, but fewer than 12 semester hours, and who make a grade point average of at least 3.5.

Students must have a minimum of 3.85 to graduate summa cum laude, a minimum of 3.70 for magna cum laude, and a minimum of 3.50 to graduate cum laude.

Only WTC grades are used for computation of grade point average for honors at graduation.

Housing

Western Texas College recognizes an obligation to all out-of-town students and provides attractive housing facilities. Two separate forms of housing are provided, including residence halls and several furnished duplex apartments. Western Texas College does not discriminate based on sex, race, color, national origin, age, religion, veteran’s status, or disability.

Residence Halls

Campus housing reservations are necessary to secure a room and should be made with the Housing Office as soon as possible. WTC offers semi-private rooms for its students in Clinton Hall and Glover Hall, which house 150 students each. The West Residence Hall offers a more traditional dorm arrangement and houses 144 students.

The residence facilities are monitored 24 hours a day by security cameras and Campus Security. All housing files are submitted to the Housing Office and include required insurance, immunization records, residence and dining hall contract, etc., in addition to the $250 property and damage deposit. The college strives to house its resident students in a safe and comfortable environment with access to mail, laundry, vending machines, and parking in the immediate area. Students are furnished single beds, desks, and closets in their rooms.

Before a student may reside in college residence facilities, he/she must be registered for a minimum of twelve (12) credit hours during the Fall and Spring term(s) of this contract. Failure to maintain minimum credit hour registration will terminate this contract and the student will be required to immediately vacate residence facilities. However, if the student subsequently satisfies the minimum credit hour registration requirement, the terms and conditions of the contract will remain in effect. Any and all exceptions will need prior approval from the Dean of Student Services.

All unmarried students under 21 not living with relatives are required to live in the residence halls as long as rooms are available. Exceptions require administrative approval. Priorities for off-campus residence will be given to sophomore students.

Room Assignments and Roommates: Room assignments are made during the summer for the school year. Each student will be notified by letter of his/her room assignment and the name of his/her roommate. Consideration will be given to preferences for roommates where possible. It is assumed that students preferring to be roommates will both apply for accommodations within a reasonable length of time.

Room Furnishings: Rooms in the residence halls are comfortably furnished to meet average needs. Students are expected to bring their own personal effects, to include towels, washcloths, mattress covers, blankets, pillows, sheets, and bedspreads. Drapes or blinds are furnished. Students must furnish their own telephone instrument. Cable and Internet service are available for students in all residence halls.

Reservations: A room reservation may be secured by submitting a Residence and Dining Hall Application to the Housing Office, Western Texas College, Snyder, Texas 79549. This application is available online at www.wtc.edu/housing/forms.html. Room reservations will be confirmed when the housing office has received the following items from the student:

1. A signed application/contract.
2. The required $250 property deposit.
3. A completed immunization form.
4. Proof of health insurance.

All unclaimed spaces in rooms in the residence halls will be declared vacant at 8 a.m. on the first day of classes.

Property Deposit: The $250 deposit serves as a reservation fee and a residence hall property deposit. The $250 property deposit and reservation fee is non-refundable after the last day of July if a student fails to notify the housing staff that he/she will not be in residence for the next Fall semester. Any charges for damage or shortage at the time the resident vacates the residence hall will be deducted from the deposit. The deposit is returned to the resident after vacating the hall if:

1. The resident cancels his/her contract before the final date for cancellation as shown in the contract.
2. The resident involuntarily withdraws from the college for reasons of health.
3. The resident has the approval of the hall director prior to checking out of the residence hall.
4. The resident completes a valid application for refund through the Housing Office. This application is available online.
No refunds of deposits will be made for voluntary withdrawals during the semester other than for reasons stated above. Damages of undetermined nature for lounge areas and on furniture will be collectively charged to all students residing on the floor.

Damages and cleaning fees will be assessed against the property deposit at the time the resident vacates. If such charges exceed the deposit, the balance is due and payable before the student can receive any grades or academic records. Damages of undetermined nature will be assessed collectively to all residents of the unit. Students may apply to have their deposit returned after vacating their room and following proper check-out procedures. Refunds are not made without a valid application.

**Student Apartments**

Furnished apartments for students are available on the campus. International students have first option. Any remaining open apartments are available on a first-come-first-served basis. Apartment availability for non-International students is not guaranteed. Western Texas College does not discriminate based on sex, race, color, national origin, religion, veteran's status, age, or disability.

Reservations: Students may apply for apartment residence by completing the following:

1. Application/contract form.
2. An immunization form.
3. A completed physical examination form.
4. Payment of the required $250 property deposit.
5. Proof of medical insurance.
6. Students will be assigned space by the Director of Housing based on availability. All unclaimed spaces in the apartments will be declared vacant at 8 a.m. on the first day of classes.

Damages and cleaning fees will be assessed against the property deposit at the time the resident vacates. If such charges exceed the deposit, the balance is due and payable before the student can receive any grades or academic records. Damages of undetermined nature will be assessed collectively to all residents of the unit. Students may apply to have their deposit returned after vacating their apartment and following proper check-out procedures. Refunds are not made without a valid application.

Students residing in the apartments will be under contract for the housing for a minimum period of one semester. Notice of cancellation should be formally provided two weeks prior to leaving the campus. Students must apply for the refund of deposit at the time of withdrawal from the apartment.

If the student has neither damages nor financial liabilities to WTC, a refund will be authorized by the Director of Housing.

Apartment lease is by semester and includes all utility bills. Lease prices may be changed by the administration at the beginning of any lease period.

Apartment Furnishings: Each two-bedroom apartment includes a kitchen with refrigerator and range with self-cleaning oven; a living area with a sofa, chair, coffee table, and end table, a dining table with four chairs; and two bedrooms with two twin beds, one dresser with mirror, and one night stand in each room.

Students are expected to bring their own personal effects, to include towels, wash cloths, mattress covers, blankets, pillows, sheets, bedspreads, and cooking utensils.

**How to Enroll**

1. Study carefully the Western Texas College catalog.
2. Secure an application for admission from the Admissions Office, College Relations, or by visiting the Applications/Forms section at our website, www.wtc.edu. Applications may also be submitted through www.applyTexas.org.
3. Complete the Application for Admission form and return it to the Office of Admissions via mail, fax, or in person.
4. Make certain that official transcripts of credits from high school and/or college are sent directly from the institution to Western Texas College; Attention: Admissions Advisor.
5. Students applying for Vocational Nursing must contact the Counseling Center or the Vocational Nursing Department regarding additional requirements for admission. This program has selective admissions processes.
6. Submit scores from any of the following assessments: ACT, SAT, THEA, COMPASS, ASSET, ACCUPLACER, TAAS, or TAKS. Prior college coursework may also be evaluated in lieu of some test scores. Any high school graduate who is otherwise qualified will be accepted at Western Texas College, as results of the tests are used only for counseling purposes and in proper placement of students in courses of study. Students may be required to complete other tests before registering.
7. Students will be notified of their acceptance after successful completion of steps one through four, excluding Vocational Nursing students. If this notice is not received, students should contact the Admissions Office.
8. Contact a counselor for a pre-enrollment conference to plan course objectives and to clarify any questions concerning registration and other details.
9. Report for registration on the date and time designated and pay tuition and fees.

**Illness and/or Injury**

Western Texas College has no financial responsibility for illness or injury of students.

**Individual Approval**

An applicant who demonstrates sufficient ability and seriousness of desire and purpose may be conditionally admitted to Western Texas College. To apply under this clause, contact the Dean of Student Services.

**Job Placement**

Western Texas College does not maintain an official job placement service for students. However, individual program instructors serve as advisors for job referrals or placement.
Late Registration

Registration will be closed in accordance with the official Western Texas College catalog. A $25 fee may be charged those approved for late registration. Registration more than one week after the regular registration date, but prior to the twelfth class day, will require both dean and instructor approval.

Learning Resource Center

The Learning Resource Center (LRC) is home to the bibliophiles – a multipurpose, two-story facility serving students, faculty, staff, as well as the general public. A major focal point for learning and related activities, the LRC houses the campus Library, Service Center (mail room, copy center, secretarial pool), an open PC lab, the Innovation Center classroom, and the campus Technology and Audiovisual departments. Offices contained within the LRC include: the Director of Library Services, the Counseling Center, the Director of Distance Learning, the Dean of Technology, Chief Operating Officer, Webmaster, the Title V grant, and the STEM grant.

The Library reference and multimedia circulating collection is housed on both floors of the LRC and includes books, e-books, periodicals, microfilm, CDs and DVDs. Open five days a week during the school year and four days weekly during summer, the Library also provides extensive database and research assistance, instructional workshops, and computer and copier services.

Mission Statement of the WTC Library

The mission of the Western Texas College library is to support and enhance the activities of the College by serving the curricular and informational needs of its students, faculty, staff, and the community. Library services support academic freedom and academic integrity. The library strives to promote and enhance independent life-long learning skills by providing access to a wide range of information in a variety of formats, quality services, and modern facilities.

Non-traditional Credit

Western Texas College is committed to providing education in the most effective manner possible while maintaining high standards of education. Therefore, learning experiences will be evaluated and credit may be awarded to the Associate of Applied Science Degree or Associate of Arts Degree.

The following guidelines pertain to the evaluations and potential awarding of credit:
1. The student must be currently enrolled at Western Texas College to receive equivalent credit for non-traditional learning.
2. A limited number of semester hours may be granted for the non-traditional learning equivalent credit.
3. The grade of “CR,” credit will be transcribed.
4. Credit will be evaluated from the following:
   a. Non-traditional transcripts (armed forces, real estate boards).
   b. State or national board exams, i.e., Police Academy Training, Correctional Officer Training, Emergency Medical Services, or Child Development Associate credentials.
   c. Experience in business or industry. (A departmental exam may be required.)
   d. High school programs included in written articulation agreements. (No evaluation fee is charged.)
5. THEA guidelines will be followed.

To request evaluation, a student must petition the Office of the Registrar. The evaluation will normally be completed by the department chair for the appropriate discipline. A fee of $50 may be charged if a departmental exam is required.

Official Communication

All official communication from Western Texas College is delivered via email to the address provided by the student during enrollment. A WTC student email account is available to each student if requested or needed. Students may forward the WTC email to their personal email account if desired. It is the responsibility of the student to monitor their email account.

If a student receives a request to report to a Western Texas College administrative or faculty office, the student is to comply with such a request. Such requests may come through email, letter or telephone. Emergency communications are made through the campus RAVE system. The email address provided by each student is automatically added to the RAVE system upon enrollment. Students are encouraged to log into RAVE and add cell phone or personal telephone numbers.

The WTC web page is another source of communication to the entire student body. Each student should frequently check www.wtc.edu for notices.

Parking Policy

Western Texas College offers an open parking policy to its students, employees, and faculty. Parking permits are required and can be obtained at the Registrar’s Office. Parking is a privilege granted to the college community. As a courtesy to others, park only in spaces designated for your particular permit. Special areas have been designated for the handicapped and visitors.

Prerequisites

Certain courses require that a student have designated prerequisites before registering for the courses.
The college administration may allow a student, under special circumstances, to register for a course without the required prerequisites.
Refunds

Refund of tuition and fees is made under the following regulations:

1. If a class does not materialize and is cancelled by the college, 100 percent of all tuition and fees charged will be refunded for that class.

2. In special cases where a student must withdraw from college or drop classes, the following statutory refund schedule will be followed for tuition and fees.

Refunds for Drops and Withdrawals

The last day for a 100% refund for any classes will be the day prior to the first day of class.

<table>
<thead>
<tr>
<th>Length of Class Term in Weeks</th>
<th>Last day* for 70% refund</th>
<th>Last day* for 25% refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 or less</td>
<td>2</td>
<td>n/a</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>5</td>
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<td>9</td>
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<td>11</td>
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<td>12</td>
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<td>14</td>
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<td>12</td>
<td>11</td>
<td>15</td>
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<td>13</td>
<td>12</td>
<td>16</td>
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<tr>
<td>14</td>
<td>13</td>
<td>17</td>
</tr>
<tr>
<td>15</td>
<td>14</td>
<td>19</td>
</tr>
<tr>
<td>16 or longer</td>
<td>15</td>
<td>20</td>
</tr>
</tbody>
</table>

*Class-day count begins on the first day of classes as listed in the college calendar for all semester or quarter length classes. For Workforce Education (AVE) classes, class day count begins on the first day of class and continues for all days for which the college offers classes.

3. Balances due to students who withdraw or drop are payable after the first twelve class days.

4. Immediate refunds are not issued on withdrawal, but a check covering all refunds will be mailed to the address left by the student on the withdrawal form. Registration fees and technology fees are not refundable unless the college cancels the course.

5. The schedule of refunds listed in (2) above also applies to tuition and fees for quarterly programs and Workforce Education (AVE) classes.

6. No Room and/or Board refunds for Clinton Hall, Glover Hall, West Hall, and College Apartments after the 12th class day (see college calendar)

Refunds of Federal PELL Grant, Federal Family Education Loans or Supplemental Educational Opportunity Grant (SEOG)

The Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) changed the way funds paid toward a student's education are to be handled when a recipient of Federal Student Financial Aid (SFA) funds withdraws from school.

Up through the 60% point in each payment period or period of enrollment, a prorated schedule will be used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds. If a student receives all F's or withdraws before the 60% enrollment period, the student may owe a Pell grant repayment.

Calculation of Amount of SFA Program Assistance Earned

If a program is measured in completed credit hours, the percentage of the payment period or period of enrollment completed is the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the day the student withdrew.

The SFA refund and repayment requirements apply when a student receives SFA Program funds and withdraws, drops out, is expelled, or otherwise fails to complete the period of enrollment for which he or she was charged.

The SFA refund and repayment requirements do not apply to a student who withdraws from some classes but continues to be enrolled in other classes.

Determination of refunds will be made using the Department of Education’s Withdrawal Record and the Refund Calculation Worksheet. Both of these forms are available for review in the Financial Aid Office.
Release of Information

Western Texas College is bound by the Texas Open Records Law, the Family Educational Rights and Privacy Act of 1974 (PL. 93-380 Education Amendments of 1974), and the institutional procedures in determining access to or the release of student records. All students will be required to read and sign a statement either permitting or not permitting the institution to release directory information to the Texas Higher Education Coordinating Board. A copy of the Family Educational Rights and Privacy Act of 1974 is on file in the Dean of Student Services' office.

Residence Classification

1. An in-district or resident student is one who is a resident of Scurry County.
2. An out-of-district student is one whose legal residence is in Texas but not in Scurry County.
3. A non-resident of Texas defined by Texas law is a student of less than 18 years of age who lives away from his/her family and whose family resides in another state or whose family has not resided in Texas for the twelve months preceding the date of registration, or a student of 18 years of age or older who resides out of state or who has not been a resident of the state twelve months subsequent to his/her eighteenth birthday or for the twelve months immediately preceding the date of registration.
4. Questions concerning residence classification should be addressed to the Dean of Student Services. Documentation may be required.

In-District Definition

An in-district student is one who was a documented resident of Scurry County for the twelve months immediately preceding his/her original registration at Western Texas College. Proof of residency may be required upon admission or at any time during a student's enrollment.

A student may be classified as an in-district student prior to twelve months of in-district residence by presenting a valid Scurry County ad valorem tax receipt, paid by the student for the current or preceding tax year. Dependent students may use a parent's or guardian's Scurry County ad valorem tax receipt as proof of residence. (Dependent means an individual who is claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the tax year preceding the year in which the individual registers. Federal income tax returns may be required to determine dependency status.)

In-district students who temporarily leave the county to attend other colleges retain their in-district status so long as they are not absent from the county for any consecutive 12-month period without attending school full time.

Out-of-District Definition

Students classified as out-of-district will continue to be classified as out-of-district during such time as they remain in school for consecutive academic years. However, any student who continuously resides in Scurry County for a twelve month period without attending school may be reclassified by the Dean of Student Services as an in-district student.

Sammy Baugh Golf Course

The Sammy Baugh Golf Course and Pro Shop, located on the campus of Western Texas College, is one of the Top 10 best 9-hole courses in the state, according to the Dallas Morning News.

The course is home to the WTC men's and women's golf teams, as well as a practice site for local high school golf programs, and is the site for several annual tournaments in the area. It is maintained by instructors and students in the nationally renowned Golf Course and Landscape Technology Program.

Open seven days a week 7:30 a.m. until dusk, Sammy Baugh Golf Course has a driving range and practice greens available, as well as restrooms and vending machines on the course.

A fee schedule and maps and polices can be found online at wtc.edu.

Scholastic Probation and Suspension

Whenever a student's cumulative record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and may be placed on scholastic probation. Scholastic probation is a conditional permission for a student to continue in college and may be granted when such a continuation is in the best interest of the student and the college. The college administration is authorized to stipulate terms of the probation.

A student on scholastic probation who fails to meet the requirements for the removal of such probation, as designated by the college administration, is subject to scholastic suspension.

A student on scholastic suspension is ineligible to enroll at Western Texas College without successfully petitioning, in writing, for admittance through the Admissions Committee. (See the Conditional Admissions Section.) After that time he/she may be readmitted upon approval of proper college officials. He/she will be readmitted on scholastic probation and must satisfy the terms of this probation in order to remain in college. The summer session does not constitute a semester for this purpose. After a semester of enforced withdrawal, he/she may then enroll on scholastic probation. Should he/she fail to achieve the minimum standard during this probation, he/she will be placed on suspension for one calendar year.

A student on probation is obligated to know if he/she has satisfied the conditions for continuing in college. An ineligible student who registers with the college will be subject to dismissal with forfeiture of all tuition and fees.

Scholastic suspension imposed a second time will be for a period of one year. Upon a third scholastic suspension, a student is not eligible for readmission except by special permission of college officials.

Scholastic probation and scholastic suspension are determined by placement on the following scale. Any student may appeal his/her status by letter to the Dean of Student Services.
Scale for Academic Standing

<table>
<thead>
<tr>
<th>Total Semester Hours Attempted</th>
<th>Academic</th>
<th>Suspension</th>
<th>Academic</th>
<th>Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-19</td>
<td>Cumulative GPA less than 1.00</td>
<td>Cumulative GPA less than 1.75*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20-39</td>
<td>Cumulative GPA less than 1.50</td>
<td>Cumulative GPA less than 2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40-59</td>
<td>Cumulative GPA less than 1.75</td>
<td>Cumulative GPA less than 2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60-</td>
<td>Cumulative GPA less than 2.00</td>
<td>Cumulative GPA less than 2.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Any student below a 2.0 grade point average may be required to meet special academic requirements by the Dean of Instruction.

In order to maintain Veterans Administration assistance, a student must maintain a minimum grade point average of 2.0 ("C" Average) each semester on all work needed for graduation.

Scurry County Museum

The Scurry County Museum, located on the south side of the campus, houses permanent exhibits relating to the history of the county and offers a variety of traveling exhibits. The museum is open year round (with the exception of some campus holidays). Information about exhibits, guided tours, and hours may be obtained by calling the museum office at 573-6107.

Student Center

The Student Center is the “multi-purpose” gathering place for student life and student services on the WTC campus. It is open from 7:30 am to 10:00 p.m. The Student Center building is equipped with wireless technology to allow students to use their own equipment as well as an internet café with computers to check email, instant message, and catch up on the latest news. Facilities include an elevator and stair access to the three levels.

The lower level houses Great Western Dining food service with daily specials, hamburgers and fries, as well as a soup and salad bar. The cafeteria accommodates up to 160 people and has a meeting room for 25 that can be reserved for special activities.

The main level houses the college bookstore, the internet cafe, and the KGWB radio station. The TRiO grant programs which include Upward Bound, Talent Search, and Student Support Services are also located on the main level around the corner from the bookstore.

Student Classification

A student who is enrolled for 12 or more semester hours is classified as a full-time student. One who is enrolled for less than 12 semester hours is classified as a part-time student.

A student who has earned fewer than 30 semester hours of college credit is classified as a freshman. One who has earned from 30 to 60 hours of credit is classified as a sophomore.

Student Commons

The Student Commons, adjacent to Glover Hall and just a few steps away from Clinton Hall, provides a place for students to gather and relax. The commons area includes pool tables, a ping-pong table, two big-screen TV’s, tables and chairs for games or studying, and comfy couches and chairs for relaxing. Also included are drink machines, snack machines, and a cold sandwich dispenser.

Student Complaint and Grievance Procedure

Before filing an official complaint or grievance against the college or any individual(s) representing the college, a reasonable effort shall be made by the student and others involved in the dispute to resolve the grievances and complaints.

Only when such efforts are unsuccessful should the Student Complaint and Grievance Procedure be invoked. Students may file an Official Grievance or Complaint in writing to the Dean of Student Services offices located in Palmer Hall. Students may also file official complaints and grievances throughout the Western Texas College website. All reasonable efforts shall be made to maintain confidentiality in accordance with applicable laws throughout all phases of the Student Grievance and Complaint process.

Student Conduct

Each student shall be charged with notice and knowledge of the contents and provisions of the college rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.
2. Gambling, or dishonesty in any form.
3. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
4. A student who owes a debt to the college or who writes an “insufficient funds” check to the college may be denied admission or re-admission to the college until the debt is paid or the check redeemed.
5. Violations of the Penal Statutes of Texas or of the United States occurring on college property or in connection with college-sponsored activities may also constitute violations of the college rules and regulations when such violations affect the education process and goals of the college.
6. Possession or use of firearms on college-controlled property except for educational purposes that have the prior approval of the Vice-President.
7. Interference with teaching, research, administration, or the college subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
8. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.
9. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
10. Endangering the health or safety of member of the college community or visitors to the campus.
11. Damaging or destroying college property.
Any student violating this policy shall be subject to discipline, including suspension, in accordance with school policy.

Student Health Center - Tefertiller Hall
The Tefertiller Student Health Center currently houses the Athletic Trainer office and a complete campus health facility where students can go for treatment of minor ailments and injuries. The Health Center will be open 2 morning per week. Check with the facility for specific days and times.

Student Health Services
The mission of the Western Texas College Student Health Service is to provide students with quality primary health care and education about healthy lifestyles. It also provides a full range of primary care, treatment, and referral services, as well as related health education programs. All programs and services are aimed at maintaining the physical and emotional well-being of the Western Texas College student body.

Student Insurance
Student health and accident insurance is available to those students who desire insurance by the semester or annually. Information may be obtained from the Housing Office. Students in programs which require internships or on-the-job training may be required to purchase liability insurance.

Student Organizations
Depending upon individual interests, students at Western Texas College have an opportunity to select from several student organizations which offer opportunities in responsible leadership. Organizations at WTC include honor societies, religious organizations, and special interest groups, as follows:

AG CLUB - The purpose of the Ag Club of Western Texas College is to promote leadership, scholarship, and fellowship among students of Western Texas College and others in the community who have a genuine interest in agriculture. The organization holds monthly meetings and participates in campus and community activities. The Ag Club is an institutional member of the Texas Junior College Agricultural Association and participates in the state meeting each spring. Anyone interested should contact the agriculture instructor.

BAPTIST STUDENT MINISTRIES —The Baptist Student Ministry provides students with an opportunity for Christian fellowship and service. Membership is open to all WTC students regardless of church affiliation.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)—The on-campus organization of the Fellowship of Christian Athletes is composed of current college athletes, former high school competitors, and other interested individuals. The purpose of the organization is to bring together athletes to talk about their concerns, doubts, feelings, and faith. The Western Texas College Fellowship of Christian Athletes is a member of the national organization and can therefore offer members programs and opportunities for a rewarding experience.

FELLOWSHIP OF CHRISTIAN COWBOYS—The purpose of this organization is to present to cowboys, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord; and to disciple them in their commitment to serve Jesus in their relationships and in the fellowship of the church. It is the desire of the Fellowship of Christian Cowboys to demonstrate to the youth of our country, by education and example, an alternative to the drug and alcohol-influenced lifestyle, and to promote the Christian values of personal integrity, respect of fellow man, and love of God and family.

PHI THETA KAPPA— Psi Zeta Chapter - As the only nationally-recognized honor society for junior college students, Phi Theta Kappa provides recognition and encouragement of high scholarship. The local chapter provides the student with opportunities for development of leadership and service as well as incentives for continuing academic excellence. Qualification for membership is based on the student's overall grade point average (must complete 12 semester hours with a GPA of 3.5) and is by invitation only.

RODEO CLUB—The Rodeo Club provides interested students with rodeo-related activities and attempts to provide the opportunity for students to learn and improve their skills in the sport of rodeo. The Club has an active Rodeo Booster Club that provides scholarships for students interested in rodeo. Western Texas College is an active member of the National Intercollegiate Rodeo Association (NIRA) and sponsors rodeos, dances, barbecues and many other activities each year. Membership dues paid by each club member make up the Rodeo Club activities budget. Anyone interested should contact the Rodeo Club Sponsor.

STUDENT GOVERNMENT ASSOCIATION—The WTC Student Government Association provides numerous leadership opportunities while organizing and assisting with extracurricular activities including speakers, mixers, intramurals, fund raising, and community service. The WTC SGA also participates in regional and statewide student government associations.

WESTERN TEXAS COLLEGE COMPUTER CLUB—The WTC Computer Club is focused on computer technology with the goals of: education, student development, interaction and ocommunication within the business world, enhancing the community, and building, recruiting, and enhancing the Information Technology Business Management program of Western Texas College. Membership is open to student currently enrolled and in good standing at WTC, who are also enrolled in the ITBM program or are a computer science major.
Student Services Fee

All registered students in good standing have unrestricted access to the following Student Services activities through the payment of their tuition and fees. Only those activities with an asterisk involve additional charges for students. Special reservations may be required when seating or facility space is limited.

- Game Room - Student Commons
- WTC NIRA Rodeo
- All activities sponsored by the Student Activities Office or Student Government Association
- All intramural activities
- All drama productions except the dinner theatre
- All counseling and health education services (except testing)
- Golf Course - reduced rate
- Racquetball Courts - reduced rate
- All athletic contests except tournaments
- Student body elections and offices, except as excluded by WTC Policy

Students with Disabilities

Western Texas College is an equal opportunity institution and is in compliance with the Americans with Disabilities Act. Any student who has a physical, emotional, or learning disability can apply for accommodations through the Counseling Center. Individual programs are designed to give students with disabilities equal access to all phases of college life.

Texas Success Initiative (TSI)

According to the Texas Success Initiative (TSI), an undergraduate student who enters a public institution of higher education in Texas will be tested for reading, writing, and mathematics skills prior to enrolling in any college-level academic coursework. The THEA, COMPASS, and ACCUPLACER exams meet this requirement. Most exams may be taken at a local college or university. Some students may be exempt from this testing requirement due to their TAKS scores, ACT scores, or SAT scores.

Following are the most current TSI exemptions based on standardized testing, and which are subject to change: (A student has to meet only one of the three to be exempt.)

- TAKS: A minimum of 2200 on the mathematics section and/or a 2200 with a writing sub-score of at least 3 in the English/Language Arts section of the exit-level exam. The exemption will be given for those corresponding sections only (full or partial exemption). The scores must be no more than three (3) years old.
- ACT: A composite score of at least 23 with a minimum score of 19 on the mathematics section and/or the English section. The exemption will be given for those corresponding sections only (full or partial exemption). The scores must be no more than (5) five years old.
- SAT: A combined score of at least 1070 with a minimum of 500 on the mathematics section and/or the verbal section. The exemption will be given for those corresponding sections only (full or partial exemption). The scores must be no more than (5) five years old.

Transcript of College Record

A transcript of college work is an official copy of the student’s permanent record bearing the college seal and the signature of the Registrar. Copies of the student’s transcript are available upon written request from the Office of the Registrar. Transcript request forms can be found on our website at www.wtc.edu.

Transfer Curricula

The following statement of policy was adopted by the Coordinating Board, Texas College and University System, on January 31, 1992. The following mandatory provisions regarding transfer of course credits pertain only to credits earned at a Texas public community college or university accredited by the Southern Association of Colleges and Schools. (All provisions are to be considered together. For example, provision 1 is qualified by provision 5.)

1. A community college or university shall evaluate course credits presented by admissible transfer students on the same basis as if the credits had been earned at the receiving institution.
2. The content of a course as reflected in its description, not its source of funding, shall determine its transferability and applicability to a degree program.
3. No university shall be required to accept by transfer or toward a degree more than 66 semester hours, or one-half of the degree requirements if these constitute fewer than 66 hours, of credits earned by a student in a community college. In addition to the courses listed in the appropriate approved transfer curriculum, the university may count additional lower division courses in the student’s major to give the total of 66 hours. No university is required by this policy to accept more than 66 hours; however, the university may accept additional hours.
4. Any student transferring from a community college to a university shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college.
5. Each Texas public community college or university shall accept course credits earned by any student transferring from another accredited Texas public community college or university provided such credits are within the approved transfer curriculum of the student’s declared major field at the receiving institution. Each Texas public community college or university shall grant full value for transfer curriculum course credits toward degree requirements as they apply to the student’s declared major. Additional course credits may be accepted in transfer at the discretion of the receiving institution.
6. Since courses included in each transfer curriculum vary according to the major subject areas represented, a student should be advised to declare a major prior to attaining sophomore standing at a community college. The student shall be required to declare a major at the time a request is made for admission to a degree program at a university. Students should be advised that a change of major may result in loss of credits earned in the previous program.

7. A student shall not be required to complete an entire transfer curriculum for credits in individual courses to be transferable and applicable to a degree program.

8. Each Texas public community college or university should designate a member of its faculty or staff as its articulation officer. The articulation officer will be responsible for the dissemination of information relating to the transfer of credit and transfer curricula on his or her campus. The articulation officer will be responsible for coordinating the evaluation of transfer credit by advisors within the various academic units on his or her campus to ensure consistency. In the absence of the designation of an articulation officer, the institution's admissions officer will be presumed to fill this role.

9. Any difference in interpretation regarding application of these general provisions which arises between a Texas public community college and a university in regard to transfer of credit should be resolved by conference between appropriate representatives of the involved schools with their articulation officers serving as facilitators. If a difference in interpretation cannot be resolved, either institution may request the Coordinating Board staff to mediate, and if necessary, to appoint a committee consisting of equal numbers of community college and university representatives to recommend a solution to the Commissioner of Higher Education.

10. When approved by the Coordinating Board, the transfer curriculum for each subject area shall be published individually and disseminated with these general provisions by the Coordinating Board to the chief academic officer, articulation officer, registrar, and other appropriate administrators of higher education in Texas.

11. Institutions are encouraged to assist the Coordinating Board staff in developing course tables for each transfer curriculum. Articulation officers at the universities will be the contacts for the Coordinating Board staff in obtaining the numbers of equivalent courses for each transfer curriculum and in periodic updating of such tables.

12. Each transfer curriculum shall include a general description of every course in that curriculum. The Coordinating Board shall provide for the review and revision of each curriculum as needed or at least every five years.

13. Any community college or university choosing to grant credit for courses taken by non-traditional modes shall evaluate and validate the learning according to policy established at the receiving institution. Examples of non-traditional modes include:
   a. national examination
   b. institutional examination taken in lieu of course enrollment
   c. course taken at non-degree granting institution (e.g., military)
   d. work experience or
   e. life experience

   The specific nature of this credit shall be so indicated on the student's transcript. The total amount of non-traditional credit accepted, if any, shall be entirely controlled by the receiving institution.

14. Institutions which establish institution-wide enrollment ceilings or specific program enrollment controls may be exempted from certain of these general provisions by the Commissioner of Higher Education upon adequate justification.

Transfer Credit to WTC

Any class being transferred in by an institution of higher education and any courses transcripted from consortia institutions will be examined by the registrar and reviewed by, and the final decision made by, the Curriculum Committee to ensure they meet the requirements of Western Texas College and the principles of accreditation of The Southern Association of Colleges and Schools.

Students on academic or disciplinary suspension from the last college or university attended will be considered for admission to Western Texas College on an individual basis only. Credit for courses in which a passing grade ("D" or better if the student's overall grade average is "C" or better) has been earned may be transferred to Western Texas College from any college accredited through one of the regional accrediting associations of the Association of Colleges and Schools. College policy is NOT to transfer credits received from any U.S. institution not so accredited. Grades of "D" will not transfer to WTC in English Composition, ENGL 1301, ENGL 1302. Developmental, remedial or any other non-degree credit course cannot be used for transfer or in determining the 2.0 ("C") transfer average. Coursework completed at a college outside the United States will be considered for transfer on an individual basis. A course-by-course evaluation of a transferred transcript will be completed by the Registrar in consultation with the curriculum committee. Students are required to submit an official transcript from each school previously attended. A student's transcript will have a "hold" placed on it until all transcripts from each school previously attended are received. It is the student's responsibility to make sure all transcripts have been received in the Registrar's office. A WTC transcript will not be issued if a student's file is not complete or has a "hold" placed on it.

Transfer Dispute Resolution for Lower Division Courses

If an institution of higher education does not accept course credit earned by a student at another institution of higher education, that institution shall give written notice to the student and other institution that the transfer of the course credit is denied.

The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines. If the transfer dispute is not resolved to the satisfaction of the student or the institution at which the credit was earned within 45 days after the date the student received written notice of the denial, the institution that denies the transfer of the course credit shall notify the Commissioner of its denial and the reason for the denial.

The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
Veterans Affairs

Veterans eligible for assistance under one of the Veterans Administration programs should apply through the regional VA office which serves their area. The certification of enrollment required at the beginning of each academic year will be submitted to the VA by the Associate Registrar.

The Office of the Registrar will assist veterans and eligible dependents with problems relating to their training program. The Registrar handles the certification of attendance. Twelve semester hours are considered a full load by the Veterans Administration. The County Veterans Service Officer maintains an office at the Senior Citizens Center, 2603 Avenue M, Snyder, TX.

Veterans who were residents of Texas at the time of enlistment in the Armed Forces and who are not eligible for Federal assistance may apply for exemption from payment of tuition under the Hazelwood Act. A certified copy of the veteran's discharge papers must be filed when the application is made through the Office of the Registrar.

Virtual College of Texas

Western Texas College is a member of the Virtual College of Texas, a consortium comprised of the community and technical colleges of the state of Texas. Membership enables students to enroll in courses deemed by the Division Chairs to be equal in content and rigor to those taught on campus but delivered by instructors at other community colleges around the state. Membership enables WTC to provide academic and workforce courses for its students at times and in content that may not be available otherwise.

The Virtual College of Texas is a collaborative of all Texas public two-year colleges. It was created by the Texas Association of Community Colleges to facilitate sharing of distance learning courses among member colleges.

VCT benefits to students:
- Students throughout Texas have access to a statewide, online distance learning course schedule. This means that it is less likely for a student not to have access to a critical course at a critical point because it is not offered in the semester needed or the course is full.
- Students are supported with quality, locally-delivered student services.
- They pay in-district tuition if they are in-district students, irrespective of which colleges provide courses taken through VCT.
- Courses provided by multiple colleges throughout Texas are maintained on a single transcript at the host college.

For more information about the Virtual College of Texas and how to enroll in classes available via this mode of delivery, contact the Distance Learning office housed in the Learning Resource Center. Students enrolling only in VCT or WTC Internet classes are required to apply for admission to Western Texas College prior to enrolling in these classes.

Visitor Center

The Visitor Center, located on the campus of Western Texas College, serves as the host facility for individuals and groups to the campus. "The Center" is the main facility for meetings, conferences, and retreats that reach the objectives of corporate, community, and individual organizations. It houses the offices of the Director of Development, Recruiting, and Vocational Recruiting. Contact information:

Visitor Center
Western Texas College
6200 College Ave.
Snyder, TX 79549
1-325-574-7942
Email: jboatright@wtc.edu

Who's Who

Students who have completed at least 30 college credit hours and are currently enrolled full time with a grade point average of 3.2 may be nominated for consideration for Who's Who Among Students in American Junior Colleges. Nominations are submitted by faculty members to a Who's Who Committee composed of faculty and students appointed by the Dean of Student Services.

Students must excel in three areas in order to be selected to Who's Who: (1) Academic Leadership. This includes academic performance as demonstrated by GPA and leadership in the classroom. (2) Extracurricular and/or Services activities at WTC. Extracurricular/service activities include the student's involvement in on-campus activities such as student organizations, service groups, and student leadership. (3) Citizenship and/or Civic participation. This includes the student's involvement in off-campus community programs and activities such as service clubs, churches, charities, and other endeavors.

Withdrawal from College

Any student wishing to withdraw from the college for the remainder of a semester must secure an honorable dismissal through the Counseling Center. A request for honorable dismissal may be considered after the student has returned all library books and other equipment charged to him/her, paid all fines and fees, and cleared himself/herself in every respect with the college offices. Withdrawal procedures begin in the Counseling Center.

Students may withdraw from the institution without grade penalty up to the week before final exams. A student who fails to comply with the above terms will not be recommended to another college or university, nor will he/she be eligible to receive a refund of any fees or deposits.

Merely discontinuing class attendance does not constitute a drop or withdrawal. Evening school students must notify the Registrar's Office in writing before they will be officially withdrawn from class.
The Coliseum

Western Texas College took over operations of The Coliseum in June, 2008 and immediately started a face-lift to modernize the stately venue. One prime strategy is in place as the college proceeds with its plans for the facility. WTC wants to increase utilization with events that will introduce visitors to the great hospitality of West Texas and to provide the citizens of Scurry County a gathering place for a variety of events.

MAIN COLISEUM
* Stadium seating for 3890
* Conference or banquet seating for 1000 (floor area)
* Exhibition spaces in hallways, entry or floor area
* Westerner Room with seating for 150 with kitchen
* Complete catering services available
* Stage (adjustable sizes)
* Basketball and volleyball flooring, dressing rooms
* Rodeo floor area converts to dirt events (190’ x 90’ Ring) with complete supporting equipment
* Two concession stands
* Beverage services

COLISEUM ANNEX
* Indoor covered arena, offices, kitchens, etc. for 4936 square Feet
* Complete supporting equipment for livestock events
* Meeting area and temporary event offices
* Concession stand and catering services
* Beverage services amenities

RV AREA
* 91 spaces with electricity (30 & 50 amp) and water (dump station on grounds)
* Over 50 acres of grounds for recreation or exhibition Space

HORSESHOE PITS
* 18 sanctioned pits
* Qualified by State and National Horseshoe Pitchers Association

HISTORIC SITES NEXT TO GROUNDS
* Cornelius Dodson House
* Dermott School

College on the Square

College on the Square is the commitment from Western Texas College to the Snyder community in the form of a permanent presence on the town square. It is an investment in the square and to the service of Scurry county and surrounding areas. We offer the opportunity for anyone to improve their skills through professional development and personal enrichment with in-person and online classes.

Our distinctive facility serves a wide range of markets, from the most mature community members to the very young, in an effort to promote workforce improvements.

Some of our popular course offerings are:

- Basic Sign Language
- Business Management
- Cake Decorating
- Concealed Handgun License
- CPR/First Aid
- Customer Service
- Digital Photography
- Fitness and Wellness
- Introduction to Computers
- Leadership Workshops
- Marriage Education
- Microsoft Office
- Microsoft Excel
- Motorcycle Safety 101
- Photo Editing
- Pilates
- Quickbooks
- Conversational Spanish
- Yoga

In addition, College on the Square partners with businesses in Snyder and surrounding areas to create customized training to fill workforce needs. From safety training to software training, we can find an instructor to train your workforce. Please call for information regarding custom training.

College on the Square now offers Driver Education to high school students between the ages of 15 and 17. Classes are offered three time per year. Call for information and class times.

For additional information about courses offered through College on the Square, or ideas for new classes, please contact the Director of Workforce Education at 325.574.6582.
Filing a Complaint with a State/Regional Accrediting Agency

This complaint policy only addresses significant, documented, alleged non-compliance with the state/regional accreditation standards, policies or procedures. Both state and regional accreditation agencies will require any complainant to exhaust all grievance and appeal procedures that Western Texas College has established (such policies being set forth in detail in the school catalog and/or student handbook) to address student complaints prior to initiating any investigation.

Procedures for filing a Student Complaint with a State/Regional Accrediting Agency

Filing a complaint with our state accreditation agency, Texas Higher Education Coordinating Board (THECB):
Written complaints may be sent to:

The Texas Higher Education Coordinating Board,
Office of General Counsel
P.O. Box 12788
Austin, Texas 78711-2788

Or submitted electronically to:
StudentComplaints@thecb.state.tx.us

Online access to THECB complaint procedures and forms is available on the following website:
http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D

Filing a complaint with our regional accreditation agency, Southern Association of Colleges and Schools (SACS):
Written complaints may be sent to:

President, Southern Association of Colleges and Schools/Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097

Online access to the complaint policy, procedures, and the Complaint Form is available on the following website: