



Wharton County Junior College

2024

2025

COLLEGE CATALOG



CHART YOUR COURSE WITH WCJC



PRESIDENT'S WELCOME

Welcome to Wharton County Junior College!

It is my pleasure to welcome you to Wharton County Junior College. Since 1946, we have provided a quality education to students throughout the region. Proudly, WCJC holds one of the highest academic transfer rates in Texas.

For more than 75 years, our mission to provide a quality education to students has remained constant. Our adaptability has made it possible for us to meet the challenges of today's students with online, hybrid, and in-person formats.

WCJC offers you a variety of support services in reaching your goals, as well as dozens of programs to choose from including courses that transfer and programs that will prepare you for a specific workforce field. Please visit us online at wcjc.edu to find information about our various student support services including admissions, advising, registration, financial aid services and more. Learn more about our programs by looking through our catalog and by viewing our department webpages.

Whether you are a recent high school graduate or an adult learner, we are here to help you on your educational journey. We encourage you to explore this catalog to learn more about our programs.

We are grateful you have chosen to continue your educational path with us and look forward to creating a pathway to success for you.

A handwritten signature in cursive script that reads "Betty A. McCrohan".

Betty A. McCrohan
President



911 Boling Highway ~ Wharton, Texas 77488
979-532-4560

College Catalog No. 79

2024 – 2025

WCJC GUARANTEE: Wharton County Junior College guarantees that WCJC students who are planning to transfer to a four-year university to pursue a bachelor's degree will be able to transfer their academic credit core courses to all state-supported colleges and universities in Texas. If a student takes core courses according to the conditions of this guarantee, and these courses are not accepted at a state-supported college or university of Texas, Wharton County Junior College will offer alternate courses that are acceptable, tuition free.

Wharton County Junior College guarantees students of WCJC who complete a technical/vocational program will acquire the necessary job skills for entry-level employment in their field of study. If the employer decides that a completer lacks the entry-level job skills in the occupational field in which he or she has been trained, Wharton County Junior College will provide additional skill training, tuition free.

This catalog is intended as a description of those programs and activities offered at Wharton County Junior College. The college reserves the right to select from the courses listed in the catalog that can be offered during any session. Further, WCJC reserves the right to change any regulations without previous notice. Not all courses listed in this catalog are offered each semester. The class schedule listing courses offered by WCJC and schedules is available on the WCJC Website.

Wharton County Junior College is committed to equal opportunity for all students, employees, and applicants without regard to race, color, religion, sex, national origin, veteran status, age, sexual orientation, gender identity and expression, disability, political affiliation or belief, and for all beneficiaries of programs financially assisted under Title I, WIOA on the basis of citizenship/status as a lawfully admitted immigrant authorized to work in the United States or his or her participation in any WIOA Title I financially assisted work or program.

No person, including students, faculty, staff, part-time staff, and temporary workers, will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any

program or activity sponsored or conducted by Wharton County Junior College on the basis of the categories listed above.

All inquiries concerning WCJC policies, compliance with applicable laws, statues, and regulations (such as Title VI, Title IX, and Section 504) and complaints should be directed to the following college officials:

Dean of Human Resources, Rachel Bahnsen, Title IX Coordinator for Employees

911 Boling Highway, Administration Building, A-208

Wharton, Texas 77488

bahnsenr@wcjc.edu

979-532-6442

Dean of Student Success, Lindsey McPherson, Title IX Coordinator for Students

911 Boling Highway, Pioneer Student Center, PSC-301

Wharton, Texas 77488

mcphersonl@wcjc.edu

979-532-6905

College and Program Accreditation

ACCREDITED BY:

Wharton County Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wharton County Junior College.

APPROVED BY:

Texas Education Agency (TEA)

Texas Higher Education Coordinating Board (THECB) has approved college/university parallel offerings and programs in technical education.

The Texas Veterans Commission has approved programs for veteran educational benefits.

PROGRAM ACCREDITATIONS BY:

Texas Board of Nursing (BON) – Associate Degree Nursing

National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) – Associate Degree Nursing

Automotive Service Excellence (ASE) – Automotive Technology

Texas Department of Licensing and Regulation (TDLR) – Cosmetology

Commission on Dental Accreditation (CODA) – Dental Hygiene

National Association for the Education of Young Children Accreditation of Early Childhood Higher Education Programs (NAEYC) – Early Childhood/Child Development

Commission on Accreditation of Allied Health Education Programs (CAAHEP) – Emergency Medical Services

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) – Health Information Technology

Council for Standards in Human Service Education (CSHSE) – Human Services

Texas Board of Nursing (BON) – Licensed Vocational Nursing

The American Bar Association, (approved by) – Paralegal Studies

Commission on Accreditation of Physical Therapy Education – Physical Therapist Assistant

Texas Commission on Law Enforcement (TCOLE) – Police Academy

Joint Review Committee on Education in Radiologic Technology – Radiologic Technology

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WCJC Services Directory

Academic Career and Transfer Advising	(979) 532-6388
Admissions and Registration	(979) 532-6303
Adult Education and Literacy	(979) 532-6301
Continuing Education	(979) 532-6570
Counseling and Disability Services	(979) 532-6384
Distance Education	(281) 239-1590
Financial Aid	(979) 532-6345
IT Help Desk	(979) 532-6568
Library Information and Technical Services	(979) 532-6953
Student Success	(979) 532-6388
Testing Services	(281) 239-1532

Academic Calendar 2024-2025

Course lengths may vary. It is imperative that students verify the start and end dates of each individual course in which they are enrolled during each semester. Courses may be offered in a variety of formats. Exact dates classes begin and end, drop days, and last days for refunds are all listed on the WCJC Website (www.wcjc.edu).

Fall Semester, 2024

Part of Term and Event Description	Date
Deadline for Guaranteed Financial Aid Processed by Start of Fall Semester	June 1
Fall Registration Opens	April 3
Faculty and Staff Official Opening Day of Semester	August 19
17 Week Classes Begin	August 19
17 Week Late Registration (\$25) and Schedule Changes	August 19 – 20
College Convocation; 9:00 a.m.	August 23
Cafeteria and Residence Halls Open (check WCJC website for times)	August 25
16 Week and First 8 Week Classes Begin	August 26
First 8 Week Late Registration (\$25) and Schedule Changes	August 26 – 27
16 Week Late Registration (\$25) and Schedule Changes	August 26 – 30
Saturday Classes Begin	August 31
Labor Day Holiday Observed (no classes; offices and library closed)	September 2
14 Week Classes Begin	September 9
14 Week Late Registration (\$25) and Schedule Changes	September 9 – 10
Official Census Date (16 week classes ONLY)	September 11
Financial Aid Freeze Date	September 15
Financial Aid PELL Distribution Date	September 16
Constitution Day Observed (classes meet as scheduled)	September 18
First 8 Week Final Exams Begin at 12:01 a.m. and must remain open for a minimum of 24 hours	October 16
First 8 Week Part of Term Ends – Grades due no later than 11:00 a.m.	October 18
Mid-Semester Begins	October 21
Second 8 Week Classes Begin	October 21
Second 8 Week Late Registration (\$25) and Schedule Changes	October 21 – 22
Fall Break (no classes; offices and library closed) All Thursday and Saturday classes will meet regardless of class time	October 25
Last Day to Submit Application for December Graduation	November 1
Thanksgiving Holiday begins at 4:00 p.m. (offices, library, cafeteria, and residence halls closed) All Tuesday classes will meet regardless of class time	November 26
Residence Halls Open (check WCJC website for times)	December 1
Thanksgiving Holiday ends; classes resume as scheduled	December 2
Final Exams Begin and Book Buy-Back at Bookstore Day classes continue through December 6	December 5 – 12
Final Exams End	December 12
Cafeteria and Residence Halls Close (check WCJC website for times)	December 13
Fall Semester Ends – Grades due no later than 11:00 a.m.	December 13
Winter Break (offices, library, cafeteria, and residence halls closed)	December 16 – January 5

Spring Semester, 2025

Part of Term and Event Description	Date
Deadline for Guaranteed Financial Aid Processed by Start of Spring Semester	November 1
WINTER MINI SESSION	
Winter Mini Registration Period	November 4 – December 16
Winter Mini Classes Begin Late Registration (\$25) and Schedule Changes No classes December 25 and January 1	December 16
Winter Mini Final Exams	January 2
Winter Mini Ends – Grades due no later than 11:00 a.m.	January 3
SPRING REGULAR SEMESTER	
Spring Registration Opens	November 4
College Offices Reopen	January 6
Faculty and Staff Official Opening Day of Semester	January 6
17 Week Classes Begin	January 6
Late Registration (\$25) and Schedule Changes	January 6 – 7
College Convocation; 9:00 a.m.	January 10
Cafeteria and Residence Halls Open (check WCJC website for times)	January 12
16 Week and First 8 Week Classes Begin	January 13
First 8 Week Late Registration (\$25) and Schedule Changes	January 13 – 14
16 Week Late Registration (\$25) and Schedule Changes	January 13 – 17
Saturday Classes Begin	January 18
Martin Luther King Holiday (no classes; offices and library closed)	January 20
14 Week Classes Begin	January 27
14 Week Late Registration (\$25) and Schedule Changes	January 27 – 28
Official Census Date (16 week classes ONLY)	January 29
Financial Aid Freeze Date	February 2
Financial Aid PELL Distribution Date	February 3
Texas Community College Teachers Association Convention (TCCTA) (no classes; all offices closed; staff professional development day)	TBD
First 8 Week Final Exams Begin at 12:01 a.m. and must remain open for a minimum of 24 hours	March 5
First 8 Week Part of Term Ends – Grades due no later than 11:00 a.m.	March 7
Cafeteria and Residence Halls Close (check WCJC website for times)	March 7
Spring Break Begins (offices, library, cafeteria, and residence halls closed) Saturday classes will meet on March 8 but not on March 15	March 10
Residence Halls Open (check WCJC website for times)	March 16
Spring Break ends; classes resume as scheduled	March 17
Mid-Semester Begins	March 17
Second 8 Week Classes Begin	March 17
Second 8 Week Late Registration (\$25) and Schedule Changes	March 17 – 18
University Interscholastic League (UIL) (no classes; all offices open)	March 28
Easter Holiday begins at 4:00 p.m. (offices, library, cafeteria, and residence halls closed) All Wednesday classes will meet regardless of class time	April 16
Residence Halls Open (check WCJC website for times)	April 20
Easter Holiday ends; classes resume as scheduled	April 21

Part of Term and Event Description	Date
Last Day to Submit Application for May Graduation	May 1
Final Exams Begin and Book Buy-Back at Bookstore Day classes continue through May 2	May 1 – 8
Final Exams End	May 8
Cafeteria and Residence Halls Close (check WCJC website for times)	May 9
Spring Semester Ends – Grades due no later than 11:00 a.m.	May 9
Commencement	May 10

Summer Semester, 2025

Part of Term and Event Description	Date
Deadline for Guaranteed Financial Aid Processed by Start of Summer Semester	April 1
MAY MINI SESSION	
May Mini Registration Period	April 2 – May 12
May Mini Classes Begin	May 12
Late Registration (\$25) and Schedule Changes	
Memorial Day (no classes; offices and library closed)	May 26
May Mini Final Exams	May 28
May Mini Ends – Grades due no later than 11:00 a.m.	May 29
SUMMER REGULAR SEMESTER	
Summer Registration Period	April 2 – July 7
11 Week and First 5 Week Classes Begin	June 2
Late Registration (\$25) and Schedule Changes	
Financial Aid Freeze Date	June 8
Financial Aid PELL Distribution Date	June 9
Last Day to Submit Application for August Graduation	July 1
First 5 Week Final Exams	July 2
First 5 Week Part of Term Ends – Grades due no later than 11:00 a.m.	July 3
Independence Day (no classes; offices and library closed)	July 4
Second 5 Week Classes Begin	July 7
Late Registration (\$25) and Schedule Changes	
Second 5 Week Final Exams	August 6
Second 5 Week Part of Term Ends – Grades due no later than 11:00 a.m.	August 7
11 Week Final Exams	August 13
11 Week Part of Term Ends - Grades due no later than 11:00 a.m.	August 14

In the event that unforeseen circumstances necessitate the cancellation of classes, the classes missed will be made up on Saturdays and/or holidays or by extension of the college calendar.

About Wharton County Junior College

STATEMENT OF MISSION

Wharton County Junior College is a public, two-year, comprehensive community college offering a wide range of postsecondary educational programs and services including associate degrees, certificates, continuing education courses, cultural affairs, and leisure-time activities for the benefit of the community and a population of students that varies in age, background, and ability.

The College affords opportunities for individual growth and expression and promotes the development of the total person through scholarly and creative activity and the application of knowledge for the good of society. Its curricular and co-curricular activities lay a foundation for lifelong learning and involved citizenship and encourage the pursuit of knowledge, innovation, experimentation, and excellence in human endeavor. It prepares students for entry-level positions, for advancement in various occupations and professions, for a broad understanding of the liberal arts and sciences, and for transfer to baccalaureate granting institutions.

In fulfilling its mission, the College:

1. Offers associate of arts, associate of arts in teaching, and associate of applied science degrees;
2. Offers transfer curricula in preparation for the baccalaureate degree;
3. Offers career/vocational curricula leading to certificates and associated degrees;
4. Offers remedial and developmental courses and services, as well as adult basic education, to assist under prepared students to achieve competency in basic skills and thus gain access to programs;
5. Supports excellence in instruction in all academic areas by the encouragement of faculty professional development for the improvement of teaching and learning

- through innovative teaching methodologies, research and public service;
6. Provides library and other instructional resources as integral parts of the educational process;
7. Supports students in the learning process through counseling and academic advising;
8. Offers continuing education, non-credit, courses and programs to meet the needs of business, industry, government, and the community-at-large, and to contribute to the economic development of its service region;
9. Provides varied cultural opportunities, recreational activities, and community services to enhance the quality of life in its service region;
10. Actively cooperates with school districts, vocational-technical schools, other colleges, and universities to promote a more productive educational environment within its service region;
11. Encourages the innovative and effective use of technology to increase and enrich educational opportunities for students and the community.

Wharton County Junior College is an institution that emphasizes personal attention to students, innovation and flexibility in its credit and non-credit offerings, and responsiveness to the diversity of communities it serves. The College is dedicated to providing an educational environment that recognizes individuality, stresses the importance of human relationships, and reflects the democratic values of our society.

Approved by the WCJC Board of Trustees
May 19, 2022

HISTORICAL SKETCH

- 1944 Wharton County leaders, members of a Post-War Planning Committee, conceived the idea of Wharton County Junior College.
- 1945 A County Junior College Committee was formed and citizens approved a 20-cent tax.

- 1946 On April 6, voters of Wharton County created the Wharton County Junior College district and elected the first Board of Trustees:
 F.J.L. Blasingame (Chair), Wharton
 Donald M. Duson (Vice-Chair), El Campo
 J.R. Peace (Secretary), East Bernard
 Harold Hansen, Danevang
 Richard E. Meek, Louise
 Lottie N. Mullins, Boling
 Carl N. Reynolds, Glen Flora
 In September, classroom instruction began with approximately 200 students housed in five Wharton County Fairground buildings, located at the corner of Boling Highway and Alabama Road. John Milton Hodges became the president of the College.
- 1948 On June 7, Wharton County voters approved a \$600,000 tax bond to acquire permanent college facilities. Friends of the College donated a 20-acre site at Boling Highway and Alabama Road for campus construction.
- 1954 Congressman Clark Thompson visited the campus.
 Playwright Horton Foote consulted with drama students on the production of *The Rocking Chair*.
- 1954 The Wharton County Junior College Foundation was formed.
- 1962 Travis M. McKenzie became president of Wharton County Junior College.
- 1966 Theodore Nicksick, Jr. became president of Wharton County Junior College.
- 1967 College officials purchased the Wharton County Fairground for campus expansion.
- 1968 Congressman George Bush visited the Wharton campus.
- 1969 Congressman Jake Pickle visited the Wharton campus.
- 1970 On July 18, voters extended the boundaries of the Wharton County Junior College District to include the Needville Independent School District and a Needville resident was appointed to the Board of Trustees, increasing Board membership to eight.
- 1974 CBS Newsman, Dan Rather, spoke to Wharton County Junior College students.
- 1980 Wharton County Junior College began offering day classes in Richmond/Rosenberg at B.F. Terry High School.
- 1981 Johnson Health Occupations Center opened on the Wharton Campus.
- 1983 Wharton County Junior College opened a satellite campus in Richmond.
- 1984 Elbert C. Hutchins became president of Wharton County Junior College.
- 1985 Wharton County Junior College, with funds provided by The George Foundation, purchased land for a permanent campus in Richmond/Rosenberg.
- 1990 Wharton County Junior College opened a campus in Sugar Land.
- 1994 Frank Robert Vivello became president of Wharton County Junior College.
 Wharton County Junior College began offering classes at the Marine Education Center in Palacios.
- 1996 The LaDieu Technology Center opened on the Wharton campus.
 Wharton County Junior College joined forces with the University of Houston to open a multi-institution teaching center at the Sugar Land CentraPlex.
 The Board of Trustees approved the purchase of the Sugar Land CentraPlex building.
- 1999 The Wharton County Junior College Bay City Technical Education Center opened at the Testengeer Building to house the College's Process Technology program.
 Playwright Horton Foote visited the College to speak with drama students as the Fine Arts Department presented "A Year of Horton Foote".
- 2000 Betty A. McCrohan became president of Wharton County Junior College.
 The WCJC Fort Bend Technical Center (FBTC) campus opened in Richmond.

- 2002 Congressman Ron Paul visited the Wharton campus.
- 2005 Wharton County Junior College’s service area expanded to include Sugar Land and its extraterritorial jurisdiction. Congressman Tom DeLay visited the WCJC Fort Bend Technical Center.
- 2007 Wharton County Junior College opened a campus in Bay City.
- 2009 Wharton County Junior College relocated its existing Sugar Land campus to a new site with the University of Houston Sugar Land.
- 2017 Renovation of 900 square feet and addition of 3,600 square feet housing the Cosmetology and Process Technology programs on the Richmond Campus.
- 2018 Renovation of 34,000 square feet and addition of 18,000 square feet to the Johnson Health Occupations Center on the Wharton Campus.
- 2020 Wharton County Junior College completed the addition of Corbett Baseball Park. Representative Michael Cloud visited the Wharton campus.

WCJC TODAY

Wharton County Junior College’s tax district encompasses Wharton County and the Needville Independent School District located within Fort Bend County. WCJC has a service area that includes Wharton, Matagorda, and Colorado counties, as well as parts of Fort Bend, Jackson, and Austin counties. To better serve its students, the College offers courses at four campuses in Wharton, Sugar Land, Richmond, and Bay City. In addition, the College offers classes at the El Campo Northside Education Center.

WHARTON CAMPUS

Most degree and certificate programs as well as many continuing education courses are offered in Wharton. Many students live at home; however, students have the opportunity to live on campus or in local apartments and to participate in campus life. Frankie Hall, a

residence hall for men, houses seventy-five students. Mullins Hall, a residence hall for women, houses fifty-three students.

The College participates in three competitive sports: Volleyball for women, Baseball for men, and Rodeo for men and women. WCJC also has a choir, a band, and a drama program. These sports and fine arts programs offer student scholarships. Campus life includes intramural activities for men and women, student government, and a variety of clubs.

SUGAR LAND CAMPUS

The Sugar Land campus is conveniently located on the University of Houston Sugar Land campus in Brazos Hall. This transfer-driven campus offers numerous academic and vocational courses which allow students to take advantage of the Wharton County Junior College/University of Houston partnership on the same campus.

RICHMOND CAMPUS

The Richmond campus offers a full range of technical, vocational, and academic courses. Various transfer courses, computer science, Process Technology, Cosmetology, EMS, and Police Academy programs are offered on the Richmond campus. Adult Education and Literacy and noncredit programs are housed on this campus as well.

BAY CITY CAMPUS

The Bay City campus is home to the College’s Process Technology, Nuclear Power Technology, and Manufacturing Technology programs. The campus also offers transfer courses and continues to expand its programmatic offerings and training facilities in response to Bay City’s economic development initiatives, such as the establishment of the new Tenaris plant in Matagorda County.

EL CAMPO EXTENSION CENTER

Wharton County Junior College offers transfer courses, Continuing Education, and Adult Education and Literacy at the Northside Education Center in El Campo.

UNIVERSITY ARTICULATION AGREEMENTS

Wharton County Junior College has several university articulation agreements that are in place to aid students in transferring. Students are encouraged to visit with a WCJC academic advisor to inquire about transfer plans available to Texas universities.

General Academic Information

DEGREES AND CERTIFICATES

The College offers two types of Associate degrees: The Associate of Arts/Science (AA/AS) and the Associate of Applied Science (AAS).

The Associate of Arts/Science degree is a two-year degree designed for students intending to transfer to four-year institutions to complete baccalaureate degrees. AA/AS degree programs parallel the first two years of study at four-year institutions; that is, the AA/AS degree program constitutes the freshman and sophomore years of a bachelor's degree. **A student may receive only one AA or one AS degree, but not both.** Students should select courses carefully with an academic advisor to be sure that the courses taken at WCJC match the first two years of the intended major upon transferring to a four-year institution.

The Associate of Applied Science is designed for students in technical and career programs who intend to seek employment in identified occupational areas. Some AAS programs transfer seamlessly into upper-level Bachelor degree programs at various local universities.

The College also offers both semester credit hour and noncredit programs, leading to certificates in career fields not requiring a degree for employment. Certificate programs vary in length from fewer than 100 clock hours up to one year.

The following example serves to illustrate the distinctions between AA/AS and AAS degrees, and between degrees and certificates.

Wharton County Junior College offers an AS degree that focuses on the field of Criminal

Justice. This program is designed for students who intend to transfer to a four-year institution to major in some aspect of criminal justice (e.g., probation and parole, juvenile justice, law enforcement, criminal justice administration).

The College also offers a two-year AAS degree with a major in Law Enforcement for students who intend to enter the police profession immediately upon graduation.

In addition, the College offers a certificate program through its state-certified police academy for students who wish to become Texas peace officers but who do not desire a degree.

INSTRUCTIONAL DIVISIONS

Courses and instructional programs are offered through seven divisions. Each division is composed of specialized departments, each with a standing Department Head or Program Director. All divisions report to the Vice President of Instruction.

Students may seek degree or certificate-specific advising from either department heads or division chairs, as well as from WCJC academic advisors.

DIVISION OF ALLIED HEALTH Division Chair: Carol Derkowski 979-532-6428

Departments:

Associate Degree	Physical Therapist
Nursing	Assistant
Dental Hygiene	Radiologic
Health Information	Technology
Technology	Vocational Nursing
Human Services	

DIVISION OF COMMUNICATIONS AND FINE ARTS Division Chair: Patrick Ralls 979-532-6978

Departments:

College Readiness	Speech
Reading and Writing	Visual and Performing
English, Humanities, and Foreign Language	Arts

DIVISION OF LIFE SCIENCES

Division Chair: Kevin Dees

979-532-6460

Departments:

Agriculture	Geology
Biology	Kinesiology

DIVISION OF MATH AND PHYSICAL SCIENCES

Division Chair: Jennifer Mauch

979-532-6396

Departments:

Chemistry	Physics and
Mathematics	Engineering

- College Readiness Math

DIVISION OF SOCIAL AND BEHAVIORAL SCIENCES

Division Chair: Amanda Shelton

281-239-1581

Departments:

Criminal Justice and Law Enforcement	History and Geography
Economics and Government	Psychology, Sociology, and Anthropology

DIVISION OF TECHNOLOGY AND BUSINESS

Division Chair: David Kucera

979-532-6342

Departments:

Business Office Technology	Engineering Design Information Technology and Networking
Computer Science Education and Early Childhood	Paralegal Studies
Electronics Engineering Technology	

DIVISION OF VOCATIONAL SCIENCE

Division Chair: Timothy Guin

979-532-6575

Departments:

Air Conditioning, Heating, Refrigeration, and Electrical Technology	Manufacturing Technology Nuclear Power Technology
Automotive Technology	Police Academy
Cosmetology	Process Technology
Emergency Medical Services	Welding Technology

COMMUNITY OUTREACH PROGRAMS

WCJC provides noncredit courses and programs, recreational activities, and community services to assist individuals in achieving educational and career goals, offer lifelong learning opportunities, and contribute to the economic development of its service area. The College provides the following:

- Adult Education and Literacy
- Continuing Education
- Corporate and Customized Training
- Online Courses and Training Programs
- Senior Citizens Program

A variety of noncredit offerings and grant-funded programs are offered in areas such as job readiness skills, occupational and career training, profession-specific continuing education, customized workforce training, adult education, English as a Second Language courses, High School Equivalency preparation; and Kids' College. The Senior Citizens Program offers Meals-On-Wheels, local transportation, center meals, senior citizen health screenings, as well as educational and recreational programs.

ADULT EDUCATION AND LITERACY

WCJC Adult Education and Literacy (AEL) program conducts Adult Basic Education, High School Equivalency (HSE), and English as a Second Language (ESL) classes throughout Austin, Colorado, Fort Bend, Matagorda, Waller, and Wharton counties. The AEL program delivers instruction for HSE; improves basic academic skills such as reading, writing, and math; and develops speaking and writing communication skills for ESL students. This instruction enhances opportunities for economic prosperity of the diverse community the institution serves.

AEL offers courses during the day and evening, as well as via distance learning, to accommodate the varied schedules of students. The grant-supported program provides instructional services, including books, at no charge.

INTEGRATED EDUCATION AND TRAINING OR CAREER PATHWAYS

Career Pathways is a part of the WCJC AEL program and provides federal and state funding for tuition to Integrated Education and Training students. Students must complete a Career Pathways Application through the AEL program. The flexibility of the AEL Career Pathways design offers opportunities for all students of various educational backgrounds and career goals.

AEL students without a High School Diploma, GED, or HSE may take Continuing Education and mirror credit courses. Continuing Education's noncredit training courses are designed to lead students into either a career field or a WCJC degree or certificate program.

AEL students with a High School Diploma, GED, or HSE must apply to the College by completing the admissions and registration process to participate or continue in the Career Pathways programs.

CONTINUING EDUCATION

WCJC's Continuing Education Department provides a variety of offerings in various fields of study including:

- Business & Leadership
- Career Training
- Health Careers
- Leisure and Fitness
- Mirror w/Credit Courses
- Online Training
- Public Safety
- Test Preparation
- Water & Wastewater Training

CORPORATE AND CUSTOMIZED TRAINING

WCJC's Continuing Education Department strives to be responsive to business and industry needs. Training courses can be customized to meet specific needs of local employers to enhance the quality of the workforce. WCJC can also assist area businesses, both large and small, in securing state-funded grants to support business expansion, job creation, and employee training.

ONLINE COURSES AND TRAINING PROGRAMS

WCJC's Continuing Education Department partners with ed2go to offer online enrichment courses and career training programs. These convenient, open-enrollment programs are designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Programs are designed by a team of professionals from each respective field who work to provide students with an effective, web-based learning experience. Instructors/mentors are actively involved in the online learning experience. Instructors respond to any questions or concerns as well as provide encouragement and motivation towards success.

Benefits of Online Career Training:

- Learn in-demand job skills
- Begin at student's convenience
- Work at student's own pace
- Affordably priced

SENIOR CITIZENS PROGRAM

The WCJC Senior Citizens Program provides a meal and activity program to senior citizens 60 years and older. The WCJC Senior Citizen Center, funded by the Houston-Galveston Area Council, Texas Department of Health and Human Services, Texas Department of Agriculture, and County Resources, provides center meals and activities on a daily basis to promote social interaction. In-home meals to qualified homebound seniors are offered in Wharton and Colorado counties. The Senior Citizens Program also provides transportation to and from the center, as well as to medical appointments, grocery stores, the post office, pharmacies, and for other local errands. All services are provided at no cost to seniors, though donations are greatly appreciated. Senior Citizen centers are located in Wharton, El Campo, Eagle Lake, Columbus, and Weimar.

Academic Policies

ACADEMIC CALENDAR

The College's academic calendar lists the dates of all activities that affect students and employees, such as registration and holidays during which the College will be closed. The academic calendar is posted on the WCJC website.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In compliance with federal Public Law 93-380, Family Educational Rights and Privacy Act (FERPA) of 1974 and the Texas Open Records Act (Chapter 552, Government Code), the College does not release personally identifiable records or files. Further information concerning this policy and laws on which it is based is available in the Wharton County Junior College Student Handbook and in College Policy FJ (Legal). Questions concerning access to student records should be addressed to the WCJC Registrar.

Requests for student information must be authorized in person or in writing by the student.

DIRECTORY INFORMATION

Directory information is available to anyone upon request, unless a student restricts the release of such information by submitting the "Request to Prevent Disclosure of Directory Information" form to the Office of Admissions and Registration by the twelfth class day of a regular semester or the fourth class day of a summer session.

Directory information includes the following:

- Name, address, telephone listing;
- Date of birth;
- Dates of attendance;
- Participation in officially recognized activities and sports;
- Degrees, candidates for degrees, honors and awards received;
- Previous colleges and universities attended.

DROPPING COURSES

Courses that are dropped prior to the attendance verification day for that course will not count on a student's transcript as a "W". However, students are still expected to meet all financial obligations for the course per the College's "Drops and Withdrawals" deadlines, updated each semester on the College's website. Students who drop a course after the attendance verification day and prior to the official drop date will receive a "W" for the course. Students may complete a full withdrawal (i.e. unenroll from all courses in a given semester) up until the last day of classes for that semester, prior to the start of final exams. The calendar for course drop and withdrawal deadlines is updated and published each semester on the College's website.

If a student registers for class but does not pay for the course(s), does not attend, or quits attending, the student must officially drop or withdraw by logging in to Online Services and accessing the "Register (Add/Drop)" page or submitting a "Course Drop" form to the WCJC Office of Admissions and Registration. Failure to do so will result in an "F" on the student's transcript for each incomplete course and full financial obligation for each course. Students must check their record to ensure that all applicable courses have been dropped.

ADMINISTRATIVE WITHDRAWAL

The College reserves the right to withdraw a student from classes for any reason when college officials consider this action to be in the best interest of the College or of the student.

ATTENDANCE OF CLASSES

Faculty agree that regular attendance in classes conducted in the traditional format, as well as regular participation in courses taught in non-traditional, distance education, and asynchronous formats, is conducive to optimum achievement. Therefore, students are expected to attend all meetings of classes in which they are enrolled and fully participate in classes taught in non-traditional formats.

Any student who is registered for a course but has not attended a class session will be reported by the instructor as “Never Attended”. For online courses, students without substantive course participation via a qualifying activity, such as the completion of the syllabus acknowledgement quiz, will be reported as having “Never Attended”. A student who only has a course access date for an online class is not considered to have attended the class.

Never attended rosters are submitted to the Office of Admissions and Registration on the census date for the semester. Students who are reported as having never attended will be dropped from the course(s) for which they were reported and will be notified via their WCJC student email. A student will only be reinstated into a class with approval from the instructor of record, and only if they were erroneously reported as having never attended. Reinstatements requested more than two days after the official census date for the term will not be granted.

Any student that is reported as having never attended for a course that requires co-enrollment, including science lecture/labs and developmental courses, will be dropped from both co-requisite offerings.

Excused absences, for which missed work, assignments, or exams may be made up, include an absence for days per requirements of Texas Education Codes Section 51.911 (religious holy days) and 51.9111 (active military service), attendance at a College-sponsored activity, or at the discretion of the faculty, as outlined in the course syllabus.

Whenever a student acquires absences in excess of two weeks or when a student’s attendance record (in the judgment of the instructor) makes the attainment of minimum course objectives improbable, that student may be recommended to drop the course with the designation of “W” or “WX”.

In order to appeal a recorded grade of “W” for a course, a student must follow the academic

appeal process outlined in the WCJC Student Handbook and College Policy FLD (Local).

AUDIT OF COURSE

After the schedule change period, students may register to audit academic courses on a space-available basis. Students who obtain permission from the appropriate Program Director may also register to audit vocational courses after the schedule change period. Auditing entitles students to the usual learning opportunities but eliminates such course requirements as attendance, written work, and tests. An audit cannot be changed to credit, nor credit to audit, after the deadline for adding courses. The fee for an audit is the same as that for course credit.

CHANGE OF NAME OR ADDRESS

A student who changes their name or home or local address should submit a “Change of Name” and/or “Change of Address” form to the Office of Admissions and Registration immediately. Any communication from the College that is mailed to the name and address on record is considered to have been delivered, and the student is responsible for having received the communication.

A change in address does not automatically change a student’s status regarding in-district and/or in-state residency. For changes of residency status, students should consult the section on residency information and requirements.

CLASSIFICATION OF STUDENTS

Students who are enrolled at Wharton County Junior College are classified according to the number of hours completed and the number of hours in which enrolled.

- Freshman: A student enrolling in college for the first time or who, at the time of registration, has earned fewer than 30 semester hours of credit.
- Sophomore: A student who, at the time of registration, has earned at least 30 semester hours.

Full-time: A student who is enrolled for at least 12 semester hours.
Part-time: A student who is enrolled for at least one semester hour, but fewer than 12 semester hours.

SEMESTER CREDIT HOURS

The unit of measurement for credit purposes is a semester credit hour. One semester credit hour represents the credit earned in a course that is scheduled for one class hour per week for a semester. Most courses meet three hours per week and have a credit value of three semester hours.

COURSE LOAD

To ensure the quality of student learning, WCJC shall not allow a student to carry more courses in any term (that is, regular or shortened semester) that would allow them to earn more than one semester credit hour per week over the course of the term.

The normal course load for the fall or spring semester shall be 15 semester hours. Course loads in excess of 19 semester hours shall require approval by the Vice President of Instruction.

The normal course load for the summer session shall be six (6) semester hours for each five-week part-of-term or 12 semester hours for a full summer semester. Course loads in excess of seven (7) semester hours per five-week part-of-term or 14 semester hours per summer semester shall require approval by the Vice President of Instruction.

The normal course load during a mini semester shall be one (1) course of three (3) or four (4) credits. Students may not enroll for more than a normal load without approval from the Vice President of Instruction.

COURSE NUMBERS

WCJC uses the Texas Common Course Numbering System (TCCNS), adopted by the majority of Texas two-year institutions. Institutions participating in this system have signed agreements accepting a standard

numbering system for commonly transferred courses. This system ensures that if students take courses which have been designated as common, the courses are accepted in transfer and are treated as equivalent to the receiving institution's courses.

The common course number has a standardized four-letter prefix followed by a four-digit number. The prefix identifies the department through which the course is offered. Numbers 1100-1999 indicate freshman level courses and numbers 2100-2999 indicate sophomore-level courses. For example, English 1301 is a freshman-level course in the Department of English and Humanities, whereas English 2322 is a sophomore-level course.

Students may enroll in any course if all specific course prerequisites have been met, regardless of TCCNS equivalency.

COURSE OFFERINGS

The College exercises the prerogative of choosing the courses to be offered during any semester. This offering is announced in the official schedule of classes for each semester. Should the enrollment in a course or section be insufficient, the course may be dropped from the schedule. Likewise, a course or section may be closed to further enrollment should enrollment become excessive.

All traditional face-to-face classes may be enriched by the addition of an online component. Some courses may require students to actively engage in an online element. This may include areas such as the submission of assignments and/or participation in discussion boards. The online component may be hosted on the College's learning management system and other web locations. Students should contact the instructor or check the course syllabus to determine if there is an online component.

COURSE PREREQUISITES

A "prerequisite" is a condition or requirement that must be met. Many courses are open only to those students meeting specified requirements. Course prerequisites may include

credit in another course, a minimum grade in another course, test scores, concurrent enrollment in another course, sophomore standing, consent of the Division Chair, or demonstration of a particular skill.

Prerequisites are indicated below each course description.

FINAL EXAMINATIONS

All academic courses require the administration of a final examination. Exemptions from final examinations are not given. If a student misses a final exam due to illness or other emergency, the student may be given an "I" at the instructor's discretion, contingent upon Division Chair approval. The student should contact the instructor to make arrangements for a make-up exam. An "I" automatically converts to an "F" by mid-semester (last day of the first eight-week part-of-term) of the next regular semester (Fall or Spring) if the student does not make up the exam.

GRADING POLICY, GRADE REPORTS, GRADE POINTS

The College considers grades extremely important permanent records and requires instructors to communicate their specific grading policies for each class at the beginning of the semester. At the end of the semester, the College requires instructors to submit final grades for all officially enrolled students.

Students who believe errors have been made in the final reporting of grades should discuss the matter with their instructors. Students shall follow the method of appeal set forth in the WCJC Student Handbook and in College Policy FLD (Local). A grade change appeal must be filed within 15 business days of the date the student first knew, or with reasonable diligence should have known, of the decision giving rise to the grade appeal.

A final grade may be changed only by the instructor of the course with the approval of the Vice President of Instruction or by action of the Board of Trustees.

Grade or Notations are as follows:

- | | |
|----|--|
| A | Excellent |
| B | Good |
| C | Average |
| D | Poor (lowest passing grade) |
| F | Failure |
| I | Incomplete: This grade is allowed for an extenuating circumstance, such as an emergency, and the instructor has the discretion to allow make-up work, contingent upon Division Chair approval. By mid-semester of the next regular (Fall or Spring) term (last day of the first eight-week part-of-term), an "I" not made up will convert to an "F". |
| W | Withdrawn: This grade indicates an official withdrawal from a course by the student or by administrative action after the attendance verification day and prior to the official drop date. This grade does not count toward the six-drop limit. |
| X | Audit (no credit and no grade) |
| WX | Withdrawn: This grade indicates an official withdrawal from a course by the student or by administrative action after the attendance verification day and prior to the official drop date. This grade does count toward the six-drop limit. |

A four-point system for expressing in numerical terms the quality of scholarship achieved by the student is useful in determining eligibility for honors, probation, graduation, participation in intercollegiate athletic competition, and membership in certain student organizations. The system is as follows:

- Each grade of "A" earns 4 grade points per semester hour.
- Each grade of "B" earns 3 grade points per semester hour.
- Each grade of "C" earns 2 grade points per semester hour.
- Each grade of "D" earns 1 grade point per semester hour.
- Other grades earn 0 grade points.

At the end of each grading period, a grade point average (GPA) may be obtained by computing the sum of all the grade points earned and dividing this number by the total number of semester hours attempted. Courses marked “I”, “W”, “X”, and “WX” are not counted in computing the GPA.

For example, if a student completes the following 16 credit hours in a semester, the GPA for that semester is calculated as follows:

Course	Credit Hours	Grade	Grade Points
English	3	B	9
Biology	4	C	8
History	3	B	9
Business	3	A	12
Art	3	A	12
	16		50

Divide the number of grade points earned (50) by the total number of credit hours attempted (16). The GPA for that semester would be 3.17 or “B”.

GRADUATION REQUIREMENTS

Students are responsible for familiarizing themselves with the detailed requirements of their chosen degrees and for preparing themselves to meet those requirements.

WCJC grants the following:

- Associate of Arts/Science Degree – A student may receive only one AA or AS degree
- Associate of Applied Science Degree – A student may receive only one AAS degree within a specific degree track
- Certificates for selected Allied Health Programs and Career & Technical Education Programs

GENERAL REQUIREMENTS FOR GRADUATION

1. All program course requirements must be completed by course completion or approved course substitution.
2. Candidates must complete at least 25% of their semester hours at WCJC.

3. An institutional GPA of 2.0 must be earned for all degrees and certificates. AAS degrees and Level II certificates require an earned GPA of 2.0 in the program area.
4. TSI requirements must be met, if pursuing an obligated degree or certificate.
5. All financial obligations must be met.

GRADUATION UNDER A PARTICULAR CATALOG

To graduate, students of WCJC must complete the requirements delineated within the catalog that was in effect at the time of the student’s initial enrollment. Students have five (5) years from the date of initial enrollment to complete all degree or certificate requirements, contingent upon maintaining continuous enrollment. Continuous enrollment is defined as earning a minimum of three (3) semester credit hours within a 12-month period during any academic term. After five years, students must, with the assistance of an academic advisor, select a newer catalog to follow. If a student does not earn a minimum of three (3) semester credit hours within a 12-month period, the student will follow the catalog requirements in effect upon the student’s re-entry into the institution. Students who change majors will follow the current catalog at the time the change of major goes into effect. Appeals to this policy are reviewed by the Vice President of Instruction, provided the appeal is submitted in written format and includes appropriate documentation. Students are directed to the WCJC Student Handbook and College Policy FLD (Local) for further clarification.

COURSE SUBSTITUTIONS

Semester credit hours for a degree or certificate will not be waived. Core requirements may not be substituted. Application for a course substitution must be initiated through the Program Director or Department Head. Substitutions for other requirements must be approved by the Program Director/Department Head, Division Chair, and the Vice President of Instruction.

GRADUATION APPLICATION

WCJC awards degrees three times per year: August, December, and May. A student who is a candidate for graduation must complete a graduation application online. For more information on graduation, please refer to the WCJC website by selecting “Information For” > “Current Students” > “Graduation”.

GRADUATION COMMENCEMENT CEREMONIES

WCJC’s commencement ceremonies are held each spring semester to recognize students who complete all graduation requirements. Participation in a commencement ceremony is the act of obtaining public recognition that a student has completed all requirements for graduation. The approval of a student participating in the commencement ceremony is contingent upon the satisfactory completion of all degree requirements and having no outstanding financial obligations to the College.

Students are eligible to participate in commencement if they complete all degree requirements during the fall or spring semester directly preceding the commencement ceremony being held. Students who have registered and paid for May-Mini or Summer courses may also participate in that year’s commencement ceremony provided they are able to complete all degree requirements by the end of the Summer term.

Complete information about the ceremonies is emailed to students several weeks before the scheduled date and is available on the College website.

Students receiving certificates do not participate in the commencement ceremony.

REVERSE ARTICULATION

Students who have not completed all course requirements for a degree or certificate, but have completed at least 25% of the semester hours at WCJC, may fulfill their course requirements at another accredited institution and transfer the credits to WCJC. If the requirements for a degree or certificate are met,

WCJC will automatically issue the student’s award. Students may graduate in accordance with the requirements stated in the catalog in effect up to five (5) years prior to the date of graduation.

MINIMUM STANDARD OF WORK

WCJC expects students to achieve satisfactory progress toward the attainment of their education goals. The minimum acceptable standard of satisfactory progress is an institutional GPA of at least 2.0 on attempted semester credit hours.

REPETITION OF COURSE

When a course is repeated, the last grade awarded is the permanent grade for the course and is the only grade considered in calculating the student’s semester hours and the GPA at WCJC.

REPEATED COURSES AND TUITION CHARGES

WCJC will charge a higher tuition rate to Texas resident students registering for a course for the third or subsequent time. This charge will apply to any course that the student has already attempted twice and which appears on their transcript. Upon the third and subsequent enrollment, the out-of-state tuition rate will be charged for those credit hours. This charge will be assessed upon third enrollments in attempted (courses in which a student withdrew and received a “W”) and completed courses (courses in which a student received a letter grade). The Texas State Legislature allows colleges to charge tuition at a higher rate for those courses repeated three or more times.

EXEMPTIONS TO REPEATED COURSES

The following types of credit hours are exempt and are not subject to the Repeated Courses Tuition Charges Policy:

1. Credit hours for remedial and developmental courses, if the coursework is within the 27-hour limit;
2. Credit hours for courses that involve different or more advanced content each time they are taken, including but

not limited to, individual music lessons, theater practicum, music performance, ensembles, certain physical education and kinesiology courses, and studio art;

3. Credit hours for independent study courses;
4. Credit hours for continuing education courses that must be repeated to retain professional certification; and
5. Credit hours repeated in the final semester or term before graduation, if the credit hours are taken for the purpose of receiving a grade that will satisfy a degree requirement. (This exemption applies for only one semester or term.)

REQUEST FOR EXEMPTION

Students who believe they should receive an exemption from the higher tuition rate should, after registering for the course that was charged a higher tuition rate, submit a written statement to the WCJC Registrar outlining the reason(s) they believe an exemption should be granted. This statement should include the reason(s) why they believe they should be exempt from the higher tuition rate, a statement to support the identified reason(s), and documentation to support the claim. Students have seven (7) business days from the start of the course to request an exemption from the higher tuition rate. Requests for an exemption requiring additional information or research will not be processed. Students will be notified via WCJC email regarding the outcome of the request for exemption.

EXEMPTION APPEALS

Students who attempt to claim an exemption from the higher tuition rate but are denied have the option to appeal within five (5) business days of being denied the exemption. Students must present, in writing, a statement outlining the reason(s) they believe an exemption should be granted and supply any documentation at the time of the written appeal. The appeal should be sent to the Dean of Student Success who will

respond, in writing, within five (5) business days of receiving a student's appeal.

Tuition and fees are subject to change without notice.

SCHOLASTIC HONORS

DEAN'S LIST: At the end of each full term (16 weeks), those students who have been enrolled for at least 12 semester hours of college-level courses, who have made no failing grades, and who have earned an institutional GPA of at least 3.5 are listed on the Dean's List.

GRADUATION WITH HONORS: Those members of the graduating class who earn an institutional GPA of at least 3.8 are graduated with High Honors and those earning a GPA of at least 3.5, but less than 3.8, are graduated with Honors.

ACADEMIC STANDING

A student's academic standing is evaluated at the end of each semester to gauge academic progress and successful course completion. Academic standing is designed to monitor student performance and explore options for students who have difficulty meeting the minimum standard of work. Academic standing is based on a student's institutional GPA, which is calculated based on those courses taken at WCJC, including dual credit and developmental courses. Grades for transfer coursework completed at another institution will not be included in a student's institutional GPA and will not be used in the determination of a student's academic standing.

A student's academic standing may be classified as "Good Standing", "Academic Probation" or "Academic Suspension", as described below.

GOOD STANDING

A student who maintains an institutional GPA of 2.0 or higher is considered to be in "Good Standing". All students entering WCJC for the first time will enter in good standing.

ACADEMIC PROBATION

Any student whose institutional GPA falls below a 2.0 will be placed on "Academic Probation".

Students are encouraged to meet with an academic advisor prior to registering for the following semester and will be restricted to take no more than 15 semester credit hours until they are removed from probation.

Once their minimum institutional GPA is at or above a 2.0, a student will be removed from probation and placed on good standing. If a student's institutional GPA remains below a 2.0, but they are able to achieve a semester GPA of 2.0 or higher, the student will remain on academic probation. Any student who is on probation and fails to meet a minimum of 2.0 for both their institutional and semester GPAs will be placed on academic suspension (see below).

ACADEMIC SUSPENSION

A student on academic probation whose institutional GPA remains below the minimum for 2.0 for two consecutive semesters, and who is unable to achieve a semester GPA of 2.0, will be placed on "Academic Suspension". Students who are suspended from the institution will be required to abstain from taking classes at WCJC during the following semester (Fall, Spring, or Summer). A student who has been suspended must meet with an academic advisor prior to re-entry and will remain on academic probation until a minimum institutional GPA of 2.0 is achieved.

Students may appeal their suspension status, in writing, to the Dean of Student Success using the "Academic Suspension Appeal" form on the WCJC webpage under "Student Forms".

STUDENT GRIEVANCES AND COMPLAINTS

The College has an established policy for hearing student grievances and complaints. Students who believe they have legitimate complaints about (1) discrimination or harassment based on sex, race, age, gender identity, national origin, religion, veteran status, or disability; (2) non-academic decisions, rules, or regulations; (3) management or conduct of programs; (4) allegations of misleading advertisement or promotion of programs; or (5) other actions of college employees, should contact the Office of

the Dean of Student Success to file the grievance following College Policy FFDA, FFDB, or FLD.

TRANSCRIPTS

A transcript of college credits is an official copy of the student's permanent record bearing the college seal. Students may purchase a copy of their transcript by selecting "Information For" > "Current Students" on the WCJC homepage, then selecting "Order a Transcript". All holds must be cleared before a transcript is issued.

TRANSFER OF SEMESTER CREDIT HOURS

WCJC is fully approved and accredited to offer lower-division courses (freshmen and sophomore courses). All WCJC academic semester hour credits transfer to other state funded colleges. Certain developmental, preparatory, and vocational courses may not transfer. Colleges do not lower transferred grades; grades are transferred as they are received. However, for degree purposes or determining scholastic standing, grades earned at other institutions may or may not be averaged with work done at the receiving college or university.

FREE TRANSFERABILITY: Lower-division courses included in the Texas Higher Education Coordinating Board's Academic Course Guide Manual and specified in the definition of "Lower-Division Academic Course Guide Manual" shall be freely transferable to and accepted as comparable degree credit by any Texas public institution of higher education where the equivalent course is available for fulfilling baccalaureate degree requirements. It is understood that each Texas institution of higher education may have limitations that invalidate courses after a specific length of time in accordance with TEC Section 61.078.

All lower division academic courses shall be fully transferable among public institutions and must count toward the same degree at any public college or university in Texas.

TRANSFER OF SEMESTER CREDIT HOURS REQUIREMENTS AND LIMITATIONS

- A. Each institution of higher education shall identify in its undergraduate catalog each lower division course that is substantially equivalent to an academic course listed in the current edition of the "Community College General Academic Course Guide Manual".
- B. Each university must identify at least 45 semester credit hours of academic courses that are substantially equivalent to courses listed in the "Lower-Division Academic Course Guide Manual", including those that fulfill the lower-division portion of the institution's Core Curriculum.
- C. All public colleges and universities must accept transfer of credit for successfully completed courses identified in (A) and (B) above as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that major.
- D. Each institution shall be required to accept in transfer into a baccalaureate degree the number of lower division semester credit hours in a major which are allowed for their non-transfer students in that major; however,
 - No institution shall be required to accept in transfer more credit hours in a major than the number set out in the applicable Coordinating Board approved Transfer Curriculum for that major, as prescribed by the current issue of the Coordinating Board's Guide to Transfer of Credit Policies and Curricula.
 - In any major for which there is no Coordinating Board approved Transfer Curriculum, no institution shall be required to accept in transfer more lower division courses credit in the major applicable to a baccalaureate degree than the institution allows their non-transfer students in the major.

- A university may deny the transfer of credit in courses with a grade of "D" as applicable to the student's major.
- E. All senior institutions of higher education in Texas shall provide support services for transfer students, equivalent to those provided to non-transfer students regularly enrolled at the institutions, including an orientation program for transfer students, equivalent to that provided for entering freshman enrollees.
 - F. No university shall be required to accept in transfer or toward a degree, more than 60 semester credit hours of academic credits earned by a student in a community college. Universities, however, may choose to accept additional credit hours.

RESOLUTION OF TRANSFER DISPUTES FOR LOWER-DIVISION COURSES

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

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

the institution that denies the course credit for transfer shall notify the Commissioner of its denial and the reasons for the denial.

- E. 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.
- F. The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commission or the Commissioner's designee.
- G. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it shall first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

ACADEMIC FRESH START

In accordance with Texas Education Code §51.931, any Texas resident who applies for admission, or readmission, to WCJC with coursework that was earned 10 or more years prior to the requested date of enrollment may elect to have those credits not considered as part of their academic record. Any student who elects to be admitted under "Fresh Start" will not receive credit for any courses taken 10+ years prior to their date of enrollment at WCJC. Excluded courses may not be used to fulfill prerequisite requirements, count toward degree requirements, and/or be included in a student's GPA. Excluded courses may be used to satisfy TSI requirements, if applicable.

Students who opt in to "Fresh Start" must submit an "Academic Fresh Start Acknowledgement

Form" to the Office of Admissions and Registration upon application to WCJC.

"Fresh Start" clears only a student's academic record, and does not impact the number of semesters that a student is considered to have been in higher education for the purpose of calculating a student's Financial Aid.

SIX COURSE DROP LIMIT

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute applies to students who enroll in a public institution of higher education as a first-time freshman in fall 2007 or later. Any course that a student drops is counted toward the six (6) drop limit if:

- The student was able to drop the course without receiving a grade or incurring an academic penalty;
- The student's transcript indicates or will indicate that the student was enrolled in the course;
- The student is not dropping the course in order to withdraw from the institution.

Once a student has accumulated a total of six (6) applicable course drops, either from WCJC or any transfer institution(s), they may not drop any additional courses. The instructor will be required to award the grade of A, B, C, D, or F.

An automatic notification will be placed on the student record after the student reaches the 3rd counted drop. Students will be required to meet with an academic advisor following the 4th and 6th drops prior to being able to register for the next academic term.

COURSES EXCLUDED FROM DROP LIMIT

Drops from the following types of courses are excluded from the course drop limit:

- A. Courses taken by students while enrolled in high school – whether dual credit or early

admission. Once graduated from high school, drops will begin to count.

- B. Courses dropped at private or out-of-state institutions.
- C. Remedial or developmental courses, workforce education courses, or other courses that would not generate undergraduate credit that could be applied to a degree.
- D. Drops which meet the definition of a complete withdrawal.

EXEMPTION FOR COVID-19 PANDEMIC

A course dropped by a student during the 2020 spring or summer semester or the 2020-2021 academic year, because of a bar or limit on in-person course attendance due to COVID-19 pandemic, may not be counted toward the limit on the number of dropped courses.

GOOD CAUSE EXEMPTIONS

With substantiating documentation, a student may ask for an exception to the six (6) drop limit for any of the following reasons:

- A. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
- B. The care of a sick, injured or needy person if providing that care affects the student's ability to satisfactorily complete a course;
- C. The death of a member of the student's family as defined by law;
- D. The death of a person who has a sufficiently close relationship to the student as defined by law;
- E. The student's active military duty service;
- F. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student;
- G. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete a course; or
- H. A disaster declared by the governor that prevents or limits in person course attendance for a period determined by the College District, in accordance with law, to

significantly affect the student's ability to participate in coursework.

It is the responsibility of the student to provide all substantiating documentation to the Office of Admissions and Registration at the time the drop is made. Exemption requests that do not include all required documentation will not be granted. Exemptions are subject to review and approval by the WCJC Registrar.

For the purposes of this section (listed above) the following definitions will apply:

FAMILY MEMBERS: spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, stepparent, stepchild, or stepsibling.

SUFFICIENTLY CLOSE RELATIONSHIP: this relationship can include a relative with the third degree of consanguinity, plus close friends, including but not limited to, roommates, housemates, classmates, or others identified by the student for approval of the institution on a case-by-case basis.

WITHDRAWAL FROM COLLEGE

If a student must withdraw from the College before the completion of the semester for which he or she is enrolled, the student must drop all courses from their schedule by accessing the "Register (Add/Drop)" page in Online Services or by submitting a "Course Drop/Withdrawal" form to the Office of Admissions and Registration on or before the last day of classes for that semester, and prior to the start of finals, as published on the WCJC Academic Calendar. Faculty and/or programs cannot request or process the withdrawal on the student's behalf.

All financial obligations to the College must be met in order to receive official clearance.

SERVICES FOR STUDENTS WITH DISABILITIES

WCJC is committed to providing a discrimination-free environment for its students with disabilities. Upon application, students with disabilities are encouraged to inform the College of any assistance needed. Early self-

identification allows students to receive an accommodation as quickly as possible.

Students desiring accommodations must register with the Office of Counseling and Disability Services each semester and provide appropriate medical and/or psychological documentation. This action entitles qualified students with disabilities legal rights and assures receipt of information on available services and procedures. Disability information is strictly confidential and is not released without consent of the student.

It is the responsibility of students with a disability to voluntarily and confidentially disclose information regarding the nature and extent of the disability. WCJC does not assume responsibility for providing accommodations and services to students who have not identified themselves as having a qualifying disability and who have not made their need known.

Specific disability services are based on individual needs and circumstances to initiate services. Students should contact the Office of Counseling and Disability Services prior to each semester. The Disability Services office is located in the Pioneer Student Center on the Wharton campus.

STUDENT RIGHTS, RESPONSIBILITIES, AND PROHIBITED BEHAVIOR AND CONDUCT

The College recognizes the necessity of establishing clear guidelines for student conduct to ensure the protection of rights for the individual and for the College as an educational institution. In addition to other formal rules and regulations, the following statements adopted by the College apply to all individuals of the college community, as well as its guests.

STUDENT RIGHTS

Statement of Individual Rights: The following rights of all members of the college community shall remain inviolable:

1. To learn, teach, study, and search for truth without interference or harassment.

2. To move about the campus and in campus buildings freely and without interference or harassment.
3. To express opinions freely and without interference, individually or in groups, as long as such expression does not interfere with any other individuals' rights hereby guaranteed or result in damage to property.
4. To be treated at all times with courtesy and respect, regardless of ethnic origin, cultural background, sex, gender identity, creed or ideology, as long as one displays regard to the rights of others as provided in this statement of individual rights.

If a student feels that his/her rights have been violated, WCJC Board Policy FLD, Student Complaints, provides policies and processes for a grievance. Grievance may include both non-academic (i.e. discrimination, actions of College or other student) and academic (academic decisions) concerns. Questions regarding student rights may be directed to the Dean of Student Success.

STUDENT RESPONSIBILITIES

As a student of Wharton County Junior College, an individual assumes responsibility of observing a proper standard of conduct at all times. Students are expected to understand and comply with all College policies and procedures.

All students shall obey the law, show respect for properly constituted authority, and observe proper standards of conduct. Each student shall:

- Demonstrate courtesy, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes, regularly and on time;
- Prepare for each class and take appropriate materials and assignments to class;
- Obey all classroom rules;

- Respect the rights and privileges of students, faculty, and other WCJC staff and volunteers;
- Respect the property of others, including College property and facilities; and
- Cooperate with and assist the College staff in maintaining safety, order, and discipline.

PROHIBITED BEHAVIOR STATEMENT

All students shall obey the law, show respect for College administration, faculty, staff, and employees and shall observe correct standards of conduct. In addition to activities prohibited by law and/or other College policies and regulations, the following types of behavior shall be prohibited and subject to disciplinary action, including but not limited to, possible dismissal from WCJC.

1. Federal, State, and local laws – violations of federal, state, and local law or WCJC policies, procedures, or rules, including those in the WCJC Student Handbook.
2. Prohibited Weapons – Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, or other prohibited weapons to include fireworks, as described in College Policy CHF, without prior approval.
3. Drugs and Alcohol – Behaviors regarding drugs and alcohol and associated paraphernalia as described in College Policy FLBE.
 - a. A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College premises and at College-sponsored activities.
 - b. No student shall possess, use, control, manufacture, transmit, distribute, sell, or attempt to possess, use, control, manufacture, transmit, distribute, sell, or be under the influence of any of the following

substances on College premises or at College-sponsored activities:

- Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
 - Any abusable glue, aerosol paint, or any other volatile chemical substance or inhalation.
 - Any performance-enhancing substance, including steroids.
 - Any designer drug.
 - Any other intoxicate or mood-changing, mind-altering, or behavior-altering drug.
- c. Paraphernalia – The use, possession, control, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance.
4. Debts – Owing a monetary debt to the College that is considered delinquent or writing an “insufficient funds” check to the College.
 5. Disruptions – Disorderly conduct or disruptive behavior. Disorderly conduct shall include any of the following activities occurring on the premises owned or controlled by WCJC:
 - a. Behavior of a boisterous or tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
 - b. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
 - c. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
 - d. Behavior involving personal abuse or assault when such behavior

- creates a clear and present danger of causing assaults or fights.
- e. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will provoke disturbance.
 - f. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
 - g. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in the College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.
6. Behavior Targeting Others –
- a. Threatening another person, including a student or employee.
 - b. Intentionally, knowingly, or negligently causing physical harm to any person.
 - c. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee as written in College Policy FFDA, College Policy FFDB, and College Policy FFE.
 - Prohibited harassment of a student is defined as physical, verbal, or non-verbal conduct based on the student’s race, color, religion, national origin, disability, age, gender, or on any other basis prohibited by law that adversely affects the student. Read full policy at College Policy FFDB.
 - Prohibited sexual harassment, which includes sexual violence, dating and domestic violence, and stalking, is defined as unwelcome sexual advances, request for sexual favors, sexually motivated physical, verbal, and non-verbal conduct, or other conduct or communication of a sexual nature when the conduct is so severe, persistent, or pervasive that it limits or denies the student’s ability to participate in or benefit from the College’s educational program or activities. Read full policy at College Policy FFDA.
 - Bullying, which may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft, name-calling, rumor spreading, or ostracism, is strictly prohibited. Bullying occurs when a student or group of students engage in written or verbal expression, expression through electronic means, or physical conduct that occurs on College premises or at a College-sponsored activity and that:
 - has the effect or have the effects of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
 - Is so sufficiently severe, persistent or pervasive that the action or threat limits or denies a student’s ability to

participate in or benefit from the College's educational program.

Read full policy at College Policy FFE.

- A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a College investigation regarding discrimination or harassment shall be subject to appropriate disciplinary action.
- d. Hazing with or without the consent of a student.
 - e. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline.
 - f. Endangering the health or safety of members of the College community or visitors to the premises.
7. Property –
- a. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College property or property of others.
 - b. Stealing or theft of College property or the property of others.
 - c. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College or third parties without permission.
8. Directives –
- a. Failure to comply with the directive of a College official.
 - b. Failure to provide identification upon request.
9. Tobacco and E-cigarettes – Possession or use of tobacco products or e-cigarettes on College property without authorization [College Policy FLBD].
10. Misuse of Technology –
- a. Violating policies, rules, or agreements signed by the student regarding the use of technology resources.
 - b. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses.
 - c. Attempting to alter, destroy, disable, or restrict access to College District technology resources including, but not limited to, computers and related equipment, College District data, the data of others, or other networks connected to the College's system without permission.
 - d. Using the internet or other electronic communications to threaten College students, employees, or volunteers.
 - e. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
 - f. Using email or websites to engage in or encourage illegal behavior, or threaten the safety of the College, students, employees, or visitors.
 - g. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten the safety of the College, students, employees, or visitors.
 - h. In accordance with Administrative Procedure CR, TikTok and other prohibited technologies may not be downloaded or used on any WCJC-owned device, including college desktop computers, laptops, or other device capable of internet connectivity. Moreover, TikTok may not be accessed from a student's personal device while connected to the WCJC network.

11. Dishonesty –

a. Scholastic dishonesty, which includes cheating, plagiarism, and collusion.

- Cheating, which includes, but is not limited to:

- Copying from another student’s test or class work.

- 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 unadministered test, paper, or another assignment.

- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.

- Substituting for another student, or permitting another student to substitute for one’s self, to take a test.

- Bribing another person to obtain an unadministered test or information about an unadministered test.

- Manipulating a test, assignment, or final course grade.

- Plagiarism – the appropriating, buying, receiving as a gift or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

- Collusion – the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

b. Making false accusations or perpetrating hoaxes regarding the safety of the College, students, employees, or visitors.

c. Intentionally or knowingly providing false information to the College.

d. Intentionally or knowingly falsifying records, passes, or other College-related documents.

12. Gambling or Other Conduct – Gambling or engaging in any other conduct that a College official might reasonably believe will substantially disrupt the College program or incite violence.

Misconduct may result in the student being placed on disciplinary probation or suspension (dismissal).

WHARTON COUNTY JUNIOR COLLEGE SEXUAL MISCONDUCT AND HARASSMENT POLICY – FFDA

The College District prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited. The district shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees or students found to engage in such harassment. Any employee or student who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the respective Title IX Coordinator (College Policy FFDA). Refer to Policy FFDA for full policy and procedures with regards to Sexual Misconduct and Harassment concerns and complaints.

Office of Admissions and Registration

ADMISSION

Admission to the College is open to all applicants who meet at least one of the methods of regular admission. Admission to the College does not imply admission to all programs.

Guidelines for admission to the Associate Degree Nursing, Dental Hygiene, Physical Therapist Assistant, Radiologic Technology, Vocational Nursing, Human Services, Emergency Medical Technology, and Police Academy are provided in the degree requirements section of this catalog, from the respective Program Directors, or on the College website under “Programs”.

ADMISSION PROCESS

Each applicant must satisfactorily complete all phases of the admission process. The Office of Admissions evaluates each application and notifies the student of acceptance or rejection. The student may appeal the decision by following the process published in the WCJC Student Handbook and College Policy FLD (Local).

1. SUBMIT AN APPLICATION

Applicants must use the online Apply Texas Two Year/Community College application and select “Wharton County Junior College” from the drop down. Paper applications are no longer accepted by the College.

Applications are processed in the order in which they are received. Processing times may vary based on the number of applications received during peak admission periods.

All documents submitted to WCJC become the property of the College upon receipt. Official documents can be mailed to the WCJC Office of Admissions and Registration, 911 Boling Hwy, Wharton, TX 77488, electronically submitted, or hand delivered to the closest campus.

If a WCJC student has not enrolled at WCJC within a period of two years, the student must submit a new online application. It is not necessary to submit an application for every term.

2. SUBMIT TRANSCRIPTS

Applicants must submit all official high school (final transcript needed once graduated) and/or college transcript(s) or a General Education Development (GED) certificate with official scores and completion dates. Official transcripts can be mailed to the WCJC Office of Admissions and Registration, 911 Boling Hwy, Wharton, TX 77488, electronically submitted, or hand delivered. Official transcripts must be in a sealed envelope.

3. COMPLETE TESTING REQUIREMENTS

Students must submit all official TSI test scores or proof of exemption. TSI requirements and acceptable exemptions can be found on the WCJC website under “Support” > “Testing Services” > “TSI Testing”. Test scores must be sent directly to WCJC from CollegeBoard or other testing agency to be considered official.

4. SUBMIT BACTERIAL MENINGITIS VACCINATION RECORDS

Under the requirements of law enacted by the Texas State Legislature, students who are under 22 years of age and entering higher education must demonstrate proof of vaccination against bacterial meningitis or proof of exemption.

Vaccination records can be mailed to the WCJC Office of Admissions and Registration, 911 Boling Hwy, Wharton, TX 77488, electronically submitted, or hand delivered.

EVIDENCE OF VACCINATION

Evidence of vaccination must include:

1. The month, day, and year of vaccination and verify that vaccinations (or boosters) were received at least 10 days prior to the first day of the semester and within the past 5 years.

2. At least one of the following:
 - An official immunization record generated from a state or local health authority.
 - An official record received from school officials, including a record from another state.

EVIDENCE TO DECLINE VACCINATION

A student, or parent or guardian of a student, is not required to submit evidence of receiving a vaccination against bacterial meningitis if the student, or a parent or guardian of a student, submits evidence to decline the vaccination to the institution.

Evidence to decline the vaccination can be either:

1. A Medical Exemption Affidavit or Certificate signed by a physician who is licensed to practice medicine in the U.S. in which it states that in the physician's opinion it would be injurious to the health and well-being of the student to receive the required vaccination.
2. Conscientious Objection Form. New students under the age of 22 years enrolling at an institution of higher education who are NOT residing in on-campus housing may use the official Texas Department of State Health Services [Exemption From Meningococcal Vaccination Requirements Form](https://co-request-jc.dshs.texas.gov/) (<https://co-request-jc.dshs.texas.gov/>), to decline vaccination for reasons of conscience. Students must request the form electronically, complete and sign it, have it notarized, and file it with the Office of Admissions.

VACCINATION EXEMPTIONS

WCJC students who are currently enrolled and plan to return the next consecutive semester will NOT be required to submit proof of vaccination as long as the vaccination record on file is less than five (5) years old.

Exemptions allowed by law include:

- Students 22 years of age or older by the first day of the semester.

- Students enrolled only in online courses or other distance education programs.
- Students enrolled in dual credit classes on a high school campus.
- Students enrolled in AEL courses.
- Students enrolled in CE or corporate study courses.
- Students enrolled in programs of less than 360 contact hours.
- Students incarcerated in a Texas prison.

ADMISSIONS COMMUNICATIONS

Once an application has been processed, the applicant will receive a text and email from the Office of Admissions. The admission email contains the applicant's WCJC ID, declared major pathway, and list of all items needed to complete their admission file.

Once all admission items have been submitted, students will receive a second email with access information to MYWCJC and other important program information.

METHODS OF REGULAR ADMISSION

Persons may qualify for admission to WCJC by any of the following means:

HIGH SCHOOL GRADUATE – Any student that has graduated from a state accredited high school.

GED GRADUATE – A student whose high-school class has graduated may be admitted by successfully completing the GED test.

GRADUATE OF HOME SCHOOL, PRIVATE SCHOOL, OR NON-ACCREDITED HIGH SCHOOL – Any student who has completed a home school program or has graduated from a private or non-accredited high school is eligible to apply for admission.

Students who completed home school and are seeking federal financial aid funds to offset the cost of college attendance are strongly encouraged to contact the Office of Financial Aid to verify their home school experience.

All new, entering students (high school, home school, and GED graduates) are required to

complete New Student Orientation on the WCJC website following admission to the College.

TRANSFER STUDENTS – Students transferring to WCJC from another accredited college or university.

WCJC automatically recognizes and accepts transferable credit from colleges or universities that have been accredited by one of the following Regional Accrediting Associations:

1. Middle States Commission on Higher Education
2. New England Association of Schools and Colleges
3. North Central Association of Colleges and Schools (The Higher Learning Commission)
4. Northwest Commission on Colleges and Universities
5. Southern Association of Colleges and Schools
6. Western Association of Schools and Colleges (WASC Senior College and University Commission; Accrediting Commission for Community and Junior Colleges)
7. New York Board of Regents (Office of College and University Evaluation)

Credits completed at institutions outside the U.S. may be evaluated for credit.

Evaluations will be conducted on an individual, course-by-course basis. Credits completed at institutions outside the U.S. are individually evaluated at the student's expense through SPANTRAN, Foreign Credentials Service of America (FCSA), or World Education Services (WES). Students with foreign university credit must submit information directly to SPANTRAN, FCSA, or WES and request a copy of the evaluation be sent to the WCJC Office of Admissions and Registration. The student must also send directly to WCJC a copy of their original foreign transcript and certified English translation for all course descriptions.

Students on scholastic probation at another institution and eligible to return to that college may be admitted to WCJC in good standing

provided they meet all other entrance requirements.

CERTIFICATE PROGRAM STUDENTS – Students seeking a technical certificate are eligible to attend WCJC. Students enrolled in a Level I certificate are exempt from TSI testing requirements as long as the student enrolls in the courses within the certificate program(s) as outlined in the catalog.

TRANSIENT STUDENTS – Students currently attending another accredited college or university who plan to return to that institution.

EARLY ADMISSION/DUAL CREDIT FOR HIGH SCHOOL STUDENTS – High School students may enroll in a Dual Credit program or as an Early Admission Student.

Students are cautioned against enrolling for college courses that are related to their areas of University of Interscholastic League (UIL) competition and which might thereby endanger their eligibility for participation in UIL.

RE-ENTERING STUDENTS – Students who have previously attended WCJC but have not attended for two years or more are eligible for admission as re-entering students.

INTERNATIONAL STUDENTS – WCJC has a limited International Student Admission program. The College can **only admit international students who are enrolling into the Nuclear Technology AAS program and attending all classes at the Bay City Campus.**

RESIDENCY INFORMATION AND REQUIREMENTS

Students are classified as Texas residents or non-Texas residents for the purpose of assessing matriculation and tuition fees. Texas residents must be further classified as either in-district or out-of-district residents. For purposes of determining residency, WCJC complies with all applicable state and federal regulations, as well as with the Texas Higher Education Coordinating Board recommendation.

TEXAS RESIDENT: An adult Texas resident is defined as one who has resided continuously

within the state of Texas for at least 12 months prior to the census date of the academic semester in which the student is enrolling. A minor Texas resident is defined as one whose parent(s) or legal guardian has claimed the dependent for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment. This classification is defined by the State Auditor's Office and must be adhered to.

NON-RESIDENT: A non-resident student is defined as one who does not qualify as a Texas resident (out-of-state, international students, etc.). A non-resident student classification is presumed to be correct so long as the student is in the state primarily for the purpose of attending school. To be reclassified as a resident, after one or more years of residency, the student must show proof of intent to establish Texas as his/her own residency.

IN-DISTRICT: In general, an adult who is a Texas resident has **resided** continuously within, and paid property taxes to, the Wharton County Junior College District (Wharton County and Needville ISD) for at least six (6) months prior to the census date of the academic semester in which the student is enrolling. If the applicant is a minor, then a parent(s) or legal guardian must meet the qualification of In-District.

OUT-OF-DISTRICT: A Texas resident who does not qualify as an in-district resident.

PROOF OF RESIDENCY

Section 54.051(b) of the Texas Education Code requires documentation of residency for persons enrolling in public institutions of higher education.

Persons classified as residents are required to provide proof that they are entitled to be so classified and to agree to notify the proper institutional official if for any reason the classification becomes inappropriate.

Additional information concerning admission is available by contacting the Office of Admissions and Registration.

REGISTRATION

Registration information, procedures, and deadlines are published in the printed class schedules and are also available on the WCJC website under "Information For" > "Current Students". Each student, by registering, pledges acceptance of the rules and regulations of the College.

Students may register for credit classes online or in person, at times specified in the published schedule.

Students will be allowed to make schedule changes and add/drop courses at the beginning of each semester. Schedule change and late registration dates for each part of term are published each year as part of the academic calendar.

Students may register for a maximum of 19 credit hours in fall and spring semesters, 14 credit hours in the summer (both sessions combined), and four (4) credit hours in a mini semester. Students who wish to register for additional hours must have written permission from the Vice President of Instruction.

Courses may be added and/or dropped only during periods indicated in the College's academic calendar. Classes dropped after the census date and before the official withdrawal date are recorded with the letter "W" on the student's permanent record.

TEXAS SUCCESS INITIATIVE (TSI)

In accordance with Texas Education Code §51.333, students attending Texas public institutions of higher education must be in compliance with the TSI in order to enroll in public institutions of higher education. The law requires all entering college students to be assessed for college readiness in reading, writing, and mathematics unless the student qualifies for an exemption. Each student who fails to meet the minimum passing standard of the exam offered by the institution must be placed in a developmental education program designed to help the student achieve college readiness.

Students who do not meet the TSI standard created by the Texas Higher Education Coordinating Board's Education Statute (applying to all public institutions of higher education in Texas):

1. Must enroll continuously in college readiness classes (excluding summer sessions and mini terms) directly related to the section(s) of the test where the score in reading, writing or math does not meet the college readiness standards. The student must continue enrolling in the college readiness class each semester until achieving college readiness in all areas. Students must give priority in course selection to the corresponding college readiness class. Students who are not college ready in reading, writing, and math are required to enroll in college readiness classes immediately upon enrolling at WCJC if the student seeks enrollment in college credit courses that lead to an associate, level two certificate or baccalaureate degree.
2. Must satisfactorily complete all coursework in the developmental sequence at the point of placement before enrolling in college-level courses in those disciplines.
3. Are encouraged to enroll in a student success course (PSYC/EDUC 1300 and/or NCBI) if TSI placement results indicate need for college readiness courses.
4. Cannot enroll in courses where college readiness has not been met, except for courses paired with a co-requisite support course.
5. Must meet with an academic advisor, academic as part of mandatory advising/TSI remediation advisement until the college readiness courses are satisfied by either satisfying the TSI by retesting in the area they did not meet the standard or completing the college readiness sequence with a grade of A, B, or C.

6. Cannot graduate from an associate degree program or from a level two certificate program until TSI compliance is achieved through testing or through successful completion of the college readiness course sequence.

TSI EXEMPTIONS

A student may be exempt from meeting TSI requirements in one or more subject areas. Current TSI exemption criteria can be found on the WCJC website under "Support" > "Testing Services" > "TSI Testing".

TESTING INFORMATION

Entering students who need to satisfy TSI requirements may call any WCJC campus testing center to make an appointment for testing. Testing Schedules are also available on the WCJC website under "Support" > "Testing Services". Testing should be completed at least one month prior to registration.

DEVELOPMENTAL EDUCATION PLAN TO COMPLY WITH TSI

In accordance with TSI guidelines, WCJC will assess each undergraduate student entering the institution (unless exempted) and determine if the student is "college-ready" in reading, writing, and math. Students who do not achieve a college-ready score on one or more sections of the THECB approved assessment instruments (determined by WCJC to be "not college-ready" in one or more areas) may satisfy TSI requirements by the completion of an individualized developmental education plan.

More information regarding WCJC's developmental education plan is available by visiting with an academic advisor.

PRIOR LEARNING ASSESSMENT CREDIT

WCJC may grant credit for prior learning assessments (PLA) if the assessment is determined to have met the student learning outcomes applicable to a WCJC course(s). WCJC students may earn PLA credit using the following mechanisms:

- Credit by Examination: Includes Advanced Placement, College Level Subject Examination, International Baccalaureate, ACT/SAT, or other applicable examination. Minimum score requirements and credit/placement information provided below.
- Military Training
- Professional Licensure/Certifications: Includes current Texas Licensed Vocational Nurse, National Registry and/or State of Texas-Certified Emergency Medication Technician, and National Registry and/or State of Texas-Certified Advanced Emergency Medication Technician.
- Articulation Agreements
- Mirror Courses: Pre-approved WCJC courses which have been successfully completed by a Continuing Education student.
- Work/Life Experience: Includes students pursuing an AAS in Law Enforcement who have a current Texas peace officer certification, are employed with a criminal justice agency, and have a minimum of 6 months of related work experience.
- Other PLA submissions may be considered on an individual basis.

PLA AWARD CRITERIA

PLA credit will be awarded only to those students who have been fully admitted to WCJC. A student must submit a "Petition for Credit" form and any applicable verification documents in order for PLA credit to be awarded.

Where applicable, PLA credits will be evaluated by the respective Division Chair. The Division Chair will determine whether or not credit may be granted and for which course.

PLA credit will be automatically awarded when it directly applies toward the student's chosen program of study. If a student petitions to be awarded credit which does not apply toward their chosen program of study, the student will be required to sign an acknowledgement

regarding the potential implications on their financial aid eligibility. Once awarded, PLA credit will not be removed from a student's transcript or academic record upon future request. Any applicable fees must be paid prior to PLA credits being awarded.

All PLA credit will be transcribed with a grade of "P" and will not count toward a student's institutional GPA. PLA credit will be included in a student's attempted hours. The student may not have previously taken, or attempted, the course that is the same as the PLA credit for which they are applying. PLA Credit may not be used as a substitute for any Cooperative Education, Internship Program, or Capstone course.

No more than 75% of a WCJC degree or certificate may be obtained through PLA, or other external (e.g. transfer courses), credit. In accordance with Administrative Procedure ECG, a student "must complete at least 25% of their semester hours at WCJC".

PLA credit granted at WCJC may or may not meet minimum requirements for transfer credit at other institutions. It is the student's responsibility to confirm transferability of credit with their desired transfer institution(s).

ADVANCED PLACEMENT EXAMINATION

Advanced Placement (AP) examinations provide a means to demonstrate college-level accomplishments. An AP score of 3, 4, or 5 is required for the credit award to be considered.

AP Examination	Minimum Score	Equivalent Score	Credit Hours
Biology	3	Biology 1406	4
Biology	4	Biology 1406 and 1407	8
Chemistry	3	CHEM 1411	4
Chemistry	4	CHEM 1411 and 1412	8
Computer Science A	3	COSC 1436	4

AP Examination	Minimum Score	Equivalent Score	Credit Hours
English Language and Composition	3	ENGL 1301	3
Physics I: Algebra-Based	3	PHYS 1401	4
Physics II: Algebra-Based	3	PHYS 1402 (Awarded upon completion of PHYS 1401)	4
U.S. History	3	HIST 1301 and 1302	6
Calculus AB or BC	See chart under "Calculus Placement"		

CLEP Examination	Minimum Score	Equivalent Course	Credit Hours
Introductory Psychology	50	PSYC 2301	3
Human Growth & Development	50	PSYC 2314	3
Introductory Sociology	50	SOCI 1301	3
Spanish	50	SPAN 1411, 1412	8
Spanish	63	SPAN 1411, 1412, 2311, 2312	14
Spanish with Writing	50	SPAN 1411, 1412	8
Spanish with Writing	65	SPAN 1411, 1412, 2311, 2312	14

COLLEGE LEVEL SUBJECT EXAMINATION

College Level Subject Examination Program (CLEP) tests are administered at the WCJC Testing Centers.

CLEP Examination	Minimum Score	Equivalent Course	Credit Hours
Chemistry	50	CHEM 1411, 1412	8
College Composition	50	ENGL 1301	3
History of the United States I	50	HIST 1301	3
History of the United States II	50	HIST 1302	3
Western Civilization I	50	HIST 2311	3
Western Civilization II	50	HIST 2312	3
Pre-Calculus	50	MATH 2412	4
College Algebra	50	MATH 1314	3
Calculus	50	MATH 2413	4
Principles of Microeconomics	50	ECON 2302	3

PRE-CALCULUS AND CALCULUS PLACEMENT

Placement into WCJC Pre-Calculus classes can be completed by:

1. Satisfying applicable prerequisites; OR
2. Completing the Accuplacer Next Generation Advanced Algebra and Functions test.

Placement into WCJC Calculus classes can be completed by:

1. Satisfying applicable prerequisites; OR
2. Completing the Accuplacer Next Generation Advanced Algebra and Functions test, Calculus CLEP exam, or College Board's AP exam with a minimum required score.

The Accuplacer Next Generation Advanced Algebra and Functions Test (AALF) is administered by the WCJC Testing Center.

- A maximum of two AALF tests for Pre-Calculus and/or Calculus I can be taken per calendar year.
- A score of 250 to 275, inclusive, is required to permit registration in Pre-Calculus Math, Math 2412.
- A score from 276 to 300, inclusive, is required to permit registration in Calculus I, Math 2413.

- The AALF test differs from AP and CLEP in that credit is not given for any course, only permission to take Pre-Calculus or Calculus I is granted.
- The AALF test must be administered at a WCJC Testing Center. AALF scores from other colleges will not be accepted.

The CLEP is described above. Passing the CLEP exam for Pre-Calculus satisfies the prerequisites for taking Calculus I, Math 2413.

The College Board’s AP for Calculus has two tests: one for Calculus AB and one for Calculus BC. See table below.

Calc AP Test	Subscore	Minimum Score	Credit for Course(s)/ hours	Placement Into
Calc AB	None	Score 3	Calculus I, MATH 2413, 4 hrs	Calculus II, MATH 2414
Calc BC	None	Score 5	Calculus I and II, MATH 2413 and 2414, 8 hrs	Calculus III, MATH 2415
Calc BC	Calc AB subscore 3	Score 4	Calculus I, MATH 2413, 4 hrs Calculus II, MATH 2414, 4 hrs	Calculus III, MATH 2415
Calc BC	Calc AB subscore 3	Score 3 or below	Calculus I, MATH 2413, 4 hrs	Calculus II, MATH 2414

- The WCJC policy for the Calculus AB test is to give credit for Calculus I, MATH 2413, with a minimum score of 3.
- The WCJC policy for the Calculus BC test is to give credit according to the scores as follows: a score of 5 on the Calculus BC exam results in credit for Calculus II, MATH 2414, and credit for Calculus I, MATH 2413; a score of 4 results in credit for Calculus II, MATH 2414, and credit for Calculus I, MATH 2413, if the AB subscore is 3 or higher.

- If the score for the Calculus BC test is 3 or below, no credit is given for Calculus II; but consideration is given to the Calculus AB sub-score in which case a sub-score of 3 or higher for Calculus AB results in credit for Calculus I, MATH 2413.

INTERNATIONAL BACCALAUREATE

WCJC will grant credit on International Baccalaureate (IB) Higher Level (unless otherwise noted) tests for the following courses:

IB Higher Level Exam	Minimum Score Required	WCJC Courses	Credit Hours
Biology	4	BIOL 1406	4
	5	BIOL 1406 and 1407	8
Chemistry	4	CHEM 1411	4
	5	CHEM 1411 and 1412	8
Economics	4	ECON 2301	3
English: Lang A	4	ENGL 1301	3
Math	4	MATH 2412	4
(Standard Level)	5	MATH 2412 and 2413	8
Philosophy	4	PHIL 1301	3
Physics	4	PHYS 1401 and 1402	8
Psychology	4	PSYC 2301	3
Spanish	4	SPAN 1411 and 1412	8
Language	5	SPAN 1411, 1412, 2311, 2312	14
Visual Arts	5	ARTS 1311	3

Distance Education

WCJC provides students with the opportunity to enhance their educational experience through the Distance Education Department. Many classes are offered through the internet, ITV, or blended formats.

- **Online (WWW) Course** – Internet courses are conducted almost, if not entirely (85-100%) online. Some instructors may require that students come to campus for orientations, field trips, or require exams be taken in an approved testing location. Students must have access to the internet and be familiar with email, the web, creating and saving documents, and uploading files.
- **Online on a Schedule (WWS) Course** – Students take classes online at the scheduled class time that was selected when enrolling. Students never come to class, but log in to Brightspace to access their courses via Zoom at the scheduled dates and times. Students must have access to the internet and be familiar with email, the web, creating and saving documents, and uploading files.
- **Hybrid (HYB) Course** – Hybrid courses combine online learning and face-to-face instruction. These courses provide 50-85% of class instruction in an online setting. The remainder of the instruction (15-50%) takes place in the traditional face-to-face setting. Students must have access to the internet and be familiar with email, the web, creating and saving documents, and uploading files.
- **Interactive Television (ITV) Course** – ITV provides instructional content via the Zoom web-conferencing platform inside of the college's Brightspace Learning Management System. It provides real-time face-to-face instruction between the instructor and students at multiple locations. In most instances, ITV courses are also web-supplemented, requiring

students to actively engage in an online component. This may include elements such as the submission of assignments, online testing and/or participation in discussion boards. Students should have access to the internet and be familiar with email, the web, creating and saving documents, and uploading files.

RESPONDUS LOCKDOWN BROWSER AND MONITOR

All WCJC online, online on a schedule, some hybrid, and ITV courses require the use of Respondus LockDown Browser (RLDB) and Respondus Monitor on all major exams. RLDB is a custom browser that locks down the testing environment within Brightspace. Students are unable to copy, print, access other applications, or visit other websites during an online exam while in the LockDown Browser. Respondus Monitor is a companion application for RLDB that uses webcam and video technology to prevent cheating during online exams. Students must verify their identity via a valid picture ID at the start of the exam and then Respondus Monitor makes a video recording of the exam session that the instructor can view. In short, Respondus Monitor deters cheating and helps protect the integrity of online tests.

Students are required to download Respondus Monitor on a computer running Windows 10 or higher (10/11 SE and S Mode are not compatible), a Mac running OS 10.13 to 13+, or a Chromebook that has the version of ChromeOS that is available via the [Google Long Term Support \(LTS\) Channel](https://chromereleases.googleblog.com/search/label/LTS) (<https://chromereleases.googleblog.com/search/label/LTS>).

Additionally computers should have a minimum of 4GB of RAM to run exams that utilize a webcam and 200 MB free hard disk space.

RLDB cannot be used on an iPhone, Android devices, other mobile devices, or a virtual machine. Administrative rights are required for any computer on which RLDB will be installed. An external webcam and a reliable internet connection are also required.

Respondus LockDown Browser must be initially downloaded using a link inside of your course the first time you access an exam through Brightspace. After the initial install, RLBD will automatically launch as soon as you click on the exam, not matter what browser you initially use to access the course.

Students may also take an exam requiring Respondus Lockdown Browser and Respondus Monitor at any of the campus open labs. Multiple stations have been equipped with external webcams for this purpose. The computers in the open labs are available on a first come first serve basis so students should plan accordingly.

More information is available on the Help section of the Brightspace homepage.

IS ONLINE EDUCATION RIGHT FOR ME?

Students should be confident about their computer and study skills. Review the following list of requirements to assess your readiness to take online classes.

- I know how to connect to the Internet using a browser.
- I can navigate around the internet and know how to use search engines.
- I know how to send and receive e-mail.
- I know how to do basic word processing, including cutting and pasting.
- I know how to open, save, and manage files.
- I have access to a computer with an internet connection at least 5 days a week.
- I have 9-12 hours a week to work on each online class.
- I am motivated to log in to the virtual classroom at least 5 days a week.
- I am a self-starter and can manage my time and course workload efficiently.
- I have good reading comprehension and written communication skills, and I enjoy communicating in writing.
- I am able to ask for help when I need it.
- I have good time management skills.

- I am self-disciplined.
- I have a quiet place to study and work on assignments.

Being successful in an online learning environment requires that a student have strong time-management skills. To meet the unique advisement needs of online students, all college students are recommended to visit with an academic advisor. Students should consult with an academic advisor to determine if they are a good candidate for distance learning courses. Students can also take the Online Learning Assessment to gain insight as to their learning style and level of technical expertise by clicking the “Online Learning Assessment” link under “Programs” > “Online Classes” > “Are Online Classes Right for You?” on the WCJC website.

SUPPORT FOR ONLINE STUDENTS

Students having technical issues with online courses can get assistance by completing the Request for IT Support form located on the WCJC website or by calling (979) 532-6568. IT Support Help Desk hours are Monday through Thursday 8 a.m. – 7 p.m. and Friday from 8 a.m. – 5 p.m. during the school year. Students also have access to 24/7/365 basic online support via email and chat for the Brightspace Learning Management System by utilizing the “Get Help” support link on the Brightspace homepage.

MINIMUM SYSTEM REQUIREMENTS

Students who enroll in an Internet or Hybrid course do not have to own a computer but must have access to a computer with the following requirements:

Computer – As a general guideline, a computer three years old or less is best. It should be running at least Windows 10, Mac OS 10.13 or a version of ChromeOS that is available via the [Google Long Term Support \(LTS\) Channel](https://chromereleases.googleblog.com/search/label/LTS) (<https://chromereleases.googleblog.com/search/label/LTS>).

Internet Access – A satellite, DSL, or cable connection or higher is best. Dial-up connections are not recommended and will be problematic. If relying on an employer’s Internet connection,

be aware that firewall restrictions and policies may exist that prevent access to all or part of the course, using the college's online tools.

Web Browser – For an optimal experience that offers better performance, accessibility, and security, Brightspace recommends that all users access the Brightspace Learning Environment with the latest version of a supported browser.

Tip: By default, most browsers automatically update to the latest version. To ensure you are running the latest browser version, set your browser to auto-update.

Students should perform a basic system check by going to the [Brightspace System Check](https://community.desire2learn.com/d2l/systemCheck) (<https://community.desire2learn.com/d2l/systemCheck>).

It is also recommended that students install multiple browsers when possible. Chrome browser is the recommended browser of the college on all computers and operating systems.

A current list of supported browsers can be found on the [Brightspace Documentation Page](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm) (https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm).

Cookies and JavaScript – Regardless of the browser being used, Brightspace requires the use of session cookies and JavaScript enabled in the user's browser to provide the right experience for teaching and learning.

Pop-up Blockers – While using Brightspace, if you are unable to view discussion postings, quiz windows, and download links, then you may need to disable pop-up blocking for the WCJC Brightspace site.

Administrative Rights – If you are not using a computer provided by WCJC, you must have the administrative rights necessary to download and install required programs and plug-ins on the computer you use to access your online courses.

ONLINE STUDENT RESPONSIBILITIES

Attendance: Distance Education courses require the same time commitment as traditional courses. WCJC expects all students registered in an online section to log into the course on the first day of the semester. Best practice is to log in a minimum of twice each week. Check with your instructor as they may have additional attendance requirements.

Security of Login Credentials: Students should take care to exit the Brightspace learning managements system using the logout link which will end the session properly. Never end a session by only closing the browser. It is the responsibility of the student to secure his/her login credentials.

Prohibited Technologies: Students may not upload content into the D2L Brightspace system which originates from a prohibited technology source, including content which originated on TikTok or other banned hardware/software.

Financial Information

TUITION AND FEES

Tuition and fees must be paid at the time of registration each semester. Tuition and fees are charged according to the number of semester credit hours a student enrolls in. Minimum tuition for an in-district or out-of-district resident is \$50, and minimum tuition for an out-of-state or foreign resident is \$200.

Tuition and fees are subject to change without notice by action of the Board of Trustees or the state legislature.

Current tuition and fee rates are available on the WCJC website under "Admissions" > "Tuition & Fees".

TUITION INSTALLMENT PLAN

Students may pay in full at the time of registration or may pay using an installment plan. Installment plans must be executed prior to the first day of class. A \$35 non-refundable fee will be added to the first payment.

A late fee (\$35) will be assessed for each late installment payment. Installment plan information is available on the WCJC website under “Admissions” > “Tuition & Fees”.

ROOM AND BOARD

A residence hall student must qualify as a full-time student (minimum 12 semester hours) to live in a residence hall. **All residence hall students are required to purchase the college meal plan.**

Current room and board rates are available on the WCJC website under “Student Life” > “Housing”.

Room charges and the first board payment are due and payable at the time of registration and must be paid before occupancy is permitted. Students are required to show their receipts for payment to be admitted to residence halls.

Residence hall residents are required to make a deposit of \$200 to reserve a room and to cover possible property damages. Students must also include a “Release of Background Information” form along with a \$15 fee. To cancel the residence hall reservation and contract, the student must submit a written request to the Housing Office 15 calendar days prior to the first day of class. Returning residents must make additions to their deposit if damages were withheld to maintain a \$200 balance prior to each semester in which they return as a resident. For non-returning residents, the deposit is refundable at the end of the semester upon written request of the student, if all provisions of the housing contract have been satisfied. A student who vacates the residence halls because of withdrawal from WCJC or graduation will have up to 30 days from the end of the semester to request the return of the deposit. If not requested within this time period, the deposit will be forfeited to the College.

Room assignments are made according to the date the deposit is received. All efforts are made to accommodate student requests for roommate preference; however, roommate preference is not guaranteed.

For students purchasing a college meal plan, three meals a day are served Monday through Friday, two meals on Saturday, and one meal on Sunday. The cafeteria is closed during holidays. The snack bar is open at scheduled times on weekdays. Residence halls and the cafeteria are closed during official college holidays and summer, as specified in the College’s academic calendar. During these holidays, students are expected to arrange for other housing and meals.

Residence hall and cafeteria charges are subject to change without notice by action of the Board of Trustees.

Students may request further information by contacting the Office of Student Life. The “Housing Application” form is available on the WCJC website under “Student Life” > “Housing”.

REFUNDS

Regulations of The Texas Higher Education Coordinating Board (THECB) govern the refund of tuition and fees. All refunds of tuition and fees are made on a percentage basis. Students are eligible to receive a 100% refund only if they drop courses prior to the first day of class or during the identified schedule change date at the beginning of a given part-of-term. After the schedule change period, students are eligible for percentage refund of tuition and some mandatory fees (no percentage refunds are available for technology fees). The chart below is standard for the application of the THECB refund policy. Last day for a refund indicates the total number of instructional days in the term not the number of times the course has met.

Length of Class Term in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	6	9
8	7	10

Length of Class Term in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
9	8	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Students should access the WCJC website under “Programs” > “Classes & Registration” > “Drops & Withdrawals” to determine refund dates and final drop/withdraw deadlines for each semester/enrollment period.

REFUNDS FOR CONTINUING EDUCATION

Students seeking a refund must submit a request in writing to the Continuing Education (CE) Department at least three business days prior to the first class day unless an earlier refund date is published. The CE Department will process the request and the Business Office will issue the refund.

REFUNDS FOR ROOM AND BOARD

When a student is dismissed from the residence hall or vacates the residence hall for any reason during the semester, the board payment and room rent will not be refunded.

If a student makes board payment and room rent prior to the start of the semester and then is unable to start classes for the semester, the student will be refunded his/her board and room rent.

In order for students to receive a 100% refund on their residence hall deposit, students must either (a) notify the College two (2) weeks in advance of residence hall “move-in day” that they will not be living in the residence hall and request, in writing, the return of their deposit or (b) complete a formal residence hall check out, with the residence hall supervisor, and that check out results in no findings of damage or failure to provide proper cleaning to the room.

Students are directed to the Residence Hall Policies and Procedures section in the Student Handbook and/or the Residence Hall Section of this catalog for additional information.

DELINQUENT ACCOUNTS AND RECORDS

Students are required to complete all admissions requirements, return all college-owned property, and make payment of tuition, fees, and fines owed the College or grades and transcripts will be withheld.

Students with delinquent accounts are not eligible for graduation or participation in commencement ceremonies.

PARKING

Students who park motor vehicles at any WCJC location must register their vehicles and receive a parking permit. All vehicles, including motorcycles, must be registered with the Office of Security and Public Safety and display a current WCJC parking decal. The parking decals are valid for one school year and expire after each Summer II session. The decal must be affixed to the lower left corner of the rear window or left bumper of the vehicle. Motorcycle decals can be displayed on the windshield, the rear license plate frame, or rear fender. Violators of college traffic and parking regulations are subject to fines and/or other appropriate disciplinary action. Illegally parked vehicles are subject to towing at the owner’s expense. Parking and traffic regulations are set forth in detail in the Student Handbook.

WCJC students enrolled at the Sugar Land Campus may use accepted financial aid funds to purchase a parking permit through the University of Houston online payment portal. Information on purchasing a WCJC parking permit with financial aid can be found on the WCJC website under “Support” > “Health and Safety” > “Security and Public Safety” > “Parking”.

TEXTBOOKS AND SUPPLIES

Barnes & Noble operates bookstores on the Wharton and Richmond campuses for the

convenience of students. Used and new books are sold at the beginning of the semester. At the end of the semester those books that are to be continued as textbook selections may be bought back by the bookstore for resale. The bookstores also carry many supplies required for the courses offered.

WCJC students may use accepted financial aid funds to purchase textbooks at the Barnes & Noble campus stores in Richmond and Wharton and through the Barnes & Noble online ordering portal. Information on the use of financial aid to purchase textbooks can be found on the WCJC website under “Student Life” > “Bookstores”.

FINANCIAL AID

The financial aid program at WCJC operates with the goal of providing financial assistance through scholarships, grants, loans, and on-campus employment. Inquiries concerning student aid should be addressed to the Office of Financial Aid.

The Free Application for Federal Student Aid (FAFSA®) should be completed and submitted along with any additional required forms by the priority deadline.

Financial aid eligibility is determined for only one academic year at a time. All approvals are based on the assumption that Congress will appropriate funds for the various aid programs; consequently, approved aid terminates if money is not allocated to Wharton County Junior College.

To be eligible for financial assistance, a student must:

1. Be accepted for enrollment (new students) or, if currently enrolled, be in good standing;
2. Not be in default on any student loan;
3. Not owe a refund on a grant previously received at any institution;
4. Meet WCJC’s Satisfactory Academic Progress policy guidelines for eligibility;
5. Be a United States citizen or eligible noncitizen.

Students who complete a home school or non-traditional high school equivalence, including online high schools, may not be eligible for federal financial aid. Students are responsible for making sure their high school graduation requirements are met in an appropriate manner. Securing appropriate documentation of accreditation of a non-traditional high school, usually by a regionally recognized accrediting agency, is the responsibility of the student.

SATISFACTORY ACADEMIC PROGRESS POLICY

Under current federal law, all students who receive federal or state financial aid, including federal or state grants, loans, and work-study, must be making Satisfactory Academic Progress (SAP) as defined by the college in order to receive or continue to receive aid at WCJC.

FINANCIAL AID ELIGIBILITY

Students must achieve the following requirements to maintain financial aid eligibility at WCJC:

- **67% completion rate (pace)**
- **2.0 institutional GPA**
- **Maximum timeframe hours: 150% of degree or certificate hours attempted**
- All recipients of financial aid must be enrolled in a program of study leading to an associate degree, an eligible certificate, or program that is transferable toward a baccalaureate degree.
- Students may only receive aid at one institution per semester.
- Students can only receive financial aid for classes that are required as part of their WCJC degree or certificate plan. Financial aid does not apply to courses taken by audit, credit hours earned by placement tests, continuing education courses, and courses taken outside a student’s degree plan.
- Students must have a diploma from an accredited high school or a recognized equivalent of a high school diploma,

typically a General Education Development (GED) certificate. Transcripts from private and foreign schools and home school transcripts will be evaluated on a case-by-case basis. WCJC reserves the right to deny financial aid to any student who does not have a high school diploma or GED from a recognized and accredited institution.

- Financial aid is available for only the first 30 semester credit hours of remedial or developmental coursework attempted. Remedial or developmental coursework is counted in the 67% completion rate. Remedial coursework includes courses that are not part of the student's program plan but are prerequisite courses for entry into courses that are part of the student's program plan.

67% COMPLETION RATE (PACE)

Students receiving financial aid must successfully complete 67% of all institutional and transferrable credit hours attempted that are applicable to the WCJC program being pursued, regardless of whether financial aid was received for the credit hours. Wharton County Junior College only recognizes and accepts transferrable credit from colleges or universities that have been accredited by a Regional Accrediting Association, as defined in the college's catalog. Credits completed at institutions outside the U.S. may be evaluated for credit. Refer to the WCJC Transfer Student portion of the current catalog.

To calculate completion rate, divide total hours successfully completed by total attempted hours. Total is not rounded up (EX: Completion of .6666667 is a 66% completion rate).

The completion rate of transfer students will be evaluated upon enrollment at WCJC. Students who have not met the 67% completion rate for whom it is mathematically possible to achieve a 67% completion rate in one semester of full-time enrollment (defined as 12 semester credit hours) will enter on Warning ("Probation") status. If it is mathematically impossible for a student to

achieve a 67% completion rate in one semester of full-time enrollment, the student will enter on Suspension status, with the opportunity to appeal.

2.0 INSTITUTIONAL GPA

Students receiving financial aid must maintain a 2.0 term and cumulative GPA on all college level credit hours attempted at WCJC (this includes developmental studies and dual credit hours) in order to remain eligible for financial aid.

MAXIMUM TIMEFRAME HOURS

A student is eligible for financial aid for up to 150% of the credit hours required in their program. Eligibility is lost beyond this limit.

Example: An Associate of Arts Degree requires 60 credit hours. $60 \text{ credit hours} \times 150\% = 90 \text{ credit hours}$. After 90 credit hours, eligibility for financial aid is lost.

SAP EVALUATION

- SAP for new and returning students, including transfer students, will be evaluated upon enrollment at WCJC.
- SAP for continuing students will be measured three times per year, at the end of each semester, fall, spring, and summer. The evaluation will be made regardless of the number of credit hours attempted during the semester.
- Grades of A, B, C, and D are considered credit hours attempted and successfully completed (earned).
- Grades of F, I, and W are counted as credit hours attempted but not successfully completed (unearned).
- Course repeats are counted as attempted credit hours and either earned or unearned depending upon the grade assigned. The last grade is included for GPA purposes if course was attempted for the last time at WCJC.
- Only the first two attempts of a course completed with a passing grade can be paid by financial aid. The third attempt

cannot be included for payment purposes.

- Course work attempted and grades earned in semesters forgiven through the State of Texas “Academic Fresh Start” program will be included in the SAP calculation.
- Students failing to meet a cumulative 2.0 GPA on institutional coursework and/or complete 67% of their transferrable and institutional coursework will be placed on Warning status for one term. Students in Warning status will have “Probation” posted as their financial aid status in Online Services.
- Students not meeting the minimum SAP criteria at the end of their warning (Probation) period will have “Suspension” status (NONSAP) posted in Online Services and will be ineligible for financial aid.

REGAINING FINANCIAL AID ELIGIBILITY

Students placed on “Suspension” may continue to enroll at WCJC but must pay for their coursework from their own funds. Financial aid eligibility will be reinstated after a student meets the SAP criteria. Reinstatement will occur at the end of the academic term and will secure financial aid eligibility for the next term of enrollment.

Students who are on Suspension status may file a financial aid appeal.

FINANCIAL AID APPEALS

- A student who has been suspended from financial aid for failure to meet SAP requirements due to extenuating circumstances may appeal the decision by completing an appeal form, explaining the extenuating circumstances, and providing appropriate documentation to support their claim. Appeals without documentation will not be considered.

- Financial aid appeal information is available on the WCJC website. Students are advised these circumstances include but are not limited to:
 - Student health issues or significant trauma that resulted in withdrawal from the college
 - Verifiable errors by college that resulted in withdrawal
 - Deployment into active military service
- Appeals for attempting below a 67% completion rate require a copy of a degree plan, an appeal form, and an explanation why coursework was not successfully completed, with supporting documentation as relevant to the situation.
 - Students for whom it is mathematically possible to achieve a 67% completion rate in one semester of full-time enrollment (defined as 12 semester credit hours) and who successfully appeal enter the next semester on Warning (Probation) status and must achieve 67% completion at the end of the term.
 - If it is mathematically impossible for a student to achieve a 67% completion rate in one semester of full-time enrollment and the student successfully appeals, the student will be placed on an academic plan, which they must follow. Students must complete 67% of the classes for which they register each term and maintain both a term and overall grade point average of at least 2.0. Violation of any of these conditions will

result in the appeal becoming void.

- Appeals for attempting beyond the maximum timeframe hours (150% of certificate/degree requirements) require a copy of a degree plan and an appeal form explaining why the additional coursework is necessary.
- Students approved for over 150% of program length will be placed on an academic plan, which they must follow. Students must complete 67% of the classes for which they register each term and maintain both a term and overall GPA of at least 2.0. Violation of any of these conditions will result in the appeal becoming void.

ROUNDING

WCJC SAP guidelines do not allow rounding of financial aid SAP standards. For example, a 66.7% completion rate would not meet the 67% completion rate standard, and a GPA of 1.95 does not meet the 2.0 standard.

SAP AND VETERAN BENEFITS

Students receiving veteran benefits must adhere to the academic progress policy of the state or federal program to achieve and maintain eligibility. Students may appeal a Suspension status.

VA’s Standard of Academic Progress:

- VA regulations require that a student receiving VA educational benefits make satisfactory progress according to the Academic Standing section in the WCJC catalog. If a student is placed on suspension, the VA will suspend the student’s VA benefits for the following fall or spring semester.
- Students will only be certified for classes on certificate/degree plan.

Hazlewood Standards of Academic Progress:

- Meet the GPA requirement (2.0) of the institution’s satisfactory academic

progress policy in a degree or certificate program as determined by the institution’s financial aid policy and, as an undergraduate student, not be considered to have attempted an excessive amount of credit hours.

- This requirement does not apply to spouses or children of veterans who died from a service-related injury or illness, or who were classified as missing in action (MIA) or killed in action (KIA).
- Students will only be certified for classes on certificate/degree plan.

STUDENT RESPONSIBILITY

Students are responsible for understanding and monitoring their own SAP status. Students can check their SAP status in real-time through the Online Services student portal. Although the Financial Aid Office attempts to notify students of their financial aid status, failure to receive notice does not affect the calculated status and is not a reason to appeal.

SUMMARY OF SAP REQUIREMENTS

SAP Standard Measurements		
GPA	Completion Rate (Total Hours Successfully Completed/ Total Hours Attempted)	Maximum Timeframe Hours
Institutional GPA of 2.0, cumulative	67% successful completion of all attempted institutional and transferrable credit hours	150% of certificate/degree requirements – all attempted coursework applicable to program counted

FINANCIAL AID APPLICATION PROCEDURE

Each student requesting consideration for financial assistance during the academic year (fall term through summer term) must complete and file a current Free Application for Federal

Student Aid (FAFSA®). This application is available on the [Federal Student Aid website](http://www.studentaid.gov) (www.studentaid.gov).

Students who have attended other post-secondary institutions must supply the Office of Financial Aid with the academic transcripts from each institution attended.

Information obtained from the FAFSA® is used to determine the student's financial need and the types of financial aid for which the student qualifies. Financial Aid offers made through WCJC's Office of Financial Aid fall into two categories: (1) gift aid, which includes grants and/or scholarships and (2) self-help funds, which include the Work-Study Program and federal loans. The amounts offered through financial aid plus the student's resources and those of the parents (if the student is dependent according to the Federal Government's guidelines) cannot exceed the cost of attendance as determined by the Office of Financial Aid.

Federal law requires that actual (not estimated) financial information be included on the FAFSA®.

After establishing the student's financial need, the Office of Financial Aid constructs a financial aid package. This package may be a combination of grants, Work-Study, scholarships, and/or loans. Students can view their financial aid offer through the Online Services portal.

FINANCIAL AID POLICY

Eligible students may receive a financial aid offer to help cover the cost of tuition, fees, books, and other necessary expenses. Financial aid offers will be adjusted according to hours of enrollment for students taking less than a full-time course load. Students receiving federal financial aid funds must be enrolled in courses that are a part of the degree plan for their declared major. Students receiving financial aid who enroll for courses that are not a part of their declared degree major will lose financial aid funds.

The Department of Education requires schools to use contact hours, rather than credit hours, to determine financial aid amounts for certificate programs that are not a part of or do not roll into

an associate degree program. Consequentially, students in certain certificate programs may experience a reduction in the financial aid amounts quoted in the offer letter.

PRIORITY DEADLINES

Applications for financial aid should be completed accurately. All applications, along with the additional required forms, should be received in the Office of Financial Aid by the following dates:

- Fall semester – June 1st
- Spring semester – November 1st
- Summer semester – April 1st

For priority consideration, the FAFSA® should be submitted four to six weeks PRIOR to the above deadline dates. The Office of Financial Aid will continue to process files completed after the deadline; however, the office cannot ensure that aid will be available at registration. Corrections to an application or verifying unusual conditions delays processing.

RETURN OF FUNDS

Federal regulations require return of funds for all students who receive Federal Title IV aid and subsequently withdraw during a payment period (i.e. a semester). The length of time during which a return of funds is calculated is up to sixty percent (60%) of the semester. Students not receiving federal funds are subject only to WCJC's refund policy.

The refund to the Title IV program is applied to student's financial aid in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Federal Supplemental Education Opportunity Grant

WCJC makes all refunds in compliance with current federal regulations.

GRANTS

Federal Pell Grants, authorized by the Higher Education Act of 1972, provide assistance to

undergraduate students who show exceptional financial need. Unlike a loan, the Pell Grant does not have to be repaid.

The Federal Supplementary Educational Opportunity Grants (FSEOG) program is intended for students of all levels of academic performance. The primary criterion for student eligibility for FSEOG is financial need by the student who, without the grant, would be unable to continue his or her education.

The Texas Public Education Grant program is funded through tuition payment and is available for students with exceptional financial need.

The Texas Educational Opportunity Grant program was established to provide grant money to enable well-prepared eligible students to attend public community colleges, technical colleges or public state colleges in Texas. To be eligible for this grant the student must be a Texas resident who has financial need and is applying for their first award. To be eligible for this grant, the student cannot have been convicted of a felony and must be enrolled at least half time. This grant is continuous for up to 75 semester hours, for four years, or until the student receives an associate's degree, whichever comes first. To remain eligible, the student must maintain a 2.5 GPA and complete 75% of their attempted courses.

CHANGING SCHOOLS

Financial Aid does not automatically transfer when a student transfers to another school. Students should contact the Office of Financial Aid at the new school as soon as they decide to transfer.

SCHOLARSHIPS

Through the generosity of donors, WCJC students have the opportunity to apply for several endowment scholarships. Students apply for these scholarships using an online application. Questions about scholarships can be directed to the Financial Aid Office at 979-532-6345.

The following scholarships are awarded by WCJC.

The **Rachel Haden Abshier Memorial Scholarship** has been endowed by Mrs. Priscilla Sliva, daughter of Rachel Haden Abshier, her family, and friends. Income from the fund will provide a scholarship to a Wharton High School graduate who will be majoring in nursing at Wharton County Junior College.

The **Sol and Betty Alpard Endowment Scholarship Fund** was established in January 1983, and the proceeds are used to assist students based upon need and ability to profit from a college education.

The **American Association of University Women Scholarship** was established in July 1973. It is awarded to a female student on the basis of need and scholastic ability. Both freshman and sophomore students are eligible for the scholarship.

The **Zula Mae Baker Scholarship Fund** has been endowed by the friends of Ms. Baker.

The **Barnes and Noble Endowed Scholarship** was established by the Barnes and Noble Bookstore in 1993, to assist returning sophomore students holding a minimum 3.5 GPA for previous work at WCJC.

The **Don Baylor Memorial Chemistry Scholarship** was established by Mrs. Don Baylor and Mr. Jack Brannon in memory of Mr. Don Baylor, a long time chemistry teacher at Wharton County Junior College. The amount of the scholarship is up to \$400 per semester. Need and scholastic ability to profit from a college education are the basis upon which the award is made.

The **Virgie and W. H. Blaylock Memorial Scholarship Fund** was established by Virgie C. Krueger Blaylock of Wharton, Texas, as a memorial to her late husband, W. H. Blaylock. The income from this endowment is used to provide scholarships to high-school graduates from Jackson, Matagorda, and Wharton counties.

The **C. Francis Bowie and May Shelmire Duncan Memorial Scholarship** was endowed by Mr. and Mrs. G. Cameron Duncan, Sr.; their sons, G. Cameron Duncan, Jr. and Francis Bowie Duncan; and their daughters, May S. Duncan and Genevieve L. Duncan to honor their parents and grandparents, Mr. Francis Bowie Duncan and Mrs. May Shelmire Duncan. Mr. and Mrs. Duncan were pioneer ranchers and cattle breeders in Wharton County near the town of Egypt. The permanent endowment provides annual scholarship assistance to students from the Egypt area selected by the Wharton County Junior College Scholarship Committee.

The **Melissa Chambers Scholarship Fund** was endowed by donations from family and friends. Income from the fund provides one scholarship annually to qualified students.

The **L. E. Colton Scholarship** was established by the late Mr. L. E. Colton, former owner of Wharton Electric and Plumbing Company. Since 1960, this endowment has made scholarships available to residents of the Wharton County Junior College District. Need and ability to profit from a college education are the basis upon which the awards are made.

The **Duncan Wills Corbett Endowed Scholarship** was established in May 2005 and the proceeds are used to assist students in the nursing program and attending the Wharton Campus.

The **Louis Willams Cumings III and Elinor Pascoe Cumings Nursing and Allied Health Professions Scholarship** was established in 2022. "This scholarship is in honor of family members past and present who are/were nurses. We believe strongly in serving others throughout our 61 year marriage, which we have done through service in YMCA, church ministries, social work, and volunteer work with agencies serving others, especially children."

The **Del Papa Distributing Company College Endowment** was established in 2010 to commemorate the company's 100th year of business. Del Papa Distributing, founded in 1910, first opened its doors in Galveston, Texas, and now serves 17 counties along the Texas Gulf

Coast. The purpose of this endowment is to give back to the communities who have helped in the success of the business over its 100-year history.

The **Kay Duplichan Memorial Scholarship** was established in 2020. Kay Duplichan was a lifelong learner and giver. She volunteered for many projects. She believed in being active. Kay started long distance running at the age of 41 and competed in over 1,000 races from 5K to marathon distances. She ran the Boston marathon in 3:44. Proceeds from this endowment are used to assist full-time students based upon need and ability to profit from a college education. Recipients for this scholarship will be determined by the Wharton County Junior College Scholarship Committee.

The **Exceptional Eye Care Scholarship** was established by Faris Ohan, O.D. to assist needy students from Wharton who are enrolled in an Associate in Applied Science Degree program.

The **Fiesta Hispano Americana Scholarship** was established in 2021. Its primary purpose is to advocate for continued education among students of Hispanic descent by providing scholarships to qualified Hispanic (or Hispanic descent) high school graduates in their quest for seeking higher education.

The **Fine Arts Scholarship Fund** was established through the generous donations of supporters of the arts. The amount of each scholarship is up to \$500 per semester. This award is made on the basis of talent in the fields of drama, forensics, and music.

The **Horton Foote Scholarship** was established to benefit drama majors who exhibit superior talent and attitude, actively participating in college productions, and succeed academically.

The **Hubert and Helen Galloway Memorial Scholarship** was established by family and friends in memory of Mr. H. O. Galloway, a long time agriculture instructor at Wharton County Junior College. Proceeds from the endowment are used to fund a scholarship for a deserving agriculture student.

The **T. Gordon Endowment Scholarship** was established in November 1963 by Mr. Toby Gordon, who was interested in providing financial aid to deserving students. Under the terms of the endowment, interest from \$1,000 is used annually for a scholarship. This scholarship is open to either freshman or sophomore students.

The **Harold Hansen Endowment Scholarship** was established in 1982, and the proceeds are used to assist students based upon need and ability to profit from a college education.

The **Chester Harris Endowment Scholarship** was established in 1983, and the proceeds are used to assist students based upon need and ability to profit from a college education.

The **Anna Harrison Endowment Fund** has been endowed by donations from Dental Hygiene alumni in honor of Anna T. Harrison. The recipient must be a Dental Hygiene student and will be selected by the Dental Hygiene faculty according to financial need.

The **W.C. Hastings Family Scholarship** was endowed by Mr. and Mrs. W. C. Hastings and their sons, Robert C. and William L. Hastings. Income from the fund provides three scholarships annually to qualified students in vocational nursing, pre-pharmacy, associate degree nursing, or other health-related fields.

The **Charles Hermansen Memorial Scholarship** was established in January 1985, and the proceeds are used to assist students who are graduates of El Campo High School based upon need and ability to profit from a college education. The scholarship is awarded by El Campo High School.

The **Mary Jo Hlavinka Scholarship** was established in 1991 and is awarded to a music major who has completed the freshman curriculum at Wharton County Junior College. The scholarship is based on talent, attitude, extent of participation in college concerts, and grade-point average.

The **M.G. and Lillie A. Johnson Scholarship Fund** was established in 1988 by the trustees of the M.

G. and Lillie A. Johnson Foundation of Wharton. The proceeds of this permanent endowment are used each year to provide scholarship support to students enrolled in medically related programs at the college. Applications are made to the Director of Financial Aid, and scholarship recipients are named by the WCJC Scholarship Committee.

The **Harris and Eliza Kempner Scholarship** was established in 1988, and the proceeds are used to assist students based upon need and ability to profit from a college education.

The **Minnie Koons Endowment Scholarship** was established in 1985, and the proceeds are used to assist students based upon need and ability to profit from a college education.

The **Julius LaDieu Industrial Trades Scholarship** was established in 1988 by Lucy LaDieu and friends, and the proceeds are used to assist students in the industrial trades based upon need and ability to profit from a college education.

The **Donald Paul Losack Endowed Scholarship** and the **Martha V. Losack Endowed Scholarship** was established in 2006, by Donald Losack to honor his mother. The proceeds are used to assist students whose families reside in areas served by Wharton County Junior College.

The **Lucy Macha LaDieu Endowed Scholarship for Women in Business Vocations** was established to assist women who reside in the WCJC taxing district, who desire a career in a business-related discipline, who need additional financial assistance, and who desire to earn the Associate of Applied Science degree.

The **Linnie Leroux Endowment Scholarship Fund** was established in April 1983 with \$5,000 (with interest earned) bequeathed to the College for the purpose of providing scholarships to needy individuals seeking to enter Wharton County Junior College.

The **Wilma Mason Memorial Scholarship** was endowed by Mr. E. O. Mason and friends in memory of his wife and their esteemed friend,

Mrs. Wilma Mason, to provide scholarship assistance to students in a nursing program.

The **William R. McAllister Memorial Scholarship** was established in December 1993 in memory of Dr. William R. McAllister by his many friends, students, and family. Dr. McAllister was a respected scholar in his field of study and admired by all who knew him. The income from this endowment is used to assist students based upon need and scholastic ability.

The **Will Northington Meriwether permanently Endowed Scholarship** was provided by his wife of more than 30 years, Ednamaye Reese Meriwether, upon his death in 1968. He was a lifelong resident and rancher in the Egypt community. He was an ardent supporter of FFA, giving generously to youth activities and was supportive of many educational activities. Over time, he provided numerous private scholarships to WCJC. Proceeds from this scholarship may be awarded by the WCJC Financial Aid Department to Wharton County residents east of the Colorado River and north of U.S. Highway 59. Students awarded this scholarship must make Satisfactory Academic Progress in a degree program.

The **Waldo E. Moeller Endowment Scholarship** was established through the generosity of the Waldo E. Moeller Foundation and is awarded to WCJC students with need.

The **Irving Moore, Jr. Memorial Scholarship** was established in 1998 by the Trustees of the M. G. and Lillie A. Johnson Foundation. This endowment is used each year to provide scholarship support to students enrolled in allied health or pre-allied health programs at WCJC.

The **Wharton County Junior College Music Major Scholarship** can be awarded to any student who auditions successfully for the Wharton County Junior College Pioneer Band and enrolls in the College as a full-time music major. The scholarship is awarded to a student that shows exceptional potential musically and academically.

The **Jessie L. Myatt and Minnie Mae Myatt Endowment Fund** is an endowment of \$50,000 which was given to the College in February 1983. The interest earned from the cash contribution is used to provide assistance to deserving students who reside within the Wharton County Junior College District and who have attained a 2.0 or higher GPA or is used to purchase instructional program equipment. The specific disposition of the fund is determined by a committee appointed by Minnie Mae Myatt.

The **Frances A. Nelson Scholarship** was established in December 1987, and the proceeds are used to assist students based upon need and ability to profit from a college education.

The **Ney/Arnold Memorial Scholarship** was established in 2003 by Kenneth and Betsy Arnold Cates in honor of her parents, Samuel E. "Hank" Arnold and Kitty Belle Ney Arnold. It is available to Eagle Lake residents who are Rice High School graduates.

The **George H. Northington, Sr. Scholarship** was established in 1961 in memory of one of Wharton County's pioneer settlers – George H. Northington, Sr., of Egypt, Texas. A gift of \$4,000 was given anonymously by "one who benefited from Mr. Northington's help and encouragement." Income from the gift is used to pay tuition and fees for as many male students as possible that reside in Wharton and Colorado counties.

The **Jerald W. and Anne K. Obenhaus Endowment Scholarship** was established in 1982 in memory of Jerald W. and Anne K. Obenhaus of Bonus, Texas, by family members. This scholarship is available to high-school graduates on the basis of need and scholastic ability to profit from a college education. Recipients must reside in Wharton or Colorado counties. Application should be made to the Obenhaus Scholarship Fund, Box 433, East Bernard, Texas 77435.

The **Carol Wied Webb O'Bryant Memorial Endowment** was established by her son, Christopher Webb, and husband, Julian O'Bryant, to honor her memory. Carol was born

and raised in Bay City in very modest circumstances. Through hard work and dedication, she found employment and a 37-year career at a large multinational company. Her education at Wharton County Junior College was the stepping stone to that job. Carol asked her family to establish this scholarship so that others could have the same opportunities she did.

The **Ty Pate Memorial Endowed Scholarship** was established in 2011 by his friends and colleagues to honor Ty Pate. Dr. Pate was a former student of WCJC and longtime faculty member and administrator that possessed a great love for education and its students and faculty.

The **J. R. Peace Endowment Scholarship** was established in December 1966. Earnings from the endowment fund are used for a scholarship in the amount of \$50 per semester for a sophomore student in a vocational/technical program.

The **Lawrence J. Petersen Endowed Scholarship** was established in memory of Lawrence J. Petersen who was a third generation cotton farmer in Danevang, Texas, who also served many years on the Board of Trustees of Wharton County Junior College.

The **Phillips-Hartmann Scholarship** was established in 1993 and is used to assist a graduate of Lamar Consolidated ISD based upon need, scholastic standing, and the ability to profit from a college education.

The endowment for the **Sister Mary Alma Pilarski Nursing Scholarship** was given to Wharton County Junior College in the memory of this exemplary and inspiring nursing educator and leader by her grand-niece, Carol M. Ashton M.D., M.P.H of Blessing, Texas. It is hoped that the scholarship, given to support second-year students in the WCJC Associate Degree Nursing Program, will encourage recipients to serve the health care needs of rural communities and/or to launch a career in nursing education.

The **Frankie/Pickett Scholarship** was established by donations from former members and friends of Wharton County Junior College's athletic programs under coaches Johnnie Frankie and Tom Pickett. The income from this endowment is used to provide scholarships to members of Wharton County Junior College's athletic programs.

The **Miriam Russ Powell Scholarship** was established by her family in her memory. Mrs. Powell was a dedicated teacher with the Wharton Independent School District and taught continuing education courses at Wharton County Junior College. The amount of the scholarship is \$1000 per year. Recipients are selected by the WCJC Scholarship Committee.

The **Frank C. Prochaska Memorial Scholarship** has been endowed by the Frank C. Prochaska Family and Friends in memory of Frank C. Prochaska who was an Instructor of Economics at WCJC for 36 years. Because of Mr. Prochaska's dedication to the field of education, this fund will provide one scholarship annually to students who graduate from Wharton or Boling High School who will benefit from the financial assistance while pursuing an education.

The **Betty and Lowell Raun Endowment Scholarship** was established in January 1988, and the proceeds are used to assist students based upon need and ability to profit from a college education.

The **Mary Ann Rider Roades Memorial Scholarship** has been endowed by her husband of 54 years, Edgar Roades. Mary Ann graduated from Boling High School in 1947, and enrolled at Wharton County Junior College. There she met Edgar Roades a graduate of El Campo High School. Mary Ann was an outstanding student and became a member of the newly organized Zeta Xi Chapter of the Phi Theta Kappa Honor Society of WCJC in February, 1948. Not only was Mary Ann an outstanding student, she was an outstanding person who was always full of love for her God, family, and friends. A compassionate and generous person she was always available to provide assistance to anyone

who needed her. Income from this endowment will provide assistance annually to at least one graduate from Boling High School and at least one graduate from El Campo High School.

The **C. H. "Ham" Rugeley Nursing Fund** was established by donations of \$4,000 in 1982. The interest earned is used to provide assistance for a nursing major (LVN or ADN) showing financial need and scholastic ability. Other conditions apply.

The **Lloyd Rust Memorial Endowment Scholarship** was established in 2014 by the Trustees of the M.G. and Lillie A. Johnson Foundation to recognize his service on the Board of Trustees of the Johnson Foundation. The proceeds of this permanent endowment are used each year to provide scholarship support to students enrolled in allied health or pre-allied health programs at WCJC.

The **J. Daniel Schuhmann Endowment Scholarship** was established in 1988, and the proceeds are used to assist students based upon need and ability to profit from a college education.

The **Louise Parry Sealock Scholarship** was established in 2000 to provide scholarships for second-year students pursuing studies in mathematics, physical science, engineering, or computer science.

The **Betty and Lloyd Shoppa Scholarship** has been endowed by the family and friends of Betty and Lloyd Shoppa. Income from this endowment will provide assistance annually to at least one full-time student from the areas served by Wharton County Junior College.

The **Maner Stafford Endowment Scholarship** was first awarded as a scholarship in the fall of 1969 by Mr. and Mrs. Maner Stafford of Wharton. In 1979, the scholarship was altered to become a permanent endowment, establishing regular income to be used for scholarships. Selection of recipients is made each year by the WCJC Scholarship Committee.

The **Guy F. Stovall, Sr. Memorial Scholarship** awards two scholarships that were established

by Mrs. Guy F. Stovall, Sr., and Mr. Guy F. Stovall, Jr. in memory of Mr. Guy F. Stovall, Sr. The amount of each scholarship is \$300 per year. Need and ability to profit from a college education are the bases upon which the awards are made.

The **Florence M. Trull Memorial Scholarship Fund** was endowed by The Trull Foundation of Palacios and by Robert B. Trull, Margaret S. Trull, Jean Trull Herlin, Gladys Trull Brooking, and Laura Trull Shiflett to honor their mother, Florence Margaret Roberson Trull. Mrs. Trull was born in Kingman, Kansas, on August 7, 1888. After graduating from Washburn College in Topeka, Kansas, she married B. W. Trull and moved to Texas. They lived first in Midfield, then in Palacios on the Texas Gulf Coast. The Trulls were active in banking, farming, real estate, and mineral interests. Mr. Trull died in 1957; and Mrs. Trull passed away on December 13, 1984, after a short illness. Always a compassionate and generous person, Mrs. Trull, together with her children, established The Trull Foundation in 1967 for religious, charitable, and educational purposes.

The **Joe Mike Valenta and Becky Valenta Rolf Endowment Scholarship Fund** was established in January 1977 in memory of Joe Mike Valenta. Income from the endowment is used to provide assistance to at least two students annually from the Boling Independent School District. Recipients are selected by the WCJC Scholarship Committee.

The **Jordyn Kaylee Walther Memorial Scholarship** was established in 2018 in memory of Jordyn, by her loving family and friends. Jordyn was a former student at WCJC and was majoring in education. The income from this endowment is used to provide financial assistance to a college student majoring in education.

The **Clinton Phillip White Memorial Scholarship** has been endowed by his wife of 54 years, Wanda White. Clinton graduated from Boling High School in 1948 excelling in all sports activities and winning a scholarship to play

football at Wharton County Junior College. It was at WCJC that Clinton met his future wife. Clinton was a football star and Wanda was a twirler at WCJC. Clinton was a dedicated employee of Texas Gulf Sulfur for 40 years. Clinton taught himself to play the trumpet and won a music scholarship to Sam Houston State University where he was spotlighted in their spirit that was loved by everyone. There were no limits to his interests in our world and his ability to express that compassion to all of those lucky enough to have been around him. Income from this endowment will provide assistance annually to graduates from Boling High School and from Wharton High School.

The **Nancy Stephens Woodson Memorial Endowment Scholarship** was established by the family of Nancy Stephens Woodson in 1998 and is awarded to one or more theatre students each year. Recipients are chosen by a committee from the WCJC Speech and Drama Department.

The **Valedictorian Scholarship** is offered to the highest-ranking graduate of every fully accredited high school in Texas by the Wharton County Junior College Board of Trustees. A tuition exemption for each semester of the freshman year will be offered. The superintendent or principal of the high school must certify the name of the honor graduate to the Texas Education Agency. Application is not necessary.

The **Wharton Business and Professional Women's Club Fund** was established in 1997. The proceeds of this permanent endowment are used to provide a scholarship to students in financial need and with educational potential.

The **Wharton County Junior College Alumni Association Scholarship** was established by the Wharton County Junior College Alumni Association in 1993. It provides annual scholarship assistance in the amount of \$600.00 to students who will benefit from a college education. Selection of scholarship recipient(s) is made by the Wharton County Junior College Alumni Association Scholarship Awards Committee appointed by the Association's Board

of Directors. Award of scholarship assistance is made without regard for race, color, creed, sex, or disability. Applicants must use an Alumni Scholarship Form that may be obtained in the Office of Financial Aid or the Alumni Office, both located on the Wharton campus.

The **Wharton County Junior College Alumni Association Memorial and Honorarium Scholarships** were established in 1998 in recognition of people who have helped the college's alumni to achieve their goals. Scholarships are awarded by the Alumni Scholarship Committee. Scholarships are awarded based on grades, financial need, and area of interest. Applicants must use an Alumni Scholarship Form that may be obtained in the Office of Financial Aid or the Alumni Office, both located on the Wharton Campus.

The **Wharton County Junior College Board of Trustees Scholarships** are made available to outstanding students in the fields of music, athletics, drama, and art. These scholarships are awarded through competitive examinations and/or auditions. Arrangements should be made through the heads of WCJC's Athletic Director or the Chair of the Communications and Fine Arts Division. All financial aid and other scholarships must be applied to tuition, fees, room and board before Board of Trustees scholarship money is applied.

The **Wharton County Junior College Board of Trustees High Honor Scholarship** was established by the Board of Trustees in December 1973. A High-Honor tuition and fee scholarship is awarded to high-school graduates who rank in the top five percent of their graduating class.

- Tuition and fee scholarships are awarded to full-time freshman students entering Wharton County Junior College who graduated from a public high school within the college service area (approximately 55 mile radius of the college). Weimar and Industrial High Schools are outside this radius but are considered within the Wharton County

Junior College service area. Final decisions regarding fringe area schools are determined by the Financial Aid Committee.

- All financial aid and other scholarships must be applied to tuition, fees, room and board before Board of Trustees scholarship money is applied.
- Students must maintain a minimum of 3.0 grade-point average to retain the scholarship for the second semester.

The **Wharton County Junior College Booster Club Scholarships** were established in 1974. The awards are made each year to residents of the Wharton County Junior College District and are based on need and educational potential.

The **W.W. Wendtland Scholarship** in Music has been endowed by Dr. William W. Wendtland and his mother, Mrs. Lillie W. Wendtland to encourage and support the study of music at Wharton County Junior College. Dr. Wendtland was band director for the College from fall 1968 through spring 1978 and was an inspiration to all who participated in his music program. The permanent endowment provides annual scholarship assistance to students of music and is awarded by the WCJC Scholarship Committee. Recipients may receive this scholarship for a maximum of four consecutive semesters provided they remain in good academic standing.

OTHER SCHOLARSHIPS

The following scholarships may be available to qualified applicants. Applicants should contact donors directly for award availability.

ADN Club Scholarship Fund, Wharton, Texas

Boling Bull Shooters, Boling, Texas

Anne McCormick Sullivan Firefighter Scholarship, Sugar Land, Texas

Pilot Club of Wharton, Inc. – Suellen Rowe Memorial Scholarship, Wharton, Texas

Nell Mick Pugh Scholarship of Comfort Wood Chapter, DAR, Wharton, Texas

Rice Belt Water Works Association, West Columbia, Texas

Rocking W Rodeo Club, Wharton, Texas
Frank Sorrel, Jr. Scholarship, Wharton, Texas
Raymond R. Thomas, M.D. Memorial

Scholarship – Victor Scott, Eagle Lake, Texas
Trull Scholarship Fund, Palacios, Texas
Wade Waters Scholarship, El Campo, Texas
A. J. Wendel Scholarship, El Campo, Texas
Wharton Business & Professional Women's Club, Inc., Wharton, Texas
Wharton County Youth Fair, Wharton, Texas

Additional scholarships may be available through various scholarship search engines on the internet including fastweb.com.

STUDENT LOANS

DIRECT LOAN PROGRAM: These loans are obtained through the federal government. In order for a student to apply for a loan, they must first fill out the FAFSA® and will be notified of eligibility in their financial aid offer. Dependent undergraduate students may borrow up to \$5,500 for freshman students and \$6,500 for sophomore students per year. Interest is charged at the current rate as stated in federal regulations. Repayment begins six months after the student ceases to be enrolled at least half-time.

STUDENT EMPLOYMENT

WORK-STUDY PROGRAM: Students who demonstrate financial need may be provided with a job to help pay for college expenses under the federally supported CWSP. Part-time employment on campus includes such jobs as secretary/clerk, maintenance worker, library clerk, laboratory assistant, cafeteria worker, IT worker and bookstore clerk.

To apply for Work-Study, complete the FASFA® by June 1st for the fall semester and November 1st for the spring semester.

VOCATIONAL REHABILITATION

The Texas Workforce Commission and Texas Health and Human Services Commission are state agencies that provide students with disabilities with services designed to assist them in becoming as independent as possible by

entering or returning to gainful employment. To be eligible for services, the individual (a) must have a physical or mental disability that constitutes or results in a substantial handicap to employment and (b) may be reasonably expected to benefit, in terms of employment, from vocational rehabilitation services.

Thousands of college students with disabilities receive services from the Commission each year. All Commission clients are entitled to diagnostic evaluation, counseling and guidance, career planning, job-development placement, and follow-up. In those cases where economic need can be demonstrated, the following services may be provided to college students with disabilities: tuition and required fees, textbooks, physical restoration, and assistive devices. Severely disabled students may also be eligible for room and board, mobility assistance, note-takers, tutors, and attendant care.

The Rehabilitation Counselor and the student identify intermediate and long-range goals. They determine actions needed to achieve those goals, and they work together to reach them. The ultimate goals are to assist each student in completing his or her college education, in getting a good job after graduation, and in achieving the highest degree of independence possible.

WORKFORCE INVESTMENT ACT

WCJC is an approved vendor of the Gulf Coast Workforce Development Board and Houston-Galveston Area Council to provide vocational training for eligible participants in workforce programs under the federally funded Workforce Investment Act. Participants qualifying for programs funded under the Workforce Investment Act receive free tuition, fees, books, and possibly uniforms, tools, and financial assistance with transportation and childcare. Applicants may apply for services under the Workforce investment Act through their local Work Source office. For more information, contact the Work Source office at 979-531-0730.

VOCATIONAL SUPPORT SERVICES

The Carl D. Perkins Grant is a federally funded program that provides community colleges with the resources to develop and maintain programs in Career and Technical Education. Students majoring in an Associate of Applied Science Degree or Certificate as listed in the WCJC course catalog may be eligible for financial support. Eligibility for support services is based upon the student's major, special or unique circumstance, full-time status, and availability of Carl D. Perkins Vocation and Technology Grant funds. Students may be eligible for services if they identify with one or more of the following unique or special circumstances:

- Individual with disabilities
- Individual from economically disadvantaged families, including low-income youth and adults
- Individual preparing for occupation in nontraditional fields
- Single parent, including single pregnant women
- Out-of-workforce individual
- Homeless individual
- Youth who are in, or have aged out of, the foster care system
- Youth with a parent who is a member of the armed forces and is on active duty
- Individual with other barriers to education achievement, including individuals with limited English proficiency

For information, contact the Vocational Support Coordinator at WCJC.

VETERANS' BENEFITS

WCJC is approved by the Texas Veterans Commission for Veterans Affairs (VA) educational benefits for veterans and children and spouses of veterans (Chapters 30, 32, 33, 35, and 1606-1607, Title 38, U.S. Code).

Students who are veterans may receive assistance from the Office of Financial Aid in applying for benefits. To expedite payment of benefits, veterans should contact the Office of

Financial Aid at least 30 days prior to the first class day of each term to complete all necessary paperwork for that period of study.

SELECTION OF COURSES: Veterans receive monthly payments for their entitlement based on the course work for which they enroll. Caution should be given to the selection of courses, making certain that each course undertaken meets the requirements for payment. The following are requirements for courses to be eligible for payment:

1. Each course must be a requirement for graduation in the declared degree program.
2. No course may be taken for audit.
3. No course may be a repeat of a course for which credit has already been received.
4. Each course must be completed and assigned a grade that is used to compute GPA and progress toward a degree.

Withdrawals, without mitigating circumstances, resulting in no credit awarded or no punitive grade being assigned, results in benefits being terminated from the beginning date of the semester. This creates an over-award scenario and possible repayment to the VA may be required.

ACADEMIC REQUIREMENTS: To remain in good standing, a student receiving veteran benefits must achieve VA or Hazlewood Standards of Academic Progress. Students who do not achieve SAP are encouraged to re-examine their educational objectives, course load, etc. to improve their academic record. Students receiving veteran benefits who have a "Suspension" status will have the certification terminated until the student raises his or her term and cumulative GPA to 2.0 and completes 67% of attempted coursework or until the VA Regional Office authorizes recertification.

The SAP policy is posted on the WCJC website.

In compliance with the Veterans Benefits and Transition Act of 2018, section 3679(e) of Title 38, United States Code, WCJC conforms to the

following policy for "covered individuals", defined as any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11® GI Benefits.

- Any covered individual may attend or participate in the course of education during the period beginning on the date on which the individual provides to Wharton County Junior College a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the VA website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 - The date on which payment from VA is made to Wharton County Junior College.
 - 90 days after the date Wharton County Junior College certified tuition and fees following the receipt of the certificate of eligibility.
- Wharton County Junior College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, or any covered individual's inability to meet his or her financial obligations to Wharton County Junior College due to the delayed disbursement funding from VA under chapter 31 or 33.

THE TEXAS HAZLEWOOD ACT FOR VETERANS

The Hazlewood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with an education benefit of up to 150 hours of tuition exemption, including most fee charges, at public institutions of higher

education in Texas. This does NOT include living expenses, books, or supply fees.

The Hazlewood Act forms are available online through the Texas Veterans Commission website.

ISAKSON ROE VETERANS BILL

Wharton County Junior College will NOT charge a tuition rate higher than the rate charged for residents of Texas to any covered individual receiving educational assistance under Chapters 30, 31, or 33, as long as the covered individual is currently living in Texas (regardless of the covered individual's state of legal residence).

Students can access the College Financing Plan (CFP) through the Online Services student portal. An estimate of total program cost can be calculated by multiplying the figures in the CFP by years in the student's program.

AMERICANS WITH DISABILITIES ACT

Students with disabilities may be entitled to financial assistance from the Texas Commission for the Blind, Texas Commission for the Deaf, Texas Workforce Commission, or Texas Health and Human Services Commission. Other state and local resources may be available to qualified students. For more information, contact the Office of Counseling and Disability.

TUITION REBATES FOR CERTAIN UNDERGRADUATE STUDENTS

A tuition rebate program was created by Senate Bill 1907, 75th Texas Legislature, and is authorized by Section 54.0065 of the Texas Education Code.

The purpose of this program is to 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 extraneous courses 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 in an institution of higher education in the fall 1997 semester or later;
2. They must have received a baccalaureate degree from a Texas public university;
3. They must have been a resident of Texas and 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 degree in the catalog under which they were graduated.

HOPE SCHOLARSHIP INCOME TAX CREDIT

Tax paying (students or their parents) may be eligible to claim a nonrefundable Hope Scholarship Tax Credit against their federal income taxes. The Hope Scholarship Credit may be claimed for the qualified tuition and certain related expenses (not housing/dining) of EACH student in the taxpayer's family (i.e. the taxpayer, their spouse, or an eligible dependent) who is enrolled at least halftime in a program leading to a degree, certificate, or other organized educational credential. The credit that may be claimed varies, depending on the family and student financial situation, but may be as much as \$1,500 for a freshman or sophomore.

Student Success

ACADEMIC, CAREER, AND TRANSFER ADVISING

All students who are new to college (first time in college), including students who were previously enrolled as dual credit/early admission students, must complete New Student Orientation prior to registering for courses. Students should see the New Student Orientation webpage for information and details.

Advisors are available to assist students with academic decisions – course selection, majors, degree planning, as well as career and transfer planning and exploration.

All students “not college-ready” in reading, writing, or math based on the state TSI requirements outline above must meet with an advisor prior to enrolling in any coursework. The advisors will ensure students are placed in courses appropriate to their demonstrated academic skill level.

Career and Transfer Advisors are available to assist students with the transfer process, as well as the transition to a career. Contact the advising office for more information about advising services.

COUNSELING SERVICES

Counseling Services are available to provide individual and group counseling for a variety of issues on a short-term basis in the areas of test anxiety, relationships, stress, etc. Counselors are located on all WCJC campuses, and sessions are offered in-person and virtually. Students who need long term counseling will be referred to outside agencies at their own expense. Students can e-mail counseling@wcjc.edu for more information about counseling services.

STUDENTS WITH DISABILITIES

Students with a mental and/or physical impairment are required to provide medical and/or psychological documentation verifying the disability to the Office of Counseling and Disability Services to receive accommodations at WCJC based on their need for access. Students can e-mail disabilityservices@wcjc.edu for more information about services.

LEARNING CENTERS AND COMPUTER LABS

WCJC offers free tutoring for all current students through the Learning Centers. Learning Centers, located on the Wharton, Richmond, and Sugar Land campuses, deliver on-site and online tutoring, provide access to course reserves, provide printing services, and host success workshops and resources. In addition, students can utilize the computer lab to write and edit papers and utilize other learning resources. For more information on the Learning Centers, please refer to the WCJC website by selecting

“Support” > “Academic Support” > “Tutoring and Computer Labs”.

GENERAL EDUCATION DEVELOPMENT (GED)

GED tests are available through WCJC Testing Centers at the Richmond and Sugar Land campuses. To be eligible, a person must be a Texas resident and at least 18 years of age (17 with parental consent or 16 with a court order) and have withdrawn from the last high school attended. All examinees must have current government issued photo I.D.

Information regarding the GED exam process is available on the WCJC website under “Support” > “Testing Services” > “Placement Tests”.

STUDENT HEALTH

WCJC encourages students to undergo a medical examination prior to their initial enrollment. The College does not assume responsibility for health care or injuries incurred by students when taking part in intramural sports, physical activity courses, or class and student activities.

Students not covered by their parents’ insurance are encouraged to carry medical and surgical insurance while enrolled at WCJC. Contact the Dean of Student Success for information on private health insurance available to students. Students should also review the information available on the HealthCare.gov website for the latest information on the marketplace insurance options.

LIBRARIES

WCJC libraries include the J.M. Hodges Library on the main campus in Wharton, a WCJC-UH joint-use Fort Bend County branch library on the Sugar Land Campus, and the combined Open Computer Lab/Online Library at both the Bay City and Richmond campuses. A daily courier service transports books and other materials among the four campus locations to provide services to all patrons throughout the WCJC system.

A current WCJC student identification card is used as the library card to check out WCJC library materials. A currently enrolled student without a

current WCJC student identification card can obtain one from Security. CE students may request a library card from the J.M. Hodges Library, which will be valid for the duration of the course; a tuition receipt is needed to verify registration.

The resources of the WCJC Libraries include over 50,000 books, 100 periodical subscriptions, and 3,000 audio-visual items. WCJC Libraries also subscribe to thousands of e-books and over 70 online databases to provide access to millions of multi-disciplinary and full text publications, peer-reviewed journals, and academic streaming video collections. A registered student can log in remotely to our subscription databases seven days a week, twenty-four hours a day through the "WCJC Library" webpage.

The libraries provide access to computer workstations, printer services, and photocopiers. A microfilm reader is also available on the Wharton campus. The Wharton campus Open Computer Lab is located on the first floor of the Library. Color printing and a scanner station is available.

LIBRARY LOANS AND RETURNS

Library materials may be checked out for 14 days. Materials may not be held during the intersession between semesters. All materials should be returned to the main circulation desks. Materials returned after 4:00 p.m. through the outside book drops will be considered as turned in on the following day and fines, if any, will be charged.

Fines for the late returns are \$.25 per day, per item. Fines are calculated for the days the WCJC Libraries are open; fines are not charged for weekends and holidays. Students who have accumulated more than \$20.00 in unpaid fines may not check out materials until the fines are paid. Near the end of semesters and holidays, the loan period is reduced. It is always in the borrower's best interest to note the item's due date as it is being checked out. At the end of the semester, students with overdue materials or fines will have a hold placed on their records in the Registrar's Office. Student records must be

cleared to graduate and for transcripts to be released. Students must pay the replacement cost of lost or damaged materials, in addition to any late fees.

LIBRARY PHONE NUMBERS

Wharton: 979-532-6509
Sugar Land: 281-633-5100
Richmond: 281-239-1619
Bay City: 979-318-7355

LIBRARY HOURS

The J.M. Hodges Library on the Wharton campus adheres to the WCJC Academic Calendar. The University Branch Library at the Sugar Land campus adheres to the Fort Bend County Libraries schedule. For current hours, visit the "WCJC Library" webpage.

RESIDENCE HALLS

WCJC provides residence hall accommodations only at the Wharton campus. Residence rooms are available during the fall and spring semesters, and are closed during the summer. Frankie Hall (men's hall) and Mullins Hall (women's hall) are both located on campus. To be eligible to live in the halls, a student must enroll in and maintain a minimum of 12 semester hours at WCJC.

All residence halls offer double occupancy designed only for full-time enrolled students. WCJC does not provide accommodations for married couples or children. All residents living in the residence halls must be on the campus cafeteria meal plan. The cafeteria provides three meals per day Monday through Friday, two meals on Saturday, and one meal on Sunday. The cafeteria offers one meal plan only; credit is not given for missed meals because of residence hall absence, school events, etc.

A residence hall supervisor provides live-in oversight of residence halls and security is maintained 24 hours a day. Each resident is provided a twin (long) bed, chest-of-drawers, closet, desk and chair. Self-service laundry facilities are provided within all residence hall buildings; washers and dryers are free of charge,

but residents must provide their own cleaning supplies. Each room has wireless internet.

Frankie Hall is a two-floor building on campus that provides housing accommodations for 75 men. All rooms are suite-style, where two rooms share a middle bathroom and shower.

Mullins Hall is a two-floor building on campus that provides housing accommodations for 53 women. Restroom facilities are located at the end of each floor hallway.

To reserve a room, students must submit an application to the Student Housing Office, along with a \$200 deposit. Students may request a refund of their room deposits and/or prepaid room rent if they decide not to attend WCJC. To cancel the residence hall reservation and contract, the student must submit a request in writing to the Student Housing Office 15 calendar days prior to the first day of class.

Failure to cancel a reservation as outlined above will result in the forfeiture of the entire room deposit and pre-paid room rent. In the event the student's admission or enrollment is canceled for failure to meet the college's requirements for admission or re-admission, the full deposit and pre-paid room rent will be refunded or transferred to another semester at the direction of the student. Students who reside in the residence halls must also pay the Board plan. Room charges and the first payment for board must be made before entering the residence hall as a resident. Residence hall and cafeteria charges are subject to change without notice by action of the Board of Trustees.

The residence halls will be closed during official college holidays and during the summer terms, as specified in the College calendar. During these holidays, students must arrange for other housing and meals.

ROOM DAMAGES

The \$200 room deposit will serve as a combination reservation/damage/room clearance deposit. The deposit is not applied to housing rent. The deposit is not covered by any WCJC institutional scholarship or financial aid.

For non-returning residents, the deposit is refundable at the end of the semester upon written request of the student (received within 30 days of the end of term), when all monies owed by students and all provisions of the housing contract have been satisfied. Any assessments left unpaid at the time the student leaves WCJC will be deducted from the \$200 deposit.

ROOM REFUNDS

Students who vacate or are dismissed from the residence hall for any reason during the semester will not receive a refund on any room or board payment.

Students should consult the Residence Hall Policies and Procedures section in the Student Handbook regarding residence hall regulations.

Student Activities

Extra-curricular activities provide students with opportunities for the development and expression of special interests and abilities, for acquiring social graces, for practicing the mechanics of group action, for developing leadership, and for recreation.

All student organizations and activities conform to the educational objectives and administrative regulations of the College. Participation in certain student activities requires enrollment in a credit course and, in some cases, auditions or approval of the instructor. Included in these categories are the WCJC Pioneer Band, Choir, Chamber Singers, and intercollegiate athletics.

HONOR SOCIETIES

ALPHA DELTA NU – Associate Degree Nursing Honor Society is a national honor society established to promote scholarship and academic excellence in the profession of nursing. The Organization for Associate Degree Nursing (OADN) has established the Alpha Delta Nu Honor Society and has made provisions for the establishment Institutional Honor Society Chapters across the U.S. WCJC was recognized as the Delta Delta chapter in December 2015.

The mission of the OADN Alpha Delta Nu Nursing Honor Society is to recognize the academic and professional nursing excellence of student during the study of Associate Degree Nursing. The honor society provisional candidates present a capstone project approved by the faculty advisor which includes projects dealing with community service, health education, and promotion of the nursing profession.

LAMDA EPSILON CHI – National Honor Society in Paralegal/Legal Assistant Studies – The purpose of LEX is to recognize persons who have demonstrated superior academic performance in an established program of paralegal/legal assistant studies offered at an Institutional Associate or Affiliate Member of the American Association for Paralegal Education.

NATIONAL TECHNICAL HONOR SOCIETY is a national honor society whose purpose is to recognize outstanding student achievement in career and technical education, encourage higher scholastic achievement, cultivate a desire for personal excellence, and emphasize areas of development within students such as skill, honesty, service, responsibility, scholarship, and leadership qualities. The honor society is active in campus and community events throughout the academic year.

PHI THETA KAPPA is an international honor society whose purpose is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among students of community and junior colleges in the United States. The local chapter is Zeta Xi and consists of students, alumni, and honorary members. Activities include campus-wide events connected with the Honors Program Theme for each year, and service projects for Wharton County Junior College and the community.

INTERCOLLEGIATE SPORTS

WCJC offers intercollegiate competition in men's baseball, men's and women's rodeo, and women's volleyball. Students interested in participating in these sports should contact the athletic director or the coach of the specific sport. Scholarships are available.

STUDENT ORGANIZATIONS

Student organizations at WCJC vary from year to year in accordance with changes in student interests. Clubs and organizations present a unique opportunity for students to build leadership and networking skills, to give back to the local community and learn new skills, and to engage with faculty and students in their desired major and the greater campus community. Visit the Student Life website for a current list of student organizations.

Associate of Arts and Associate of Science (AA/AS) Degree Requirements and Transfer Plans

WCJC awards the Associate of Arts (AA) and Associate of Science (AS) degree for students planning to pursue four-year degrees. The purpose of the AA/AS degree is to provide programs in university-parallel and pre-professional areas that enable students to enter four-year institutions as juniors. Applicants for the Associate of Arts/Science degree must:

1. Satisfy all conditions for admission.
2. Successfully complete at least 60 semester credit hours (SCH) of college-level courses.
3. Successfully complete 42 (SCH) of core curriculum requirements included as part of the total 60 SCH. (see Associate of Arts/Science Core Curriculum List for course selection)
4. Only academic transfer courses may be used; courses are marked "Type: ACAD" in the Course Description section of the catalog.
5. Meet Texas State Initiative (TSI) as prescribed by the Texas Higher Education Coordinating Board (THECB).
6. Earn an institutional grade point average (GPA) of at least 2.0.
7. Complete at least 25% of semester hours at WCJC.
8. Meet all financial obligations to the college.
9. Fill out application for graduation by the deadline of:
 - July 15 for August graduation
 - November 1 for December graduation
 - April 1 for May graduation

To aid students in planning their educational journey at WCJC, the college provides SUGGESTED academic maps. Students should identify the institution to which they intend to transfer as early as possible to ascertain the specific freshman and sophomore courses necessary for the degree they wish to pursue. Students should verify course applicability to degree requirements of the senior institution via their advisors, college catalog and the Texas Common Course Numbering System Online Matrix.

All programs, and courses within programs, are subject to change or deletion without notice by administrative authorities of WCJC. Program additions or deletions require action from the Board of Trustees of Wharton County Junior College.

ASSOCIATE OF ARTS/SCIENCE CORE CURRICULUM

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. The core curriculum is required of every student who is seeking an Associate of Arts or an Associate of Science degree in publicly funded higher education in Texas. In accordance with Texas Education Code, §61.821 - 61.832, each institution of higher education that offers an undergraduate academic degree program shall design and implement a core curriculum, including specific courses composing the curriculum, of no less than 42 lower-division semester credit hours. The Texas Administrative Code** outlines the core curriculum requirements. WCJC's completed core curriculum is fully transferable and will fully substitute for the core curriculum at any other public institution of higher education in Texas.

WCJC currently offers the Associate of Arts/Science degree. In adherence to the directive of the state, Texas Higher Education Coordinating Board (THECB), and toward offering the best education possible to its students, WCJC requires all students seeking an AA/AS degree to complete the core curriculum. The WCJC core curriculum provides students the opportunity to attain the content knowledge and six core

objective skills that Texas deems essential to the learning process and the success of an educated individual.

The objectives listed for the various courses in the core establish a foundation for assessing student performance and the effectiveness of the WCJC core curriculum as a whole.

**Texas Administrative Code Title 19 Part 1 Chapter 4 Subchapter B: Texas Higher Education Coordinating Board Core Curriculum.

CORE OBJECTIVES IN WCJC CORE CURRICULUM

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning. The Core Objectives form the foundation of WCJC’s General Education Core Curriculum. These objectives are integrated into the instruction methods of the courses within the core curriculum at WCJC. Each Foundational Component Area emphasizes the specific objectives required while possibly utilizing the optional core objectives.

Critical Thinking Skills	to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
Communication Skills	to include effective development, interpretation and expression of ideas through written, oral and visual communication
Empirical and Quantitative Skills	to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
Teamwork	to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
Personal Responsibility	to include the ability to connect choices, actions and consequences to ethical decision-making
Social Responsibility	to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

FOUNDATIONAL COMPONENT AREAS

CORE 010: COMMUNICATION (6 semester credit hours)

- Communication focuses on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively.
- Courses involve the command of oral, aural, written, and visual skills that enable people to exchange messages appropriate to the subject, occasion, and audience.
- The core objectives of critical thinking, communication skills, teamwork, and personal responsibility are addressed by each course in this component area.

CORE 020: MATHEMATICS (3 semester credit hours)

- Mathematics focuses on quantitative literacy in logic, patterns, and relationships.
- Courses involve the understanding of key mathematical concepts and the application of appropriate mathematical tools to the everyday experience.
- The core objectives of critical thinking, communication skills, and empirical and quantitative skills are addressed by each course in this component area.

CORE 030: LIFE & PHYSICAL SCIENCES (6 semester credit hours plus 2 SCH Science Labs in 090)

- Life and Physical Sciences focus on describing, explaining, and predicting natural phenomena using the scientific method.
- Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on human experiences.
- The Core Objectives of critical thinking, communication skills, empirical and quantitative analysis, and teamwork are addressed by each course in this component area.

CORE 040: LANGUAGE, PHILOSOPHY, & CULTURE (3 semester credit hours)

- Language, Philosophy, and Culture focuses on how ideas, values, beliefs and other aspects of culture express and affect human experience.
- Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.
- The Core Objectives of critical thinking, communication skills, personal responsibility, and social responsibility are addressed by each course in this component area.

CORE 050: CREATIVE ARTS (3 semester credit hours)

- Creative Arts focus on the appreciation and analysis of creative artifacts and works of the human imagination.
- Courses involve the synthesis and interpretation of artistic expression and enable critical, creative, and innovative communication about works of art.
- The Core Objectives of critical thinking, communication skills, teamwork, and social responsibility are addressed by each course in this component area.

CORE 060: AMERICAN HISTORY (6 semester credit hours)

- American History focuses on the consideration of past events relative to the United States, with the option of including Texas history for a portion of this component area.
- Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.
- The Core Objectives of critical thinking, communication skills, social responsibility, and personal responsibility are addressed by each course in this component area.

CORE 070: GOVERNMENT/POLITICAL SCIENCE (6 semester credit hours)

- Government/Political Science focuses on consideration of the Constitution of the United States and the constitutions of the states with special emphasis on that of Texas.
- Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.
- The Core Objectives of critical thinking, communication skills, social responsibility, and personal responsibility are addressed by each course in this component area.

CORE 080: SOCIAL & BEHAVIORAL SCIENCE (3 semester credit hours)

- Social/Behavioral Science focuses on the application of empirical and scientific methods that contribute to the understanding of what makes us human.
- Courses involve the exploration of behavior and interactions among individuals, groups, institutions, and events, examining their impact on society and culture.
- The Core Objectives of critical thinking, communication skills, empirical and quantitative analysis, and social responsibility are addressed by each course in this component area.

CORE 090: COMPONENT AREA OPTION (6 semester credit hours less 2 SCH Science Labs in 030)

- Must meet the definition and corresponding Core Objectives specified in one of the foundational component areas.

GENERAL EDUCATION CORE CURRICULUM COURSE LIST

Students should select specific core courses as specified in the degree plan at the institution to which they intend to transfer.

Communication 010 (6 hours)

ENGL 1301 Composition I
ENGL 1302 Composition II*

Mathematics 020 (3 hours)

MATH 1314 College Algebra
MATH 1316 Plane Trigonometry
MATH 1324 Mathematics for Business & Social Sciences
MATH 1325 Calculus for Business & Social Sciences*
MATH 1332 Contemporary Mathematics (Quantitative Reasoning)
MATH 1342 Elementary Statistical Methods
MATH 1350 Mathematics for Teachers I (Fundamentals of Mathematics I)*
MATH 1351 Mathematics for Teachers II (Fundamentals of Mathematics II)*
MATH 2412 Pre-Calculus Math*
MATH 2413 Calculus I*

Life & Physical Science 030 (8 hours)

BIOL 1406 General Biology I
BIOL 1407 General Biology II*
BIOL 2401 Anatomy & Physiology I
BIOL 2402 Anatomy & Physiology II*
BIOL 2420 Microbiology*
CHEM 1405 Introductory Chemistry I*
CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II*
GEOL 1303 Physical Geology/GEOL 1103 (lab)
GEOL 1304 Historical Geology/GEOL 1104 (lab)*
PHYS 1401 College Physics I*
PHYS 1402 College Physics II*
PHYS 2425 University Physics I*
PHYS 2426 University Physics II*

Language, Philosophy, & Culture 040 (3 hours)

ENGL 2322 British Literature I*
ENGL 2323 British Literature II*
ENGL 2327 American Literature I*
ENGL 2328 American Literature II*
ENGL 2332 World Literature I*
ENGL 2333 World Literature II*
HIST 2311 Western Civilization I
HIST 2312 Western Civilization II
HUMA 1301 Introduction to Humanities I
PHIL 1301 Introduction to Philosophy*

Creative Arts 050 (3 hours)

ARTS 1303 Art History I (Prehistoric to the 14th century)
ARTS 1304 Art History II (14th century to the present)
ARTS 1313 Foundations of Art
DRAM 1310 Theater Appreciation
DRAM 2366 Film Appreciation
MUSI 1306 Music Appreciation
MUSI 1307 Music Literature
MUSI 1310 American Music

American History 060 (6 hours)

HIST 1301 United States History I
HIST 1302 United States History II

Government/Political Science 070 (6 hours)

GOVT 2305 Federal Government
GOVT 2306 Texas Government

Social & Behavioral Science 080 (3 hours)

ANTH 2351 Cultural Anthropology
CRIJ 1307 Crime in America
ECON 2301 Principles of Macroeconomics
ECON 2302 Principles of Microeconomics
GEOG 1303 World Regional Geography
PHED 1346 Drug Use & Abuse
PSYC 2301 General Psychology
PSYC 2306/SOCI 2306 Human Sexuality
PSYC 2314 Life Span Growth & Development
SOCI 1301 Introduction to Sociology
SOCI 1306 Social Problems
SOCI 2319 Minority Studies

Component Area Option¹ 090 (4 hours)

SPCH 1315 Public Speaking **or** SPCH 1318 Interpersonal Communication
MATH 2414 Calculus II*
PHED 1164 Introduction to Physical Fitness & Wellness
PSYC 1300/EDUC 1300 Learning Framework
EDUC 1100 Learning Framework
Any core course not used to meet the requirements of another component area

AND

2 SCH Science Labs (embedded in Component 030)

¹If a student selects a combination from Component 090 totaling more than 6 SCH, the additional hours will count in the degree

*Pre-requisite course(s) must be met

FIELD OF STUDY CURRICULUM

Texas Education Code Chapter 61, Section 823, directs the Texas Higher Education Coordinating Board to develop Field of Study Curriculum (FOSC) to facilitate student transfer.

If a student successfully completes a Field of Study (FOS) for an established degree program, the student may transfer that block of courses for full academic credit. The transferred FOS courses must be substituted for that institution's lower-division requirements for the discipline degree program into which the student transfers. If a student completes only part of the FOS, then the credit for those courses must also apply toward the major.

If a student successfully completes the FOSC and the designated core curriculum courses, for a total of 60 semester credit hours, the student will earn an Associate of Arts/Science degree.

Associate of Arts/Science (AA/AS) Academic Maps

Academic Maps are suggested lists of courses for students who plan to major in a specific degree plan at a university. Courses that must be taken in order to satisfy AA/AS degree requirements are listed with the corresponding WCJC Core Curriculum Component as listed above.

Courses that are listed as electives will contribute to AA/AS degree requirements; however, different electives may be chosen but must be selected from academic rather than technical courses as indicated in the course descriptions.

Students who intend to transfer to a four-year university are encouraged to seek degree advising from their transfer institution.

WCJC's AA/AS degree requires 60 hours; 42 SCH of core courses, up to 12 SCH of Discipline Foundation, and a minimum of 6 SCH of Directed Electives.

For AA/AS Completion, check all graduation requirements in the college catalog.

AGRICULTURE

Associate of Science

This is a recommended academic map for students who seek an Associate of Science degree with a concentration in Agriculture or plan to pursue a baccalaureate degree in Agriculture at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements.

College Readiness Courses (if needed)

Semester I

ENGL 1301 Composition I (Core 010)
MATH (Core 020)
HIST 1301 United States History I (Core 060)
Transfer Elective*
Transfer Elective*

Semester II

ENGL 1302 Composition II (Core 010)
SPCH 1315 Public Speaking (Core 090) **or**
PSYC 1300/ Learning Framework (Core 090)
EDUC 1300 **or**
PHED 1164 Introduction to Physical Fitness
& Wellness (Core 090)
HIST 1302 United States History II (Core 060)
Transfer Elective*¹
Transfer Elective*

Semester III

Life & Physical Science with Lab (Core 030)
Creative Arts (Core 050)
GOVT 2305 Federal Government (Core 070)
Transfer Elective*
SPCH 1315 Public Speaking (Core 090) **or**
PSYC 1300/ Learning Framework (Core 090)
EDUC 1300 **or**
PHED 1164 Introduction to Physical Fitness
& Wellness (Core 090) (not
previously taken)

Semester IV

Life & Physical Science with Lab (Core 030)
Language, Philosophy, & Culture (Core 040)
GOVT 2306 Texas Government (Core 070)
Social & Behavioral Science (Core 080)
Transfer Elective*

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

AGRI 1415 Horticulture
AGRI 1419 Introductory Animal Science
AGRI 1329 Principles of Food Science
AGRI 2303 Agricultural Construction
AGRI 2317 Introduction to Agricultural
Economics
AGRI 2330 Wildlife Conservation and
Management
COSC 1301 Introduction to Computing

¹Select one course from any of the following:
AGRI, BIOL, CHEM, COSC, CRIJ, ENGR, GEOL,
MATH, PHED (3SCH), PHYS

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

ART

Associate of Arts

This is a recommended academic map for students who seek an Associate of Arts degree with a concentration in Art or plan to pursue a baccalaureate degree in Art at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

Please seek advisement from the Art Faculty for which ARTS courses to take each semester.

College Readiness Courses (if needed)

Semester I

ENGL 1301 Composition I (Core 010)
MATH (Core 020)
HIST 1301 United States History I (Core 060)
ARTS 1303 Art History I (Core 050)
ARTS 1313 Foundations of Art*

Semester II

ENGL 1302 Composition II (Core 010)
ARTS 1304 Art History II*
ARTS 1316 Drawing I*
HIST 1302 United States History II (Core 060)
SPCH 1315 Public Speaking (Core 090) **or**
PSYC 1300 Learning Framework (Core 090)

Semester III

ARTS 1311 Design I (2-Dimensional)*
ARTS 2348 Digital Media*
PSYC 2301 General Psychology (Core 080)
or
SOC 1301 Introduction to Sociology (Core 080)
Life & Physical Science with Lab (Core 030)
GOVT 2305 Federal Government (Core 070)

Semester IV

ARTS 2316 Painting I*
Life & Physical Science with Lab (Core 030)
GOVT 2306 Texas Government (Core 070)
PHED 1164 Introduction to Physical Fitness & Wellness (Core 090)
Language, Philosophy, & Culture (Core 040)

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

ARTS 1303 Art History I (Prehistoric to the 14th century)
ARTS 1304 Art History II (14th century to the present)
ARTS 1311 Design I (2-Dimensional)
ARTS 1313 Foundations of Art
ARTS 1316 Drawing I
ARTS 2316 Painting I
ARTS 2348 Digital Media
ARTS 2366 Watercolor

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AA degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

BEHAVIORAL SCIENCE
Psychology, Sociology/Anthropology
 Associate of Arts

This is a recommended academic map for students who seek an Associate of Arts degree with a concentration in Behavioral Science or plan to pursue a baccalaureate degree in Behavioral Science at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

College Readiness Courses (if needed)

Semester I

ENGL 1301 Composition I (Core 010)
 MATH 1314 College Algebra or above
 (Core 020)
 HIST 1301 United States History I (Core 060)
 PSYC 1300/
 EDUC 1300 Learning Framework (Core 090)
 Life & Physical Science with Lab (Core 030)

Semester II

PSYC 2301 General Psychology (Core 080)
 or
 SOCI 1301 Introduction to Sociology
 (Core 080)
 PHED 1164 Introduction to Physical Fitness
 & Wellness (Core 090)
 ENGL 1302 Composition II (Core 010)
 HIST 1302 United States History II (Core 060)
 Transfer Elective (Behavioral Science)*

Semester III

Life & Physical Science with Lab (Core 030)
 Transfer Elective (Social Science)*
 Creative Arts (Core 050)
 GOVT 2305 Federal Government (Core 070)
 Language, Philosophy, & Culture (Core 040)

Semester IV

Transfer Elective (Behavioral Science)*
 GOVT 2306 Texas Government (Core 070)
 Transfer Elective (Behavioral Science)*
 SPCH 1315 Public Speaking*
 Transfer Elective* (select from Core 040; not
 already used to satisfy Core 040)

***Transfer Electives**

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

ANTH 2351 Cultural Anthropology
 (Behavioral Science)
 PSYC 2301 General Psychology
 (Behavioral Science)
 PSYC 2306/
 SOCI 2306 Human Sexuality
 (Behavioral Science)
 PSYC 2314 Life Span Growth & Development
 (Behavioral Science)
 SOCI 1301 Introduction to Sociology
 (Behavioral Science)
 SOCI 1306 Social Problems
 (Behavioral Science)
 SOCI 2319 Minority Studies
 (Behavioral Science)
 ECON 2301 Principles of Macroeconomics
 (Social Science)
 ECON 2302 Principles of Microeconomics
 (Social Science)
 GEOG 1303 World Regional Geography
 (Social Science)
 HIST 2301 Texas History
 (Social Science)
 HIST 2311 Western Civilization I
 (Social Science)
 HIST 2312 Western Civilization II
 (Social Science)
 SPCH 1315 Public Speaking

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AA degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

BIOLOGY

Associate of Science

This is a recommended academic map for students who seek an Associate of Science degree with a concentration in Biology or plan to pursue a baccalaureate degree in Biology at a four-year institution of higher education in Texas. This academic map may also be used by students planning to pursue pre-professional study. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

College Readiness Courses (if needed)

Semester I

ENGL 1301 Composition I (Core 010)
MATH (Core 020)
BIOL 1406 General Biology I (Core 030)
CHEM 1411 General Chemistry I*
SPCH 1315 Public Speaking (Core 090) **or**
PSYC 1300/
EDUC 1300 Learning Framework (Core 090)
or
PHED 1164 Introduction to Physical Fitness
& Wellness (Core 090)

Semester II

ENGL 1302 Composition II (Core 010)
BIOL 1407 General Biology II (Core 030)
CHEM 1412 General Chemistry II*
HIST 1301 United States History I (Core 060)
Social & Behavioral Science (Core 080)

Semester III

Transfer Elective*
HIST 1302 United States History II (Core 060)
GOVT 2305 Federal Government (Core 070)
SPCH 1315 Public Speaking (Core 090) **or**
PSYC 1300/
EDUC 1300 Learning Framework (Core 090)
or
PHED 1164 Introduction to Physical Fitness
& Wellness (Core 090)
(not taken previously)

Transfer Elective*

Semester IV

Language, Philosophy, & Culture (Core 040)
GOVT 2306 Texas Government (Core 070)
Transfer Elective*
Creative Arts (Core 050)

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
CHEM 2423 Organic Chemistry I
CHEM 2425 Organic Chemistry II
COSC 1301 Introduction to Computing
PHYS 1401 College Physics I
PHYS 1402 College Physics II

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

BUSINESS ADMINISTRATION

Associate of Arts

Field of Study in Business Administration and Management

This is a recommended academic map for students who seek an Associate of Arts degree with a Field of Study (FOS) in Business Administration or plan to pursue a baccalaureate degree in Business Administration at a four-year institution of higher education in Texas. The Business Administration and Management Field of Study is approved by the Texas Higher Education Coordinating Board. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

By completing the Business Administration FOS and the recommended portion of the core curriculum for a total of 60 semester credit hours, students will qualify for the specialized Business Administration Associate of Arts degree. Also, it is recommended that students complete the entire 42 semester credit hour core curriculum prior to transfer to another Texas public institution of higher education since that block of courses must be submitted for the receiving institution's core curriculum.

College Readiness Courses (if needed)

Semester I

ENGL 1301	Composition I (Core 010)
HIST 1301	United States History I (Core 060)
MATH 1324	Mathematics for Business & Social Sciences (Core 020) (FOS)
BUSI 1301	Business Principles* (FOS)
Creative Arts (Core 050)	

Semester II

ENGL 1302	Composition II (Core 010)
HIST 1302	United States History II (Core 060)
Transfer Elective*	
ECON 2301	Principles of Macroeconomics (Core 080) (FOS)
Language, Philosophy, & Culture (Core 040)	

Semester III

ACCT 2301	Principles of Financial Accounting* (FOS)
BCIS 1305	Business Computer Applications* (FOS)
Transfer Elective*	
GOVT 2305	Federal Government (Core 070)
Life & Physical Science (Core 030)	

Semester IV

ACCT 2302	Principles of Managerial Accounting* (FOS)
Life & Physical Science (Core 030)	
BUSI 2305	Business Statistics* (FOS)
GOVT 2306	Texas Government (Core 070)
ECON 2302	Principles of Microeconomics* (FOS)

*Transfer Electives

ACCT 2301	Principles of Financial Accounting (FOS)
ACCT 2302	Principles of Managerial Accounting (FOS)
BUSI 1301	Business Principles (FOS)
BCIS 1305	Business Computer Applications (FOS)
BUSI 2305	Business Statistics (FOS)
ECON 2302	Principles of Microeconomics (FOS) AND
Select two courses from the following:	
BUSI 2301	Business Law
MATH 1325	Calculus for Business & Social Sciences
PSYC 1300/ EDUC 1300	Learning Framework
PSYC 2301	General Psychology
SOCI 1301	Introduction to Sociology
SPCH 1315	Public Speaking

Total Semester Hours – 60

For Core Completion: Add 2 SCH science labs plus select either PSYC 1300 or SPCH 1315 as an elective (Core 090)

All Field of Study (FOS) courses must be completed to award the Field of Study.

CHEMISTRY

Associate of Science

This is a recommended academic map for students who seek an Associate of Science degree with a concentration in Chemistry or plan to pursue a baccalaureate degree in Chemistry at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

College Readiness Courses (if needed)

Pre-requisite may be required for MATH 2413 Calculus I

Semester I

ENGL 1301 Composition I (Core 010)
MATH 2413 Calculus I (Core 020)
CHEM 1411 General Chemistry I (Core 030)
HIST 1301 United States History I (Core 060)
Creative Arts (Core 050)

Semester II

ENGL 1302 Composition II (Core 010)
MATH 2414 Calculus II (Core 090)
CHEM 1412 General Chemistry II (Core 030)
HIST 1302 United States History II (Core 060)
Social & Behavioral Science (Core 080)

Semester III

CHEM 2423 Organic Chemistry I*
PHYS 2425 University Physics I*
GOVT 2305 Federal Government (Core 070)
Transfer Elective*

Semester IV

CHEM 2425 Organic Chemistry II*
PHYS 2426 University Physics II*
GOVT 2306 Texas Government (Core 070)
Language, Philosophy, & Culture (Core 040)

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

MATH 2415 Calculus III
CHEM 2423 Organic Chemistry I
CHEM 2425 Organic Chemistry II
PHYS 2425 University Physics I
PHYS 2426 University Physics II

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

COMPUTER SCIENCE

Associate of Science

This is a recommended academic map for students who seek an Associate of Science degree with a concentration in Computer Science or plan to pursue a baccalaureate degree in Computer Science at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

College Readiness Courses (if needed)

Pre-requisite may be needed for MATH 2413 Calculus I

Semester I

ENGL 1301 Composition I (Core 010)
MATH 2413 Calculus I (Core 020)
HIST 1301 United States History I (Core 060)
COSC 1436 Programming Fundamentals I*

Semester II

ENGL 1302 Composition II (Core 010)
MATH 2414 Calculus II (Core 090)
COSC 1437 Programming Fundamentals II*
HIST 1302 United States History II (Core 060)

Semester III

COSC 2436 Programming Fundamentals III*
Life & Physical Science with Lab (Core 030)
(excluding GEOL 1303 & 1304)
Language, Philosophy, & Culture (Core 040)
GOVT 2305 Federal Government (Core 070)
PHED 1164 Introduction to Physical Fitness
& Wellness*

Semester IV

Creative Arts (Core 050)
COSC 2425 Computer Organization*
Social & Behavioral Science (Core 080)
Life & Physical Science with Lab (Core 030)
(excluding GEOL 1303 & 1304)
GOVT 2306 Texas Government (Core 070)

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

COSC 1436 Programming Fundamentals I
COSC 1437 Programming Fundamentals II
COSC 2436 Programming Fundamentals III
COSC 2425 Computer Organization
PHED 1164 Introduction to Physical Fitness
& Wellness

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

CRIMINAL JUSTICE

Associate of Science

This is a recommended academic map for students who seek an Associate of Science degree with a concentration in Criminal Justice or plan to pursue a baccalaureate degree in Criminal Justice at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

College Readiness Courses (if needed)

Semester I

ENGL 1301 Composition I (Core 010)
MATH 1314 College Algebra or above (Core 020)

HIST 1301 United States History I (Core 060)
SPCH 1315 Public Speaking (Core 090) **or**
PSYC 1300/ Learning Framework (Core 090)
EDUC 1300 **or**
PHED 1164 Introduction to Physical Fitness & Wellness (Core 090)

Transfer Elective*

Semester II

ENGL 1302 Composition II (Core 010)
HIST 1302 United States History II (Core 060)
Social Behavioral Science (Core 080)
Transfer Elective*¹
Language, Philosophy, & Culture (Core 040)

Semester III

Life & Physical Science with Lab (Core 030)
GOVT 2305 Federal Government (Core 070)
Transfer Elective*
SPCH 1315 Public Speaking (Core 090) **or**
PSYC 1300/ Learning Framework (Core 090)
EDUC 1300 **or**
PHED 1164 Introduction to Physical Fitness & Wellness (Core 090) (not previously taken)

Creative Arts (Core 050)

Semester IV

Transfer Elective*
Life & Physical Science with Lab (Core 030)
GOVT 2306 Texas Government (Core 070)
Transfer Elective*
Transfer Elective*

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

CRIJ 1301 Introduction to Criminal Justice
CRIJ 1307 Crime in America (cannot count as both Core 080 and elective)
CRIJ 1310 Fundamentals of Criminal Law
CRIJ 2328 Police Systems and Practices
CRIJ 2301 Community Resources in Correction

CRIJ 1306 Court Systems and Practices
CRIJ 2313 Correctional Systems and Practices
CRIJ 2323 Legal Aspects of Law Enforcement

¹Select one course from any of the following:
AGRI, BIOL, CHEM, COSC, CRIJ, ENGR, GEOL,
MATH, PHED (3SCH), PHYS

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

DENTAL HYGIENE

Pre-Dental Hygiene

Associate of Science

This is a recommended academic map for students taking pre-requisites and co-requisites while awaiting acceptance into the Dental Hygiene Associate of Applied Science (AAS) program or for students wishing to obtain an Associate of Science degree in General Studies for transfer. Entrance into the AAS program is competitive, sometimes requiring several application cycles. Students awaiting acceptance into the Dental Hygiene AAS program can continue with the Pre-Dental Hygiene academic map to complete an Associate of Science degree for transfer to a four-year institution of higher education in Texas. Students interested in this degree, or entrance into the AAS degree, should meet with an academic advisor prior to enrolling in classes.

College Readiness Courses (if needed)

Semester I

ENGL 1301 ¹	Composition I (Core 010)
BIOL 2401 ¹	Anatomy & Physiology I (Core 030)
SPCH 1315 ¹	Public Speaking (Core 090) or
SPCH 1318 ¹	Interpersonal Communication (Core 090)
SOCI 1301 ¹	Introduction to Sociology*
Creative Arts ² (Core 050)	

Semester II

BIOL 2402 ¹	Anatomy & Physiology II (Core 030)
ENGL 1302	Composition II (Core 010)
MATH (Core 020)	
PSYC 2301 ¹	General Psychology (Core 080)
BIOL 2420 ¹	Microbiology*

Semester III

Language, Philosophy, & Culture ² (Core 040)	
HIST 1301	United States History I (Core 060)
PSYC 2314	Life Span Growth & Development*
GOVT 2305	Federal Government (Core 070)
BIOL 1322	Nutrition & Diet Therapy*

Semester IV

CHEM 1405 ³	Introductory Chemistry I* or
CHEM 1411 ³	General Chemistry I*
GOVT 2306	Texas Government (Core 070)
HIST 1302	United States History II (Core 060)
PSYC 1300	Learning Framework (Core 090) or
PHED 1164	Introduction to Physical Fitness & Wellness (Core 090)

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

BIOL 1322	Nutrition & Diet Therapy
BIOL 2420	Microbiology
CHEM 1405	Introductory Chemistry I
CHEM 1411	General Chemistry I
MATH 1342	Elementary Statistical Methods
PSYC 2314	Life Span Growth & Development
PSYC 1300/ EDUC 1300	Learning Framework
SOCI 1301	Introduction to Sociology

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than technical courses, as indicated in the course descriptions.

¹Pre-requisite/co-requisite for Dental Hygiene (DH) Program (AAS).

²Both Creative Arts and Language, Philosophy, & Culture required for AS degree but only one required for DH AAS degree.

³Not needed for DH Program (AAS) if high school chemistry successfully completed.

DRAMA

Associate of Arts

This is a recommended academic map for students who seek an Associate of Arts degree with a concentration in Drama or plan to pursue a baccalaureate degree in Drama at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

Please seek advisement from the Drama Faculty for which DRAM courses to take each semester.

College Readiness Courses (if needed)

Semester I

ENGL 1301	Composition I (Core 010)
HIST 1301	United States History I (Core 060)
DRAM 1310	Theater Appreciation (Core 050)
DRAM 1330	Stagecraft I*
DRAM 1351	Acting I*
DRAM 1120	Theater Practicum I*

Semester II

ENGL 1302	Composition II (Core 010)
HIST 1302	United States History II (Core 060)
DRAM 2331	Stagecraft II*
DRAM 1352	Acting II*
DRAM 1121	Theater Practicum II*
MATH (Core 020)	

Semester III

GOVT 2305	Federal Government (Core 070)
SPCH 1315	Public Speaking (Core 090) or
PSYC 1300/ EDUC 1300	Learning Framework (Core 090)
Life & Physical Science with Lab (Core 030)	
DRAM 1341	Stage Makeup*
DRAM 2120	Theater Practicum III*

Semester IV

GOVT 2306	Texas Government (Core 070)
Language, Philosophy, & Culture (Core 040)	
Social & Behavioral Science (Core 080)	
Life & Physical Science with Lab (Core 030)	
PHED 1164	Introduction to Physical Fitness & Wellness (Core 090)

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

The courses listed below are the courses students should select in the elective area. Courses must be different than course used to satisfy core requirements.

DRAM 1120	Theater Practicum I
DRAM 1121	Theater Practicum II
DRAM 1330	Stagecraft I
DRAM 1341	Stage Makeup
DRAM 1351	Acting I
DRAM 1352	Acting II
DRAM 2120	Theater Practicum III
DRAM 2331	Stagecraft II

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AA degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

ELEMENTARY EDUCATION

Associate of Arts

This is a recommended academic map for students who are pursuing transfer to a university to complete teacher certification in Elementary Education EC-6. This degree by itself does not meet the requirements for teacher certification; rather, it provides lower division course requirements. Students should confirm transferability of courses to meet specific degree requirements from the institution to which they plan to attend and seek academic advising in the first semester enrolled.

College Readiness Courses (if needed)

Semester I

ENGL 1301 Composition I (Core 010)
MATH 1314 College Algebra (Core 020)
HIST 1301 United States History I (Core 060)
SPCH 1315 Public Speaking (Core 090)
Transfer Elective*

Semester II

ENGL 1302 Composition II (Core 010)
Transfer Elective*
Transfer Elective*
HIST 1302 United States History II (Core 060)
Transfer Elective*

Semester III

Creative Arts (Core 050)
BIOL 1406 General Biology I (Core 030)
PSYC 2301 General Psychology (Core 080) **or**
PSYC 2314 Lifespan Growth & Development
(Core 080) **or**
GEOG 1303 World Regional Geography
(Core 080)
GOVT 2305 Federal Government (Core 070)
Transfer Elective*

Semester IV

PSYC 1300/
EDUC 1300 Learning Framework (Core 090)
or
PHED 1164 Introduction to Physical Fitness
& Wellness (Core 090)
BIOL 1407 General Biology II (Core 030) **or**
CHEM 1405 Introductory Chemistry I (Core
030)
GOVT 2306 Texas Government (Core 070)
ENGL 2332 World Literature I (Core 040) **or**
ENGL 2333 World Literature II (Core 040) **or**
ENGL 2327 American Literature I (Core 040) **or**
ENGL 2328 American Literature II (Core 040)
Transfer Elective*

*Transfer Electives: Check with transfer university for approved electives

Teacher certification requires a baccalaureate degree, and students should seek advising from the institution to which they intend to transfer to be informed of updated transfer information.

BIOL 1407 General Biology II
COSC 1301 Introduction to Computing
GEOL 1303 Physical Geology
HIST 2301 Texas History
MATH 1342 Elementary Statistical Methods
MATH 1350 Mathematics for Teachers I
(Fundamentals of Mathematics I)
MATH 1351 Mathematics for Teachers II
(Fundamentals of Mathematics II)
SOC 2301 Marriage & the Family
TECA 1311 Education Young Children **or**
EDUC 1301 Introduction to the Teaching
Profession
TECA 1318 Wellness of the Young Child **or**
EDUC 2301 Introduction to Special
Populations
TECA 1354 Child Growth & Development
PHYS 1401 College Physics I

Total Semester Hours – 60

ENGINEERING

Associate of Science

This is a recommended academic map for students who seek an Associate of Science degree with a concentration in Engineering or plan to pursue a baccalaureate degree in Engineering at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

College Readiness Courses (if needed)

Pre-requisite may be required for MATH 2413 Calculus I

Semester I

ENGL 1301	Composition I (Core 010)
MATH 2413	Calculus I (Core 020)
HIST 1301	United States History I (Core 060)
ENGR 1201	Introduction to Engineering*
CHEM 1411	General Chemistry I*

Semester II

ENGL 1302	Composition II (Core 010)
MATH 2414	Calculus II (Core 090)
ENGR 2304	Programming for Engineers* or Transfer Elective*
HIST 1302	United States History II (Core 060)
PHYS 2425	University Physics I (Core 030)

Semester III

Language, Philosophy, & Culture (Core 040)	
GOVT 2305	Federal Government (Core 070)
MATH 2415	Calculus III* or Transfer Elective* ¹
PHYS 2426	University Physics II (Core 030)
Transfer Elective*	

Semester IV

GOVT 2306	Texas Government (Core 070)
Social & Behavioral Science (Core 080)	
Creative Arts (Core 050)	
Transfer Elective*	

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II
CHEM 2423	Organic Chemistry I
CHEM 2425	Organic Chemistry II
ENGR 1201	Introduction to Engineering
ENGR 2301	Engineering Mechanics – Statics
ENGR 2302	Engineering Mechanics – Dynamics
ENGR 2304	Programming for Engineers
MATH 2320	Differential Equations
MATH 2415	Calculus III

¹Select one course from any of the following:
AGRI, BIOL, CHEM, COSC, CRIJ, ENGR, GEOL,
MATH, PHED (3SCH), PHYS

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

ENGLISH

Associate of Arts

This is a recommended academic map for students who seek an Associate of Arts degree with a concentration in English or plan to pursue a baccalaureate degree in English at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

English majors are encouraged to take a variety of survey literature courses (ENGL 2322-2333).

College Readiness Courses (if needed)

Semester I

ENGL 1301 Composition I (Core 010)
MATH (Core 020)
HIST 1301 United States History I (Core 060)
SPCH 1315 Public Speaking (Core 090) **or**
PSYC 1300/
EDUC 1300 Learning Framework (Core 090)
DRAM 1310 Theater Appreciation (Core 050)

Semester II

ENGL 1302 Composition II (Core 010)
GOVT 2305 Federal Government (Core 070)
HIST 1302 United States History II (Core 060)
PSYC 2301 General Psychology (Core 080)
ENGL 2311 Technical & Business Writing*

Semester III

Life & Physical Science with Lab (Core 030)
ENGL 2327 American Literature I* **or**
ENGL 2328 American Literature II*
Language, Philosophy, & Culture (Core 040)
(excluding PHIL 1301)
ENGL 2332 World Literature I* **or**
ENGL 2333 World Literature II*
PHED 1164 Introduction to Physical Fitness
& Wellness (Core 090)

Semester IV

DRAM 2366 Film Appreciation*
Life & Physical Science with Lab (Core 030)
GOVT 2306 Texas Government (Core 070)
ENGL 2322 British Literature I* **or**
ENGL 2323 British Literature II*
Transfer Elective*

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

DRAM 2366 Film Appreciation
ENGL 2311 Technical & Business Writing
ENGL 2322 British Literature I
ENGL 2323 British Literature II
ENGL 2327 American Literature I
ENGL 2328 American Literature II
ENGL 2332 World Literature I
ENGL 2333 World Literature II

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AA degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

GENERAL STUDIES

Associate of Arts Multidisciplinary Studies

This is a recommended academic map for students who seek an Associate of Arts degree and are undecided about a specific baccalaureate degree program. Students planning to transfer to a four-year institution should confirm transferability of courses to meet specific degree requirements from the institution to which they plan to attend.

College Readiness Courses (if needed)

Semester I

ENGL 1301 Composition I (Core 010)
MATH (Core 020)
Creative Arts (Core 050)
HIST 1301 United States History I (Core 060)
Component Area Option (Core 090)

Semester II

ENGL 1302 Composition II (Core 010)
Transfer Elective*
HIST 1302 United States History II (Core 060)
Social & Behavioral Science (Core 080)
Transfer Elective*

Semester III

Life & Physical Science with Lab (Core 030)
Language, Philosophy, & Culture (Core 040)
GOVT 2305 Federal Government (Core 070)
Transfer Elective*
Component Area Option (Core 090)

Semester IV

Transfer Elective*
Life & Physical Science with Lab (Core 030)
GOVT 2306 Texas Government (Core 070)
Transfer Elective*
Transfer Elective*

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

Select an additional 18 SCH of academic electives to bring the total semester hours to 60.

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AA degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

GENERAL STUDIES

Associate of Science
Multidisciplinary Studies

This is a recommended academic map for students who seek an Associate of Science degree and are undecided about a specific baccalaureate degree program. Students planning to transfer to a four-year institution should confirm transferability of courses to meet specific degree requirements from the institution to which they plan to attend.

College Readiness Courses (if needed)

Semester I

ENGL 1301 Composition I (Core 010)
MATH (Core 020)
Creative Arts (Core 050)
HIST 1301 United States History I (Core 060)
Component Area Option (Core 090)

Semester II

ENGL 1302 Composition II (Core 010)
Transfer Elective*¹
HIST 1302 United States History II (Core 060)
Social & Behavioral Science (Core 080)
Transfer Elective*

Semester III

Life & Physical Science with Lab (Core 030)
Language, Philosophy, & Culture (Core 040)
GOVT 2305 Federal Government (Core 070)
Transfer Elective*
Component Area Option (Core 090)

Semester IV

Transfer Elective*
Life & Physical Science with Lab (Core 030)
GOVT 2306 Texas Government (Core 070)
Transfer Elective*
Transfer Elective*

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

Select an additional 18 SCH of academic electives to bring the total semester hours to 60.

¹Select one course from any of the following:
AGRI, BIOL, CHEM, COSC, CRIJ, ENGR, GEOL,
MATH, PHED (3SCH), PHYS

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

GEOLOGY

Associate of Science

This is a recommended academic map for students who seek an Associate of Science degree with a concentration in Geology or plan to pursue a baccalaureate degree in Geology at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

College Readiness Courses (if needed)

Pre-requisite maybe required for MATH 2413 Calculus I

Semester I

ENGL 1301	Composition I (Core 010)
MATH 2413	Calculus I (Core 020)
HIST 1301	United States History I (Core 060)
SPCH 1315	Public Speaking (Core 090) or
PSYC 1300/ EDUC 1300	Learning Framework (Core 090) or
PHED 1164	Introduction to Physical Fitness & Wellness (Core 090)
GEOL 1303	Physical Geology and
GEOL 1103	Physical Geology Laboratory (Core 030)

Semester II

ENGL 1302	Composition II (Core 010)
Transfer Elective*	
GEOL 1304	Historical Geology and
GEOL 1104	Historical Geology Laboratory (Core 030)
HIST 1302	United States History II (Core 060)
Social & Behavioral Science (Core 080)	

Semester III

CHEM 1411	General Chemistry I*
SPCH 1315	Public Speaking (Core 090) or
PSYC 1300/ EDUC 1300	Learning Framework (Core 090) or
PHED 1164	Introduction to Physical Fitness & Wellness (Core 090) (not previously taken)
Language, Philosophy, & Culture (Core 040)	
GOVT 2305	Federal Government (Core 070)
Transfer Elective*	

Semester IV

Creative Arts (Core 050)	
CHEM 1412	General Chemistry II*
GOVT 2306	Texas Government (Core 070)
Transfer Elective* ¹	

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II
MATH 2413	Calculus I
MATH 2414	Calculus II
PHYS 1401	College Physics I
PHYS 1402	College Physics II
PHYS 2425	University Physics I
PHYS 2426	University Physics II
BIOL 1406	General Biology I
COSC 1301	Introduction to Computing

¹Select one course from any of the following:
AGRI, BIOL, CHEM, COSC, CRIJ, ENGR, GEOL,
MATH, PHED (3SCH), PHYS

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

KINESIOLOGY

Associate of Science

This is a recommended academic map for students who seek an Associate of Science degree with a concentration in Kinesiology or plan to pursue a baccalaureate degree in Kinesiology at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

College Readiness Courses (if needed)

Semester I

ENGL 1301 Composition I (Core 010)
MATH (Core 020)
HIST 1301 United States History I (Core 060)
PHED Activity Course**
SPCH 1315 Public Speaking (Core 090) **or**
PSYC 1300/
EDUC 1300 Learning Framework (Core 090)
or
PHED 1164 Introduction to Physical Fitness
& Wellness (Core 090)
Transfer Elective*

Semester II

PHED Activity Course**
ENGL 1302 Composition II (Core 010)
HIST 1302 United States History II (Core 060)
Social & Behavioral Science (Core 080)
SPCH 1315 Public Speaking (Core 090) **or**
PSYC 1300/
EDUC 1300 Learning Framework (Core 090)
or
PHED 1164 Introduction to Physical Fitness
& Wellness (Core 090)
(not previously taken)
Transfer Elective*

Semester III

PHED Activity Course**
Language, Philosophy, & Culture (Core 040)
GOVT 2305 Federal Government (Core 070)
Transfer Elective*
BIOL 2401 Anatomy & Physiology I (Core
030)

Semester IV

Creative Arts (Core 050)
GOVT 2306 Texas Government (Core 070)
BIOL 2402 Anatomy & Physiology II (Core
030)
Transfer Elective*¹
Transfer Elective*

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

COSC 1301 Introduction to Computing
BIOL 1322 Nutrition & Diet Therapy **or**
**Select any three activity courses PHED 1XXX
(not including PHED 1164)
PHED 1301 Foundations of Kinesiology
PHED 1304 Personal/Community Health
PHED 1306 First Aid
PHED 1346 Drug Use & Abuse

¹Select one course from any of the following:
AGRI, BIOL, CHEM, COSC, CRIJ, ENGR, GEOL,
MATH, PHED (3SCH), PHYS

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

MATHEMATICS

Associate of Science

This is a recommended academic map for students who seek an Associate of Science degree with a concentration in Mathematics or plan to pursue a baccalaureate degree in Mathematics at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

College Readiness Courses (if needed)

Pre-requisite may be required for MATH 2413 Calculus I

Semester I

ENGL 1301 Composition I (Core 010)
MATH 2413 Calculus I (Core 020)
HIST 1301 United States History I (Core 060)
Social & Behavioral Science (Core 080)
Creative Arts (Core 050)

Semester II

ENGL 1302 Composition II (Core 010)
HIST 1302 United States History II (Core 060)
MATH 2414 Calculus II (Core 090)
PHYS 2425 University Physics I (Core 030)

Semester III

MATH 2415 Calculus III*
MATH 2318 Linear Algebra*
GOVT 2305 Federal Government (Core 070)
Life & Physical Science with Lab (Core 030)

Semester IV

MATH 2320 Differential Equations*
Language, Philosophy, & Culture (Core 040)
GOVT 2306 Texas Government (Core 070)
Transfer Elective*
Transfer Elective*

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

COSC 1436 Programming Fundamentals I
COSC 1437 Programming Fundamentals II
COSC 2426 Programming Fundamentals III
COSC 2425 Computer Organization
ENGR 1201 Introduction to Engineering
ENGR 2304 Programming for Engineers
MATH 2318 Linear Algebra
MATH 2320 Differential Equations
MATH 2415 Calculus III

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

MUSIC

Associate of Arts

Field of Study – Instrumental Majors

This academic map is designed to meet the needs of students who seek an Associate of Arts with a Field of Study (FOS) in Music and transfer to a four-year institution. This curriculum applies to the Bachelor of Music degree, but also may be applied to the Bachelor of Arts or other baccalaureate level music degree as deemed appropriate by the awarding institution. The field of study in music included in this concentration is approved by the Texas Higher Education Coordinating Board. This academic map will constitute a 60 semester credit hour transfer block to any public Texas four-year college or university.

By completing the Music FOS and the recommended portion of the core curriculum for a total of 60 semester credit hours, students will qualify for the specialized Music Associate of Arts degree. Also, it is recommended that students complete the entire 42 semester credit hour core curriculum prior to transfer to another Texas public institution of higher education since that block of courses must be submitted for the receiving institution's core curriculum.

Student should seek advisement from the Music Faculty each semester.

College Readiness Courses (if needed)

Semester I

MUSI 1181	Piano Class I (Elective)
ENGL 1301	Composition I (Core 010)
HIST 1301	United States History I (Core 060)
MUSI 1116	Sight Singing & Ear Training I (FOS)
MUEN 1131	Ensemble – Jazz Band (FOS) and/or
MUEN 1121	Ensemble – Pioneer Band (FOS)
MUSI 1311	Music Theory I (FOS)
MUAP 1222	Applied Music – Woodwind I (FOS) or
MUAP 1270	Applied Music – Piano I (FOS) or
MUAP 1246	Applied Music – Brass I (FOS) or
MUAP 1260	Applied Music – Percussion I (FOS)

Semester II

MUSI 1182	Piano Class II (Elective)
HIST 1302	United States History II (Core 060)
ENGL 1302	Composition II (Core 010)
MUSI 1117	Sight Singing & Ear Training II (FOS)
MUEN 1132	Ensemble – Jazz Band (FOS) and/or
MUEN 1122	Ensemble – Pioneer Band (FOS)
MUSI 1312	Music Theory II (FOS)
MUAP 1223	Applied Music – Woodwind II (FOS) or
MUAP 1271	Applied Music – Piano II (FOS) or
MUAP 1247	Applied Music – Brass II (FOS) or
MUAP 1261	Applied Music – Percussion II (FOS)

Semester III

PSYC 2301	General Psychology (Core 080) or
SOCI 1301	Introduction to Sociology (Core 080) or
SOCI 2306	Human Sexuality (Core 080)
MATH 1314	College Algebra (Core 020) or
MATH 1324	Mathematics for Business & Social Sciences (Core 020)
GOVT 2305	Federal Government (Core 070)
MUSI 2181	Piano Class III (Elective)
MUSI 2116	Sight Singing & Ear Training III (FOS)
MUEN 2131	Ensemble – Jazz Band (FOS) and/or
MUEN 2121	Ensemble – Pioneer Band (FOS)
MUSI 2311	Music Theory III (FOS)
MUAP 2222	Applied Music – Woodwind III (FOS) or
MUAP 2270	Applied Music – Piano III (FOS) or
MUAP 2246	Applied Music – Brass III (FOS) or
MUAP 2260	Applied Music – Percussion III (FOS)

Semester IV

MUSI 1307	Music Literature (Core 050)
MUSI 2182	Piano Class IV (Elective)
GOVT 2306	Texas Government (Core 070)
PHED 1164	Introduction to Physical Fitness & Wellness (Core 090)
MUSI 2117	Sight Singing & Ear Training IV (FOS)
MUEN 2132	Ensemble – Jazz Band (FOS) and/or
MUEN 2122	Ensemble – Pioneer Band (FOS)
MUSI 2312	Music Theory IV (FOS)

MUAP 2223 Applied Music – Woodwind IV (FOS)
or
MUAP 2271 Applied Music – Piano IV (FOS) **or**
MUAP 2247 Applied Music – Brass IV (FOS) **or**
MUAP 2261 Applied Music – Percussion IV (FOS)

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

Total Semester Hours – 60

All Field of Study (FOS) courses must be completed to award the Field of Study.

MUSIC

Associate of Arts

Field of Study – Vocal Majors

This academic map is designed to meet the needs of students who seek an Associate of Arts with a Field of Study (FOS) in Music and transfer to a four-year institution. This curriculum applies to the Bachelor of Music degree, but also may be applied to the Bachelor of Arts or other baccalaureate level music degree as deemed appropriate by the awarding institution. The field of study in music included in this concentration is approved by the Texas Higher Education Coordinating Board. This academic map will constitute a 60 semester credit hour transfer block to any public Texas four-year college or university.

By completing the Music FOS and the recommended portion of the core curriculum for a total of 60 semester credit hours, students will qualify for the specialized Music Associate of Arts degree. Also, it is recommended that students complete the entire 42 semester credit hour core curriculum prior to transfer to another Texas public institution of higher education since that block of courses must be submitted for the receiving institution's core curriculum.

Students should seek advisement from the Music Faculty each semester.

College Readiness Courses (if needed)

Semester I

MUSI 1181	Piano Class I (Elective)
ENGL 1301	Composition I (Core 010)
HIST 1301	United States History I (Core 060)
MUSI 1116	Sight Singing & Ear Training I (FOS)
MUEN 1151	Ensemble – Chamber Singers (FOS) and/or
MUEN 1141	Ensemble – WCJC Choir (FOS)
MUSI 1311	Music Theory I (FOS)
MUAP 1281	Applied Music – Voice I (FOS)

Semester II

MUSI 1182	Piano Class II (Elective)
HIST 1302	United States History II (Core 060)
ENGL 1302	Composition II (Core 010)
MUSI 1117	Sight Singing & Ear Training II (FOS)
MUEN 1152	Ensemble – Chamber Singers (FOS) and/or
MUEN 1142	Ensemble – WCJC Choir (FOS)
MUSI 1312	Music Theory II (FOS)
MUAP 1282	Applied Music – Voice II (FOS)

Semester III

PSYC 2301	General Psychology (Core 080) or
SOCI 1301	Introduction to Sociology (Core 080) or
SOCI 2306	Human Sexuality (Core 080)
MATH 1314	College Algebra (Core 020) or

MATH 1324	Mathematic for Business & Social Sciences (Core 020)
GOVT 2305	Federal Government (Core 070)
MUSI 2181	Piano Class III (Elective)
MUSI 2116	Sight Singing & Ear Training III (FOS)
MUEN 2151	Ensemble – Chamber Singers (FOS) and/or
MUEN 2141	Ensemble – WCJC Choir (FOS)
MUSI 2311	Music Theory III (FOS)
MUAP 2281	Applied Music – Voice III (FOS)

Semester IV

MUSI 1307	Music Literature (Core 050)
MUSI 2182	Piano Class IV (Elective)
GOVT 2306	Texas Government (Core 070)
PHED 1164	Introduction to Physical Fitness & Wellness (Core 090)
MUSI 2117	Sight Singing & Ear Training IV (FOS)
MUEN 2152	Ensemble – Chamber Singers (FOS) and/or
MUEN 2142	Ensemble – WCJC Choir (FOS)
MUSI 2312	Music Theory IV (FOS)
MUAP 2282	Applied Music – Voice IV (FOS)

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

Total Semester Hours – 60

All Field of Study (FOS) courses must be completed to award the Field of Study.

NURSING

Pre-Baccalaureate Nursing and Pre-ADN

Associate of Science

This is a recommended academic map for students who seek to apply to an associate degree nursing (ADN) program. It contains the pre-requisite and co-requisite courses for the WCJC ADN program as well as the recommended courses for many baccalaureate degree nursing programs at a four-year institution of higher education in Texas. Students interested in this degree should meet with an academic advisor prior to enrolling in classes.

College Readiness Courses (if needed)

Semester I

ENGL 1301 ¹	Composition I (Core 010)
BIOL 2401 ¹	Anatomy & Physiology I (Core 030)
Language, Philosophy, & Culture ² (Core 040)	
PSYC 2301 ¹	General Psychology (Core 080)
MATH 1342	Elementary Statistical Methods (Core 020)

Semester II

ENGL 1302	Composition II (Core 010)
BIOL 2402 ¹	Anatomy & Physiology II (Core 030)
SPCH 1315	Public Speaking (Core 090) or
SPCH 1318	Interpersonal Communication (Core 090)
BIOL 2420 ¹	Microbiology*
PSYC 2314 ¹	Life Span Growth & Development*

Semester III

Creative Arts ² (Core 050)	
PSYC 1300/ EDUC 1300	Learning Framework (Core 090) or
PHED 1164	Introduction to Physical Fitness & Wellness (Core 090)
HIST 1301	United States History I (Core 060)
GOVT 2305	Federal Government (Core 070)
Transfer Elective*	

Semester IV

CHEM 1405	Introductory Chemistry I* or
CHEM 1411	General Chemistry I*
GOVT 2306	Texas Government (Core 070)
BIOL 1322	Nutrition & Diet Therapy*
HIST 1302	United States History II (Core 060)
Transfer Elective*	

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

Students seeking admission to the WCJC ADN AAS Degree program should seek Academic Advising.

BIOL 1322	Nutrition & Diet Therapy
BIOL 2420	Microbiology
CHEM 1405	Introductory Chemistry I
CHEM 1411	General Chemistry I
MATH 1314	College Algebra
PSYC 1300/ EDUC 1300	Learning Framework
PSYC 2314	Life Span Growth & Development
SOCI 1301	Introduction to Sociology

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course description.

¹Pre-requisite/co-requisite for ADN Program
²Both Creative Arts and Language, Philosophy, & Culture required for AS degree but only one required for ADN Program

PHYSICAL THERAPY

Pre-Physical Therapy

Associate of Science

This is a recommended academic map for students taking pre-requisites and co-requisites while awaiting acceptance into the Physical Therapist Assistant Associate of Applied Science (AAS) program or for students wishing to obtain an Associate of Science degree in General Studies for transfer. Entrance into the AAS program is competitive, sometimes requiring several application cycles. Students awaiting acceptance into the Physical Therapist Assistant AAS program can continue with the Pre-Physical Therapy academic map to complete an Associate of Science degree for transfer to a four-year institution of higher education in Texas. Students interested in this degree or entrance into the AAS degree should meet with an academic advisor prior to enrolling in classes.

College Readiness Courses (if needed)

Semester I

ENGL 1301 ¹	Composition I (Core 010)
BIOL 2401 ¹	Anatomy & Physiology I (Core 030)
Language, Philosophy, & Culture ² (Core 040)	
PSYC 2314 ¹	Life Span Growth & Development (Core 080)
HIST 1301	United States History I (Core 060)

Semester II

ENGL 1302	Composition II (Core 010)
BIOL 2402 ¹	Anatomy & Physiology II (Core 030)
MATH 1314 ¹	College Algebra I (Core 020)
PSYC 2301	General Psychology*
Creative Arts ² (Core 050)	

Semester III

BIOL 2420 ¹	Microbiology*
HIST 1302	United States History II (Core 060)
SOCI 1301	Introduction to Sociology*
GOVT 2305	Federal Government (Core 070)
SPCH 1315	Public Speaking (Core 090) or
SPCH 1318	Interpersonal Communication (Core 090)

Semester IV

CHEM 1405	Introductory Chemistry I* or
CHEM 1411	General Chemistry I*
GOVT 2306	Texas Government (Core 070)
BIOL 1322	Nutrition & Diet Therapy*
PSYC 1300/ EDUC 1300	Learning Framework (Core 090) or
PHED 1164	Introduction to Physical Fitness & Wellness (Core 090)

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

BIOL 1322	Nutrition & Diet Therapy
BIOL 2420	Microbiology
CHEM 1405	Introductory Chemistry I
CHEM 1411	General Chemistry I
MATH 1342	Elementary Statistical Methods
PSYC 1300/ EDUC 1300	Learning Framework
PSYC 2301	General Psychology
SOCI 1301	Introduction to Sociology

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

¹Pre-requisite/co-requisite for PTHA Program

²Both Creative Arts and Language, Philosophy, & Culture required for AS degree but only one required for PTHA Program

PHYSICS

Associate of Science

This is a recommended academic map for students who seek an Associate of Science degree with a concentration in Physics or plan to pursue a baccalaureate degree in Physics at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

College Readiness Courses (if needed)

Pre-requisite may be required for MATH 2413 Calculus I

Semester I

ENGL 1301 Composition I (Core 010)
MATH 2413 Calculus I (Core 020)
HIST 1301 United States History I (Core 060)
CHEM 1411 General Chemistry I*
Creative Arts (Core 050)

Semester II

ENGL 1302 Composition II (Core 010)
MATH 2414 Calculus II (Core 090)
CHEM 1412 General Chemistry II*
PHYS 2425 University Physics I (Core 030)

Semester III

HIST 1302 United States History II (Core 060)
GOVT 2305 Federal Government (Core 070)
PHYS 2426 University Physics II (Core 030)
Transfer Elective*
Transfer Elective*

Semester IV

GOVT 2306 Texas Government (Core 070)
Social & Behavioral Science (Core 080)
Language, Philosophy, & Culture (Core 040)
Transfer Elective*

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
COSC 1436 Programming Fundamentals I
MATH 2318 Linear Algebra
MATH 2320 Differential Equations
MATH 2415 Calculus III

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

RADIOLOGIC TECHNOLOGY

Pre-Radiology

Associates of Science

This is a recommended academic map for students taking pre-requisites and co-requisites while awaiting acceptance into the Radiologic Technology Associate of Applied Science (AAS) program or for students wishing to obtain an Associate of Science degree in General Studies for transfer. Entrance into the AAS program is competitive, sometimes requiring several application cycles. Students awaiting acceptance into the Radiologic Technology AAS program can continue with the Pre-Radiology academic map to complete an Associate of Science degree for transfer to a four-year institution of higher education in Texas. Students interested in this degree or entrance into the AAS degree should meet with an academic advisor prior to enrolling in classes.

College Readiness Courses (if needed)

Semester I

ENGL 1301 ¹	Composition I (Core 010)
BIOL 2401 ¹	Anatomy & Physiology I (Core 030)
SPCH 1315	Public Speaking (Core 090) or
SPCH 1318	Interpersonal Communication (Core 090)
Language, Philosophy, & Culture ² (Core 040)	
HIST 1301	United States History I (Core 060)

Semester II

ENGL 1302	Composition II (Core 010)
BIOL 2402 ¹	Anatomy & Physiology II (Core 030)
MATH 1314 ¹	College Algebra I (Core 020)
PSYC 2301 ¹	General Psychology (Core 080)
Creative Arts ² (Core 050)	

Semester III

BIOL 2420	Microbiology*
HIST 1302	United States History II (Core 060)
PSYC 2314	Life Span Growth & Development*
GOVT 2305	Federal Government (Core 070)
SOCI 1301	Introduction to Sociology*

Semester IV

CHEM 1405	Introductory Chemistry I* or
CHEM 1411	General Chemistry I*
GOVT 2306	Texas Government (Core 070)
BIOL 1322	Nutrition & Diet Therapy*
PSYC 1300/ EDUC 1300	Learning Framework (Core 090) or
PHED 1164	Introduction to Physical Fitness & Wellness (Core 090)

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

BIOL 1322	Nutrition & Diet Therapy
BIOL 2420	Microbiology
CHEM 1405	Introductory Chemistry I
CHEM 1411	General Chemistry I
MATH 1342	Elementary Statistical Methods
PSYC 1300/ EDUC 1300	Learning Framework
PSYC 2314	Life Span Growth & Development
SOCI 1301	Introduction to Sociology

Total Semester Hours – 80

*Courses are suggested electives that will contribute to AS degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

¹Pre-requisite/co-requisite for RADT Program

²Both Creative Arts and Language, Philosophy, & Culture required for AS degree but only one required for RADT Program

SOCIAL SCIENCE
History, Geography, Government
Associate of Arts

This is a recommended academic map for students who seek an Associate of Arts degree with a concentration in Social Science or plan to pursue a baccalaureate degree in Social Science at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

College Readiness Courses (if needed)

Semester I

ENGL 1301 Composition I (Core 010)
MATH (Core 20)
HIST 1301 United States History I (Core 060)
PSYC 1300/
EDUC 1300 Learning Framework (Core 090)
Life & Physical Science with Lab (Core 030)

Semester II

ECON 2301 Principles of Macroeconomics
(Core 080) **or**
ECON 2302 Principles of Microeconomics
(Core 080)
PHED 1164 Introduction to Physical Fitness
& Wellness (Core 090)
ENGL 1302 Composition II (Core 010)
HIST 1302 United States History II (Core 060)
Life & Physical Science with Lab (Core 030)

Semester III

Creative Arts (Core 050)
GOVT 2305 Federal Government (Core 070)
Transfer Elective*
ENGL 2322 British Literature I (Core 040) **or**
ENGL 2323 British Literature II (Core 040) **or**
ENGL 2327 American Literature I (Core 040)
or
ENGL 2328 American Literature II (Core 040)
or
ENGL 2332 World Literature I (Core 040) **or**
ENGL 2333 World Literature II (Core 040)
ECON 2301 Principles of Macroeconomics*
or
ECON 2302 Principles of Microeconomics*
(not previously taken to satisfy
Core 080)

Semester IV

HUMA 1301 Introduction to Humanities I* **or**
PHIL 1301 Introduction to Philosophy*
Transfer Elective*
GOVT 2306 Texas Government (Core 070)
SPCH 1315 Public Speaking*
Transfer Elective*

***Transfer Electives**

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

SPCH 1315 Public Speaking
HUMA 1301 Introduction to Humanities I
PHIL 1301 Introduction to Philosophy
ECON 2301 Principles of Macroeconomic
ECON 2302 Principles of Microeconomics
ANTH 2351 Cultural Anthropology
GEOG 1303 World Regional Geography
HIST 2301 Texas History
HIST 2311 Western Civilization I
HIST 2312 Western Civilization II
PSYC 2301 General Psychology
PSYC 2306/
SOC 2306 Human Sexuality
PSYC 2314 Life Span Growth & Development
SOC 1301 Introduction to Sociology
SOC 1306 Social Problems
SOC 2319 Minority Studies

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AA degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

SPEECH

Associate of Arts

This is a recommended academic map for students who seek an Associate of Arts degree with a concentration in Speech or plan to pursue a baccalaureate degree in Speech at a four-year institution of higher education in Texas. Students planning to transfer to a four-year institution should confirm transferability of courses to meet degree requirements from the institution to which they plan to attend.

College Readiness Courses (if needed)

Semester I

ENGL 1301 Composition I (Core 010)
MATH (Core 020)
HIST 1301 United States History I (Core 060)
SPCH 1315 Public Speaking (Core 090)
SOC 1301 Introduction to Sociology
(Core 080)

Semester II

ENGL 1302 Composition II (Core 010)
SPCH 1318 Interpersonal Communication*
HIST 1302 United States History II (Core 060)
DRAM 1310 Theater Appreciation*
Creative Arts (Core 050)

Semester III

Life & Physical Science with Lab (Core 030)
GOVT 2305 Federal Government (Core 070)
Transfer Elective*
Transfer Elective*
Transfer Elective*

Semester IV

Language, Philosophy, & Culture (Core 040)
Life & Physical Science with Lab (Core 030)
GOVT 2306 Texas Government (Core 070)
PHED 1164 Introduction to Physical Fitness
& Wellness (Core 090)
Transfer Elective*

*Transfer Electives

Students who plan to pursue a baccalaureate degree should seek advising from the institution to which they intend to transfer.

DRAM 1310 Theater Appreciation
SPCH 1311 Introduction to Speech
Communication
SPCH 1315 Public Speaking
SPCH 1318 Interpersonal Communication
SPCH 1321 Business & Professional
Communication
SPCH 1342 Voice & Diction
SPCH 2341 Oral Interpretation

Total Semester Hours – 60

*Courses are suggested electives that will contribute to AA degree requirements. Different electives may be chosen, but must be selected from the academic rather than the technical courses, as indicated in the course descriptions.

Associate of Applied Science (AAS) Degrees and Certificates

WCJC offers numerous specialized areas of academic/technical study (programs) in which a certificate or AAS degree may be offered.

CERTIFICATE PROGRAMS

WCJC's certificates and certification programs are designed to prepare completers with specific occupational skills that enable them to enter the workforce in a short period of time. Some certificate programs provide a direct pathway into an AAS degree.

A level one certificate can be completed in one calendar year or less. It must consist of at least 15 semester credit hour (SCH) and no more than 42 SCH. Students in level one certificate programs are not required to take the Texas Success Initiative (TSI) or any other assessment exam prior to entering the program.

Level one certificates will not be awarded unless the minimum standard of work (2.0 GPA) is achieved in all coursework required to complete the certificate.

A level two certificate is defined as any certificate for which a student must meet certain eligibility requirements prior to entry into the program. Level two programs may consist of 30 to 51 SCH. Students enrolling in a level two certificate program must meet the requirements of the TSI and may be subject to other eligibility requirements as determined by WCJC.

The minimum acceptable standard of satisfactory progress is an institutional average of at least a 2.0 grade point average (GPA) on attempted semester credit hours. Level two certificates will not be awarded unless the minimum standard of work (2.0 GPA) is achieved in all coursework required to complete the certificate.

Courses required in a certificate program may be transferred from equivalent courses taken at another accredited institution for up to 25% of the total certificate program hours, with approval of the Division Chair.

ASSOCIATE OF APPLIED SCIENCE DEGREES

The Associate of Applied Science is an occupationally oriented degree. Its primary purpose is to prepare students for entry into a particular occupation upon completion of the degree. While a graduate of an AAS degree is career-ready upon graduation, many AAS programs also have pathways into baccalaureate programs.

Applicants for the AAS degree must:

1. Satisfy all conditions for admission.
2. Meet Texas State Initiative (TSI) requirements as prescribed by the Texas Higher Education Coordinating Board (THECB).
3. Successfully complete all coursework according to the degree program's deadlines.
4. Complete at least 25% of semester credit hours at WCJC.
5. Meet all financial obligations to the college.

Descriptions of WCJC's AAS degrees, along with required degree plans are listed alphabetically. All AAS degree programs are comprised of a minimum of 60 semester credit hours and contain both technical and academic general education courses. The general education courses address the six core objectives – critical thinking skills, communication skills, empirical and quantitative skills, teamwork, personal responsibility, and social responsibility – that the Texas Higher Education Coordinating Board (THECB) has deemed essential to the learning process. All AAS degree plans must contain a minimum of 15 semester

credit hours of general education courses, including one course from each of the three areas in the chart below. The remaining general education courses must be academic transfer courses of collegiate level and general in nature, not geared to a specific occupation.

AAS General Education Course List¹

NATURAL SCIENCE/MATHEMATICS	MATH 1314, 1316, 1324, 1325, 1332, 1342, 1350, 1351, 2412, 2413; BIOL 1406, 1407, 2401, 2402, 2420; CHEM 1405, 1411, 1412; GEOL 1303+1103, 1304+1104; PHYS 1401, 1402, 2425, 2426
SOCIAL/BEHAVIORAL SCIENCES	ANTH 2351; CRIJ 1307; ECON 2301, 2302; GEOG 1303; PHED 1346; PSYC 2301, 2306, 2314; SOCI 1301, 1306, 2306, 2319; HIST 1301, 1302; GOVT 2305, 2306
HUMANITIES/FINE ARTS	ENGL 2322, 2323, 2327, 2328, 2332, 2333; HIST 2311, HIST 2312; HUMA 1301; PHIL 1301; ARTS 1303, 1304, 1313; DRAM 1310, 2366; MUSI 1306, 1307, 1310

¹ A single course may not count toward more than one general education requirement.

All programs, and courses within programs, are subject to change or deletion without notice by administrative authorities of WCJC. For AAS completion, check all graduation requirements in the College catalog.

AIR CONDITIONING, HEATING, REFRIGERATION, AND ELECTRICAL TECHNOLOGY

(CIP 47.0201)

Level I Certificates

The Air Conditioning, Heating, Refrigeration, and Electrical Technology program, open to male and female applicants, is comprised of two level one certificates. Both are offered at the Wharton Campus. The Entry Level Residential Air Conditioning & Electrical Certificate is a one-semester certificate offered each fall semester. The Apprentice Level Air Conditioning, Heating, Refrigeration & Electrical Certificate is a two-semester certificate offered each spring/summer. Students may pursue either or both certificates. With the completion of both certificates, the graduate will have acquired the knowledge and skills in the practical application of air-conditioning, heating, refrigeration, residential wiring, and commercial wiring. The program of study includes, but is not limited to, methods of installing, maintaining, diagnosing, and repairing equipment. Computer simulation programs are used to improve diagnostic skills. Specific competencies taught include: gas brazing and soldering, electrical circuits and motor analysis, system troubleshooting, conduit bending, wire size estimating, and circuit installations.

ENTRANCE REQUIREMENTS

- Must apply and meet all admission requirements to WCJC.
- College entrance testing (TSI) is NOT required for entrance into the program.

PROGRAM SUPPLIES

- Books
- Students will be required to purchase a tool kit for use in the program. Information for purchasing will be issued to the student when classes begin.
- Students will be required to wear a uniform shirt to all class meetings. Information for purchasing will be issued to the student when classes begin.

Entry Level Residential Air Conditioning & Electrical

Level I Certificate

Semester I

ELPT 1321	Introduction to Electrical Safety and Tools
ELPT 1325	National Electrical Code I
ELPT 1329	Residential Wiring
HART 1301	Basic Electricity for HVAC (Capstone Course)
HART 1307	Refrigeration Principles
HART 1356	EPA Recovery Certification Preparation

Total Semester Hours – 18

Apprentice Level Air Conditioning Heating, Refrigeration, & Electrical

Level I Certificate

Semester I

ELPT 1345	Commercial Wiring
ELPT 1357	Industrial Wiring
ELPT 2305	Motors and Transformers
HART 1345	Gas and Electric Heating
HART 2336	Air Conditioning Troubleshooting
HART 2349	Heat Pumps

Semester II

ELPT 2325	National Electrical Code II
HART 2441	Commercial Air Conditioning (Capstone Course)
HART 2442	Commercial Refrigeration

Total Semester Hours – 29

AUTOMOTIVE TECHNOLOGY

(CIP 47.0604)

The certificate and AAS degree programs in Automotive Technology are designed to provide classroom and laboratory experiences on the proper use of hand tools, power tools, diagnostic testing equipment, and technical manuals in all phases of automotive maintenance, repair, and diagnostics, including inspection, engine overhaul, electrical systems, fuel systems and fuel injection, brake systems, transmission and drive train systems (automatic and manual), suspension and steering systems, heating and air-conditioning systems, and engine performance. The program is based on Automotive Service Excellence (ASE) standards and prepares the students for the ASE certification tests. Automotive Technology instructors are ASE Master Certified. The Automotive program is certified by the ASE Education Foundation (formerly NATEF).

A certificate of completion in Automotive Technology may be earned in 10½ months and the AAS degree can be earned in two years. Students must maintain a minimum GPA of 2.0.

ENTRANCE REQUIREMENTS

- Must apply and meet all admission requirements to WCJC.
- College entrance testing (TSI) is NOT required for entrance into the certificate program.

Enrollment is open to new students at the beginning of the fall and spring semesters. New students MUST enroll in AUMT 1301, Introduction and Theory of Automotive Technology, as an introductory course in their first semester. Students must be enrolled in all Automotive Technology courses offered for each semester. Automotive classes are held at the Wharton Campus only.

Students are required to provide their own hand tools and work uniforms.

Capstone Experience: An exit exam will be administered to all students upon completion of the one-year certificate. The capstone test will consist of 80 questions, with 10 questions in each of the eight areas of the Automobile Service Excellence (ASE) certification.

AUTOMOTIVE TECHNOLOGY

(CIP 47.0604)

Level I Certificate

Semester I		Semester II	
AUMT 1301	Introduction and Theory of Automotive Technology (Required first semester; fall or spring)	AUMT 1310	Automotive Brake Systems
AUMT 1407	Automotive Electrical Systems	AUMT 2413	Automotive Drive Train and Axles
AUMT 1419	Automotive Engine Repair	AUMT 2425	Automatic Transmission and Transaxle
AUMT 2417	Automotive Engine Performance Analysis I	AUMT 2434	Automotive Engine Performance Analysis II
		Semester III	
		AUMT 1345	Automotive Climate Control Systems
		AUMT 1316	Automotive Suspension and Steering Systems (Capstone Course)
			Total Semester Hours – 36

AUTOMOTIVE TECHNOLOGY

(CIP 47.0604)

Associate of Applied Science

College Readiness Courses (if needed)

Semester I

AUMT 1301	Introduction and Theory of Automotive Technology (Required first semester; fall or spring)
AUMT 1407	Automotive Electrical Systems
AUMT 1419	Automotive Engine Repair
AUMT 2417	Automotive Engine Performance Analysis I

Semester II

AUMT 1310	Automotive Brake Systems
AUMT 2413	Automotive Drive Train and Axles
AUMT 2425	Automatic Transmission and Transaxle
AUMT 2434	Automotive Engine Performance Analysis II

Semester III

AUMT 1345	Automotive Climate Control Systems
AUMT 1316	Automotive Suspension and Steering Systems

Semester IV

AUMT 2337	Automotive Electronics
ENGL 1301	Composition I
PSYC 2301	General Psychology
Natural Science/Mathematics from the AAS General Education Course List	

Semester V

AUMT 2301	Automotive Management
BCIS 1305	Business Computer Applications
AUMT 2380*	Cooperative Education – Automobile/Automotive Mechanics Technology/Technician (Capstone Course)
Humanities/Fine Arts from the AAS General Education Course List	

Total Semester Hours – 60

*AUMT 2380 (Cooperative Education) may be taken in Semester IV

BUSINESS OFFICE TECHNOLOGY

(CIP 52.0401)

Occupational Skills Award

The Business Office Technology Department offers an Occupational Skills Award of nine (9) semester credit hours in Business Office Technology. Awardees of the award demonstrate proficiency in commonly used software applications and the basic knowledge required for entry-level jobs such as an office clerk or other related positions. All courses in the occupational skills award apply to the current Level I and Level II certificates.

Semester I

POFI 1301	Computer Applications I
POFT 1321	Business Math
POFT 1309	Administrative Office Procedures I

Total Semester Hours – 9

BUSINESS OFFICE TECHNOLOGY

Office Specialist

(CIP 52.0401)

Level I Certificate

The Office Specialist Certificate in Business Office Technology is a one-semester certificate designed to provide an introduction to the field of business office technology. Awardees of the certificate will possess the basic knowledge needed to hold an entry-level position as an office specialist, office clerk, receptionist, or other related role. The certificate is part of the Business Office Technology department, which also includes a Level II Certificate and an Associate of Applied Science (AAS) Degree. The Level I Certificate does not require TSI or other testing. TSI readiness is required for continuation into the Level II Certificate and AAS degree.

Semester I

ACNT 1303	Introduction to Accounting I
POFT 1321	Business Math
POFI 1301	Computer Applications I
POFT 1301	Business English
POFT 1309	Administrative Office Procedures I (Capstone Course)

Total Semester Hours – 15

BUSINESS OFFICE TECHNOLOGY

Payroll Specialist

(CIP 52.0401)

Level I Certificate

The Payroll Specialist Certificate in Business Office Technology is a one-semester certificate designed to provide an introduction to payroll taxes. Awardees of the certificate will possess the basic knowledge needed to perform activities associated with human resources, payroll transactions, payroll tax compliance, and filing of all quarterly and yearly payroll tax reports required by company policies and government regulations. The certificate is part of the Business Office Technology department, which also includes a Level II Certificate and an Associate of Applied Science (AAS) Degree. The Level I Certificate does not require TSI or other testing. TSI readiness is required for continuation into the Level II Certificate or AAS degree.

Semester I		Semester II	
ACNT 1303	Introduction to Accounting I	ACNT 1411	Computerized Accounting
POFI 1301	Computer Applications I	ACNT 1429	Payroll and Business Tax Accounting (Capstone Course)
POFT 1321	Business Math		
Total Semester Hours – 17			

BUSINESS OFFICE TECHNOLOGY

Administrative Assistant

(CIP 52.0401)

Level II Certificate

The Administrative Assistant Certificate provides fundamental knowledge in the field of business office technology. This Level II Certificate builds on knowledge gained in the Level I Certificate and provides a more in-depth study of accounting methods and software, word processing, and professional practices. TSI readiness is required.

College Readiness Courses (if needed)

Semester I		Semester II	
ACNT 1303	Introduction to Accounting I	ACNT 1411	Introduction to Computerized Accounting
POFT 1321	Business Math	MRKG 1301	Customer Relationship Management (Capstone Course)
POFI 1301	Computer Applications I	POFI 2401	Word Processing
POFT 1301	Business English	POFT 1413	Professional Workforce Preparation or
POFT 1309	Administrative Office Procedures I	ACNT 1429	Payroll and Business Tax Accounting
Total Semester Hours – 30			

BUSINESS OFFICE TECHNOLOGY

(CIP 52.0401)

Associate of Applied Science

The AAS degree in Business Office Technology includes a combination of courses and practical experiences designed to prepare the student for employment as an administrative assistant, office assistant, legal secretary, bookkeeper, and in other related occupations. The program includes an in-depth study of software used in modern offices, communication skills, systematizing information about transactions and activities into accounts and quantitative records, paying and receiving money, and generally accepted office procedures.

Students must earn a grade of “C” or higher in the program capstone course (BUSI 2304) in order to graduate.

Some upper-level universities will allow transfer of 24-44 hours of technical credit toward a Bachelor of Applied Arts or Science degree. Contact the transfer university for information.

College Readiness Courses (if needed)

Semester I

ACNT 1303 Introduction to Accounting I
POFT 1321 Business Math
POFI 1301 Computer Applications I
POFT 1301 Business English
POFT 1309 Administrative Office Procedures I

Semester II

ACNT 1411 Introduction to Computerized Accounting
MRKG 1301 Customer Relationship Management
POFI 2401 Word Processing
POFT 1413 Professional Workforce Preparation **or**
ACNT 1429 Payroll and Business Tax Accounting

Semester III

BUSI 1301 Business Principles
POFI 1349 Spreadsheets
Social/Behavioral Sciences from the AAS General Education Course List
ENGL 1301 Composition I **or**
SPCH 1315 Public Speaking
MATH 1314 College Algebra **or**
MATH 1324 Mathematics for Business & Social Sciences

Semester IV

PBAD 2339 Human Resource Management in the Public Sector
BUSI 2304 Business Report Writing & Correspondence (Capstone Course)
BUSI 2301 Business Law
Humanities/Fine Arts from the AAS General Education Course List
Social/Behavioral Sciences from the AAS General Education Course List

Total Semester Hours – 60

COSMETOLOGY

(CIP 12.0401)

Level I Certificate

The Cosmetology program prepares students by developing positive attitudes as well as the skills and technical knowledge necessary for competency in the field of cosmetology. The program is open to both female and male applicants and allows students the opportunity to complete the State Cosmetology Board Examination. The student must have a 2.0 overall GPA to receive a certificate of completion.

ENTRANCE REQUIREMENTS

- Must apply and meet all admission requirements to WCJC.
- College entrance testing (TSI) is NOT required for entrance into the program.
- Complete and submit the program application directly to the Cosmetology department. Applicants will be scheduled for an interview with the Program Director.

PLAN OF INSTRUCTION

The program offers a one year full-time day program held at the Richmond and Wharton campuses. Students will be required to register for classes each semester (Fall, Spring, and Summer). New students are only accepted for the Fall and Spring semesters. Inquiries concerning admission to the program should be directed to the Cosmetology Department: Wharton Campus, 979-532-6422 or Richmond Campus, 281-239-1614.

Capstone Experience: Mock State Board Exam

State Board Exam: Upon satisfactory completion of the program, students are eligible to apply for the state board examination to become a licensed cosmetologist.

Notice to Students Regarding Licensing – Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The [Texas Department of Licensing Regulation \(TDLR\) Website](https://www.tdlr.texas.gov/cosmet/cosmet.htm) (<https://www.tdlr.texas.gov/cosmet/cosmet.htm>) provides links to information about the licensing process and requirements. Should you wish to request a review of the impact of criminal history on your potential Operator Certificate prior to or during your quest for a degree, you can request a “[Criminal History Evaluation](https://www.tdlr.texas.gov/crimHistoryEval.htm)” (<https://www.tdlr.texas.gov/crimHistoryEval.htm>) on the TDLR Website.

This information is provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

Semester I

CSME 1248	Principles of Skin Care
CSME 1401	Orientation to Cosmetology
CSME 1405	Fundamentals of Cosmetology
CSME 1410	Introduction to Hair Cutting and Related Theory
CSME 2202	Introduction to Application of Hair Color

Semester II

CSME 1431	Principles of Nail Technology I
CSME 1451	Artistry of Hair, Theory, and Practice
CSME 1453	Chemical Reformation and Related Theory
CSME 2401	The Principles of Hair Coloring and Related Theory

Semester III

CSME 2439	Advanced Hair Design
CSME 2441	Preparation for the State Licensing Examination (Capstone Course)

Total Semester Hours – 40

DENTAL HYGIENE

(CIP 51.0602)

Associate of Applied Science

The Dental Hygiene program consists of a combination of subject matter, experiences, and general liberal-arts courses designed to prepare a person to provide dental hygiene services to patients. The dental hygienist's primary functions include oral prophylaxis, taking and processing radiographs, and oral-health education.

The program is fully accredited by the Commission on Dental Accreditation of the American Dental Association; a specialized accrediting body recognized by the Council on Post-secondary Accreditation and by the United States Department of Education which can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678 or at the [Commission on Dental Accreditation Website](http://www.ada.org/en/coda) (<http://www.ada.org/en/coda>). The program is also approved by the Texas State Board of Dental Examiners (TSBDE). Graduates of the program are eligible to take the National Board Examination and a regional clinical board exam for licensure.

Students entering the Dental Hygiene program should have a strong science background; therefore, four (4) hours of college chemistry with a minimum grade of "C" is strongly recommended. Special consideration for acceptance will be given to applicants meeting this recommendation.

The program is only offered at the Wharton campus.

ADMISSION REQUIREMENTS AND PROCEDURES

The Dental Hygiene program has a limited enrollment. Prerequisites for acceptance into the freshman Dental Hygiene class are:

1. Eligibility for admission to WCJC including TSI requirements.
2. Evidence of high school chemistry (2 semesters) or equivalent (4 hours college CHEM 1405 or 1411) with a minimum grade of "C".
3. ACT: Minimum reading score of 18, minimum composite score of 19 on the national American College Test (ACT); taken within five (5) years of admission to the program, or pre-approved equivalent.
4. Evidence of college credit in Anatomy & Physiology I and II (8 hours; BIOL 2401 and BIOL 2402), Microbiology (4 hours; BIOL 2420) with a minimum grade of "C".
5. Minimum 2.5 GPA in all required college courses.

Dental Hygiene Program Required General Education Courses

ENGL 1301 Composition I
PSYC 2301 General Psychology **or** PSYC 2314 Life Span Growth & Development
SOC 1301 Introduction to Sociology
SPCH Elective SPCH 1311, SPCH 1315, SPCH 1318 **or** SPCH 1321
Any Humanities/Fine Arts from the AAS General Education Course List

Total Semester Hours – 15

Application Submission Process

Applicants must submit the following **no later than May 31st** for final selection:

1. High school and college transcripts to the Office of Admission and Registration and to the Director of Dental Hygiene

2. ACT scores to the Office of the Admissions and Registration and to the Director of Dental Hygiene (national test preferred)
3. Dental Hygiene Application form to the Director of Dental Hygiene
4. Documentation of Hepatitis B immunization, completion, or in progress
5. Submit evidence of college credit in 8 hours; BIOL 2401, BIOL 2402, and BIOL 2420 with a minimum grade of “C” to the Director of Dental Hygiene
6. Submit proof of dental work experience, if applicable, to the Director of Dental Hygiene

Detailed application instructions are included in the Dental Hygiene Application Packet that is available online or by contacting the Dental Hygiene Department.

ACCEPTANCE INTO PROGRAM

Upon selection to the program, full acceptance is contingent upon the following:

1. Remittance of a non-refundable deposit of \$125 to secure final admission
2. Proof of current American Heart Association Health Care Provider CPR certification
3. Proof of required immunizations: Hepatitis B series, measles, mumps, rubella, varicella
4. Documentation of annual tuberculosis screening; positive results require follow-up
5. Completion of technical standards and health information form
6. Completion of satisfactory criminal background check and/or an acceptable CHE from the Texas State Board of Dental Examiners

CRIMINAL BACKGROUND CHECKS

Most clinical facilities require that criminal background checks be completed prior to allowing students to participate in clinical training at their facilities. The Texas State Board of Dental Examiners may deny application for licensure because of a person’s conviction under state or federal law of a felony or misdemeanor that directly relates to the duties and responsibilities of the profession for which the person seeks licensure.

Therefore, applicants conditionally accepted into the WCJC Dental Hygiene program will be required to complete a criminal background check.

Final acceptance into the program is contingent upon a satisfactory background check which will be completed by an approved agency. An applicant with an unsatisfactory criminal background check must confer with the Director of Dental Hygiene prior to being eligible to receive full acceptance and enroll in the program. The cost of the criminal background check will be at the applicant’s expense and is approximately \$55 (detailed information is available in the application packet).

In order to receive full acceptance for enrollment in the Dental Hygiene program, an applicant with an unsatisfactory criminal background check must obtain a [Criminal History Evaluation](http://tsbde.texas.gov/licensing/criminal-history-evaluation/) (CHE) (<http://tsbde.texas.gov/licensing/criminal-history-evaluation/>) from the [Texas State Board of Dental Examiners Website](http://www.tsbde.texas.gov) (<http://www.tsbde.texas.gov>) to ensure licensure eligibility upon graduation.

If you have been charged and/or convicted of any misdemeanor or felony (other than a traffic violation) you must submit the CHE to the TSBDE **90 days prior to the application deadline**. The CHE will then be complete if you are selected into the class or if you have alternate status; and will not prevent final acceptance into the program.

EXPENSES

Each Dental Hygiene student must purchase instruments, supplies, pin, and insurance costing approximately \$3,500. Please see breakdown of expenses by semester in the application packet. Scholarships are available and students may contact the Financial Aid office for information.

CAPSTONE EXPERIENCE: During the last semester of the program, the capstone experience consists of a Mock National Board Dental Hygiene Examination that tests comprehensive cognitive abilities. The mock examination assesses the ability to understand important information from basic biomedical, dental, and dental hygiene sciences and also the ability to apply such information in a problem-solving context. Successful completion of the mock examination is a pre-requisite to taking the National Board Dental Hygiene Examination prior to graduation.

Pre-requisite Courses: Coursework must be completed prior to entering to the program.

BIOL 2401 Anatomy & Physiology I
 BIOL 2402 Anatomy & Physiology II
 BIOL 2420 Microbiology

Required General Education Course: Preference given during the selection process for courses completed with a grade of “C” or higher.

ENGL 1301 Composition I	PSYC 2301 General Psychology or
SOCI 1301 Introduction to Sociology	PSYC 2314 Life Span Growth & Development
SPCH 1315 Public Speaking or	Humanities/Fine Arts from the AAS General
SPCH 1318 Interpersonal Communications or	Education Course List
SPCH 1311 Introduction to Speech	
	Communication or
SPCH 1321 Business & Professional	
	Communication

College Readiness Courses (if needed)

Semester I

DHYG 1301 Orofacial Anatomy, Histology & Embryology
 DHYG 1311 Periodontology
 DHYG 1431 Preclinical Dental Hygiene

Semester II

DHYG 1339 General and Oral Pathology
 DHYG 1304 Dental Radiology
 DHYG 1261 Clinical – Dental Hygiene/ Hygienist
 DHYG 1227 Preventive Dental Hygiene Care
 DHYG 1207 General and Dental Nutrition

Semester III

DHYG 1219 Dental Materials

Semester IV

DHYG 1235 Pharmacology for the Dental Hygienist
 DHYG 2362 Clinical – Dental Hygiene/ Hygienist
 DHYG 1315 Community Dentistry
 DHYG 2201 Dental Hygiene Care I

Semester V

DHYG 2363 Clinical – Dental Hygiene/ Hygienist
 DHYG 2231 Dental Hygiene Care II (Capstone Course)
 DHYG 2153 Dental Hygiene Practice
 DHYG 2102 Applied Community Dentistry

Total Semester Hours – 68

EARLY CHILDHOOD

(CIP 19.0706)

This program is designed for candidates who are interested in working with young children (birth to age 12) in settings that do not require a teacher certification. To be in compliance with standards set forth by Child-Care Licensing, candidates must “demonstrate competency, good judgment, and self-control in the presence of children when performing assigned duties” (Texas Department of Family and Protective Services, Minimum Standards for Child-Care).

ADMISSION REQUIREMENTS

Documentation must be provided and/or on file for the following within the first week of your first Early Childhood course:

1. Criminal History Statement as required by the Texas Department of Protective and Regulatory Services – This will be submitted for verification through application with an approved school district. The following types of criminal convictions permanently bar a student from childcare operations and from participating in required observations:

Felony convictions of an offense under The Texas Penal Code or any like offense under the law of another state or federal law:

- Title 4: Inchoate Offenses (Chapter 15 Preparatory Offenses 15.031)
- Title 5: Offenses Against the Person (Chapter 19, 20, 21, 22)
- Title 6: Offenses Against the Family (Chapter 25)
- Title 7: Offenses Against Property (Chapter 29)
- Title 8: Offenses Against Public Administration (Chapter 38)
- Title 9: Offenses Against Public Order and Decency (Chapter 42, 43 Subchapter A&B)
- Title 10: Offenses Against Public Health, Safety, and Morals (Chapter 46, 49)
- Offenses under the Health and Safety Code: Chapter 481. Texas Controlled Substance Act (Subchapter D. Offenses and Penalties)

Deferred Adjudication is treated the same as a conviction until the probation is successfully completed. Any types of central registry findings such as sustained findings of physical or sexual abuse also permanently bars the student from childcare operations. Students with other misdemeanor or felony indictments, convictions or complaints may not enroll in child development courses until the Texas Department of Protective and Regulatory Services completes an assessment of risk. This may take several months.

2. Confirmation that confidentiality and professional conduct and demeanor will be observed at all times when visiting schools or early childhood programs.

Students must earn a grade of “C” or higher in the program capstone course (CDEC 2286) in order to graduate.

EARLY CHILDHOOD

(CIP 19.0706)

Level I Certificate

Texas Success Initiative (TSI) Waived

This certificate is designed to prepare students for a career in early childhood/child development instruction. Candidates must “demonstrate competency, good judgment, and self-control in the presence of children when performing assigned duties” (Texas Department of Family and Protective Services, Minimum Standards for Child-Care). The program will provide lower-level technical courses (non-transferable) for continuing educational experience to satisfy state (Texas Department of Protective and Regulatory Services) and national (The Council for Early Childhood Professional Recognition-CDA) credential requirements.

Semester I

CDEC 1313	Curriculum Resources for Early Childhood Programs
CDEC 1319	Child Guidance
CDEC 1356	Emergent Literacy for Early Childhood Programs

Semester II

CDEC 2326*	Administration of Programs for Children I (Capstone Course)
TECA 1318	Wellness of the Young Child

Total Semester Hours – 15

*Students must earn a grade of “C” or higher in order to be awarded a certificate.

EARLY CHILDHOOD/CHILD DEVELOPMENT

(CIP 19.0706)

Associate of Applied Science

This workforce program, which has earned Accreditation of Early Childhood Higher Education Programs, is designed to prepare students for an early childhood career **that does not require teacher certification**. It is the continuation of the Level I Certificate and requires more in-depth application of college-level reading, writing, and math skills to program design and curriculum planning. Candidates must “demonstrate competency, good judgment, and self-control in the presence of children when performing assigned duties” (Texas Department of Family and Protective Services, Minimum Standards for Child-Care). The program will provide lower-level academic and technical courses for continuing educational experiences to satisfy state (Texas Department of Protective & Regulatory Services) and national (The Council for Early Childhood Professional Recognition) credential education requirements and includes 15 hours or more of general education coursework (academic transfer courses).

College Readiness Courses (if needed)

Semester I

CDEC 1313	Curriculum Resources for Early Childhood Programs
CDEC 1319	Child Guidance
CDEC 1356	Emergent Literacy for Early Childhood Programs
CDEC 1358	Creative Arts for Early Childhood
TECA 1303	Families, School, & Community

Semester II

CDEC 1359	Children with Special Needs
CDEC 2307	Math and Science for Early Childhood
CDEC 2326	Administration of Programs for Children I
TECA 1318	Wellness of the Young Child
SPCH 1315*	Public Speaking

Semester III

CDEC 1164*	Practicum (or Field Experience) – Child Development
ENGL 1301	Composition I
TECA 1311	Educating Young Children
CDEC 2315	Diverse Cultural/Multilingual Education

Natural Science/Mathematics from the AAS General Education Course List*

Humanities/Fine Arts from the AAS General Education Course List*

Semester IV

TECA 1354	Child Growth & Development Social/Behavioral Sciences from the AAS General Education Course List*
CDEC 2286***	Internship – Child Care Provider/Assistant (Capstone Course)
Select two courses from the following:	
CDEC 1321	The Infant and Toddler
ENGL 1302	Composition II*
COSC 1301	Introduction to Computing
CDEC 1321	The Infant and Toddler
GOVT 2306*	Texas Government
ACNT 1303**	Introduction to Accounting I

Total Semester Hours – 60

This program may be eligible for transfer credit to a Bachelor of Applied Science degree (BAS) if students take the general education courses marked with asterisks ().

**Required for Director’s Credential

*** Students must earn a grade of “C” or higher in the program capstone course (CDEC 2286) in order to graduate.

ELECTRONICS ENGINEERING TECHNOLOGY

Industrial Electronics Certificate

(CIP 15.0303)

Level I Certificate

The Industrial Electronics Certificate in Electronics Engineering Technology is a level one certificate designed to provide an introduction to the field of Electronics Engineering Technology. Awardees of the certificate will possess the basic knowledge needed to hold an entry-level position in industry in positions such as Electronics Assembler, Electronics Technician, Device Repair Technician, Soldering technician, Electronics Test Technician, or another related role. Students successfully completing the Industrial Electronics Certificate will have introductory experience in solder/repair, troubleshooting, logical thinking schematics, test and measurement, assembly, documentation, and completing test procedures. The Level I Certificate is part of the Electronics Engineering Technology department, which also includes an Associate of Applied Science (AAS) Degree. The Level I Certificate does not require TSI or other testing. TSI readiness is required for continuation into the AAS degree. **Student may begin the Level I in either the fall or spring semester.**

Semester I		Semester II	
CETT 1321	Electronic Fabrication	CETT 1403	DC Circuits
CETT 1331	Programming for Discrete Electronic Devices	CETT 1425	Digital Fundamentals
		ELMT 1301	Programmable Logic Controllers (Capstone Course)
Total Semester Hours – 17			

ELECTRONICS ENGINEERING TECHNOLOGY

(CIP 15.0303)

Associate of Applied Science

The WCJC Electronics Engineering Technology program has been placing graduates into industry for over 50 years. Students enrolled in the program learn electronics theory, and experience hands on training and skills in the laboratory setting. WCJC offers several Electronics labs equipped with industry standard test, measurement, and rework equipment enabling students to design, build, and test a multitude of circuits and projects.

Coursework in the program emphasizes:

- Electronics Theory
- Component level trouble shooting
- Logical thinking/ Problem Solving
- Hands on Experience

The program in Electronics Engineering Technology provides work-place experiences recommended by the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS).

Students may begin the program in the fall or spring semester.

College Readiness Courses (if needed)

Semester I

CETT 1321 Electronic Fabrication
CETT 1331 Programming for Discrete
Electronic Devices
ENGL 1301 Composition I
MATH 1314* College Algebra
Social/Behavioral Sciences from the AAS General
Education Course List

Semester II

CETT 1403 DC Circuits
CETT 1425 Digital Fundamentals
ELMT 1301 Programmable Logic Controllers
MATH 1316 Plane Trigonometry
Humanities/Fine Arts from the AAS General
Education Course List

Semester III

CETT 1405 AC Circuits
CETT 1429 Solid State Devices
CETT 1345 Microprocessors
EECT 2339 Communication Circuits

Semester IV

CETT 1341 Solid State Circuits
CETT 2349** Research and Project Design
(Capstone Course)
CETT 1457 Linear Integrated Circuits
ELMT 2433 Industrial Electronics

Total Semester Hours – 60

*Students may enroll in MATH 2412 (Pre-Calculus Math) and MATH 2413 (Calculus I) if qualified.

**Students must earn a grade of “C” or higher in the capstone course (CETT 2349) in order to graduate.

EMERGENCY MEDICAL SERVICES

(CIP 51.0904)

The EMS courses prepare students as emergency medical care providers in a pre-hospital setting. Persons certified as Paramedics provide a higher level of care than Emergency Medical Technicians or Advanced Emergency Medical Technicians, as specified by the Texas Department of State Health and the National Registry of EMT's. The goal of the WCJC EMS program is to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician and/or Emergency Medical Responder levels.

The WCJC Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).



Commission on Accreditation
of Allied Health Education Programs

[Commission on Accreditation of Allied Health Education Programs \(www.caahep.org\)](http://www.caahep.org)

9355 – 113th St. N, #7709

Seminole, FL 33775

727-210-2350

To contact [CoAEMSP \(www.coaemsp.org\)](http://www.coaemsp.org):

8301 Lakeview Parkway Suite 111-312

Rowlett, TX 75088

214-703-8445

FAX 214-703-8992

EMT courses are offered at the Richmond, Wharton, and Bay City campuses. Advanced EMT (AEMT) courses and Paramedic courses are offered at the Richmond and Wharton campuses.

The Emergency Medical Technician Paramedic Certificate program offers semester credit hours that may be matriculated into the Emergency Medical Services Associate of Applied Science degree.

Upon successful completion at the various levels (EMT, AEMT, Paramedic) of the program, the student will be eligible to take the National Registry of Emergency Medical Technicians exam.

Upon successful completion at the various levels of the program and successfully completing the National Registry exam, the student may be eligible to apply for state certification/licensure through the Texas Department of State Health Services at the levels of EMT, AEMT, Paramedic and Licensed Paramedic.

ENTRANCE REQUIREMENTS

- Must apply and meet all admission requirements to WCJC.
- Complete and submit the program application directly to the EMS program. A student information/registration packet will be issued for the requested class.
- Students must first complete the EMT program (or hold a current State of Texas EMT certification) prior to enrolling in the Advanced EMT course.
- Students must first complete the EMT and Advanced EMT program prior to enrolling in the Paramedic course.

- An alternative is to have a current State of Texas AEMT certification prior to enrolling in the Paramedic course. Students must provide the EMS Program Director a copy of their current AEMT certification, a college transcript and/or other supporting documents to review for proper program placement.
- Must provide a High School Transcript or GED certificate (required for college admission, and the EMS program also needs a copy for your student file).
- Must create a Castle Branch account and upload all documentation. Instructions for creating the Castle Branch account are provided after program application. The following information must be uploaded into the Castle Branch account once completed:
 - Must provide documentation showing proof of required immunizations or current titer levels.
 - Proof of Hepatitis B vaccination series or have started the Hepatitis B series
 - Tetanus, Diphtheria & Pertussis (Tdap) adult dose within the last 10 years
 - MMR (measles, mumps, rubella)
 - Varicella (or history of chickenpox)
 - Flu vaccine (current season)
 - Must provide documentation of annual TB skin test (positive results will require follow-up).
 - Must provide copy of current CPR certification by the American Heart Association (AHA) in Basic Life Support (BLS) or American Red Cross Professional Rescuer CPR. NO OTHER CPR CARDS WILL BE ACCEPTED.
 - WCJC offers AHA BLS CPR classes through our Continuing Education Program. Please contact the CE department for additional information.
 - A current 10-panel drug screen (arranged through Castle Branch). The drug screen is valid for one (1) year from the date of the test. If the test is over one year, a new test will be required. Random drug tests may also be required. Failure to provide test results may lead to dismissal from the program.
 - An entrance physical is required for the program. The form will be included in the registration packet issued to the student by the program.
 - Must complete a health data form. The form will be included in the registration packet issued to the student by the program.
 - A full background check is required through Castle Branch. The form will be included in the registration packet issued to the student by the program.
 - Clinical facilities/field agencies require a current criminal background check to be completed prior to allowing student participation in clinical training at their facilities.

PETITION FOR CREDIT FOR PROFESSIONAL LICENSURE/CERTIFICATIONS

College credit may be granted for certain professional certifications if specific criteria are met. Documentation must be provided by the student to demonstrate the certification is equivalent to specific credit coursework. Certification eligible for credit include: current National Registry and/or State of Texas EMT-certified Emergency Medical Technician (EMT) and National Registry and/or State of Texas AEMT-certified Advanced Emergency Medical Technician (AEMT). A Petition for Credit form must be completed by the applicant and approved by the Program Director, appropriate Dean, Registrar, and Vice President of Instruction before credit is granted. A fee of \$32.00 per credit hour will apply.

SEQUENTIAL CURRICULUM

The curriculum of the EMS program is sequential; therefore, a student must achieve a minimum grade of 80 in each EMSP course to receive credit for the course and progress to the next sequence of courses. This does not apply to transfer students who have obtained their National Registry and/or State of Texas certification at the EMT, AEMT, or Paramedic levels.

The grading scale for the EMS program is as follows:

A = 90 - 100

B = 80 - 89

F = below 80

EXPENSES

Program costs include: tuition, fees, liability insurance, student accident insurance, skills/clinical tracking software, and the initial National Registry Exam fee. These fees are all included in your payment to the college. Additional costs include: textbooks, uniforms, immunizations, background check(s), drug screening, online record tracking, and student supplies. Financial Aid is available. Students may contact the Financial Aid Office for information.

EMERGENCY MEDICAL TECHNICIAN

Students completing the first semester are eligible to take the NREMT EMT exam and become certified in the State of Texas as an EMT.

Semester I	
EMSP 1160	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 1501	Emergency Medical Technician
Total Semester Hours – 6	

ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT)

(CIP 51.0904)

Level I Certificate

Students completing the second semester are eligible to take the NREMT AEMT exam and become certified in the State of Texas as an AEMT if they currently hold a State of Texas EMT certification.

Semester I		Semester II	
EMSP 1160	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)	EMSP 1291	Special Topics in Emergency Medical Technology/Technician
EMSP 1501	Emergency Medical Technician	EMSP 1338	Introduction to Advanced Practice
<u>or</u>		EMSP 1355	Trauma Management
Currently Certified as a State of Texas EMT		EMSP 1356	Patient Assessment and Airway Management
		EMSP 2260	Clinical – Emergency Medical Technology/Technician (EMT Paramedic) (Capstone Course)
		EMSP 2305	EMS Operations
			Total Semester Hours – 22

PARAMEDIC

(CIP 51.0904)

Level I Certificate

The Paramedic Program of WCJC is accredited by the [Commission on Accreditation of Allied Health Education Programs](http://www.caahep.org) (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Semester I

EMSP 1160	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 1501	Emergency Medical Technician
<u>or</u>	
EMSP 1260*	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 1401*	Emergency Medical Technician
<u>or</u>	
Currently Certified as a State of Texas EMT	

Semester II

EMSP 1338	Introduction to Advanced Practice
EMSP 1355	Trauma Management
EMSP 1356	Patient Assessment and Airway Management
EMSP 2260	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 2305	EMS Operations

Semester III

EMSP 2261	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 2306	Emergency Pharmacology
EMSP 2330	Special Populations
EMSP 2434	Medical Emergencies
EMSP 2444	Cardiology

Semester IV

EMSP 2243	Assessment Based Management
EMSP 2262	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 2264	Practicum (or Field Experience) – Emergency Medical Technology/Technician (EMT Paramedic) (Capstone Course)

Total Semester Hours – 42

*EMSP 1260 Clinical – Emergency Medical Technology/Technician (EMT Paramedic) and EMSP 1401 Emergency Medical Technician are accepted courses although they are not currently offered at WCJC.

EMERGENCY MEDICAL SERVICES

(CIP 51.0904)

Associate of Applied Science

This program is designed to prepare students for a career in emergency medical services. Upon successful completion of the first semester, students may apply for EMT-certification. Students completing the additional occupational and general education courses will earn an AAS in Emergency Medical Services which broadens and heightens their educational and career opportunities and portability. The degree allows the student to become a licensed paramedic in the state of Texas.

College Readiness Courses (if needed)

Semester I

EMSP 1160	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 1501	Emergency Medical Technician
BIOL 2401*	Anatomy & Physiology I
PHED 1164	Introduction to Physical Fitness & Wellness <u>or</u>
Any PHED activity course	
SOCI 1301	Introduction to Sociology <u>or</u>
PSYC 2301	General Psychology

Semester II

EMSP 1338	Introduction to Advanced Practice
EMSP 1355	Trauma Management
EMSP 1356	Patient Assessment and Airway Management
EMSP 2260	Clinical – Medical Technology/Technician (EMT Paramedic)
EMSP 2305	EMS Operations

Semester III

EMSP 2261	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 2306	Emergency Pharmacology
EMSP 2330	Special Populations
EMSP 2434	Medical Emergencies
EMSP 2444	Cardiology

Semester IV

EMSP 2243	Assessment Based Management (Capstone Course)
EMSP 2262	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)
EMSP 2264	Practicum (or Field Experience) – Emergency Medical Technology/Technician (EMT Paramedic) (Capstone Course)
BIOL 2402*	Anatomy & Physiology II
Humanities/Fine Arts from the AAS General Education Course List	
Any course from the AAS General Education Course List	

Total Semester Hours – 60

*Students must earn a grade of “C” or higher in BIOL 2401 and BIOL 2402 in order to graduate.

ENGINEERING DESIGN

Architectural Design

(CIP 15.1301)

Level I Certificate

A certificate program in architectural design is recommended for those individuals who have a desire to pursue a career in architectural residential design as an apprentice or trainee. This program provides students with the learning experiences in computer-aided design, architectural (residential) design, and civil design.

Semester I

DFTG 1405*	Introduction to Technical Drawing
DFTG 1409*	Basic Computer-Aided Drafting
DFTG 1410*	Specialized Basic Computer-Aided Drafting (CAD)

Semester II

DFTG 1417*	Architectural Drafting Residential (Capstone Course)
DFTG 2319*	Intermediate Computer-Aided Drafting
DFTG 1430*	Civil Drafting I

Total Semester Hours – 23

*A grade of “C” or higher is required in all Engineering Design courses for students pursuing an AAS in Engineering Design.

ENGINEERING DESIGN

(CIP 15.1301)

Associate of Applied Science

Engineering Design is a four-semester program leading to an Associate of Applied Science degree. Specialized learning experiences include the implementation of computer-aided design software in various design disciplines. Instruction emphasizes the development of technical knowledge and drafting skills that are essential to the successful entrance into the job market as a design technician.

Former students have been employed as pipe designers, architectural designers, tool designers, civil designers, structural detail designers, electrical designers, and job estimators.

The Engineering Design program provides workplace experiences recommended by the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS).

NOTE: The program is only offered at the Wharton campus.

Semester I courses are only offered in the fall semester. It is recommended that all Engineering Design students counsel with a department instructor or Program Director in their first semester of coursework. Students must be enrolled in all Engineering Design courses offered for each semester.

Student success in drafting coursework is improved if students take core courses during the summer or mini-terms.

Some upper-level universities will allow 24-44 hours of technical credit to transfer toward a Bachelor of Applied Arts or Science degree. Contact the transfer university for information.

College Readiness Courses (if needed)

Semester I

DFTG 1405*	Introduction to Technical Drawing
DFTG 1409*	Basic Computer-Aided Drafting
DFTG 1410*	Specialized Basic Computer-Aided Drafting (CAD)
MATH 1314	College Algebra

Semester II

MATH 1316	Plane Trigonometry
DFTG 1417*	Architectural Drafting, Residential
DFTG 2319*	Intermediate Computer-Aided Drafting
DFTG 1430*	Civil Drafting I
ENGL 1301	Composition I

Semester III

Humanities/Fine Arts from the AAS General Education Course List	
DFTG 2406*	Machine Design
DFTG 2407*	Electrical Drafting
ARCE 1352*	Structural Drafting

Semester IV

DFTG 2338**	Final Project – Advanced Drafting (Capstone Course)
DFTG 2423*	Pipe Drafting
DFTG 2432*	Advanced Computer-Aided Drafting
Social/Behavioral Sciences from the AAS General Education Course List	

Total Semester Hours – 60

*Students must maintain a grade of "C" or higher in all Engineering Design courses to be eligible for the AAS Engineering Degree.

**DFTG 2338 must be taken during the students graduating semester. If summer graduation is planned, DFTG 2338 must be taken the spring semester before the anticipated graduation. DFTG 2338 is not offered during the summer sessions.

HEALTH INFORMATION TECHNOLOGY

Health Data Analyst

(CIP 51.0707)

Level I Certificate

The Health Information Technology – **Health Data Analyst Level I Certificate** is designed to prepare the student for an entry-level clerical position in a medical record or health information management department. Students who graduate with the Level I Certificate will possess knowledge of medical terminology and requirements for the collection, storage, and retrieval of medical record content for varying types of medical facilities. TSI readiness or other testing is not required for this Level I Certificate. TSI readiness is required for continuation into the Level II Certificate or Associate of Applied Science (AAS) Degree.

If a student successfully completes the Health Data Analyst Certificate and decides to continue with the EHR Support Specialist Certificate or the AAS degree in Health Information Technology, most of the certificate courses will transfer.

Admission Criteria: The Health Data Analyst Level I Certificate is open enrollment. Students will fill out an interest form and submit it to the Program Director.

Semester I

HITT 1301	Health Data Content and Structure
HITT 1305	Medical Terminology I
COSC 1301	Introduction to Computing

Semester II

HITT 1345	Health Care Delivery Systems
HITT 1353	Legal and Ethical Aspects of Health Information (Capstone Course)
HITT 1311	Health Information Systems

Total Semester Hours – 18

HEALTH INFORMATION TECHNOLOGY

Health Information EHR Support Specialist

(CIP 51.0701)

Level II Certificate

The Health Information Technology – **Health Information EHR Support Specialist** trains students to perform technical and electronic health information functions in various health care facilities. This level builds on the knowledge gained in the Level I Certificate and provides a more in depth study of Health Information Technology. TSI readiness is required for this Level II Certificate.

Students who complete this certificate will obtain the knowledge of maintaining the quality, accuracy, and security of medical data and a working knowledge of coding and insurance. They will be able to work in healthcare facilities including hospitals, clinics, and physician offices as medical billing clerks, clinic patient registrars, release of information clerks, and HIM clerks.

If a student successfully completes the Health Information EHR Support Specialist Certificate and decides to continue with the Associate of Applied Science (AAS) Degree in Health Information Technology, most of the courses will transfer.

Admission Criteria: The Health Information EHR Support Specialist Level II Certificate is open enrollment to TSI satisfied students. Students will fill out an interest form and submit it to the Program Director.

College Readiness Courses (if necessary)

Semester I

HITT 1301	Health Data Content and Structure
HITT 1305	Medical Terminology I
COSC 1301	Introduction to Computing
HITT 1345	Health Care Delivery Systems
ENGL 1301	Composition I or
BIOL 2401	Anatomy & Physiology I or
GOVT 2305	Federal Government

Semester II

HITT 1355	Health Care Statistics
HITT 1311	Health Information Systems
HITT 1353	Legal and Ethical Aspects of Health Information (Capstone Course)
HITT 1313	Coding & Insurance
ENGL 1301	Composition I or
SPCH 1318	Interpersonal Communication or
BIOL 2401	Anatomy & Physiology I or
BIOL 2402	Anatomy & Physiology II or
GOVT 2305	Federal Government

Total Semester Hours – 30

HEALTH INFORMATION TECHNOLOGY

(CIP 51.0707)

Associate of Applied Science

The AAS degree in Health Information Technology (HIT) includes a combination of online courses and practical experiences designed to prepare the student for employment as a clinical coder, billing analyst, electronic health record (EHR) trainer, healthcare data analyst/manager, EHR implementation analyst/coordinator, personal health record advocate, privacy and security coordinator, and more. Graduates can serve the healthcare industry in facilities such as hospitals, clinics, long-term care facilities, health information software companies, and public health and government policy agencies. Some HIT positions may even allow working remotely from home. If you desire a career in healthcare, but do not want to work in direct patient care, HIT may be the answer.

Upon successful completion of the program, graduates are qualified to take the national Registered Health Information Technician (RHIT) Examination and earn RHIT credentials. The Health Information Technology Program is accredited by the Commission on Accreditation of Health Information and Information Management Education (CAHIIM).

ENTRANCE REQUIREMENTS

All students are required to meet with the Program Director prior to enrolling in the program. All students must meet the requirements of the TSI.

Consideration for acceptance into the Health Information Technology program is based upon the submission of the following items directly to the Health Information Technology (HIT) program:

1. Complete the Health Information Technology program application.
2. A transcript from each college you have attended sent to:
 - a. Registrar's Office (Official Copy)
 - b. Health Information Technology Program (Copy)
3. Technical Standards Form signed.
4. Applicants must show proof of completion of the Hepatitis B vaccine series or serologic confirmation of immunity to Hepatitis B virus prior to enrolling in the practicum courses (2nd year). Applicants must also enroll in Castle Branch Immunization Tracking. The cost of Castle Branch will be at the applicant's expense. The anticipated cost is \$30.00. More information will be given prior to the practicum course.
5. Applicants must have a completed physical examination by their personal physician prior to enrolling in the practicum courses. The practicum courses are in the second year of the program. The cost of the physical examination will be at the applicant's expense. The physical exam forms will be emailed prior to the practicum course.
6. CRIMINAL BACKGROUND CHECKS – Most practicum facilities require that criminal background checks be completed prior to allowing students to participate in training at their facilities. Applicants conditionally accepted into the Health Information Technology program will be required to complete a satisfactory criminal background check from a college-approved agency prior to enrolling in the practicum courses. The practicum courses are in the second year of the program. The cost of the criminal background check will be at the applicant's expense. The anticipated cost for the criminal background check is approximately \$55.00.
7. DRUG SCREENING – Applicants conditionally accepted into the Health Information Technology program will also be required to complete a drug screen with negative results prior to enrolling in the practicum courses. Practicum courses are in the second year of the program. Only drug

screens conducted through a college-approved agency will be accepted. The cost of the drug screen will be at the applicant’s expense. The anticipated cost for the drug screen is \$50.00.

8. TRAVEL – Students will be required to travel to practicum sites during the program. The program reserves the right to send the student to any of the sites the director deems appropriate. The cost of travel will be at the student’s expense.

ESTIMATED COSTS

Tuition and Fees.....	See Financial Information Section
Books (approximate).....	\$2,100
Prior to Clinical Practicum:	
Criminal Background Check	\$55.00
Drug Screen.....	\$50.00
Castle Branch Immunization	\$30.00
Accident/Liability Insurance.....	\$35.00
Physical Examination	Individual Physician’s Fee
National Accreditation Exam Fee (after graduation).....	\$235.00

Transportation costs incurred during practicum phase vary according to individually planned schedules. Students are responsible for transportation.

Preference for admission will be given to applicants who have college credit in the following courses:

BIOL 2401	Anatomy & Physiology I
BIOL 2402	Anatomy & Physiology II
COSC 1301	Introduction to Computing
MATH 1342	Elementary Statistical Methods

College Readiness Courses (if needed)

Semester I		Semester III	
HITT 1301	Health Data Content and Structure	HITT 2435	Coding and Reimbursement Methodologies
HITT 1305	Medical Terminology I	HITT 2443	Quality Assessment and Performance Improvement
BIOL 2401	Anatomy & Physiology I	HITT 1167	Practicum (or Field Experience) – Health Information/Medical Records Technology/Technician
ENGL 1301	Composition I		
COSC 1301	Introduction to Computing	ITSW 1307	Introduction to Data Base
Semester II		HITT 1311	Health Information Systems
HITT 2330	Pathophysiology and Pharmacology	Semester IV	
HITT 1353	Legal and Ethical Aspects of Health Information	HITT 2166	Practicum (or Field Experience) – Health Information/Medical Records Technology/Technician
HITT 1341	Coding and Classification Systems	HITT 2339	Health Information Organization and Supervision (Capstone Course)
BIOL 2402	Anatomy & Physiology II	HITT 2340	Advanced Medical Billing and Reimbursement
MATH 1342	Elementary Statistical Methods	GOVT 2305	Federal Government
		Humanities/Fine Arts from the AAS General Education Course List	

Total Semester Hours – 60

HUMAN SERVICES

(CIP 51.1502)

ACCREDITED: Council for Standards in Human Service Education

ENTRANCE REQUIREMENTS

The Human Services Program is accredited by the Council for Standards in Human Service Education (CSHSE). Graduates of the program may be eligible to sit for the Center for Credentialing and Education's (CCE) national certification examination.

Consideration for acceptance into the Human Services program is based upon the submission of the following:

1. Completed application for admission to WCJC, submitted to both the Office of Admissions and Registration and to the Human Services program
2. Copy of all College transcripts (if applicable)
3. Completed application to the Human Services program
4. Completed Criminal Background Check through the college-approved agency
5. Negative drug screen when required
6. AAS ONLY: Acceptable college entrance exams on file with college and evidence provided for the Human Services program

Upon acceptance into the Human Services program:

1. All students who are accepted into the Human Services program must purchase liability insurance through WCJC at a cost of approximately \$35.00 when enrolled in the practicum field experience.
2. Practicum settings may require evidence of immunizations (possibly Tetanus, Diphtheria & Pertussis (Tdap), Hepatitis B, measles, mumps, rubella, varicella, and a TB test – positive TB test will require follow-up), negative drug screen, and a criminal background check.
3. A grade of "C" or higher must be obtained in all curriculum specific to the Human Services program. A GPA of 2.0 is required in all other general education courses in the Human Services program degree plan.
4. Students may enroll in program courses without meeting TSI requirements in ELAR (Reading and Writing) and Math or while completing TSI requirements. In order to complete the AAS degree in Human Services, students must meet TSI requirements of the academic courses in the degree plan.

Students pursuing a Human Services Certificate or AAS degree should be aware of the following:

- **Criminal Background Checks and Drug Screening:** All clinical/practicum facilities utilized in the Human Services program require criminal background checks be completed prior to allowing students to participate in clinical training at their facilities. Applicants conditionally accepted into the program will be required to complete a criminal background check. Final acceptance into the program is contingent upon a satisfactory background check which will be completed by an approved agency.
 - Students will be allowed to take 12 semester credit hours prior to the completion of the criminal background check.
 - The cost of the background check will be at the applicant's expense; anticipated to be approximately \$52.00.
 - Information regarding this process should be obtained from the Program Director.
 - Students will be required to have a negative drug screen through the college approved agency. The estimated cost is \$40.00. Students may be required to submit to additional drug

screens as required by the Human Services program and/or the clinical/practicum sites as warranted.

- Students should be aware certain criminal histories may prevent them from participating in the practicum experience. Prior to the start of clinical/practicum, drug screens and criminal background checks will be required. Students deemed ineligible for clinical/practicum due to original history will be dismissed from the program and dropped from the program courses.
- A second criminal background check may be required prior to entering the practicum field experience.

HUMAN SERVICES
Basic Chemical Dependency Counselor
 (CIP 51.1502)
 Level I Certificate

The Basic Chemical Dependency Counselor Level I Certificate will provide students an opportunity to gain entry-level skills in fields such as psychiatry, psychology, human services, social work, substance use, family services, criminal justice, education, and/or working in environments such as hospitals, clinics, shelters, crisis centers, and community outreach. The certificate trains students in areas of effective communication, ethical protocol, conducting patient interviews, patient observations, record keeping, problem-solving strategies, treatment plan implementation, the development of cultural sensitivity, and an awareness of diverse community service populations. The certificate provides a foundation of knowledge and skills pertinent to the substance use counseling field. Certificate completers will be required to participate in the state-mandated 300 hour supervised field experience (Practicum). Certificate completers will be eligible to apply with the state of Texas to become a Chemical Dependency Counselor Intern (CDC-I). The CDC Intern is permitted to begin working in entry-level positions in the field of substance abuse counseling.

Semester I	
CHLT 1309	Community Ethics
DAAC 1304	Pharmacology of Substance Use Disorders
DAAC 1311	Counseling Theories
PSYT 1329	Interviewing and Communication Skills
SCWK 1321	Orientation to Social Services

Semester II	
CMSW 1313	Assessment and Service Delivery
DAAC 1317	Basic Counseling Skills
DAAC 1319	Introduction to Substance Use Disorders
DAAC 2341	Counseling of Substance Use Disorders
DAAC 1166	Practicum (or Field Experience) – Substance Abuse/Addiction Counseling

Summer I	
DAAC 2166	Practicum (or Field Experience) – Substance Abuse/Addiction Counseling (Capstone Course)

Total Semester Hours – 29

HUMAN SERVICES

Technician

(CIP 51.1502)

Level I Certificate

The Human Services Technician Level I certificate will provide students an opportunity to gain entry-level skills to enter fields such as, but not limited to, psychiatry, psychology, human services, social work, child welfare, health, family services, criminal justice, substance abuse, education, or working in environments assisting the homeless. It will also train students to observe patients and record information, conduct patient interviews, implement treatment plans, employ problem-solving techniques and develop an awareness of elements relative to a multi-culturally diverse community population. Certificate completers will participate in external learning experiences in a variety of contexts and will be required to complete a supervised practicum or clinical experience consisting of 180 hours. Effective communication, ethical protocol, cultural diversity, and interpersonal and time management skills will be emphasized throughout the program.

Semester I

COSC 1301	Introduction to Computing
CHLT 1309	Community Ethics
CHLT 1302	Wellness and Health Promotion
CMSW 1309	Problems of Children and Adolescents
PSYT 1329	Interviewing and Communication Skills
SCWK 1321	Orientation to Social Services

Semester III

PMHS 2260	Clinical – Psychiatric/Mental Health Services Technician (Capstone Course)
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Total Semester Hours – 38

Semester II

PSYT 2321	Crisis Intervention
DAAC 1317	Basic Counseling Skills
DAAC 1319	Introduction to Substance Use Disorders
CHLT 1340	Community Health Advocacy
GERS 1342	Aging and Mental Health
PSYT 2335	Family Systems

HUMAN SERVICES

(CIP 51.1502)

Associate of Applied Science

The Human Services AAS degree will prepare students for careers in a variety of fields such as, but not limited to, psychiatry, psychology, human services, social work, child welfare, health, family services, criminal justice, substance abuse, education, or working in an environment assisting the homeless. Job titles might include human service worker, case management aide, social work assistant, community support worker, mental health assistant, community outreach worker, life skills counselor or gerontology aide. Working conditions may vary considerably. Some may work in offices, clinics, and hospitals, while other graduates may work in group homes, shelters, day programs or may spend their time in the field visiting clients.

Human service assistants may provide direct and indirect client services. Students will be trained to observe patients and record information, conduct patient interviews, implement treatment plans, employ problem-solving techniques, handle crisis intervention matters, use proper case management and referral procedures, and develop an awareness of elements relative to a multi-culturally diverse community population.

Graduates will have a strong background in the appropriate cores of psychology and sociology; will participate in external learning experiences in a variety of contexts; and will be required to complete a supervised practicum or clinical experience for two consecutive semesters completing 125 hours each semester. Effective communication, ethical protocol, interpersonal, and time management skills will be emphasized throughout the program. Program coursework does address a multicultural emphasis. The AAS degree is designed to facilitate a transition from WCJC to a university or 4-year college with little or no loss of transfer credit giving the student an opportunity to obtain an advanced degree in fields such as human services, psychology, social work, and sociology.

Note: Students intending to transfer to a 4-year university should take Natural Science and Government courses.

College Readiness Courses (if needed)

Semester I (Summer)

COSC 1301 Introduction to Computing
PSYC 2301 General Psychology

Semester II (Fall)

ENGL 1301 Composition I
CHLT 1309 Community Ethics
CHLT 1302 Wellness and Health Promotion
PSYT 1329 Interviewing and Communication Skills
SCWK 1321 Orientation to Social Services

Semester III (Spring)

DAAC 1317 Basic Counseling Skills
DAAC 1319 Introduction to Substance Use Disorders
CHLT 1340 Community Health Advocacy
GERS 1342 Aging and Mental Health
PSYT 2335 Family Systems

Semester IV (Summer)

MATH 1342 Elementary Statistical Methods
Humanities/Fine Arts from the AAS General Education Course List

Semester V (Fall)

CMSW 1309	Problems of Children and Adolescents
PSYT 2164	Practicum (or Field Experience) – Clinical Psychology
PSYT 2345	Principles of Behavior Management and Modification
GOVT 2305	Federal Government or
SOCI 1306	Social Problems

Semester VI (Spring)

PSYT 2321	Crisis Intervention
CHLT 2166	Practicum (or Field Experience) – Community Health Services/ Liaison/Counseling (Capstone Course)
Natural Science/Mathematics from the AAS General Education Course List	

Total Semester Hours – 60

INFORMATION TECHNOLOGY AND NETWORKING

Network Cloud Specialist

(CIP 11.0901)

Level I Certificate

The Network Cloud Specialist certificate program is designed to prepare students for networking, cloud, and virtualization positions. The program curriculum covers planning, implementing, managing, and troubleshooting a cloud network infrastructure. Topics include Microsoft client and server operating systems, Linux client, and server cloud systems.

Many classes offered in the Network Cloud Specialist certificate program can also be applied toward the Support Technician Level II Certificate and all apply toward the Network and Computer Systems Administrator AAS degree.

Semester I		Semester II	
ITSC 1305	Introduction to PC Operating Systems	ITSC 2339	Personal Computer Help Desk Support
ITSC 1316	Linux Installation and Configuration	ITNW 1313	Computer Virtualization
ITSC 1325	Personal Computer Hardware	ITNW 1316	Introduction to Network Administration
ITNW 1309	Fundamentals of Cloud Computing	INTW 2327	Advanced Cloud Concepts (Capstone Course)
Total Semester Hours – 24			

INFORMATION TECHNOLOGY AND NETWORKING

Security Specialist

(CIP 11.0901)

Level I Certificate

The Security Specialist certificate program is designed to prepare student for positions in the information technology security field. The program curriculum covers assessing cyber security risks within organizations, responding to and preventing network security breaches, and writing the policies that determine how organizations will respond in the face of a cyber-threat. Topics include securing client operating systems, network infrastructure, Linux client and server operating systems. PC hardware, network hardware, routing security, and server applications.

Many classes offered in the Security Specialist certificate program can also be applied toward the Network Support Technician Level II Certificate and all apply towards the Network and Computer Systems Administrator AAS degree.

Semester I		Semester II	
ITSC 1305	Introduction to PC Operating Systems	ITSC 2339	Personal Computer Help Desk Support
ITSC 1316	Linux Installation and Configuration	ITNW 1313	Computer Virtualization
ITSC 1325	Personal Computer Hardware	ITNW 1316	Introduction to Network Administration
ITSY 1300	Fundamentals of Information Security	ITSY 1342	Information Technology Security (Capstone Course)
Total Semester Hours – 24			

INFORMATION TECHNOLOGY AND NETWORKING

Network Support Technician

(CIP 11.0901)

Level II Certificate

The Network Support Technician certificate program is designed to prepare students for entry-level support positions. Typical job duties may include providing hardware and software technical assistance to end users, resolving computer and network problems, installing or repairing hardware and software, and training end users. The program's curriculum includes PC operating systems such as Microsoft Windows and Linux, Network hardware, end-user application software, troubleshooting techniques, customer service skills, cyber security, cloud computing, and basic networking techniques.

The classes offered in the Network Support Technician certificate program can also be applied toward the Network and Computer Systems Administrator AAS degree.

College Readiness Courses (if needed)

Semester I

ITSC 1305	Introduction to PC Operating Systems
ITSC 1316	Linux Installation and Configuration
ITSC 1325	Personal Computer Hardware
ITNW 1309	Fundamental of Cloud Computing
ITSY 1300	Fundamentals of Information Security

Semester II

ITSC 2339	Personal Computer Help Desk Support (Capstone Course)
ITNW 1313	Computer Virtualization
ITNW 1316	Introduction to Network Administration
INTW 2327	Advanced Cloud Concepts
ITSY 1342	Information Technology Security

Total Semester Hours – 30

INFORMATION TECHNOLOGY AND NETWORKING

Network and Computer Systems Administrator

(CIP 11.0901)

Associate of Applied Science

The Network and Computer System Administrator, AAS degree program is designed to prepare students for a career in the networking field and train students for careers in network and security administration. Courses for this degree include network administration, routing and networking devices, computer virtualization, operating systems, cyber security, and cloud computing.

Upon completion of this program, students are eligible to take the Security Certification test, Network Certification test, Microsoft Windows Server Certification test, Microsoft Networking Fundamentals Certification test, Microsoft Security Fundamentals Certification test, and Cloud Certification test.

Classes offered in the Network Support Technician Level II Certificate, Security Specialist Level I Certificate, and Cloud Specialist Level I Certificate can also be applied toward the Network and Computer Systems Administrator AAS degree.

Some upper-level universities will allow transfer of 24-44 hours of technical credit toward a Bachelor of Applied Arts or Science degree. Contact the transfer institution for more information.

College Readiness Courses (if needed)

Semester I

ITSC 1305	Introduction to PC Operating Systems
ITSC 1316	Linux Installation and Configuration
ITSC 1325	Personal Computer Hardware
ITNW 1309	Fundamental of Cloud Computing
ITSY 1300	Fundamentals of Information Security

Semester II

ITSC 2339	Personal Computer Help Desk Support
ITNW 1313	Computer Virtualization
ITNW 1316	Introduction to Network Administration
INTW 2327	Advanced Cloud Concepts
ITSY 1342	Information Technology Security

Semester III

ITNW 1345	Implementing Network Directory Services
ITNW 1325	Fundamentals of Networking Technologies
ITSC 2325	Advanced Linux
ENGL 1301	Composition I
MATH 1314	College Algebra

Semester IV

GOVT 2305	Federal Government or
GOVT 2306	Texas Government
MATH 1342	Elementary Statistical Methods
Humanities/Fine Arts from the AAS General Education Course List	
ITNW 1335	Information Storage and Management
ITNW 2335	Network Troubleshooting and Support (Capstone Course)

Total Semester Hours – 60

LAW ENFORCEMENT

(CIP 43.0107)

Associate of Applied Science

The program in Law Enforcement is designed to prepare the student for the state licensing exam for peace officers and immediate employment in law enforcement.

College Readiness Courses (if needed)

Semester I

CRIJ 1301	Introduction to Criminal Justice
CRIJ 1310	Fundamentals of Criminal Law
ENGL 1301	Composition I
COSC 1301	Introduction to Computing

Semester II

CRIJ 1306	Court Systems and Practices
CRIJ 2313	Correctional Systems and Practices
CRIJ 2301	Community Resources in Corrections
Math Elective from the AAS General Education Course List	

Semester III

CRIJ 2323	Legal Aspects of Law Enforcement
CRIJ 2328	Police Systems and Practices
Humanities/Fine Arts from the AAS General Education Course List	
CRIJ 1307	Crime in America or Social/Behavioral Sciences from the AAS General Education Course List

Semester IV

CJLE 1506	Basic Peace Officer I
CJLE 1512	Basic Peace Officer II
CJLE 1518	Basic Peace Officer III (Capstone Course)
CJLE 1524	Basic Peace Officer IV
CJLE 1429	Basic Peace Officer V

Total Semester Hours – 60

WORK/LIFE EXPERIENCE POLICY

The Criminal Justice program has developed the following mechanism to assist those persons employed in the criminal justice field to satisfy degree requirements for their work/life experience and in-service training.

Students who wish to obtain an Associate of Applied Science degree from the college in Law Enforcement and are certified peace officers in the state of Texas, may satisfy degree requirements for Basic Peace Officer courses by meeting the following criteria and paying \$32.00 per credit hour. Students must have taken and successfully completed 15 college credit hours from WCJC, including only courses for which the student receives college credit transferable to another Texas community college or university, prior to receiving credit for the Peace Officer courses. Criminal Justice Department Head approval is required for permission to satisfy degree requirements in this manner. A Petition for Credit form must be completed by the applicant and approved by the Program Director, appropriate Dean, Registrar, and Vice President of Instruction before credit is granted.

The prerequisites for work/life and in-service training credit are as follows:

1. The applicant must be currently employed with a criminal justice agency and have at least two (2) years experience;
2. The applicant must submit a resume which includes the experience required in item 1 above and all supporting documentation to the Department Head for evaluation, as well as a copy of officer's complete TCOLE record including documentation (if the officer's Police Academy Training did not include Basic Peace Office V) that officer has to completed 16 hours of ALERRT (Advanced Law Enforcement Rapid Response Training);

3. The applicant must secure a letter of verification from the chief administrator of the employing agency attesting to the information contained in the applicant's resume and supporting documentation, regarding the prerequisites and criteria required by this policy; and
4. The applicant must pay all fees required by the College.

Credit for the following courses may be awarded by resume under the work/life experience policy:

CJLE 1506	Basic Peace Officer I
CJLE 1512	Basic Peace Officer II
CJLE 1518	Basic Peace Officer III
CJLE 1524	Basic Peace Officer IV
CJLE 1429	Basic Peace Officer V

These classes are courses required for graduation with an Associate of Applied Science degree from WCJC.

MANUFACTURING TECHNOLOGY

Industrial Maintenance

(CIP 15.0612)

Level I Certificate

The Industrial Maintenance Level I Certificate in Manufacturing Technology is a two-semester certificate designed to provide an introduction to the field of manufacturing technology. Awardees of the certificate will possess the basic knowledge needed to hold an entry-level position at an industrial plant as a maintenance technician. This certificate is part of the Manufacturing Technology department, which also includes a Level II Certificate and an Associate of Applied Science (AAS) Degree.

This certificate transfers into the AAS degree in Manufacturing Technology. The certificate may also be used as an enhancement to provide students additional skills to increase flexibility in employment options.

Semester I		Semester II	
INMT 1305	Introduction to Industrial Maintenance	INMT 2303	Pumps, Compressors & Mechanical Drives
HYDR 1450	Hydraulics, Fabrication & Repair	ELMT 2437	Electronics Troubleshooting, Service, and Repair
PTAC 1432	Process Instrumentation I	INMT 1491	Special Topics in Manufacturing Technology/Technician (Capstone Course)
CETT 1409	DC-AC Circuits		
Total Semester Hours – 26			

MANUFACTURING TECHNOLOGY

Mechanical Technician

(CIP 15.0805)

Level II Certificate

This certificate is designed to give students a technical-level specialized career tract option in the areas of mechanical maintenance. The program prepares individuals to apply basic engineering technology principles, mechatronics, and other technical skills in support of maintenance of mechanical equipment used in many industries; including power generation, chemical processing, manufacturing, and others.

This certificate transfers into the Associate of Applied Science degree in Manufacturing Technology. The certificate may also be used as an enhancement to other related degrees, including Nuclear Power Technology and Process Technology, by providing students additional skills to increase flexibility in their employment options.

College Readiness Courses (if needed)

Semester I		Semester II	
INMT 1305	Introduction to Industrial Maintenance	HYDR 1450	Hydraulics, Fabrication & Repair
INMT 2303	Pumps, Compressors & Mechanical Drives	PTAC 1432	Process Instrumentation I
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	SPCH 1315	Public Speaking
QCTC 1446	Testing and Inspection Systems	MCHN 2403	Fundamentals of Computer Numerical Controlled (CNC) Machine Controls
MATH 1314	College Algebra or	INMT 1491	Special Topics in Manufacturing Technology/Technician (Capstone Course)
MATH 2412	Pre-Calculus Math		
Total Semester Hours: 36 - 37			

MANUFACTURING TECHNOLOGY

(CIP 15.0613)

Associate of Applied Science

The Manufacturing Technology AAS degree program is designed to prepare students for a career as an engineering technician in a variety of industries. The program provides a core of knowledge and skills related to installation and maintenance of automated manufacturing machines, production lines, and security systems. Students may obtain only one AAS degree in one of three (3) specialty areas: Mechanical Technician, Electrical Technician, or Instrumentation & Control Technician. Students enrolled in the AAS degree have manufacturing core coursework during the first two semesters and must then select a specialty track to complete the final two semesters of the program to complete the AAS degree. Classes offered in the Mechanical Technician Certificate may be applied toward the AAS degree in Manufacturing Technology.

TRACK A: Mechanical Technician Specialty

The Mechanical Technician curriculum includes Computer Numeric Controlled (NCN) Machining, Shielded Arc Welding, and Inspection Systems. Graduates are prepared for entry-level work as technicians in the maintenance and repair of mechanical equipment and processes.

College Readiness Courses (if needed)

Semester I

INMT 1305	Introduction to Industrial Maintenance
INMT 2303	Pumps, Compressors & Mechanical Drives
CETT 1409	DC-AC Circuits
INTC 1350	Digital Measurement and Controls
MATH 1314	College Algebra or
MATH 2412	Pre-Calculus Math

Semester II

HYDR 1450	Hydraulics, Fabrication & Repair
PTAC 1432	Process Instrumentation I
INMT 1491	Special Topics in Manufacturing Technology/Technician
SPCH 1315	Public Speaking

Semester III

WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)
QCTC 1446	Testing and Inspection Systems
ENGL 1301	Composition I
CHEM 1405	Introductory Chemistry I or
CHEM 1411	General Chemistry I

Semester IV

MCHN 2403	Fundamentals of Computer Numerical Controlled (CNC) Machine Controls (Capstone Course)
	Social/Behavioral Sciences from the AAS General Education Course List
	Humanities/Fine Arts from the AAS General Education Course List
	Discipline Related Studies Elective*

*Discipline Related Studies Electives

Choose one from the following:

- PHYS 1401 – College Physics I
- MATH 2413 – Calculus I
- INTC 1457 – AC/DC Motor Control
- ELMT 2437 – Electronic Troubleshooting, Service, and Repair (Offered Fall only)
- INMT 1480 – Cooperative Education – Manufacturing Technology/Technician (Requires assignment by the Program Director)

Total Semester Hours – 60

TRACK B: Electrical Technician Specialty

The Electrical Technician curriculum includes Electromechanical Systems, AC/DC Motor Control, and Electronic Troubleshooting. Graduates are prepared for entry-level work as technicians in the maintenance of electrical systems and processes.

College Readiness Courses (if needed)

Semester I

INMT 1305	Introduction to Industrial Maintenance
INMT 2303	Pumps, Compressors & Mechanical Drives
CETT 1409	DC-AC Circuits
INTC 1350	Digital Measurement and Controls
MATH 1314	College Algebra or
MATH 2412	Pre-Calculus Math

Semester II

HYDR 1450	Hydraulics, Fabrication & Repair
PTAC 1432	Process Instrumentation I
INMT 1491	Special Topics in Manufacturing Technology/Technician
SPCH 1315	Public Speaking

Semester III

ELMT 2437	Electronic Troubleshooting, Service, and Repair
ENGL 1301	Composition I
Social/Behavioral Sciences from the AAS General Education Course List	
CHEM 1405	Introductory Chemistry I or
CHEM 1411	General Chemistry I

Semester IV

ELMT 2441	Electromechanical Systems (Capstone Course)
INTC 1457	AC/DC Motor Control
Humanities/Fine Arts from the AAS degree General Education Course List	
Discipline Related Studies Elective*	

*Discipline Related Studies Electives

Choose one from the following:

- PHYS 1401 – College Physics I
- MATH 2413 – Calculus I
- CHEM 1411 – General Chemistry I **or**
CHEM 1412 – General Chemistry II
- PTAC 2436 – Process Instrumentation II
- QCTC 1446 – Testing and Inspection Systems (Offered Fall only)
- MCHN 2403 – Fundamentals of Computer Numerical Controlled (CNC) Machine Controls
- INMT 1480 – Cooperative Education – Manufacturing Technology/Technician (Requires assignment by the Program Director)

Total Semester Hours – 60

TRACK C: Instrumentation & Control Technician Specialty

The Instrumentation & Control Technician curriculum includes the study of AC/DC Motor Control and advanced instrumentation. Graduates are prepared for entry-level work as a technician in the maintenance and repair of the instrumentation used in automation included in manufacturing, production, and power generation.

College Readiness Courses (if needed)

Semester I

INMT 1305	Introduction to Industrial Maintenance
INMT 2303	Pumps, Compressors & Mechanical Drives
CETT 1409	DC-AC Circuits
INTC 1350	Digital Measurement and Controls
MATH 1314	College Algebra or
MATH 2412	Pre-Calculus Math

Semester II

HYDR 1450	Hydraulics, Fabrication & Repair
PTAC 1432	Process Instrumentation I
INMT 1491	Special Topics in Manufacturing Technology/Technician
SPCH 1315	Public Speaking

Semester III

ENGL 1301	Composition I
Humanities/Fine Arts from the AAS General Education Course List	
Social/Behavioral Sciences from the AAS General Education Course List	
CHEM 1405	Introductory Chemistry I or
CHEM 1411	General Chemistry I

Semester IV

INTC 1457	AC/DC Motor Control
PTAC 2436	Process Instrumentation II
ELMT 2452	Power Generation Instrumentation (Capstone Course)
Discipline Related Studies Elective*	

*Discipline Related Studies Electives

Choose one from the following:

- PHYS 1401 – College Physics I
- MATH 2413 – Calculus I
- CHEM 1411 – General Chemistry I **or** CHEM 1412 – General Chemistry II
- ELMT 2437 – Electronic Troubleshooting, Service, and Repair (Offered Fall only)
- QCTC 1446 – Testing and Inspection Systems (Offered Fall only)
- MCHN 2403 – Fundamentals of Computer Numerical Controlled (CNC) Machine Controls
- INMT 1480 – Cooperative Education – Manufacturing Technology/Technician (Requires assignment by the Program Director)

Total Semester Hours – 60

NUCLEAR POWER TECHNOLOGY

Certificates

The **Non-Licensed Operator, Electrical Technician, or Instrumentation & Control Technician** certificates are stand alone or may be used as specialty enhancements to existing related degrees: Nuclear Power Technology, Process Technology, Manufacturing Technology or other AAS degree by providing students more flexibility in their employment options.

The certificate programs meet requirements for ACAD 08-006 and prepare individuals to apply basic engineering technology principles, mechatronics, and other technical skills in support of maintenance and operational requirements of electrical, instrumentation and control, and mechanical equipment used in many sectors of industry; including power generation, chemical processing, manufacturing, and others.

NON-LICENSED OPERATOR

(CIP 41.0204)

Level II Certificate

College Readiness Courses (if needed)

Semester I		Semester II	
NUCP 1371	Math and Chemistry Fundamentals for Nuclear Power	NUCP 1370	Nuclear Fundamentals I
		NUCP 1373	Nuclear Fundamental II
		NUCP 1372	Nuclear Power Plant Organization and Processes
NUCP 2470	Nuclear Power Plant Systems I	NUCP 2471	Nuclear Power Plant Systems II (Capstone Course)
SPCH 1315	Public Speaking	PTAC 1432	Process Instrumentation I
ENER 1350	Overview of Energy Industry		
MATH 1314	College Algebra or		
MATH 2412	Pre-Calculus Math		
			Total Semester Hours – 34

ELECTRICAL TECHNICIAN

(CIP 15.0403)

Level II Certificate

College Readiness Courses (if needed)

Semester I		Semester II	
PTAC 1432	Process Instrumentation I	ELMT 2437	Electronic Troubleshooting, Service, and Repair
CETT 1409	DC-AC Circuits	INTC 1457	AC/DC Motor Control
INTC 1350	Digital Measurement and Controls	ELMT 2441	Electromechanical Systems (Capstone Course)
MATH 1314	College Algebra or	SPCH 1315	Public Speaking
MATH 2412	Pre-Calculus Math		
ENER 1350	Overview of Energy Industry or		
INMT 1305	Introduction to Industrial Maintenance		
			Total Semester Hours – 33

INSTRUMENTATION & CONTROL TECHNICIAN

(CIP 15.0404)

Level II Certificate

College Readiness Courses (if needed)

Semester I

PTAC 1432	Process Instrumentation I
CETT 1409	DC-AC Circuits
INTC 1350	Digital Measurement and Controls
MATH 1314	College Algebra or
MATH 2412	Pre-Calculus Math
ENER 1350	Overview of Energy Industry or
INMT 1305	Introduction to Industrial Maintenance

Semester II

PTAC 2436	Process Instrumentation II
INTC 1457	AC/DC Motor Control
ELMT 2452	Power Generation Instrumentation (Capstone Course)
SPCH 1315	Public Speaking

Total Semester Hours: 32-33

NUCLEAR POWER TECHNOLOGY

(CIP 41.0205)

Associate of Applied Science

This program is designed to prepare students for entry-level employment in the nuclear/power generation industry and will provide the academic and technical competencies required. Students can obtain only one AAS degree in one of four (4) specialty areas: Non-Licensed Operator, Electrical Technician, Instrumentation & Control Technician, or Mechanical Technician. Students enrolled in the AAS degree have nuclear core coursework during the first two semesters and must then select a specialty track to complete the final two semesters of the program to complete the AAS degree.

TRACK A: Non-Licensed Operator Specialty

College Readiness Courses (if needed)

Semester I

NUCP 1371	Math and Chemistry Fundamentals for Nuclear Power
ENGL 1301	Composition I
ENER 1350	Overview of Energy Industry or
PTAC 1302	Introduction to Process Technology
MATH 1314	College Algebra or
MATH 2412	Pre-Calculus Math

Semester II

NUCP 1370	Nuclear Fundamentals I
NUCP 1373	Nuclear Fundamentals II
PTAC 1432	Process Instrumentation I
NUCP 1372	Nuclear Power Plant Organization and Processes
CHEM 1405	Introductory Chemistry I or
CHEM 1411	General Chemistry I

Semester III

CETT 1409	DC-AC Circuits
NUCP 2470	Nuclear Power Plant Systems I
PTAC 2314	Principles of Quality
INTC 1350	Digital Measurement and Controls

Social/Behavioral Sciences from the AAS General Education Course List

Semester IV

NUCP 2471	Nuclear Power Plant Systems II (Capstone Course)
SPCH 1315	Public Speaking
Humanities/Fine Arts from the AAS General Education Course List	
Discipline Related Studies Elective*	

*Discipline Related Studies Electives

Choose one from the following:

- PHYS 1401 – College Physics I
- MATH 2413 – Calculus I
- CHEM 1411 – General Chemistry I **or** CHEM 1412 – General Chemistry II
- PTAC 2436¹ – Process Instrumentation II
- CETT 1425 – Digital Fundamentals
- ELMT 2437¹ – Electronic Troubleshooting, Service, and Repair
- INTC 1457 – AC/DC Motor Control
- NUCP 1480² – Cooperative Education – Nuclear/Nuclear Power Technology/ Technician (Requires assignment by the Program Director)

Total Semester Hours – 60

¹Students desiring to pursue the Electrical Technician and/or Instrumentation & Control Technician Level II Certificates **MUST** take ELMT 2437 and/or PTAC 2436 as a Discipline Related Elective to avoid completion delays.

²AAS seeking students can take NUCP 1480 for a 16-week semester internship or an 8-week summer internship.

TRACK B: Electrical Technician Specialty

College Readiness Courses (if needed)

Semester I

NUCP 1371	Math and Chemistry Fundamentals for Nuclear Power
ENGL 1301	Composition I
ENER 1350	Overview of Energy Industry or
PTAC 1302	Introduction to Process Technology
MATH 1314	College Algebra or
MATH 2412	Pre-Calculus Math

Semester II

NUCP 1370	Nuclear Fundamentals I
NUCP 1373	Nuclear Fundamentals II
PTAC 1432	Process Instrumentation I
NUCP 1372	Nuclear Power Plant Organization and Processes
CHEM 1405	Introductory Chemistry I or
CHEM 1411	General Chemistry I

Semester III

CETT 1409	DC-AC Circuits
INTC 1350	Digital Measurement and Controls
PTAC 2314	Principles of Quality
ELMT 2437	Electronic Troubleshooting, Service, and Repair
Social/Behavioral Sciences from the AAS General Education Course List	

Semester IV

INTC 1457	AC/DC Motor Control
ELMT 2441	Electromechanical Systems (Capstone Course)
SPCH 1315	Public Speaking
Humanities/Fine Arts from the AAS General Education Course List	

Total Semester Hours – 60

TRACK C: Instrumentation & Control Technician Specialty

College Readiness Courses (if needed)

Semester I

NUCP 1371	Math and Chemistry Fundamentals for Nuclear Power
ENGL 1301	Composition I
ENER 1350	Overview of Energy Industry or
PTAC 1302	Introduction to Process Technology
MATH 1314	College Algebra or
MATH 2412	Pre-Calculus Math

Semester II

NUCP 1370	Nuclear Fundamentals I
NUCP 1373	Nuclear Fundamentals II
PTAC 1432	Process Instrumentation I
NUCP 1372	Nuclear Power Plant Organization and Processes
CHEM 1405	Introductory Chemistry I or
CHEM 1411	General Chemistry I

Semester III

CETT 1409	DC-AC Circuits
INTC 1350	Digital Measurement and Controls
PTAC 2314	Principles of Quality
PTAC 2436	Process Instrumentation II
Social/Behavioral Sciences from the AAS General Education Course List	

Semester IV

INTC 1457	AC/DC Motor Control
ELMT 2452	Power Generation Instrumentation (Capstone Course)
SPCH 1315	Public Speaking
Humanities/Fine Arts from the AAS General Education Course List	

Total Semester Hours – 60

TRACK D: Mechanical Technician Specialty

College Readiness Courses (if needed)

Semester I

NUCP 1371 Math and Chemistry
Fundamentals for Nuclear
Power
ENGL 1301 Composition I
ENER 1350 Overview of Energy Industry **or**
PTAC 1302 Introduction to Process
Technology
MATH 1314 College Algebra **or**
MATH 2412 Pre-Calculus Math

Semester II

NUCP 1370 Nuclear Fundamentals I
NUCP 1373 Nuclear Fundamentals II
PTAC 1432 Process Instrumentation I
NUCP 1372 Nuclear Power Plant
Organization and Processes
CHEM 1405 Introductory Chemistry I **or**
CHEM 1411 General Chemistry I

Semester III

CETT 1409 DC-AC Circuits
INMT 1305 Introduction to Industrial
Maintenance
INMT 2303 Pumps, Compressors &
Mechanical Drives
WLDG 1428 Introduction to Shielded Metal
Arc Welding (SMAW)
Social/Behavioral Sciences from the AAS General
Education Course List

Semester IV

HYDR 1450 Hydraulics, Fabrication & Repair
MCHN 2403 Fundamentals of Computer
Numerical Controlled (CNC)
Machine Controls
(Capstone Course)
SPCH 1315 Public Speaking
Humanities/Fine Arts from the AAS General
Education Course List

Total Semester Hours – 60

NURSING
Associate Degree Nursing (ADN)
Preparation for RN
(CIP 51.3801)
Associate of Applied Science

The Associate Degree in Nursing (ADN) is a two-year program which prepares graduate professional nurses to utilize clinical judgment to provide safe, evidence-based and patient-centered care for the benefit of the community. The graduate of the WCJC ADN program is prepared to meet the differentiated essential competencies (DECs) at the associate degree level as defined by the Texas Board of Nursing in four major roles: member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. General education courses as well as nursing courses are included in the curriculum and are transferable to many four-year colleges that offer baccalaureate degrees in nursing.

Upon successful completion of the program, graduates are qualified to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program is approved by the Texas Board of Nursing (BON). The program is fully accredited by the National League of Nursing Commission for Nursing Education Accreditation.

The ADN program has limited enrollment. Admission to the program is by a competitive ranking process. Students are accepted:

1. Fall semester for Wharton campus
2. Spring semester for Sugar Land campus

Application packet for Wharton campus is published online in November.

- Wharton campus application packet deadline is the **third Wednesday of March**.

Application packet for Sugar Land campus is published online in April.

- Sugar Land campus application packet deadline is the **third Wednesday of August**.

APPLICATION/ADMISSION REQUIREMENTS

1. Application and current admission to WCJC.
2. Must have all components of Texas Success Initiative (TSI) satisfied prior to application.
3. If applicant has attended any institution other than WCJC, the applicant must request a transcript evaluation through the Office of Admissions and Registration. This must be completed at least one (1) month prior to the application deadline. (Office of Admissions and Registration must have official transcript from each college attended.)
4. A copy of the transcript from each college, including WCJC, must be included with the Associate Degree Nursing application packet.
5. Admission Test:
TEAS (Test of Essential Academic Skills)
 - A. Applicants with a minimum score of 70% in Reading, 70% in Math, and 70% in Science will receive application points. Applicants may retake any section to achieve the 70%.
 - B. All exam component results must be within two (2) years.
6. The following prerequisite courses must be completed by the **application deadline** with a grade of "C" or higher and an overall GPA of 2.5 or higher in prerequisite courses.
 - A. BIOL 2401 Anatomy & Physiology I
 - B. PSYC 2301 General Psychology
 - C. PSYC 2314 Life Span Growth & Development
 - D. ENGL 1301 Composition I

7. Hepatitis B vaccination:
 - A. Applicants who have had the Hepatitis B vaccine series must submit proof of completion in the application packet.
 - B. Applicants who have not received the Hepatitis B vaccine series must submit proof that the vaccine has been started with the application packet.
 - a. For fall admission must have been started by February 1st
 - b. For spring admission must have been started by July 1st
8. Statement of Student Responsibility completed and signed.
9. Must have all components of application packet complete and turned in by deadline to be processed for admission.

COMPETITIVE RANKING PROCESS

Acceptance to the Associate Degree Nursing program is a competitive ranking process based on points awarded for designated criteria. Meeting all of the criteria does not guarantee anyone admission to the program.

Criteria for points includes but not limited to:

1. Proof of completion of prerequisite courses by stated deadline. Grade must be a “C” or higher and an overall GPA of 2.5 or higher in prerequisite courses. There is no time frame on prerequisite courses.

A. BIOL 2401	Anatomy & Physiology I
B. PSYC 2301	General Psychology
C. PSYC 2314	Life Span Growth & Development
D. ENGL 1301	Composition I
2. Proof of completion of general education courses required for Associate Degree submitted in application packet. Grade must be a “C” or higher and an overall GPA of 2.5 or higher in general education courses. There is no time frame on general education courses.

A. BIOL 2402	Anatomy & Physiology II
B. BIOL 2420	Microbiology
C. Humanities/Fine Arts Elective, per WCJC catalog	
3. TEAS examination results with a minimum score of 70% in Reading, 70% in Math, and 70% in Science.
4. Proof of completion of specific course work toward a RN-BSN transition program with a minimum grade of “C”.

A. ENGL 1302	Composition II
B. MATH 1342	Elementary Statistical Methods
C. HIST 1301	United States History I
D. HIST 1302	United States History II
E. GOVT 2305	Federal Government
F. GOVT 2306	Texas Government
G. SPCH 1315	Public Speaking or
SPCH 1318	Interpersonal Communications
H. CHEM 1405	Introductory Chemistry I or
CHEM 1411	General Chemistry I
I. Humanities/Fine Arts Elective, per WCJC catalog	
J. BIOL 1322	Nutrition & Diet Therapy
K. PHED 1164 or	Introduction to Physical Fitness & Wellness or
PSYC/EDUC 1300	Learning Framework

CONDITIONAL ACCEPTANCE – Notification Letters

Utilizing the point award ranking process, a ranked list is generated from the applications which met the above criteria. Conditional acceptance letters, alternate conditional acceptance letters, and non-acceptance letters are emailed. Please ensure to provide a valid email address when applying to the program. Applicants who receive conditional acceptance letters and/or alternate conditional acceptance letters must respond to the letter by the stated deadline. If a potential applicant declines, an alternate is placed into the opening.

FULL ACCEPTANCE

Full acceptance to the ADN program is contingent upon the applicant complying with the following:

1. Must attend Associate Degree Nursing mandatory orientation.
2. Must receive eligibility approval from Texas Board of Nursing (BON) to take the NCLEX-RN without any restrictions or conditions.
 - A. Applicant will be required to have a FBI/DPS fingerprinting and criminal background check completed. Instructions for obtaining the fingerprinting and background check are provided after the student has responded to the conditional acceptance or alternate letter.
 - B. If there is something in the background check that cannot be resolved by the mandatory program orientation date, the applicant will not be able to begin the program. Once the issue is resolved and the student applicant has received approval from the BON without any restrictions or conditions, applicant is eligible to reapply to the program.
 - C. Cost of the background check is at the applicant's expense; cost is approximately \$55.00.
3. Must create a Castle Branch account and upload all documentation. Instructions for creating the Castle Branch account are provided after the applicant has received their background check back from the Texas Board of Nursing (BON). The following must be uploaded into the Castle Branch account once completed:
 - A. Must complete health data form which is provided to the applicant.
 - B. Must provide titers showing immunity for the following immunizations:
 - a. Hepatitis B
 - b. Varicella
 - c. MMR (measles, mumps, rubella)
 - d. Hepatitis C
 - C. Must provide documentation showing proof of required immunizations.
 - a. Tetanus, Diphtheria & Pertussis (Tdap) adult dose within the last ten years
 - b. Hepatitis B series
 - c. MMR (measles, mumps, rubella)
 - d. Varicella
 - e. Flu vaccine (current season)
 - D. Must provide documentation of annual TB skin test (positive results will require follow-up).
 - E. Must provide copy of current CPR certification by the American Heart Association in Basic Life Support for Healthcare Providers.

DRUG SCREEN

Drug screens are scheduled at random intervals during the program. Drug screens must initially be negative and remain negative to continue in the program. If results are positive at any time, student is dismissed from the program. Refusal to submit to a drug screen will result in dismissal from the program. Cost of the drug screen is at the student's expense; cost is approximately \$50.00 each screening.

SEQUENTIAL CURRICULUM

The grading scale for the Associate Degree program is as follows:

A = 90 - 100

B = 80 - 89

C = 75 - 79

D = 65 - 74

F = below 65

The curriculum of the Associate Degree Nursing program is sequential; therefore, a student must achieve a minimum grade of 75 in each nursing course to receive credit for the course and progress to the next sequence of courses.

EXPENSES

Estimated costs of tuition, textbooks, fees, diagnostic tests, uniforms, insurance, supplies, (laboratory and simulation), equipment and graduation expenses are approximately \$9,900 for in-district students and \$12,000 for out-of-district students for the two-year period.

Scholarships are available and applicants may contact the Financial Aid Office for information. Applicants should submit a FAFSA to be eligible for financial aid.

Prerequisite Courses – Coursework must be completed prior to applying to the program.

BIOL 2401	Anatomy & Physiology I
PSYC 2301	General Psychology
PSYC 2314	Life Span Growth & Development
ENGL 1301	Composition I

Required General Education Courses – Courses must be completed prior to graduation.

BIOL 2402	Anatomy & Physiology II
BIOL 2420	Microbiology
Humanities/Fine Arts from the AAS General Education Course List	

Semester I		Semester III	
RNSG 1216	Professional Nursing Competencies	RNSG 1538	Health Care Concepts III
RNSG 1128	Introduction to Health Care Concepts	RNSG 1137	Professional Nursing Concepts III
RNSG 1430	Health Care Concepts I	RNSG 2363	Clinical – Registered Nursing/ Registered Nurse
RNSG 1125	Professional Nursing Concepts I	Semester IV	
RNSG 1161	Clinical – Registered Nursing/ Registered Nurse	RNSG 2539	Health Care Concepts IV
Semester II		RNSG 2138	Professional Nursing Concepts IV (Capstone Course)
RNSG 1533	Health Care Concepts II	RNSG 2360	Clinical – Registered Nursing/ Registered Nurse
RNSG 1126	Professional Nursing Concepts II	Total Semester Hours – 60	
RNSG 2362	Clinical – Registered Nursing/ Registered Nurse		

NURSING
LVN – ADN Transition Program
Preparation for RN
(CIP 51.3801)
Associate of Applied Science

This twelve-month program provides a transition track into the ADN program. It is designed specifically for applicants who are already licensed vocational nurses (LVN) who wish to make the transition to the ADN program. The graduate of the WCJC LVN-ADN Transition program is prepared to meet the differentiated essential competencies (DECs) at the associate degree level as defined by the Texas Board of Nursing in four (4) major roles: member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team. General education courses as well as nursing courses are included in the curriculum and are transferable to many four-year colleges that offer baccalaureate degrees in nursing.

Upon successful completion of the program, graduates are qualified to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program is approved by the Texas Board of Nursing (BON).

The LVN-ADN Transition program has a limited enrollment. Admission to the program is by a competitive ranking process.

Applicants are accepted for Wharton campus only to begin in summer.

Application packet is published online in September.

- Application packet deadline is the **third Wednesday of January.**

APPLICATION/ADMISSION REQUIRMENTS

1. Application and current admission to WCJC.
2. Must have all components of Texas Success Initiative (TSI) satisfied prior to application.
3. If applicant has attended any institution other than WCJC, the applicant must request a transcript evaluation through the Office of Admissions and Registration. This must be completed at least one month prior to the application deadline. (Office of Admissions and Registration must have official transcript from each college attended.)
4. A copy of transcript from each college, including WCJC, must be included with the LVN-ADN Transition program application packet.
5. Admission Test:
TEAS (Test of Essential Academic Skills)
 - A. Applicants with a minimum score of 70% in Reading, 70% in Math, and 70% in Science will receive application points. Applicants may retake any section to achieve the 70%.
 - B. All exam component results must be within two (2) years.
6. Must have the following courses completed **prior to application deadline** with a grade of “C” or higher and an overall GPA of 2.5 or higher in prerequisite courses. There is no time frame on prerequisite courses.

A. BIOL 2401	Anatomy & Physiology I
B. BIOL 2402	Anatomy & Physiology II
C. BIOL 2420	Microbiology
D. ENGL 1301	Composition I
E. PSYC 2301	General Psychology
F. PSYC 2314	Life Span Growth & Development

- G. Humanities/Fine Arts Elective, per WCJC catalog
- 7. Proof of current Texas licensure as a LVN in good standing.
- 8. Hepatitis B vaccination series began by November 15th, if not done previously. Applicant must submit proof of completion of the series in the application packet.
- 9. Statement of Student Responsibility completed and signed.
- 10. Must have all components of application packet complete and turned in by deadline to be processed for admission.

COMPETITIVE RANKING PROCESS

Acceptance to the LVN-ADN Transition program is a competitive ranking process based on points awarded for designated criteria. Meeting all the criteria does not guarantee anyone admission to the program.

Criteria for points include, but not limited to:

1. Proof of completion of prerequisite courses by the stated deadline. Grade must be a “C” or higher and an overall GPA of 2.5 or higher in prerequisite courses.
 - A. BIOL 2401 Anatomy & Physiology I
 - B. BIOL 2402 Anatomy & Physiology II
 - C. BIOL 2420 Microbiology
 - D. ENGL 1301 Composition I
 - E. PSYC 2301 General Psychology
 - F. PSYC 2314 Life Span Growth & Development
 - G. Humanities/Fine Arts Elective, per WCJC catalog
2. TEAS examination results with minimum of 70% in Reading, 70% in Math, and 70% in Science.
3. Proof of completion of specific course work toward a RN-BSN transition program with minimum grade of “C”.
 - A. ENGL 1302 Composition II
 - B. MATH 1342 Elementary Statistical Methods
 - C. HIST 1301 United States History I
 - D. HIST 1302 United States History II
 - E. GOVT 2305 Federal Government
 - F. GOVT 2306 Texas Government
 - G. SPCH 1315 Public Speaking **or**
 - SPCH 1318 Interpersonal Communications
 - H. CHEM 1405 Introductory Chemistry I **or**
 - CHEM 1411 General Chemistry I
 - I. Humanities/Fine Arts Elective, per WCJC catalog
 - J. BIOL 1322 Nutrition & Diet Therapy
 - K. PHED 1164 Introduction to Physical Fitness & Wellness **or**
 - PSYC/EDUC 1300 Learning Framework

CONDITIONAL ACCEPTANCE – Notification Letters

Utilizing the point award ranking process, a ranked list is generated from the applications which met the above criteria. Conditional acceptance, alternate conditional acceptance letters, and non-acceptance letters are emailed. Please ensure to provide a valid email address when applying to the program. Applicants who receive conditional acceptance letters and/or alternate conditional acceptance letters must respond by the stated deadline. If potential applicant declines, an alternate is placed into the opening.

FULL ACCEPTANCE

Full acceptance to the LVN-ADN Transition program is contingent upon the applicant complying with the following:

1. Must attend LVN-ADN Transition mandatory orientation.
2. Must receive eligibility approval from Texas Board of Nursing (BON) to take the NCLEX-RN without any restrictions or conditions.
 - A. Applicant will be required to have a FBI/DPS fingerprinting and criminal background check completed. Instructions for obtaining the fingerprinting and background check are provided after the applicant has responded to the conditional acceptance or alternate letter.
 - B. If there is something in the background check that cannot be resolved by the mandatory program orientation date, the applicant will not be able to begin the program. Once the issue is resolved and the applicant has received approval from the BON without any restrictions or conditions, applicant is eligible to reapply to the program.
 - C. Cost of the background check is at the applicant's expense; cost is approximately \$55.00.
3. Must create a Castle Branch account and upload all documentation. Instructions for creating the Castle Branch account are provided after the applicant has received their background check back from the Texas Board of Nursing (BON). The following information must be uploaded into the Castle Branch account once completed:
 - A. Must complete health data form which is provided to the student.
 - B. Must provide titers showing immunity for the following immunizations:
 - a. Hepatitis B
 - b. Varicella
 - c. MMR (measles, mumps, rubella)
 - d. Hepatitis C
 - C. Must provide documentation showing proof of required immunizations.
 - a. Tetanus, Diphtheria & Pertussis (Tdap) adult dose within the last ten years
 - b. Hepatitis B series
 - c. MMR (measles, mumps, rubella)
 - d. Varicella
 - e. Flu vaccine (current season)
 - D. Must provide documentation of annual TB skin test (positive results will require follow-up).
 - E. Must provide copy of current CPR certification by the American Heart Association in Basic Life Support for Healthcare Providers.
4. Upon full acceptance to the LVN-ADN Transition program, a Petition for Credit form must be completed by the applicant and approved by the Program Director, appropriate Dean, Registrar, and Vice President of Instruction before credit for prior LVN courses is granted. A fee of \$32.00 per credit hour (12 SCH) will be required.

DRUG SCREEN

Drug screens are scheduled at random intervals during the program. Drug screens must initially be negative and remain negative to continue in the program. If results are positive at any time, student is dismissed from the program. Refusal to submit to a drug screen will result in dismissal from the program. Cost of the drug screen is at the student's expense; cost is approximately \$50.00 each screening.

SEQUENTIAL CURRICULUM

The grading scale for the Associate Degree Nursing program is as follows:

A = 90 - 100

B = 80 - 89

C = 75 - 79

D = 65 - 74

F = below 65

The curriculum of the LVN-ADN Transition program is sequential; therefore, a student must achieve a minimum grade of 75 in each nursing course to receive credit for the course and progress to the next sequence of courses.

EXPENSES/FEES

WCJC Prior Learning Assessment fee of \$32 per credit hour (12 SCH).

Estimated costs of tuition, textbooks, fees, diagnostic tests, uniforms, insurance, supplies (laboratory and simulation), equipment, and graduation expenses are approximately \$7,900 for in-district students and \$9,300 for out-of-district students for the program.

Scholarships are available, and applicants may contact the Financial Aid Office for information. Applicants should sign up for FAFSA to be eligible for financial aid.

Prerequisite Courses – Coursework must be completed prior to applying to the program.

Texas Licensed Vocational Nurse (LVN) approved credit

BIOL 2401 Anatomy & Physiology I

BIOL 2402 Anatomy & Physiology II

BIOL 2420 Microbiology

ENGL 1301 Composition I

PSYC 2301 General Psychology

PSYC 2314 Life Span Growth & Development

Humanities/Fine Arts from the AAS General Education Course List

Semester I

RNSG 1118 Transition to Professional Nursing Competencies

RNSG 1128 Introduction to Health Care Concepts

RNSG 1324 Concept-Based Transition to Professional Nursing Practice

RNSG 1162 Clinical – Registered Nursing/Registered Nurse

Semester II

RNSG 1538 Health Care Concepts III

RNSG 1137 Professional Nursing Concepts III

RNSG 2363 Clinical – Registered Nursing/Registered Nurse

Semester III

RNSG 2539 Health Care Concepts IV

RNSG 2138 Professional Nursing Concepts IV (Capstone Course)

RNSG 2360 Clinical – Registered Nursing/Registered Nurse

Total Semester Hours – 60

NURSING
Vocational Nursing
LVN Prep
(CIP 51.3901)
Level II Certificate

The program in Vocational Nursing includes theory and practical clinical experience designed to prepare the successful student to function as a member of the nursing team in providing nursing care for patients in structured health care settings. This program is fully approved by the Texas Board of Nursing (BON).

Upon successful completion of the program, graduates are qualified to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Those passing this examination and the Texas jurisprudence examination will qualify for licensure as a vocational nurse (LVN).

The aim of the program is to provide the type of educational background essential to preparing vocational nurses to assist in conserving life and promoting the physical, mental, emotional, and spiritual welfare of patients and their families.

WCJC offers the program in Vocational Nursing (VN) at the Wharton Campus. The VN program also has limited enrollment.

CRIMINAL BACKGROUND CHECKS AND ELIGIBILITY FOR LICENSURE

Upon acceptance into the VN program, students will be required to complete a criminal background check with fingerprints and drug screen through the college-approved agency at the student's expense. A student with a satisfactory criminal background screen is eligible to be considered for full acceptance and enrollment in the VN program if:

1. The student has previously submitted a Declaratory Order to the Texas Board of Nursing (BON) and
2. Received BON verification of eligibility for future licensure as a Licensed Vocational Nurse

A person who has been convicted of, or received a deferred order with or without adjudication of guilt for a crime other than a minor traffic violation or minor in possession or treated for certain mental illnesses and/or chemical dependency within the last five (5) years must contact the BON to determine eligibility to take the NCLEX-PN.

ENTRANCE REQUIREMENTS

Applicants must submit the following by the third Thursday of April:

1. Applicants must meet the admission requirements to WCJC, be a high-school graduate, or have satisfactory scores on the test of General Education Development (GED). Admission to WCJC is a separate process from admission to the nursing program. Applicants must be eligible to register for courses at WCJC in order to be considered for admission.
2. Entrance test scores: All students applying for the Vocational Nursing program are required to be TSI satisfied. TEAS scores must be submitted with a minimum reading score of 65% and a minimum score of 65% in math. The TEAS score must be from the last two (2) years.
3. Completed application to the VN program.
4. Transcripts from all colleges attended, including WCJC.
5. Proof of completion of Hepatitis B vaccine series: The Texas Department of State Health Services (DSHS) requires all nursing students provide proof of completion of the Hepatitis B immunization series or provide proof of immunity before being allowed to administer patient care. Since students begin to administer patient care in November, all applicants are required to provide proof of completion of at least the first two (2) shots with proof of the third shot by November 1.

This proof must accompany the application. The series of three shots takes six (6) months to complete.

6. Conditions for full acceptance are contingent upon:

- Completion of a satisfactory criminal background check and negative drug screen; both at the student's expense through a college-approved agency. Estimated cost of the criminal background check is \$54.00 and the drug screen is \$44.00.
- Completion of the VN Program Health Data form and submission of documents as specified.
- Documentation of required immunizations and titers – Tetanus, Diphtheria & Pertussis (Tdap), Hepatitis B, MMR (measles, mumps, rubella), varicella, and documentation of immunity or exemption.
- Documentation of an annual TB skin test – positive results will require follow-up.
- Documentation of current CPR certification by the American Heart Association in Basic Life Support for Healthcare Providers.
- Documentation of a clear background check, operations outcome letter, enforcement outcome letter, or eligibility order from the Texas Board of Nursing.
- All conditions for full acceptance must be completed by the first day of class.

Cost of the VN program is approximately \$3700, excluding tuition and fees. This includes the TEAS test fee, liability insurance, books, miscellaneous supplies, uniforms, and costs related to graduation and licensure. The cost of tuition and fees is dependent on residence status. Program costs and tuition and fees are subject to change without notice.

College Readiness Courses (if needed)

Semester I

VNSG 1227	Essentials of Medication Administration
VNSG 1226	Gerontology
VNSG 1133	Growth and Development
VNSG 1160	Clinical – Licensed Practical/Vocational Nurse Training
VNSG 1122	Vocational Nursing Concepts
VNSG 1320	Anatomy and Physiology for Allied Health
VNSG 1402	Applied Nursing Skills I

Semester II

VNSG 1231	Pharmacology
VNSG 1230	Maternal-Neonatal Nursing
VNSG 1234	Pediatrics
VNSG 1409	Nursing in Health and Illness II
VNSG 1360	Clinical – Licensed Practical/Vocational Nurse Training
VNSG 2313	Applied Nursing Skills II

Semester III

VNSG 1238	Mental Illness
VNSG 1119	Leadership and Professional Development
VNSG 1205	NCLEX-PN Review (Capstone Course)
VNSG 1361	Clinical – Licensed Practical/Vocational Nurse Training
VNSG 2410	Nursing in Health and Illness III

Total Semester Hours – 42

PARALEGAL STUDIES

(CIP 22.0302)

Associate of Applied Science

The AAS in Paralegal Studies prepares students for careers as paralegals, assisting lawyers in law offices, corporate or government legal departments, non-profits and legal clinics. It can also serve as the first two (2) years of study toward a Bachelor of Applied Science degree at many colleges and universities. Contact your transfer university for information. This program is excellent preparation for students who plan to attend law school.

Students must earn a grade of “C” or higher in the program capstone course (LGLA 2388) in order to graduate.

The WCJC Paralegal Studies program is approved by the American Bar Association.

“Paralegals may not provide legal services directly to the public, except as permitted by law.”

College Readiness Courses (if needed)

Semester I

ENGL 1301	Composition I
MATH 1314	College Algebra
LGLA 1313	Introduction to Paralegal Studies
LGLA 1303	Legal Research
LGLA 2303	Torts and Personal Injury Law

Semester II

ENGL 1302	Composition II
LGLA 1305	Legal Writing
LGLA 1345	Civil Litigation
LGLA 1359	Immigration Law
Social/Behavioral Sciences (excluding GOVT 2305, GOVT 2306) from the AAS General Education Course List	

Semester III

GOVT 2305	Federal Government
LGLA 1353	Wills, Trusts, and Probate Administration
LGLA 1355	Family Law
LGLA 2307	Law Office Management
Humanities/Fine Arts from the AAS General Education Course List	

Semester IV

GOVT 2306	Texas Government
LGLA 2309	Real Property
LGLA 2313	Criminal Law and Procedure
LGLA 1351	Contracts
LGLA 2388	Internship – Legal Assistant/Paralegal (Capstone Course)

Total Semester Hours – 60

PHYSICAL THERAPIST ASSISTANT

(CIP 51.0806)

Associate of Applied Science

The Physical Therapist Assistant program at WCJC is designed to prepare students in the skills needed to effectively assist physical therapists while working under their supervision. The program includes study in anatomy and physiology, social science, technical physical therapy courses, and practical experience in area health care facilities. Upon successful completion of the 21-month program, graduates are awarded an Associate of Applied Science degree and are eligible to take the national licensing examination.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; [email](mailto:accreditation@apta.org): (accreditation@apta.org); [website](http://www.capteonline.org): (http://www.capteonline.org). To contact the Physical Therapist Assistant program at WCJC directly, please call 979-532-6491 or email the PTA Program Director.

The Physical Therapist Assistant program was granted initial accreditation on April 24, 1991. Currently, accreditation extends from November 9, 2016 through December 31, 2027.

REQUIREMENTS AND PROCEDURES

Consideration for acceptance into the Physical Therapist Assistant (PTA) program is based upon the submission of the following information to the Physical Therapist Assistant department prior to the application deadline which is the **LAST THURSDAY IN MAY**:

1. Completed PTA program application **and** completed application for Admission to WCJC.
2. A transcript from **each** college you have attended.
3. Minimum of 2.5 GPA in co-requisites courses.
4. **“Transcript Evaluation Form”** if you have attended other institutions other than WCJC. The transcript(s) should be evaluated by the transcript analyst in the Office of Admissions and Registration and a copy of the evaluation turned into the PTA program along with your completed application. (**Note: PTA Department will not be responsible for securing transcripts from the WCJC Office of Admissions and Registration.**)
5. Completion of both semesters of Anatomy & Physiology (BIOL 2401 & 2402) prior to admission is highly recommended. Preference will be given to those applicants meeting this recommendation. Completion of BIOL 2401 & 2402 must be current within 10 years.
6. TEAS Test (Test of Essential Academic Skills) Score: The TEAS Test must be taken and scores must be within the last two (2) years prior to the application deadline. The minimum score needed is 70% on Math, 70% on Science, and 70% on Reading Comprehension.
7. Must complete 20 observation hours in a Physical Therapy setting. An observation form is attached to the application and must be completed by the Physical Therapist or Physical Therapist Assistant that was observed.
8. Brief summary of work experience. Admissions points are given to those who have at least six (6) months of medical experience.
9. Attendance at one information session prior to the application deadline is highly recommended. These sessions will be held on the last Tuesday of January, February, March and April from 4-5 pm. Please call the program secretary at 979-532-6491 for an appointment.

The above items should be mailed to Wharton County Junior College, ATTN: Physical Therapist Assistant Program, 911 Boling Highway, Wharton, TX 77488 or delivered in person to the Program Secretary in the Johnson Health Occupations Building, Room J-206.

CRIMINAL BACKGROUND CHECK

Most clinical facilities require that criminal background checks be completed prior to allowing students to participate in clinical training at their facilities. Applicants conditionally accepted into the WCJC Physical Therapist Assistant program will be required to complete a criminal background check. Final acceptance into the program is contingent upon a satisfactory background check, which will be completed by an approved agency. An applicant with an unsatisfactory criminal background check will only be eligible to receive full acceptance and enroll in the PTA program if:

- The applicant has their background check information reviewed by the chief investigator of the Texas Board of Physical Therapy Examiners
- The applicant provides a letter from the Texas Board of Physical Therapy Examiners stating that the applicant would be currently eligible for state licensure

The cost of the criminal background check will be at the applicant's expense. The anticipated cost is approximately \$55.00.

DRUG TESTING

Applicants accepted into the WCJC PTA program will also be required to complete a negative drug screen. Only drug screens conducted through the college-approved agency will be accepted. An applicant with a positive drug screen will not gain acceptance into the program for that application period and all future applications will not be considered for admission into the program. Refusal to submit to a drug screen will result in non-acceptance to the program. The estimated cost of the drug screen is \$50.00. For more information regarding drug testing, contact the PTA Program Director.

IMMUNIZATIONS

The following immunizations are required of all Allied Health students and must be turned into Castle Branch upon request.

- MMR – measles, mumps and rubella
- Varicella
- Hepatitis B
- Tdap booster within past 10 years
- Influenza
- TB skin test

Proof of immunity by way of a titer is required prior to admission to the program.

Deadline for application is the last Thursday in May.

The PTA program has a limited enrollment and admission to the program is on a selective basis. Preference during the selection process is given to those applicants who have college credit with a grade of "C" or higher in the required General Education Courses listed below. Admission to the college (WCJC) does not guarantee admission to the PTA program. Admission is determined by the PTA selection committee. Applicants are notified by email of the committee's decision in early June.

All inquiries, applications, and transcripts must be mailed or delivered in person directly to the Physical Therapist Assistant program.

Physical Therapist Assistant – Required General Education Courses

- BIOL 2401 Anatomy & Physiology I
- BIOL 2402 Anatomy & Physiology II
- ENGL 1301 Composition I
- PSYC 2314 Life Span Growth & Development
- MATH 1314 College Algebra
- Any Humanities/Fine Arts from the AAS General Education Course List

Total Semester Hours – 20

Students must receive a grade of “C” or higher in the required General Education Courses listed above to satisfy graduation requirements of the PTA program.

The curriculum of the PTA program is sequential; therefore, a student must achieve a grade of “C” in each PTA course to progress to the next semester of coursework. Students who do not maintain a “C” average in all PTA courses will be dropped from the program. Re-admission the following year is conditional and contingent upon compliance with the “Re-admission Policy” outlined in the PTA Student Handbook.

ESTIMATED EXPENSES

Tuition and Fees.....	Consult WCJC catalog
Books and Supplies	\$1,150
CPR certification.....	Varies
Uniform and name tag.....	\$200 approximately
Parking (required at some clinics).....	Varies
Travel – students may be required to leave the Wharton area to complete their full-time clinical affiliations, resulting in additional travel and housing costs	Varies
Graduation Cap and Gown.....	\$35 approximately
Criminal Background Check	\$55 approximately
Health Declaration/Physical.....	Varies
Castle Branch for Immunization	\$35 approximately
Drug Screen.....	\$50 approximately
Student Liability Insurance fee**	\$14.50
Student Accident Medical Insurance fee***	\$11.55
Testing Fee for PTHA 2339.....	\$99.00

**Fee added to PTHA 1413 and PTHA 2435 courses

***Fee added to the PTHA 1360 course

Required General Education Courses: Preference given during the selection process for courses completed with a grade of “C” or higher.

- BIOL 2401 Anatomy & Physiology I
- BIOL 2402 Anatomy & Physiology II
- ENGL 1301 Composition I
- PSYC 2314 Lifespan Growth & Development
- MATH 1314 College Algebra

Humanities/Fine Arts from the AAS General Education Course List

Semester I

- PTHA 1409 Introduction to Physical Therapy
- PTHA 1413 Functional Anatomy

Semester II

- PTHA 2301 Essentials of Data Collection
- PTHA 1531 Biophysical Agents
- PTHA 2409 Therapeutic Exercise

Semester III

- PTHA 2205 Neurology

Semester IV

- PTHA 1360 Clinical – Physical Therapist Assistant

Semester V

- PTHA 1321 Pathophysiology for the PTA
- PTHA 2431 Management of Neurological Disorders
- PTHA 2435 Rehabilitation Techniques

Semester VI

- PTHA 2360 Clinical – Physical Therapist Assistant
- PTHA 2460 Clinical – Physical Therapist Assistant
- PTHA 2339 Professional Issues (Capstone Course)

Total Semester Hours – 66

POLICE ACADEMY
Basic Peace Officer Training
(CIP 43.0107)
Level I Certificate

WCJC operates a licensed Police Academy certified by the Texas Commission on Law Enforcement (TCOLE). Students who successfully complete the required training are eligible for the state licensing examination to become a licensed peace officer in the State of Texas.

The Police Academy offers both day and evening classes. Day classes are held at the Wharton campus, 8:00 a.m. – 5:00 p.m. Monday through Friday. Evening classes are held at the Richmond campus, 6:00 p.m. – 10:00 p.m. Monday through Friday. Students must register for all courses as a semester block; courses may not be taken individually. A class average of 80% and a minimum grade of 80 on the exams are required to successfully complete the Basic Peace Officer Certificate Course.

College entrance testing (TSI) is NOT required for entrance into the program.

Applicants must meet the following qualifications prior to enrolling in the WCJC Police Academy:

- Apply and meet all admission requirements to WCJC
- Submit a completed program application to receive the required packet for academy attendance.
- Be a high school graduate or received a GED
- Be 21 years of age to enter the Police Academy.
If you are not 21, you must be 18 years of age and meet one or more of the following requirements:
 - Received a minimum of 60 semester credit hours from an accredited college or university, or
 - Received an associate degree from an accredited college, or
 - Received an Honorable Discharge from the Armed Forces of the United States after two (2) years minimum active duty
- Be a U.S. Citizen
- Possess a valid Texas driver's license
- Have **NEVER** been convicted of a felony offense
- Have **NEVER** been, nor currently on, court-ordered community supervision or probation for a Class B Misdemeanor criminal offense or above within the last 10 years
- Have **NEVER** been convicted for any Class B Misdemeanor criminal offense or above within the last 10 years
- Have **NEVER** been convicted of a Family Violence offense
- Have **NEVER** received a dishonorable discharge, or other discharge, based on misconduct that would bar future military service
- Are NOT currently charged with any criminal offense that would bar licensure as a Peace Officer
- Are not prohibited by state or federal law from possessing firearms or ammunition
- Be examined by the Academy's designated licensed physician within the past 180 days and be declared, in writing:
 - To be physically sound and free from any defects which may adversely affect the performance of duty as a peace officer, reserve peace officer, or jailer, and
 - To show no trace of drug dependency or illegal drug use after a physical examination, blood test, or other medical test
- Be examined by the Academy's designated licensed psychologist or psychiatrist within the past 180 days and declared, in writing, to be in satisfactory psychological and emotional health

- Be of good moral character
- Successfully complete all forms required by the WCJC Police Academy
- Successfully complete a timed physical agility exam:
 - 1½ mile run within 18:30 minutes
 - 15 push-ups in one minute
 - 20 sit-ups in one minute
- Be fingerprinted and pass a criminal background check of local, state, and U.S. national records/fingerprint files
- Must have all components of the application completed and submitted by the deadline to be processed for admission to the academy

**Wharton Campus
Summer Start**

Semester I	
CJLE 1506	Basic Peace Officer I
Semester II	
CJLE 1512	Basic Peace Officer II
CJLE 1518	Basic Peace Officer III (Capstone Course)
CJLE 1524	Basic Peace Officer IV
CJLE 1429	Basic Peace Officer V

Total Semester Hours – 24

**Wharton Campus
Spring Start**

Semester I	
CJLE 1506	Basic Peace Officer I
CJLE 1512	Basic Peace Officer II
CJLE 1518	Basic Peace Officer III (Capstone Course)
CJLE 1524	Basic Peace Officer IV
Semester II	
CJLE 1429	Basic Peace Officer V

Total Semester Hours – 24

**Richmond Campus
Night Class**

Semester I	
CJLE 1506	Basic Peace Officer I
CJLE 1512	Basic Peace Officer II
Semester II	
CJLE 1518	Basic Peace Officer III (Capstone Course)
CJLE 1524	Basic Peace Officer IV
Semester II	
CJLE 1429	Basic Peace Officer V

Total Semester Hours – 24

PROCESS TECHNOLOGY

(CIP 41.0301)

Level I Certificate

The Level I Certificate in Process Technology is a two-semester certificate designed to provide an introduction to the field of Process Technology. Awardees of the certificate will possess the basic knowledge needed to hold an entry-level position at an industrial plant as a process technician. This certificate is part of the Process Technology department, which also includes an Associate of Applied Science (AAS) Degree.

This certificate transfers into the AAS degree in Process Technology. The certificate may also be used as an enhancement to provide students additional skills to increase flexibility in employment options.

Semester I		Semester II	
PTAC 1302	Introduction to Process Technology	PTAC 1410	Process Technology I – Equipment
PTAC 2420	Process Technology II – Systems	PTAC 1432	Process Instrumentation I
PTAC 2438	Process Technology III – Operations	PTAC 2446	Process Troubleshooting (Capstone Course)
Total Semester Hours – 23			

PROCESS TECHNOLOGY

(CIP 41.0301)

Associate of Applied Science

Process Technology is designed to prepare students for advanced technology in the area of process operations at petrochemical, refining companies and other industries. Students will be provided with both the academic and technical competencies required by the rapidly changing technology demands of the industry. Students in the program learn theory as well as have hands-on experience.

Classes are offered at the Bay City and Richmond campuses.

College Readiness Courses (if needed)

Semester I

PTAC 1302	Introduction to Process Technology
PTAC 1408	Safety, Health, and Environment I
ENGL 1301	Composition I
COSC 1301	Introduction to Computing
MATH 1314	College Algebra or higher

Semester II

CHEM 1405	Introductory Chemistry I or
CHEM 1411	General Chemistry I
PTAC 1410	Process Technology I – Equipment
PTAC 1432	Process Instrumentation I
Social/Behavioral Sciences from the AAS General Education Course List	

Semester III

PTAC 2314	Principles of Quality
PTAC 2420	Process Technology II – Systems
PTAC 2438	Process Technology III – Operations
CTEC 1401	Applied Petrochemical Technology

Semester IV

PTAC 2446	Process Troubleshooting (Capstone Course)
Humanities/Fine Arts from the AAS General Education Course List	
PTAC 1454*	Industrial Processes or
CTEC 1480	Cooperative Education – Chemical Technology/Technician
SPCH 1311	Introduction to Speech Communication or
SPCH 1315	Public Speaking or
SPCH 1318	Interpersonal Communication

Total Semester Hours – 60

*PTAC 1454 must be completed, if not selected for CTEC 1480, to satisfy degree requirements.

Note: PTAC 2314 (Principles of Quality) may be taken in any semester of the program.

RADIOLOGIC TECHNOLOGY

(CIP 51.0911)

Associate of Applied Science

Consistent with the mission of Wharton County Junior College, the Radiologic Technology program will graduate students with an Associate of Applied Science. The program will afford the opportunity for individual growth, application of knowledge, and articulation to a baccalaureate degree program in the pursuit of continuous knowledge. Upon graduation from the program, the student will have the clinical, problem solving, and communication skills equal to that of an entry-level radiologic technologist, able to meet the needs of our community.

WCJC offers a cooperative program with local hospitals designed to provide understanding, proficiency, and skill in radiologic technology.

The program is accredited by:

- The Joint Review Committee on Education in Radiologic Technologists (JRCERT) – 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-2901. Telephone: 312-704-5300

Graduates may be eligible to sit for the certification exam administered by:

- The American Registry of Radiologic Technologists (ARRT) – 1255 Northland Drive, St. Paul, MN 55120. Telephone: 651-687-0048.

Graduates may be eligible to apply for state licensure through the Texas Medical Board.

The Radiologic Technology (RT) curriculum is a balance of general educational and technical courses, as well as supervised clinical work at local hospitals. These courses provide the student with an opportunity for educational development, as well as occupational competence during the 24-month program.

The Radiologic Technology program has limited enrollment. Applicants, or those seeking further information than what is provided here, should contact the director of the Radiologic Technology program.

ADMISSION REQUIREMENTS AND PROCEDURE

Consideration for acceptance into the Radiologic Technology program is based upon the submission of the following items directly to the Radiologic Technology program:

- 1. Admission to WCJC:**
Students must apply to WCJC through [Apply Texas](http://www.applytexas.org) (www.applytexas.org) and be fully accepted as a student to WCJC by the Radiologic Technology deadline (last Thursday in May).
- 2. Texas Success Initiative (TSI):**
Students must have satisfied all components of Texas Success Initiative (TSI) before application. If you are unsure if you are TSI satisfied, contact the Office of Admissions and Registration.
- 3. Application to Radiologic Technology Program:**
Potential students must complete application for admission to the Radiologic Technology program.
- 4. Transcripts:**
A transcript from each college attended, including WCJC, must be turned in with the Radiology program application. **Students must have unofficial transcripts from each college attended even if other colleges appear on WCJC transcripts.
 - Registrar's Office (official copy)
 - Radiologic Technology program (unofficial copy)

5. **Transcript Evaluation Form:**

If you have attended a college other than WCJC, a transcript evaluation **MUST** be done. This request needs to be submitted prior to the program application deadline. It is highly suggested that the request be submitted one-semester prior to application deadline (fall semester). When the evaluation is complete, it will be emailed to you and a copy forwarded to the Radiologic Technology program. It is the student's responsibility to make sure the program received the evaluation prior to the application deadline.

6. **Pre-requisite Courses and GPA: (Pre-requisite courses required prior to applying)**

BIOL 2401 Anatomy & Physiology I

BIOL 2402 Anatomy & Physiology II

- Applicant must submit proof of completion with the application packet due the last Thursday in May. The course must be a "C" or higher. There is no time frame on the prerequisite courses.

7. **ACT Requirements:**

A copy of your ACT scores with a composite of at least 18 Enhanced taken within the last five (5) years. Preference is given to those who score 20 or higher. The written portion is not a requirement.

8. **Work History:**

Turn in a brief summary of work experience. Admissions points are given to those who have at least six (6) months of medical experience including volunteering.

9. **Age Requirement:**

Applicant must be 18 years old by the first day of school (late August).

10. **Write an Essay for Admission into the Radiologic Technology Program:**

Choose from one of the following topics:

- A. Why Radiology is the career field you have chosen to pursue
- B. Define an adversity you have positively managed
- C. Describe, with specifics, your leadership ability

The essay should contain the following criteria and will be awarded points for complete demonstration of stated criteria.

1. Minimum of one full page with 1" margin top, bottom, and sides, not to exceed two pages in length
2. Times New Roman or Garamond font with 12 point type
3. Reference to Radiologic Technology field with demonstration of research of the field and/or topic
4. Personal statement of interest in imaging regardless of topic selected
5. Paragraphs as appropriate, opening statement, body, and conclusion
6. Name and title of paper in header

11. **Form signed: (Forms can be found in the application packet)**

- Essential Abilities of a Radiography (Technical Standards)
- ARRT Eligibility Form

12. **Proof of Medical Insurance:**

- Applicants must show proof of medical insurance as a condition of full acceptance to the program.

13. **Hepatitis B Requirement:**

Applicants must show proof of completion of the Hepatitis B vaccine series or serologic confirmation of immunity to Hepatitis B virus as a condition of full acceptance to the program.

- If you have never had the Hepatitis B series, it will take six (6) months to complete. You must start the first shot no later than February 1st and the entire series must be completed

prior to the first day of class (late August). The student will be required to get a titer (antibody titer not antigen) to show proof of immunity.

- If you had the Hepatitis B series as a child, it is recommended that you have the Hepatitis B titer (antibody not antigen) drawn to check the status of immunity. If the titer comes back negative, the applicant must re-start the series and have another titer drawn two (2) months after the last immunization.

14. Information Session:

Attend an information session prior to May deadline. These sessions will be by appointment only beginning in January of each year. Please call 979-532-6391 and speak to the program secretary for details.

Due to the number of applicants and a limited number of seats available, admission to the program is very competitive and meeting all of the criteria does not guarantee anyone admission to the program. Applicants should submit all necessary information on or before the last Thursday in **May**.

Prior to the stated deadline, applicants are encouraged to follow-up with the Radiology program secretary to determine if their application is complete.

Preference is given to applicants who have college credit in the following general education courses. Students must receive a grade of “C” or higher in the courses listed to satisfy graduation requirements for the Radiology program.

MATH 1314	College Algebra
ENGL 1301	Composition I
PSYC 2301	General Psychology
Elective	Humanities/Fine Arts from the AAS General Education Course List (Refer to the college catalog under AAS degree requirements for recommended courses)

Students who do not maintain a grade of “C” or higher in each Radiology course will be dropped from the program.

CRIMINAL BACKGROUND CHECKS

Most clinical facilities require that criminal background checks be completed prior to allowing students to participate in clinical training at their facilities. Applicants conditionally accepted into the RT program will be required to complete a criminal background check. Final acceptance into the program is contingent upon a satisfactory background check which will be completed by an approved agency. An applicant with an unsatisfactory criminal background check will not be accepted into the program in the year for which they have applied, but will have the option of completing the following steps and re-applying for the following year:

1. Submit a “Pre-Application Review” with the American Registry of Radiologic Technologists (ARRT), and
2. Receive ARRT verification of eligibility for possible future ARRT certification.
3. Applicants with criminal offenses may not be eligible to sit for the ARRT exam or become licensed in the state of Texas.
4. Applicants with criminal offenses may be rejected by our clinical affiliations and not be allowed to complete clinical rotations. In that event, the student would need to withdraw from the program.
5. Students currently enrolled must inform the Program Director within 30 days of any criminal offense.

Upon completion of the above steps the applicant may make an appointment with the Program Director to discuss clinical options. The clinical site must be willing to accept the applicant for clinical rotations.

The cost of the criminal background check will be at the applicant’s expense; anticipated cost is estimated to be \$52.00.

DRUG SCREENING

Applicants conditionally accepted into WCJC Radiologic Technology Program will also be required to complete a drug screen with negative results. Only drug screens conducted through a college-approved agency will be accepted. The estimated cost of the drug screen is \$40.00. For more information regarding the drug screening, contact the Program Director of the RT program.

EXPENSES

Tuition and Fees.....	See Financial Information Section
Books.....	\$1,500 approximately
Uniform	Varies
CPR Course.....	\$30 + book
Liability Insurance	\$20 per year approximately
Physical Examination/Immunizations.....	Varies according to individual physician’s fees and lab fees
Transportation Cost	Varies according to clinical site
Criminal Background Check	\$52 approximately
Drug Screen.....	\$40 approximately
TMB License	\$80
ARRT Exam	\$200
RAD Review.....	\$100
Tablet	Varies according to student preference

Capstone Experience: During the last semester of the program, the capstone experience consists of a total body competency exam that tests the student’s psychomotor skills and a mock registry exam that measures cognitive skills. Students are then allowed to sit for the American Registry of Radiologic Technologists examination.

The Radiologic Technology degree plan below is a sample schedule assuming no previously completed course work.

Pre-Requisite Courses: Courses must be completed prior to application.

BIOL 2401 Anatomy & Physiology I

BIOL 2402 Anatomy & Physiology II

Required General Education Courses: Preference given during the selection process for courses completed with a grade of “C” or higher.

ENGL 1301 Composition I

PSYC 2301 General Psychology

MATH 1314 College Algebra

Humanities/Fine Arts from the AAS General Education Course List

Semester I

RADR 1409 Introduction to Radiology and Patient Care
RADR 1411 Basic Radiographic Procedures
RADR 1166 Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer

Semester II

RADR 2401 Intermediate Radiographic Procedures
RADR 1313 Principles of Radiographic Imaging I
RADR 1266 Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer

Semester III

RADR 2205 Principles of Radiographic Imaging II
RADR 1267 Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer

Semester IV

RADR 2309 Radiographic Imaging Equipment
RADR 2117 Radiographic Pathology
RADR 2331 Advanced Radiographic Procedures
RADR 2266 Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer

Semester V

RADR 2333 Advanced Medical Imaging
RADR 2313 Radiation Biology and Protection
RADR 2366 Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer
PSYC 2301 General Psychology

Semester VI

RADR 2235 Radiologic Technology Seminar (Capstone Course)
RADR 2267 Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer

Total Semester Hours – 64

WELDING TECHNOLOGY
Combination and Pipe Welding
(CIP 48.0508)
Level I Certificate

The Welding Technology program is designed to prepare students with in-depth training and skills for entry-level employment in a wide variety of careers as a welder in light or heavy fabrication, construction, and manufacturing. Training focuses on the theory and application to provide essential skills in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW) processes in all positions, using plate and pipe. Students will also gain knowledge in layout and fabrication as well as blueprint reading for welders, safety, and metallurgy. The program is offered at the Wharton campus only.

Successful graduates will complete the program with 19 industry recognized certificates:

- 1) WCJC Combination Welding course completion certificate
- 2) Code Testing: individual destructive testing certifications according to AWS D1.1 and ASME for fillets, plate, and pipe joints. Administered by a 3rd party CWI
 - (2) Fillet Break Test – WLDG 1418 – SMAW or FCAW
 - (2) Plate Bend Test – WLDG 1457 – SMAW or FCAW – 3G and 4G
 - (2) Pipe Bend Test – WLDG 2453 – SMAW, GTAW or FCAW – both test 6G
- 3) (12) AWS certificates in welding-related topics through the American Welding Society Online Library
 - Science of Non Destructive Testing
 - Welding Safety
 - Welding Fundamentals I
 - Welding Fundamentals II
 - Welding Fundamentals III
 - Welding Symbols
 - Metallurgy I
 - Metallurgy II
 - Fabrication Math I
 - Fabrication Math II
 - Destructive Testing
 - Welding Economics

Entrance Requirements:

- Must apply and meet all admission requirements to WCJC.
- College entrance testing (TSI) is NOT required for acceptance into the program.
- Students will be required to provide their own tools and personal protective equipment.

NOTE: Courses do not have to be taken together as a semester block; they may be registered for individually.

Semester I		Semester III	
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	WLDG 2453	Advanced Pipe Welding (Capstone Course)
WLDG 1413	Introduction to Blueprint Reading for Welders	WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	WLDG 2452	Advanced Flux Cored Arc Welding (FCAW)
Semester II		Total Semester Hours – 40	
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)		
WLDG 1435	Introduction to Pipe Welding		
WLDG 1417	Introduction to Layout and Fabrication		
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)		

Continuing Education

The WCJC Continuing Education Department is designed to provide a wide range of noncredit training and educational opportunities for individuals interested in starting a new career, enhancing current skills, or pursuing licensing/certification requirements.

OVERVIEW

Continuing Education offers a variety of comprehensive training programs that help individuals achieve their goals. The department strives to meet the needs of business and industry by developing and providing customized training courses on campus or onsite. In addition, Youth Programs are designed to engage the community and provide children and parents with enjoyable learning opportunities.

CONTENT AREAS

- Business & Leadership
- Career Training
- Health Careers
- Leisure & Fitness
- Mirror w/Credit Courses
- Online Training
- Public Safety
- Test Preparation
- Water & Wastewater Training

COMMUNITY SERVICES

- Customized Corporate Training
- Workforce Upskilling and Grants
- Youth Programs

WHAT YOU NEED TO KNOW

One (1) continuing education unit (CEU) is equal to 10 contact hours of successful completion in a continuing education course or program. CEUs are not equivalent to college credit hours; rather, CEUs are used for reporting continuing education activities. CEUs are recognized internationally as a measure of substantial professional education and training.

Tuition and fees are indicated on each course listing and prices are subject to change without notice. Students seeking refunds must submit a written request to the Continuing Education Department at least three (3) full business days prior to the first class day unless an earlier refund date is published. Approved refunds will be processed through the WCJC Business Office.

Continuing Education provides a certificate of completion to students who satisfy the specific attendance requirements and demonstrate proficiency of the learning objectives. Transcripts listing satisfactory completion of CEUs may be requested through the WCJC Office of Admissions and Registration.

REGISTRATION, PAYMENT, AND SCHEDULE

Individuals wanting to register for a Continuing Education course should visit the WCJC Continuing Education Webpage and click on “CE Registration and Schedules”. This page provides instructions and information regarding registration and payment options. Registration must take place at least three (3) business days prior to the first class day unless an earlier registration date is published.

Payment must be made in full at the time of registration and processed by the Business Office. WCJC accepts personal/company/third party checks, credit cards, money orders, and cash. Continuing Education courses do not qualify for financial assistance.

Most CE training programs require an application and acceptance into the program prior to registration. Published application and registration deadlines are posted on the CE Schedule located on the WCJC

Continuing Education Webpage. All applications are processed; however, registration is on a first come, first serve basis and once the class is full, registration will be closed.

Due to the various start dates of CE courses throughout the year, CE registration is an on-going process. If minimum enrollment is not met, a class will be cancelled. Occasionally, extenuating circumstances arise requiring a cancellation or delay in class start date and time. In such cases, WCJC's Continuing Education Department will notify all students by using the information provided at the time of registration. WCJC reserves the right, when necessary, to cancel classes, alter schedules, or substitute instructors. Students are contacted only in the event of a class cancellation or change.

POLICIES

The Continuing Education Department operates under all policies set forth by WCJC in regards to students with disabilities, Family Education Rights and Privacy Act (FERPA), and abides by all student rights, responsibilities, and prohibited behavior and conduct guidelines.

CONTINUING EDUCATION – CUSTOMIZED CORPORATE TRAINING

The Continuing Education Department provides innovative and client-focused training solutions to the workforce of the community and surrounding areas. CE strives to offer programs on a flexible schedule with the ability to deliver training on campus or onsite. Training topics include leadership, employee development, quality and continuous improvement, health and safety, industrial maintenance, language skills, computer skills, and much more.

CONTINUING EDUCATION – MIRROR COURSES

A mirror course provides students who are not seeking a certification or degree with the opportunity to obtain training and master learning objectives covered in a credit course as a noncredit student. Students who mirror a course will earn CEUs and a certificate of completion rather than college credit. Attendance in all class sessions, participation in classroom lecture/discussion, and completion of assignments/assessments are required. Student enrollment will follow the CE registration process and students are not required to submit an Apply Texas application or be TSI (Texas Success Initiative) satisfied. To register for a mirror course, an individual selects the specific course and section then contacts the Continuing Education Department. Please refer to page 27 for information regarding Prior Learning Assessment (PLA) Credit for Mirror Courses.

CONTINUING EDUCATION – ONLINE COURSES AND TRAINING PROGRAMS

The Continuing Education Department, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire entry-level positions for many in-demand occupations.

Six Week Online Enrichment Courses

Instruction provided 100% online
Qualified instructors
Monitored discussion area
User-friendly content
Certificate awarded upon successful completion
Over 400 courses available

For more information, please visit the [ed2go Website](http://www.ed2go.com/wharton) (<http://www.ed2go.com/wharton>)

Career Training Programs

Instruction provided 100% online
Self-paced learning
One-on-one instruction provided
Led by a professional in the field
Financial assistance available
Certificate awarded upon successful completion

For more information, please visit the [ed2go Career Training Program Website](https://careertraining.ed2go.com/wharton) (<https://careertraining.ed2go.com/wharton>)

BILLING AND CODING SPECIALIST (BCS) TRAINING PROGRAM

The Billing and Coding Specialist (BCS) training program provides students with the knowledge and skills needed to perform basic billing and coding functions at hospitals, physician offices, surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities, and even insurance companies and consulting firms. Upon completion of the program, students will be able to gather/review essential patient information, verify required documentation before releasing patient information, audit billing to prevent fraud/abuse, support coding and billing process, assign codes for diagnoses and procedures, submit claims for reimbursement, and coach healthcare providers to achieve optimal reimbursement.

Program Entrance Requirements: Completion of a Billing and Coding Specialist Training Program Application, an unofficial copy of a High School diploma or equivalency (GED or HiSET), a copy of a valid driver's license or government issued ID, and a copy of a social security card.

Materials Needed: Textbooks will be included in the cost of tuition. There are no additional materials needed for this program.

Clinical Information: There is no clinical required for this program.

Certification Information: Upon completion of the program, students may elect to sit for the National Healthcareer Association's (NHA) Billing and Coding Specialist (BCS) examination at an additional cost.

Module 1 (54 contact hours)

MDCA 1009 Anatomy and Physiology with Medical Terminology

Module 2 (93 contact hours)

MDCA 1043 Medical Insurance

Total Contact Hours – 147

CERTIFIED NURSE AIDE (CNA) TRAINING PROGRAM

This program prepares students for an entry-level position as a nursing assistant in a variety of settings such as: nursing homes, hospitals, adult day care centers, personal homes, and assisted living facilities. This program is regulated by Texas Health and Human Services. Students will learn to give direct client care including communication and interpersonal skills, infection control, safety and emergency procedures, the Heimlich maneuver, promoting residents' independence, and respecting the residents' rights. Other topics covered include: personal care skills, basic nursing skills, mental health and social service needs, care of cognitively impaired residents, and basic restorative services. Students can proceed into higher level allied health programs such as ADN, LVN, Physical Therapy Assistant, etc.

Program Entrance Requirements: Completion of a Certified Nurse Aide Training Program Application, an unofficial copy of a High School diploma or equivalency (GED or HiSET), a copy of a valid driver's license or government issued ID, a copy of a social security card, and a copy of a current Basic Life Support (BLS) CPR certification through the American Heart Association (AHA) (this is included in tuition cost of the program; however, if you hold a current BLS CPR card, please contact us).

Required Immunizations: The immunizations listed below are not required by WCJC to attend the college; however, they are required by all clinical facilities in order to attend and successfully complete the program. MMR (proof of two (2) vaccines or blood work showing immunity), Hepatitis B Series (proof of all three (3) vaccines or blood work showing immunity), Varicella (proof of two (2) vaccines or blood work showing immunity), Tetanus (must be within the last 10 years and valid through the whole program), TB Skin Test (must be the skin test or x-ray showing negative and within 60 days of the first day of class), proof of Flu Vaccine (must be from the current flu season) or Vaccine Exemption Letter, and COVID-19 Vaccine. All

immunization records must be received no later than one (1) week prior to the start of class.

Materials Needed: Textbooks will be included in the cost of tuition. Students are responsible for the purchase of scrubs (top and bottom), non-skid shoes, watch with a second hand, and stethoscope.

Clinical Information: A 40-hour clinical is required. Students will be assigned to an approved clinical site and completion of clinical hours will be under the supervision of the instructor. The clinical schedule is Monday-Friday, 7 am to 4 pm with no exceptions or flexibility. No absences are allowed during the week of clinical.

Certification Information: Upon successful completion of both parts of the CNA program, WCJC will recommend each student for state testing. Please be aware that in order to practice as a Certified Nurse Aide in the state of Texas, individuals must successfully pass the state exam. It is the responsibility of the student to register for the state testing through the testing provider. The cost of the exam for this Certified Nurse Aide Training Program is approximately \$125. Please consider the additional cost when applying for the program.

Lecture/Skills Training (66 contact hours)

NURA 1001 Nurse Aide for Health Care

Clinical Training (40 contact hours)

NURA 1060 Clinical Nursing Assistant/Aide

Total Contact Hours – 106

COSMETOLOGY INSTRUCTOR I TRAINING PROGRAM

This professional training course provides 176 contact hours to be counted towards the 500 contact hours needed to obtain a Cosmetology Instructor License in the state of Texas. This course will cover the fundamentals of instruction of cosmetology students. The course content consists of classroom/clinic management, designing teaching methodologies, and implementing lesson plans.

Program Entrance Requirements: Students must be 18 years of age or older to apply and must have and be able to provide proof of a valid Texas Department of Licensing and Regulation (TDLR) cosmetology license and a valid driver's license or government issued ID.

Semester I (176 contact hours)

CSME 1034 Cosmetology Instructor I

Total Contact Hours – 176

COSMETOLOGY INSTRUCTOR II TRAINING PROGRAM

This professional training course provides 165 contact hours to be counted towards the 500 contact hours needed to obtain a Cosmetology Instructor License in the state of Texas. This course is a continuation of the fundamentals of instruction of cosmetology students. The course content consists of classroom/clinic management, designing teaching methodologies, and implementing lesson plans.

Program Entrance Requirements: Students must be 18 years of age or older to apply and must have and be able to provide proof of a valid Texas Department of Licensing and Regulation (TDLR) cosmetology license and a valid driver's license or government issued ID.

Semester II (165 contact hours)

CSME 2014 Cosmetology Instructor II

Total Contact Hours – 165

COSMETOLOGY INSTRUCTOR III TRAINING PROGRAM

This professional training course provides 160 contact hours to be counted towards the 500 contact hours needed to obtain a Cosmetology Instructor License in the state of Texas. This course is a presentation of lesson plan assignments and evaluation techniques. The course content consists of developing and presenting lesson plans and the use of multi-media technology. Students will present evaluation techniques used in a cosmetology program.

Program Entrance Requirements: Students must be 18 years of age or older to apply and must have and be able to provide proof of a valid Texas Department of Licensing and Regulation (TDLR) cosmetology license and a valid driver's license or government issued ID.

Semester III (160 contact hours)

CSME 2049 Cosmetology Instructor III

Total Contact Hours – 160

MEDICAL ADMINISTRATIVE ASSISTANT (MAA) TRAINING PROGRAM

The office skills required to work in a medical or physician's office are quite different from other clerical jobs. This comprehensive program is designed to teach students the information and skills necessary to gain employment in a medical office setting (e.g., physician's office, dental office, therapy clinic, chiropractic clinic, etc.). Topics covered in this program include anatomy, medical terminology, medical office procedures, administrative support, and basic diagnostic coding using the ICD-10-CM classification system. In many offices, the MOS is the first person that patients come in contact with; therefore, students will learn interpersonal, communication, and customer service skills to help provide a positive experience for patients thus build and maintain a loyal patient base. Resume writing and interview techniques are also built into the course.

Program Entrance Requirements: Completion of a Medical Administrative Assistant Training Program Application, an unofficial copy of a High School diploma or equivalency (GED or HiSET), a copy of a valid driver's license or government issued ID, and a copy of a social security card.

Materials Needed: Textbooks will be included in the cost of tuition. There are no additional materials needed for this program.

Clinical Information: There is no clinical required for this program.

Certification Information: Upon completion of the program, students may elect to sit for the National Healthcareer Association's (NHA) Certified Medical Administrative Assistant (CMAA) examination at an additional cost.

Module 1 (54 contact hours)

MDCA 1009 Anatomy and Physiology with
Medical Terminology

Module 2 (33 contact hours)

POFM 1006 Basic Administrative Procedures

Module 3 (60 contact hours)

POFM 1017 Advanced Administrative
Procedures

Module 4 (54 contact hours)

POFM 1000 Basic Coding

Total Contact Hours – 201

MEDICAL ASSISTANT TRAINING PROGRAM

This comprehensive program is designed to provide students with the skills and procedures necessary to become an effective Medical Assistant. This program prepares students to perform various administrative duties, including answering telephones, greeting patients, updating and filing patient medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and coding. Other topics include: taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, assisting during diagnostic examinations, collecting and preparing laboratory specimens or performing basic laboratory tests onsite, disposing of contaminated supplies, and sterilizing medical instruments. Students will be instructed on how to inform patients about medications and special diets, prepare and administer medications as directed, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for X-rays, perform electrocardiograms, remove sutures, and change dressings.

Program Entrance Requirements: Completion of a Medical Assistant Training Program Application, an unofficial copy of a High School diploma or equivalency (GED or HiSET), a copy of a valid driver's license or government issued ID, a copy of a social security card, and a copy of a current Basic Life Support CPR Certification through the American Heart Association.

Required Immunizations: The immunizations listed below are not required by WCJC to attend the college; however, they are required by all clinical facilities in order to attend and successfully complete the program. MMR (proof of two (2) vaccines or blood work showing immunity), Hepatitis B Series (proof of all three (3) vaccines or blood work showing immunity), Varicella (proof of two (2) vaccines or blood work showing immunity), Tetanus (must be within the

last 10 years and valid through the whole program), TB Skin Test (must be the skin test or x-ray showing negative and within 60 days of the first day of class), proof of Flu Vaccine (must be from the current flu season) or Vaccine Exemption Letter, and COVID-19 Vaccine. All immunization records must be received no later than one (1) week prior to the start of the program.

Materials Needed: Textbooks will be included in the cost of tuition. Students are responsible for the purchase of scrubs (top and bottoms), non-skid shoes (tennis shoes are acceptable), watch with a second hand, and stethoscope.

Clinical Information: This program concludes with students completing an 80-hour hands-on clinical rotation. Students will be allowed to choose their own clinical site to complete administrative and clinical tasks in the offices of physicians, hospitals, or other healthcare facilities. Please be aware that addition expenses may arise during clinical rotations.

Certification Information: Upon completion of the program, students may elect to sit for the National Healthcareer Association's (NHA) Certified Clinical Medical Assistant (CCMA) examination at an additional cost.

Module 1 (54 contact hours)

MDCA 1009 Anatomy and Physiology with Medical Terminology

Module 2 (33 contact hours)

POFM 1006 Basic Administrative Procedures

Module 3 (105 contact hours)

MDCA 1017 Procedures in a Clinical Setting

Module 4 (80 contact hours)

MDCA 1060 Clinical – Medical/Clinical Assistant

Total Contact Hours – 272

OFFICE ADMINISTRATION (OA) TRAINING PROGRAM

This comprehensive program is designed to prepare students to enter the workforce in an office setting. The program will begin with an overview of basic computer skills including keyboarding, filing, and navigation. Students will then be exposed to various Microsoft Office software products and their uses in the business world. Students will also receive instruction on general office procedures. Topics covered include, but are not limited to, records management, banking and accounting, time management, customer service, communication, organization, filing, and the use of general office equipment.

Materials Needed: Students will be required to purchase textbooks prior to the first day of class. For textbook information, please visit the WCJC website.

Module 1 (24 contact hours)

ITSC 1022 Introduction to Computer Applications in Business

Module 2 (48 contact hours)

POFT 1009 Administrative Office Procedures I

Total Contact Hours – 72

PHARMACY TECHNICIAN TRAINING PROGRAM

A Pharmacy Technician is a health care provider who performs pharmacy-related functions in a variety of locations. Individuals trained in this field typically find employment in community, retail, and hospital pharmacies; however, Pharmacy Technicians are also able to work for long-term care facilities, pharmaceutical manufacturers, third-party insurance companies, computer software companies, and in government-related jobs. Duties performed as a Pharmacy Technician include dispensing prescription requests for doctor offices and insurance companies, and processing payment for medications. To prepare students for certification, this course will cover topics such as pharmaceutical calculations, state and federal laws, IV admixture, prepackaging, inventory control, pharmacy terminology, pharmacology, computer applications, and the practice of pharmacy.

Program Entrance Requirements: Completion of Pharmacy Technician Training Program Application, an unofficial copy of a High School diploma or equivalency (GED or HiSET), a copy of a valid driver's license or government issued ID, and a copy of a social security card.

Materials Needed: Online only textbooks will be included in the cost of tuition (students must have access to a computer for homework and to study). There are no additional materials needed for this program.

Clinical Information: There is no clinical required for this program.

Certification Information: Upon completion of the program, students are encouraged to sit for the Pharmacy Technician (ExCPT) Certification exam through the Pharmacy Technician Certification Board or the Pharmacy Technician (CPhT) Certification exam through the National Healthcareer Association (NHA) at an additional cost.

Module 1 (42 contact hours)

PHRA 1001 Introduction Pharmacy

Module 2 (66 contact hours)

PHRA 1041 Pharmacy Drug Therapy and Treatment

Module 3 (66 contact hours)

PHRA 1013 Community Pharmacy Practice

Total Contact Hours – 174

PHLEBOTOMY TECHNICIAN TRAINING PROGRAM

This training program allows students to acquire the skill necessary to perform a variety of blood collection methods using proper techniques and standard precautions. Students will learn how to properly identify the patient, interpret tests requested on requisitions, accurately explain the procedure to the patient, prepare patients accordingly, perform skin/vein punctures, draw blood into correct tubes with the proper additives, affix tubes with electronically printed labels, instruct patients on post-puncture care, restore hemostasis of the puncture site, and deliver specimens to a laboratory. Emphasis is placed on infection prevention, practicing standard and universal precautions, proper specimen handling, and quality control; however, topics such as professionalism, ethics, and some medical terminology will also be covered.

Program Entrance Requirements: Completion of a Phlebotomy Technician Training Program Application, an unofficial copy of a High School diploma or equivalency (GED or HiSET), a copy of a valid driver's license or government issued ID, and a copy of a social security card.

Required Immunizations: The immunizations listed below are not required by WCJC to attend the college; however, they are required by all clinical facilities in order to attend and successfully complete the program. MMR (proof of two (2) vaccines or blood work showing immunity), Hepatitis B Series (proof of all three (3) vaccines or blood work showing immunity), Varicella (proof of two (2) vaccines or blood work showing immunity), Tetanus (must be within the last 10 years and valid through the whole program), TB Skin Test (must be skin test or x-ray showing negative and within 60 days of the first day of class), proof of Flu Vaccine (must be from the current flu season) or Vaccine Exemption Letter, and COVID 19 Vaccine. All immunization records must be received no later than one (1) week prior to the start of the program.

Materials Needed: Textbooks will be included in the cost of tuition. Students are responsible for the purchase of scrubs (top and bottom) and non-skid shoes (tennis shoes are acceptable).

Clinical Information: This program requires 120 hours of supervised work-based instruction through clinical rotations where students refine skills in drawing blood from patients for clinical or medical testing, transfusions, donations, or research. Clinical assignments are determined during the lecture/skills training portion of the program and will begin once that portion of the program ends. Clinical sites are decided by the college and cannot be changed. Clinical schedules are set by the clinical site and cannot be altered once assigned. Please be aware that additional expenses may arise during clinical rotations at the student's expense.

Certification Information: Upon completion of the program, students may elect to sit for the American Society of Clinical Pathology's (ASCP) Phlebotomy Technician Certification (PBT) examination or National Healthcareer Association's (NHA) Phlebotomy Technician Certification (CPT) examination at an additional cost.

Lecture/Skills Training (54 contact hours)

PLAB 1023 Phlebotomy

Clinical Training (120 contact hours)

PLAB 1060 Clinical-Phlebotomy/
Phlebotomist

Total Contact Hours – 174

WATER & WASTEWATER TRAINING COURSES

The Continuing Education Department is approved by the Texas Commission on Environmental Quality (TCEQ) to offer the courses listed below. The content and curriculum of these courses are mandated and approved by the TCEQ.

Entrance Requirements: Students must complete, sign, and submit the Student Understanding of Responsibility and Ineligibility for License Acknowledgement forms, prior to registration.

Materials Needed: TCEQ approved manuals are included in the cost of tuition and will be provided to each student on the first day of class.

Certification Information: Upon completion of these courses, students are encouraged to apply for the corresponding licensing examination through the Texas Commission on Environmental Quality (TCEQ) at an additional cost. Wharton County Junior College Richmond Campus Testing Center is an approved testing facility for TCEQ.

Basic Wastewater Operation – TCEQ #0059 (20 contact hours)

EPCT 1025 Basic Wastewater Operations

The Basic Wastewater Operations course provides participants with an introduction to wastewater collection and treatment along with a brief review of the water cycle. The course covers sources and pretreatment of domestic waste as well as characteristics of wastewater. Experienced trainers guide the class through best practices and related standards utilizing classroom discussion to cover all associated laws specific to wastewater. Upon completion of this course, trainees will be able to understand the laws associated with wastewater treatment, identify the functions of a simple wastewater treatment plant, explain the importance of safety in the wastewater treatment process, and understand the importance of and identify the steps in the pretreatment process of domestic water.

Basic Water Works Operation – TCEQ #0092 (20 contact hours)

EPCT 1015 Basic Water Works Operation

The Basic Water Works Operations course focuses on the relationship between safe drinking water and the important role played by water operators in maintaining both adequate and safe drinking water supplies. During the course, participants receive an overview of the water cycle coupled with the unique responsibilities of water system personnel. In addition to these topics, students are provided information specific to the importance of regulation and licensing within the water utility industry as a means of protecting the public's health, safety, and welfare. Upon completion of the class, trainees will be able to identify and explain the water cycle, understand and perform the operations of basic water production, and exhibit safety in all aspects of water production and handling.

Chlorinator Maintenance – TCEQ #0124 (20 contact hours)

EPCT 1092 Special Topics in Water/
Wastewater

The Chlorinator Maintenance course includes content on widely used safety practices for all types of chlorine as well as the proper operation and maintenance of chlorinators. During the course, participants learn both common terminology and basic properties of chlorine, as well as its purpose, and use safety, principles, and troubleshooting for multiple systems. Upon completion of the course trainees will be able to follow common chlorine testing procedures, identify and list characteristics of chlorine, identify the parts of a chlorinator system, and perform cleaning, troubleshooting, repairs, and maintenance.

**Customer Service Inspections (CSI) – TCEQ #0173
(16 contact hours)**

EPCT 1092 Special Topics in Water/
Wastewater

This course is designed for employees who will begin performing Customer Service Inspections as they apply to TCEQ standards. A customer service inspection is an examination of the private water distribution facility for the purpose of providing or denying water service. The inspection is limited to the identification and prevention of cross-connections, potential contaminant hazards, and illegal lead materials. Customer service inspections are completed before providing continuous water service to new construction, on any existing service where there is reason to believe that cross-connections or other potential contaminant hazards exist, or after any material improvement, correction, or addition to private water distribution facilities. Upon completion of this course, trainees will be able to understand the federal, state, and local laws and rules for inspection; perform methods of backflow prevention, cross-connection control, and lead testing; and perform appropriate record keeping for this task.

**Ground Water Production – TCEQ #0223
(20 contact hours)**

EPCT 2007 Ground Water Production

The Groundwater Production course introduces participants to the origins and sources of groundwater, its physical and chemical characteristics as well as treatment protocols. In addition to these topics, students will discuss considerations for well location, construction issues, and factors related to spring-fed systems versus aquifers. Upon completion of this course trainees will be able to identify characteristics, sources, and origins of groundwater; apply location considerations when constructing a water well site; troubleshoot, repair, and maintain a water well system; and explain and perform the operations of treating, storing, and distributing groundwater.

**Math for Operators – TCEQ #0067
(10 contact hours)**

TECM 1013 Occupational Math

This course provides participants with simple and consistent math principles specific to water industry calculations. During training, students review basic concepts necessary to ensure their success with assigned operational exercises. Upon completion of this course, trainees will be able to calculate dosage in pounds; calculate pressure, volume, normality, and capacity; and learn and use the equation to calculate the velocity of water flow.

**Pump and Motor Maintenance – TCEQ #0396
(20 contact hours)**

EPCT 1092 Special Topics in Water/
Wastewater

This course provides students with hands-on training opportunities designed to help each trainee learn more about planning, scheduling and budgeting maintenance for pump and motor equipment. Additionally, the instructor will provide lessons on the installation pumps, pump and motor types, lubricants, and related pump and motor safety practices. Upon completion of the course employees will be able to plan for and schedule routine maintenance work, identify various types of lubrications and conduct proper lubrication methods, and identify, repair, and maintain the parts of a pump such as the bearings, motors, seals, gaskets, and power transmissions.

**Surface Water Production I – TCEQ #0942
(24 contact hours)**

EPCT 2001 Surface Water Production

This course utilizes industry professionals to provide information specific to water treatment for public consumption approved by the Texas Commission on Environmental Quality (TCEQ). Training provided covers water taste and odor considerations, iron and manganese removal, and special water treatment processes. Participants also receive information necessary to become familiar with filtration principles, to include filter types, media, operation, and maintenance. Upon completion of this course, trainees will be able to understand the importance of pretreatment for consumer water, understand and perform filter operations and maintenance, and identify techniques for disinfection.

**Surface Water Production II – TCEQ #0954
(20 contact hours)**

EPCT 2001 Surface Water Production

The Surface Water II course provides participants with in-depth problem-solving opportunities specific to the five steps of production: mixing, flocculation, coagulation, sedimentation, filtration, and disinfection. Through highly qualified and licensed instructors, participants will expand their understanding of the chemistry involved in the disinfection of water and special treatment processes for taste and odor, water stabilization, and the associated issues related to the Surface Water Treatment Rule. Upon completion of this course, trainees will be able to apply specialty methods of filtration, perform special treatment processes, and identify and perform special methods of disinfection.

**Wastewater Collection – TCEQ #0080
(20 contact hours)**

EPCT 2021 Wastewater Collection

The Wastewater Collection course covers practical aspects of operating and maintaining a wastewater collection system. During the training, participants are provided information about wastewater operator licensing and collection system designs. Participants will learn safety procedures for inspection, proper testing of collection systems, inspection of manholes, and underground repair. Upon completion of the course, trainees will be able to design a water collection system; properly operate and maintain a water collection system; identify and perform safety procedures in inspection, collection, and testing of water; and perform mathematical equations as they relate to the water collection process.

**Wastewater Treatment – TCEQ #0437
(20 contact hours)**

EPCT 2050 Wastewater Treatment

The Wastewater Treatment course covers practical aspects of operating and maintaining wastewater treatment plants, emphasizing the use of safe practices and procedures. In addition to the information provided about state requirements, participants will learn about the composition and characteristics of wastewater, secondary treatment processes, disinfection of wastewater, and laboratory controls. Upon completion of the course, trainees will be able to identify various plant operations, explain maintenance of plant operations, analyze control options for solids handling and disposal, and explain wastewater reclamation methods.

**Water Distribution – TCEQ #0605
(20 contact hours)**

EPCT 2020 Water Distribution

The Water Distribution course provides students with training approved by the Texas Commission on Environmental Quality (TCEQ) from industry professionals ranging from water distribution system hydraulics, mains, and valves to hydrants, pumps, motors, and maintenance issues associated with overall water systems. Participants also receive a refresher on water distribution systems, sources, and specific characteristics of water. Upon completion of this course, trainees will be able to identify sources and characteristics of water, understand and properly maintain valves and hydrants, and construct and maintain a water distribution system including hydraulics, pumps, motors, and mains.

**Water Utility Calculations – TCEQ #0108
(20 contact hours)**

EPCT 2025 Water Utility Calculations

The Water Utilities Calculations course provides participants with fundamentals surrounding the determination of flow level formulas, area and volume calculations, as well as water and wastewater treatment plant calculations. During the course, students are led through the basic steps required to determine these calculations and apply each to an overall system protocol linked to best practices reporting. Upon completion of this course, trainees will be able to perform basic functions in fundamental arithmetic, properly calculate flow, and perform calculations as they relate to water treatment plants.

**Water Utilities Safety – TCEQ #0426
(20 contact hours)**

EPCT 1030 Water Utilities Safety

The Water Utilities Safety course provides students with important information specific to confined spaces, proper personal protective equipment, and biological and chemical safety issues. Additionally, participants are guided through proper procedures associated with excavating and trenching, electrical safety, work site protection, safe vehicle operation, first aid safety tips, and best practices associated with a successful safety program. Upon completion of this course, trainees will be able to identify and properly use Personal Protective Equipment; safely operate excavating, trenching, backhoe, and loader equipment; conduct chemical handling in a safe manner; and understand the “Right to Know” law.

Course Descriptions

TEXAS COMMON COURSE NUMBERING SYSTEM (TCCNS)

Following each course prefix identifying the subject (e.g. BIOL for Biology), a four-digit number appears, which is a standard statewide number adopted by most colleges and universities in Texas. This numbering system is designed to:

- Identify courses with comparable content and similar competencies expected upon completion of these courses
- Help students identify which courses to complete at one college to meet specific degree requirements at another college
- Facilitate the successful transfer of coursework among colleges and universities in Texas

The TCCNS consists of a uniform set of four-character abbreviations for academic disciplines and four-digit course numbers. In courses identified as ACAD, the first digit of the number reflects the academic level of the course: 1 for freshmen, 2 for sophomore. The second digit reflects the semester-credit hour value of the course; the third and fourth digits represent sequence.

Courses identified as TECH are numbered based on the Guidelines for Instructional Programs in Workforce Education. Course rubrics (prefixes) provide a common set of unique course designations for each occupational discipline where each four-letter rubric identifies a cluster of skills and knowledge to be used in determining both course equivalency and degree applicability for transfer on a statewide basis. The four-digit number after the rubric indicates the general course level (introductory, intermediate, or advanced), the semester credit hour value, and the course type (GIPWE Manual).

The Digital Description is a series of numbers which indicate (a) the number of credit hours, (b)

the number of lecture hours, and (c) the number of lab hours for that course. Examples:

- 4:3:2 – This course carries four semester credit hours and has three class hours a week of lecture and two lab hours a week.
- 3:3:0 – This course carries three credit hours and meets for three lecture hours a week. It has no lab.

FREQUENCY OF COURSE OFFERINGS

The frequency of course offerings is given at the end of many course descriptions. However, the college reserves the right to adjust each semester's schedule in any manner as circumstances warrant.

COURSE TYPE

Courses listed as Academic are generally transferable toward a bachelor's degree. Courses listed as Technical are not expected to transfer. At the end of each course description, the course type will be listed as ACAD or TECH.

ACCOUNTING (ACCT)

ACCT 2301 3:3:0

Principles of Financial Accounting

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

Students will be exposed to International Financial Reporting Standards (IFRS).

Prerequisite: TSI ELAR (Reading and Writing) and Math requirements met

Type: ACAD

ACCT 2302 3:3:0

Principles of Managerial Accounting

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

Prerequisite: ACCT 2301

Type: ACAD

AGRICULTURE (AGRI)

AGRI 1329 3:3:0

Principles of Food Science

Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing, nutritional quality, and quality control.

Prerequisite: None

Type: ACAD

AGRI 1415 4:3:2

Horticulture

Structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, methods ranging from outdoor to controlled climates, nutrition, and pest management.

Prerequisite: None

Type: ACAD

AGRI 1419 4:3:2

Introductory Animal Science

Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock.

Prerequisite: None

Type: ACAD

AGRI 2303 3:2:2

Agricultural Construction

Safety procedures, selection, use, and maintenance of hand and power tools, metal cutting and welding; and construction materials and principles.

Prerequisite: None

Type: ACAD

AGRI 2317 3:3:0

Introduction to Agricultural Economics

Fundamental economic principles and their application in the agricultural industry.

Prerequisite: None

Type: ACAD

AGRI 2330 3:3:0

Wildlife Conservation and Management

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

AIR CONDITIONING, HEATING, REFRIGERATION, AND ELECTRICAL TECHNOLOGY

ELPT 1321 3:2:2

Introduction to Electrical Safety and Tools

Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

Prerequisite: None

Type: TECH

ELPT 1325 3:2:2
National Electrical Code I
An introductory study of the National Electrical 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.
Prerequisite: None
Type: TECH

ELPT 1329 3:1:7
Residential Wiring
Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.
Prerequisite: None
Type: TECH

ELPT 1345 3:1:7
Commercial Wiring
Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.
Prerequisite: ELPT 1321 and ELPT 1325; or Division Chair Approval
Type: TECH

ELPT 1357 3:3:1
Industrial Wiring
Wiring methods used for industrial installations. Includes motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures.
Prerequisite: ELPT 1321 and ELPT 1325; or Division Chair Approval
Type: TECH

ELPT 2305 3:2:4
Motors and Transformers
Operation of single and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.
Prerequisite: ELPT 1321 and ELPT 1325; or Division Chair Approval
Type: TECH

ELPT 2325 3:3:1
National Electrical Code II
In-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring protection and methods, special conditions, and advanced calculations.
Prerequisite: ELPT 1325 or Division Chair Approval
Type: TECH

HART 1301 3:1:7
Basic Electricity for HVAC
(Capstone Course)
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.
Prerequisite: None
Type: TECH

HART 1307 3:1:6
Refrigeration Principles
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.
Prerequisite: None
Type: TECH

HART 1345 3:1:7
Gas and Electric Heating
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.
Prerequisite: HART 1301 and HART 1307; or Division Chair Approval
Type: TECH

HART 1356 3:3:1
EPA Recovery Certification Preparation
Certification training for HVAC refrigerant recovery, recycle, and reclaim. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems.
Prerequisite: None
Type: TECH

HART 2336 3:3:1
Air Conditioning Troubleshooting
 An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.
 Prerequisite: HART 1301 and HART 1307; or Division Chair Approval
 Type: TECH

HART 2349 3:3:1
Heat Pumps
 A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems.
 Prerequisite: HART 1301 and HART 1307; or Division Chair Approval
 Type: TECH

HART 2441 4:2:7
Commercial Air Conditioning
 (Capstone Course)
 A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less.
 Prerequisite: HART 1301 and HART 1307; or Division Chair Approval
 Type: TECH

HART 2442 4:2:7
Commercial Refrigeration
 Theory and practical application in the maintenance of commercial refrigeration, medium and low temperature applications and ice machines.
 Prerequisite: HART 1301 and HART 1307; or Division Chair Approval
 Type: TECH

ANTHROPOLOGY (ANTH)

ANTH 2351 3:3:0
Cultural Anthropology
 Core 080
 The study of human cultures. Topics may include social organization, institutions, diversity, interactions between human groups, and ethics in the discipline.

Prerequisite: TSI ELAR (Reading and Writing) requirement met
 Type: ACAD

ARTS (ARTS)

ARTS 1303 3:3:0
Art History I (Prehistoric to the 14th Century)
 Core 050
 A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.
 Prerequisite: None
 Type: ACAD

ARTS 1304 3:3:0
Art History II (14th Century to the Present)
 Core 050
 A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.
 Prerequisite: None
 Type: ACAD

ARTS 1311 3:2:2
Design I (2-Dimensional)
 An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design.
 Prerequisite: TSI ELAR (Reading and Writing) requirement met
 Type: ACAD

ARTS 1313 3:3:0
Foundations of Art
 Core 050
 Introduction to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. Includes art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth.
 Prerequisite: None
 Type: ACAD

ARTS 1316 3:2:2
Drawing I
 A foundation studio course exploring drawing with emphasis on descriptive, expressive, and conceptual approaches. Students will learn to

see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

ARTS 2316 3:2:2

Painting I

Studio art course that introduces the fundamental principles, materials, and techniques of painting.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

ARTS 2348 3:3:0

Digital Media

Studio art course that introduces the potential of basic digital media manipulation and graphic creation. The course emphasizes still and time-based media.

Prerequisite: None

Type: ACAD

ARTS 2356 3:2:2

Photography I

A studio art course that introduces the technical and conceptual basics of photography as a creative medium.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

ARTS 2366 3:2:2

Watercolor

Studio art course that introduces the fundamental principles, materials, and techniques of watercolor and other water-based media.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

AUTOMOTIVE TECHNOLOGY (AUMT)

AUMT 1301 3:3:0

Introduction and Theory of Automotive Technology

An introductory overview of the automotive service industry including history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and automobile maintenance. Note: Must enroll during the first semester of program.

Prerequisite: None

Type: TECH

AUMT 1310 3:2:4

Automotive Brake Systems

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific.

Prerequisite: Credit for or concurrent enrollment in AUMT 1301

Co-requisite: AUMT 2413; AUMT 2425; and AUMT 2434

Type: TECH

AUMT 1316 3:2:4

Automotive Suspension and Steering Systems (Capstone Course)

Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures, and tire and wheel service. May be taught manufacture specific.

Prerequisite: Credit for AUMT 1301

Co-requisite: AUMT 1345

Type: TECH

AUMT 1345 3:2:4

Automotive Climate Control Systems

Diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific.

Prerequisite: Credit for AUMT 1301
Co-requisite: AUMT 1316
Type: TECH

AUMT 1407 4:3:4

Automotive Electrical Systems

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of, charging and starting systems, and electrical accessories. Emphasis on electrical principles, schematic diagrams and service publications. May be taught manufacturer specific.

Prerequisite: Credit for or concurrent enrollment in AUMT 1301
Co-requisite: AUMT 1419 and AUMT 2417
Type: TECH

AUMT 1419 4:3:4

Automotive Engine Repair

Fundamentals of engine operation, diagnosis, and repair. Emphasis on identification, inspection, measurements, and disassembly, repair and reassembly of the engine. May be taught manufacturer specific.

Prerequisite: Credit for or concurrent enrollment in AUMT 1301
Co-requisite: AUMT 1407 and AUMT 2417
Type: TECH

AUMT 2301 3:3:0

Automotive Management

Study of human and customer relations, and customer satisfaction in the automotive service industry. Emphasis on management and building relationships between the service department and the customer.

Prerequisite: Certificate in Automotive Technology and must be TSI satisfied
Type: TECH

AUMT 2337 3:2:4

Automotive Electronics

Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals and use of electronic test equipment. May be taught manufacturer specific.

Prerequisite: Certificate in Automotive Technology and must be TSI satisfied
Type: TECH

AUMT 2380 3:1:20

**Cooperative Education – Automobile/
Automotive Mechanics Technology/Technician
(Capstone Course)**

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.

Prerequisite: Certificate in Automotive Technology and must be TSI satisfied; Requires assignment by the Program Director
Type: TECH

AUMT 2413 4:3:4

Automotive Drive Train and Axles

A study of automotive clutches, clutch operation devices, manual transmissions/transaxels, and differentials with emphasis on diagnosis and repair. May be taught manufacturer specific.

Prerequisite: Credit for or concurrent enrollment in AUMT 1301
Co-requisite: AUMT 1310; AUMT 2425; and AUMT 2434
Type: TECH

AUMT 2417 4:3:4

Automotive Engine Performance Analysis I

Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer specific.

Prerequisite: Credit for or concurrent enrollment in AUMT 1301
Co-requisite: AUMT 1407 and AUMT 1419
Type: TECH

AUMT 2425 4:3:4

Automatic Transmission and Transaxle

A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions and automatic transaxles.

Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer specific.

Prerequisite: Credit for or concurrent enrollment in AUMT 1301

Co-requisite: AUMT 1310; AUMT 2413; and AUMT 2434

Type: TECH

AUMT 2434 4:3:4

Automotive Engine Performance Analysis II

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.

Prerequisite: Credit for or concurrent enrollment in AUMT 1301

Co-requisite: AUMT 1310; AUMT 2413; and AUMT 2425

Type: TECH

BIOLOGY (BIOL)

BIOL 1322 3:3:0

Nutrition & Diet Therapy

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

BIOL 1406 4:3:2

General Biology I

Core 030

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratory

activities will reinforce these concepts. (also called Biology for Science Majors I)

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

BIOL 1407 4:3:2

General Biology II

Core 030

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce these concepts. (also called Biology for Science Majors II)

Prerequisite: TSI ELAR (Reading and Writing) requirement met; BIOL 1406 is recommended

Type: ACAD

BIOL 2401 4:3:2

Anatomy & Physiology I

Core 030

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

BIOL 2402 4:3:2

Anatomy & Physiology II

Core 030

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory,

digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

Prerequisite: TSI ELAR (Reading and Writing) requirement met; BIOL 2401 with a grade of "C" or higher
 Type: ACAD

BIOL 2420 4:3:2

Microbiology

Core 030

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. The lab component of the course also covers basics of culture and identification of bacteria and microbial ecology.

Prerequisite: TSI ELAR (Reading and Writing) requirement met; BIOL 1406 or BIOL 2401 with a grade of "C" or higher
 Type: ACAD

BUSINESS (BUSI)

BUSI 1301 3:3:0

Business Principles

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students

will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

Prerequisite: TSI ELAR (Reading and Writing) requirement met
 Type: ACAD

BUSI 2301 3:3:0

Business Law

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

Prerequisite: TSI ELAR (Reading and Writing) requirement met
 Type: ACAD

BUSI 2304 3:3:0

Business Report Writing & Correspondence (Capstone Course)

Theory and applications for technical reports and correspondence in business.

Prerequisite: TSI ELAR (Reading and Writing) requirement met and POFT 1301 or ENGL 1301

Type: ACAD

BUSI 2305 3:3:0

Business Statistics

Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation

and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. (BUSI 2305 is included in the Business Field of Study.)

Prerequisite: MATH 1324 or MATH 1314
College Algebra; BCIS 1305

Type: ACAD

BUSINESS OFFICE TECHNOLOGY

ACNT 1303 3:2:2

Introduction to Accounting I

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.

Prerequisite: None

Type: TECH

ACNT 1411 4:2:4

Introduction to Computerized Accounting

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

Prerequisite: ACNT 1303 or concurrent enrollment

Type: TECH

ACNT 1429 4:2:4

Payroll and Business Tax Accounting (Capstone Course)

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. This is the capstone course for the Payroll Specialist certificate.

Prerequisite: ACNT 1303

Type: TECH

MRKG 1301 3:3:0

Customer Relationship Management (Capstone Course)

General principles of customer relationship management including skills, knowledge, attitudes, and behaviors. This is the capstone course for the Administrative Assistant certificate.

Prerequisite: None

Type: TECH

PBAD 2339 3:3:0

Human Resource Management in the Public Sector

Examination of human resource management in the public sector with an emphasis on civil service, merit systems, and labor law. Topics include recruiting, selecting, training, compensating, and appraising employees.

Prerequisite: None

Type: TECH

POFI 1301 3:2:2

Computer Applications I

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures.

Prerequisite: None

Type: TECH

POFI 1349 3:2:2

Spreadsheets

Skill development in concepts, procedures, and application of spreadsheets (Microsoft Office Excel) for business.

Prerequisite: None

Type: TECH

POFI 2401 4:2:4

Word Processing

Word processing software (Microsoft Office Word) focusing on business applications.

Prerequisite: None

Type: TECH

POFT 1301 3:3:0

Business English

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Prerequisite: None

Type: TECH

POFT 1309 3:3:0

Administrative Office Procedures I

(Capstone Course)

Study of current office procedures, duties, and responsibilities applicable to an office environment. This is the capstone course for the Office Specialist certificate.

Prerequisite: None
Type: TECH

POFT 1321 3:3:0

Business Math

Fundamentals of business mathematics including analytical and critical thinking skills.

Prerequisite: None
Type: TECH

POFT 1413 4:3:2

Professional Workforce Preparation

Preparation for career success including ethics, interpersonal relations, professional attire, advancement, and job shadowing.

Prerequisite: POFT 1309
Type: TECH

CHEMISTRY (CHEM)

CHEM 1405 4:3:2

Introductory Chemistry I

Core 030

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. Laboratory activities will reinforce lecture topics.

Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0307 or ENGL 1301/NCBI 0300

Type: ACAD

CHEM 1411 4:3:3

General Chemistry I

Core 030

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; includes introduction of the scientific method,

experimental design, data collection and analysis, and preparation of laboratory reports.

Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0307 or ENGL 1301/NCBI 0300; MATH 1314 College Algebra or equivalent academic preparation; High school chemistry is strongly recommended

Type: ACAD

CHEM 1412 4:3:3

General Chemistry II

Core 030

Continuation of CHEM 1411. Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in lecture; including introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports.

Prerequisite: Successful completion of Chemistry 1411 with a grade of "C" or higher

Type: ACAD

CHEM 2423 4:3:4

Organic Chemistry I

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Topics include the study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities will reinforce these principles and include methods for the purification and identification of organic compounds. This course is intended for students in the science or pre-professional programs.

Prerequisite: CHEM 1412 with a grade of "C" or higher

Type: ACAD

CHEM 2425 4:3:4

Organic Chemistry II

Continuation of CHEM 2423. Advanced principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Topics include the study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities will reinforce these principles. This course is intended for students in science or pre-professional programs.

Prerequisite: CHEM 2423 with a grade of "C" or higher

Type: ACAD

COMPUTER SCIENCE

BCIS 1305 3:2:2

Business Computer Applications

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

Prerequisite: None

Type: ACAD

COSC 1301 3:2:2

Introduction to Computing

Overview of computer systems-hardware, operating systems, the Internet, and application software, including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This

course is not intended to count toward a student's major field of study in business or computer science.

Prerequisite: None

Type: ACAD

COSC 1436 4:3:2

Programming Fundamentals I

This course introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

Prerequisite: TSI ELAR (Reading and Writing) and Math requirements met

Type: ACAD

COSC 1437 4:3:2

Programming Fundamentals II

This course focuses on the object-orientated programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-orientated design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software.

Prerequisite: COSC 1436

Type: ACAD

COSC 2425 4:3:2

Computer Organization

The organization of computer systems is introduced using assembly language. Topics include basic concepts of computer architecture and organization, memory hierarchy, data types, computer arithmetic, control structures, interrupt handling, instruction sets, performance metrics, and the mechanics of testing and debugging computer systems. Embedded systems and device interfacing are introduced.

Prerequisite: COSC 1436

Type: ACAD

COSC 2436 4:3:2
Programming Fundamentals III
 Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), searching, sorting, recursion, and algorithmic analysis. Programs will be implemented in an appropriate object-oriented language.
 Prerequisite: COSC 1437
 Type: ACAD

COSMETOLOGY (CSME)

CSME 1248 2:2:0
Principles of Skin Care
 An introduction of the theory and practice of skin care.
 Prerequisite: Open only to students admitted to the Cosmetology program
 Type: TECH

CSME 1401 4:3:4
Orientation to Cosmetology
 An overview of the skills and knowledge necessary for the field of cosmetology.
 Prerequisite: Open only to students admitted to the Cosmetology program
 Type: TECH

CSME 1405 4:3:4
Fundamentals of Cosmetology
 A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out.
 Prerequisite: Open only to students admitted to the Cosmetology program
 Type: TECH

CSME 1410 4:3:4
Introduction to Hair Cutting and Related Theory
 Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning, and finishing techniques.
 Prerequisite: Open only to students admitted to the Cosmetology program
 Type: TECH

CSME 1431 4:3:4
Principles of Nail Technology I
 A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology.
 Prerequisite: Open only to students admitted to the Cosmetology program
 Type: TECH

CSME 1451 4:3:4
Artistry of Hair, Theory and Practice
 Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design.
 Prerequisite: Open only to students admitted to the Cosmetology program
 Type: TECH

CSME 1453 4:3:4
Chemical Reformation and Related Theory
 Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.
 Prerequisite: Open only to students admitted to the Cosmetology program
 Type: TECH

CSME 2202 2:1:3
Introduction to Application of Hair Color
 Introduction to basic hair color applications including safety and sanitation procedures.
 Prerequisite: Open only to students admitted to the Cosmetology program
 Type: TECH

CSME 2401 4:3:4
The Principles of Hair Coloring and Related Theory
 Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.
 Prerequisite: Open only to students admitted to the Cosmetology program
 Type: TECH

CSME 2439 4:3:4
Advanced Hair Design
 Advanced concepts in the theory and practice of hair design.

Prerequisite: Open only to students admitted to the Cosmetology program

Type: TECH

CSME 2441 4:3:4

Preparation for the State Licensing Examination (Capstone Course)

Preparation for the state licensing examination. Demonstrate the skills and knowledge required for completion of the state licensing examination.

Prerequisite: Open only to students admitted to the Cosmetology program

Type: TECH

CRIMINAL JUSTICE (CRIJ)

CRIJ 1301 3:3:0

Introduction to Criminal Justice

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

CRIJ 1306 3:3:0

Court Systems and Practices

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

CRIJ 1307 3:3:0

Crime in America

Core 080

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

CRIJ 1310 3:3:0

Fundamentals of Criminal Law

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

CRIJ 2301 3:3:0

Community Resources in Corrections

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

CRIJ 2313 3:3:0

Correctional Systems and Practices

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

CRIJ 2314 3:3:0

Criminal Investigation

Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, uses of forensic sciences, case and trial preparation.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

CRIJ 2323 3:3:0
Legal Aspects of Law Enforcement
 Police authority; responsibilities; constitutional constraints; laws of arrest, search and seizure; police liability.
 Prerequisite: TSI ELAR (Reading and Writing) requirement met
 Type: ACAD

CRIJ 2328 3:3:0
Police Systems and Practices
 This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.
 Prerequisite: TSI ELAR (Reading and Writing) requirement met
 Type: ACAD

DENTAL HYGIENE (DHYG)

DHYG 1207 2:2:0
General and Dental Nutrition
 General nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health.
 Prerequisite: DHYG 1301; 1311; and 1431 with a grade of "C" or higher
 Type: TECH

DHYG 1219 2:1:3
Dental Materials
 Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry.
 Prerequisite: DHYG 1339; 1304; 1261; 1227; and 1207 with a grade of "C" or higher
 Type: TECH

DHYG 1227 2:2:0
Preventive Dental Hygiene Care
 The role of the dental hygienist as a therapeutic oral health care provider with emphasis on concepts of disease management, health promotion, communication, and behavior modification.

Prerequisite: DHYG 1301; 1311; and 1431 with a grade of "C" or higher
 Type: TECH

DHYG 1235 2:2:0
Pharmacology for the Dental Hygienist
 Classification of drugs and their uses, actions, interactions, side effects, contraindications, with emphasis on dental applications.
 Prerequisite: DHYG 1339; 1304; 1261; 1227; 1219; and 1207 with a grade of "C" or higher
 Type: TECH

DHYG 1261 2:0:11
Clinical – Dental Hygiene/Hygienist
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
 Prerequisite: DHYG 1301; 1311; and 1431; with a grade of "C" or higher
 Type: TECH

DHYG 1301 3:3:1
Orofacial Anatomy, Histology & Embryology
 The histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification.
 Prerequisite: Open only to students admitted to the Dental Hygiene Program
 Type: TECH

DHYG 1304 3:2:3
Dental Radiology
 Fundamentals of oral radiography, including techniques, interpretation, quality assurance, and ethics.
 Prerequisite: DHYG 1301; 1311; and 1431 with a grade of "C" or higher
 Type: TECH

DHYG 1311 3:3:1
Periodontology
 Normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics.

Prerequisite: Open only to students admitted to Dental Hygiene Program
Type: TECH

DHYG 1315 3:3:1
Community Dentistry

The principles and concepts of community public health and dental health education emphasizing community assessment, educational planning, implementation, and evaluation including methods and materials used in teaching dental health education in various community settings.
Prerequisite: DHYG 1339; 1304; 1261; 1227; 1219; and 1207 with a grade of "C" or higher
Type: TECH

DHYG 1339 3:3:0
General and Oral Pathology

Disturbances in human body development, diseases of the body, and disease prevention measures with emphasis on the oral cavity and associated structures.
Prerequisite: DHYG 1301 and 1431 with a grade of "C" or higher
Type: TECH

DHYG 1431 4:2:8
Preclinical Dental Hygiene

Foundational knowledge for performing clinical skills and management of medical emergencies for patients with emphasis on procedures and rationale for performing dental hygiene care. Introduction to ethical principles as they apply to dental hygiene care.
Prerequisite: Open only to students admitted to Dental Hygiene Program
Type: TECH

DHYG 2102 1:0:4
Applied Community Dentistry

Application of principles and concepts of community public health and dental health education emphasizing community assessment, educational planning, implementation and evaluation including methods and materials used in teaching dental health education in various community settings.
Prerequisite: DHYG 1315
Type: Tech

DHYG 2153 1:1:1
Dental Hygiene Practice

Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. Practice setting for the dental hygienist, office operations, preparations for employment, and introduction to the dental team.
Prerequisite: DHYG 2201; 1315; and 1235 with a grade of "C" or higher
Type: TECH

DHYG 2201 2:2:0
Dental Hygiene Care I

Dental hygiene care for the medically or dentally compromised patient including supportive treatment options.
Prerequisite: DHYG 1227; 1261; 1304; 1207; 1219; and 1339 with grade of "C" or higher
Type: TECH

DHYG 2231 2:2:0
Dental Hygiene Care II

(Capstone Course)
A continuation of Dental Hygiene Care I. Dental hygiene care for the medically or dentally compromised patient including supportive treatment.
Prerequisite: DHYG 2201; 1315; and 1235 with grade of "C" or higher
Type: TECH

DHYG 2362 3:0:14
Clinical – Dental Hygiene/Hygienist

A health-related work-based learning experience that enables the student to apply specialized dental hygiene theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: DHYG 1339; 1304; 1261; 1219; 1227; and 1207 with a grade of "C" or higher
Type: TECH

DHYG 2363 3:0:14
Clinical – Dental Hygiene/Hygienist

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct

supervision is provided by the clinical professional.

Prerequisite: DHYG 2362; 2201; 1315; and 1235 with grade of "C" or higher

Type: TECH

DRAMA (DRAM)

DRAM 1120 1:0:4

Theater Practicum I

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

Prerequisite: None

Type: ACAD

DRAM 1121 1:0:4

Theater Practicum II

Practicum in theater with emphasis on technique and procedures with experience gained in play productions.

Prerequisite: DRAM 1120

Type: ACAD

DRAM 1310 3:3:0

Theater Appreciation

Core 050

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.

Prerequisite: None

Type: ACAD

DRAM 1330 3:2:4

Stagecraft I

Study and application of the methods and components of theatrical production that may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

Prerequisite: None

Type: ACAD

DRAM 1341 3:3:0

Stage Makeup

Design and execution of makeup for stage performer. Includes discussion of makeup principles and practical experience of makeup application.

Prerequisite: None

Type: ACAD

DRAM 1351 3:3:0

Acting I

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body, and imagination.

Prerequisite: Division Chair approval

Type: ACAD

DRAM 1352 3:3:0

Acting II

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body, and imagination.

Prerequisite: DRAM 1351 or Division Chair approval

Type: ACAD

DRAM 2120 1:0:4

Theater Practicum III

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

Prerequisite: DRAM 1121

Type: ACAD

DRAM 2121 1:0:4

Theater Practicum IV

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

Prerequisite: DRAM 2120

Type: ACAD

DRAM 2331 3:2:4

Stagecraft II

Continued study and application of the methods and components of theatrical production that may include one or more of the following:

theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

Prerequisite: DRAM 1330

Type: ACAD

DRAM 2366 3:3:0

Film Appreciation

Core 050

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society.

Prerequisite: None

Type: ACAD

EARLY CHILDHOOD DEVELOPMENT

CDEC 1164 1:0:7

Practicum (or Field Experience) Child Development

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

Prerequisite: Must have a GPA of 2.0 or higher and Division Chair approval

Type: TECH

CDEC 1313 3:3:0

Curriculum Resources for Early Childhood Programs

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight.

Prerequisite: None

Type: TECH

CDEC 1319 3:3:0

Child Guidance

An exploration of guidance strategies for promoting pro-social behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences.

Prerequisite: None

Type: TECH

CDEC 1321 3:3:0

The Infant and Toddler

A study of appropriate infant and toddler programs (birth to age 3) including an overview of development, quality routines, learning environments, materials and activities, and teaching/guidance techniques.

Prerequisite: Must be able to pass a criminal history check

Type: TECH

CDEC 1356 3:3:0

Emergent Literacy for Early Childhood

An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight.

Prerequisite: None

Type: TECH

CDEC 1358 3:3:0

Creative Arts for Early Childhood

An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight.

Prerequisite: None

Type: TECH

CDEC 1359 3:3:0

Children with Special Needs

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.

Prerequisite: None

Type: TECH

CDEC 2286 2:0:6

Internship – Child Care Provider/Assistant (Capstone Course)

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. This is the Capstone Course for the AAS degree in Early Childhood/ Child Development.

Prerequisite: Must be in final semester of AAS degree; must have a GPA of 2.0 or higher; and have Division Chair approval

Type: TECH

CDEC 2307 3:3:0

Math and Science for Early Childhood

Exploration of principles, methods, and materials for teaching children math and science concepts and process skills through discovery and play.

Prerequisite: None

Type: TECH

CDEC 2315 3:3:0

Diverse Cultural/Multilingual Education

An overview of diverse cultural and multilingual education including familial relationships, community awareness, diversity, and the needs of each and every child. This is an intermediate level elective course used to satisfy requirements for the AAS degree in Early Childhood.

Prerequisite: Sophomore standing and Division Chair approval

Type: TECH

CDEC 2326 3:2:2

Administration of Programs for Children I (Capstone Course)

Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. This course requires students to complete a number of hours in an external learning environment. Contact the program director for more information. This is the Capstone Course for the Level I Certificate.

Prerequisite: GPA of 2.0 or higher and Division Chair approval

Type: TECH

TECA 1303 3:3:0

Families, School, & Community

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles,

child abuse, and current family life issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences.

Prerequisite: TSI ELAR (Reading and Writing) requirement met; students must pass a criminal history check

Type: ACAD

TECA 1311 3:3:0

Educating Young Children

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes a minimum of 16 hours of field experiences.

Prerequisite: TSI ELAR (Reading and Writing) requirement met; students must pass a criminal history check

Type: ACAD

TECA 1318 3:3:0

Wellness of the Young Child

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and

legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.

Prerequisite: Students must pass a criminal history check

Type: ACAD

TECA 1354 3:3:0

Child Growth & Development

A study of the physical, emotional, social, language, and cognitive factors impacting the growth and development of children through adolescence.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

ECONOMICS (ECON)

ECON 2301 3:3:0

Principles of Macroeconomics

Core 080

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.

Prerequisite: TSI ELAR (Reading and Writing) and Math requirements met

Type: ACAD

ECON 2302 3:3:0

Principles of Microeconomics

Core 080

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.

Prerequisite: TSI ELAR (Reading and Writing) and Math requirements met

Type: ACAD

EDUCATION

EDUC 1100 1:1:0

Learning Framework

Core 090

A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning cognition and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Note: This course is designed for students who have not met their TSI requirements.)

Prerequisite: TSI requirements not met

Co-requisite: Students may not be concurrently enrolled in EDUC 1100 and PSYC 1300; however, when taken non-currently, students can earn credit for both EDUC 1100 and PSYC 1300

Type: ACAD

EDUC 1300 3:3:0

Learning Framework Or PSYC 1300

Core 090

A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic

strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300)

Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0307

Type: ACAD

EDUC 1301 3:3:0

Introduction to the Teaching Profession

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and 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. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; and the course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

Prerequisite: TSI ELAR (Reading and Writing) requirement met and students must pass a criminal history check

Type: ACAD

EDUC 2301 3:3:0

Introduction to Special Populations

An enriched, integrated, pre-service course and content experience that 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.

The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

Prerequisite: EDUC 1301; TSI ELAR (Reading and Writing) requirement met; and students must pass a criminal history check

Type: ACAD

ELECTRONICS ENGINEERING TECHNOLOGY

CETT 1321 3:3:1

Electronic Fabrication

A study of electronic circuit fabrication techniques including printed circuit boards, wire wrapping, bread boarding, and various soldering techniques.

Skill in techniques of electronic equipment fabrication is gained through layout and construction of a complete unit. Component recognition, schematic symbols, soldering, wire wrapping, ESD considerations, and re-work techniques for discrete, leaded, and surface-mount components. IPC-A-610B training.

Prerequisite: None

Type: TECH

CETT 1331 3:3:1

Programming for Discrete Electronic Devices

Introduction to a high level programming language. Includes structured programming and problem solving applicable to discrete electronic devices and how they apply to technical applications. Lecture and lab programming practice using Python.

Prerequisite: None

Type: TECH

CETT 1341 3:3:1

Solid State Circuits

A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. Multistage transistor amplifiers, common collector circuits;

power amplifiers; amplifier class A, B, and C configurations; FET circuits; thyristors; amplifier frequency response; and basic linear operational amplifier circuits.

Prerequisite: CETT 1429

Type: TECH

CETT 1345 3:2:4

Microprocessor

An introductory course in microprocessor software and hardware: its architecture, timing sequence, operation, and programming. Discussion of appropriate software diagnostic language and tools.

Prerequisite: CETT 1331 or ELMT 1301

Type: TECH

CETT 1403 4:3:3

DC Circuits

A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements, Voltage, current, resistance, Ohm's Law, Kirchhoff's Voltage and Current Laws, Thevenin, Norton, superposition, and maximum power transfer theorems. Laboratory use of components, meters, power supplies, and oscilloscope.

Prerequisite: None

Type: TECH

CETT 1405 4:3:3

AC Circuits

A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. Sinusoidal steady state circuit analysis using complex numbers, inductance, capacitance, RL and RC time constants, transformers, resonance, filters, and frequency response. Laboratory realization of lecture topics.

Prerequisite: CETT 1403

Type: TECH

CETT 1425 4:3:3

Digital Fundamentals

An entry-level course in digital electronics to include numbering systems, logic gates, Boolean

algebra, combinational logic, binary mathematics, digital codes, and Karnaugh maps. Emphasis on circuit logic analysis and troubleshooting digital circuits. Introduction to flip flops. Laboratory realization of logic circuits using TTL and CMOS gates. Laboratory use of logic probes, meters, and oscilloscopes for digital troubleshooting.

Prerequisite: None

Type: TECH

CETT 1429 4:3:3

Solid State Devices

A study of diodes, transistor characteristics and other semiconductor devices, including analysis of static and dynamic characteristics, biasing techniques, and thermal considerations. Study of basic power-supply design and application, as well as linear and switching circuits. Laboratory realization of lecture topics.

Prerequisite: CETT 1403

Type: TECH

CETT 1457 4:3:3

Linear Integrated Circuits

A study of the characteristics, operations, and testing of linear integrated circuits. Applications include instrumentation and active filtering.

Prerequisite: CETT 1405 and CETT 1429

Type: TECH

CETT 2349 3:2:2

Research and Project Design

(Capstone Course)

Principles of electrical/electronic design encompassing schematics, wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates.

The student will be required to plan and develop a project consisting of research, design, layout, construction and operation of an electrical-mechanical project. A formal written report and a demonstration and presentation of process and results are required. This course is intended to provide a Capstone experience for graduating Electronics Engineering Technology students.

Prerequisite: Electronics major expecting completion of all Electronics courses in the current semester

Type: TECH

EECT 2339 3:2:4

Communication Circuits

A study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. Discussion of several types of modulators, de-modulators, receivers, transmitters, and transceivers.

Laboratory realization of lecture topics.

Prerequisite: CETT 1403 and CETT 1425

Type: TECH

ELMT 1301 3:3:1

Programmable Logic Controllers

(Capstone Course)

An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic, and interfacing of equipment. Laboratory experience in programming and interfacing commercial PLCs. This is a capstone experience for the Industrial Electronics Level I Certificate.

Prerequisite: None

Type: TECH

ELMT 2433 4:3:3

Industrial Electronics

Devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Includes a presentation of programming schemes. Analog and digital control loops and their application in process control and robotics. Microprocessors for control and monitoring. Sensing devices for pressure, level, flow, temperature, and position, signal processing: A/D and D/A conversion, feedback, and servos. Laboratory work includes microprocessor and robotics interfacing and control circuits.

Prerequisite: CETT 1405; CETT 1429; CETT 1345

Type: TECH

EMERGENCY MEDICAL SERVICES – PARAMEDIC

EMSP 1160 1:0:6

Clinical – Emergency Medical Technology/Technician (EMT Paramedic)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: None

Co-requisite: EMSP 1501

Type: TECH

EMSP 1291 2:2:0

Special Topics in Emergency Medical Technology/Technician

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. This course has been developed to meet an area of knowledge for the Advanced EMT that is not addressed in the current curriculum. The course is designed to cover advanced EMT knowledge and skills in the assessment and management of patients with medical emergencies and in diverse populations to include neonatology, pediatrics, geriatrics and other related topics.

Prerequisite: EMSP 1501 and EMSP 1160 or current EMT certification

Co-Requisite: EMSP 1338; EMSP 1355; EMSP 1356; EMSP 2260; and EMSP 2305

Type: TECH

EMSP 1338 3:3:1

Introduction to Advanced Practice

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.

Prerequisite: EMSP 1501 and EMSP 1160 or current EMT certification

Co-requisite: EMSP 1291; EMSP 1355; EMSP 1356; EMSP 2260 and EMSP 2305

Type: TECH

EMSP 1355 3:2:2

Trauma Management

Knowledge and skills in the assessment and management of patients with traumatic injuries.

Prerequisite: EMSP 1501 and EMSP 1160 or current EMT certification

Co-requisite: EMSP 1291; EMSP 1338; EMSP 1356; EMSP 2260; and EMSP 2305

Type: TECH

EMSP 1356 3:2:3

Patient Assessment and Airway Management

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation.

Prerequisite: EMSP 1501 and EMSP 1160 or current EMT certification

Co-requisite: EMSP 1291; EMSP 1338; EMSP 1355; EMSP 2260; and EMSP 2305

Type: TECH

EMSP 1501 5:3:8

Emergency Medical Technician

Preparation for certification as an Emergency Medical Technician (EMT). Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services. **Note:** Interested applicants must apply to program to obtain student information packet. A criminal background, physical/drug screen, immunizations, and current AHA BLS Provider CPR will be required.

Prerequisite: None

Co-requisite: EMSP 1160

Type: TECH

EMSP 2243 2:1:4

Assessment Based Management

(Capstone Course)

A summative experience covering comprehensive, assessment-based patient care

management for the paramedic level. Includes specific care when dealing with pediatric, adult, geriatric and special-needs patients.

Prerequisite: Current EMT certification and EMSP 1355 or AEMT certification; and EMSP 2305: EMSP 2306; EMSP 2330; EMSP 2434; EMSP 2444

Co-requisite: EMSP 2262 and EMSP 2264

Type: TECH

EMSP 2260 2:0:9

Clinical – Emergency Medical Technology/ Technician – (EMT Paramedic)

(Capstone Course)

A health related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: EMSP 1501 and EMSP 1160 or current EMT certification

Co-requisite: EMSP 1291; EMSP 1338; EMSP 1355; EMSP 1356; and EMSP 2305

Type: TECH

EMSP 2261 2:0:9

Clinical – Emergency Medical Technology/ Technician – (EMT Paramedic)

A health related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Current AEMT certification from the Texas Department of State Health Services **OR** current AEMT certification from the National Registry **OR** EMSP 1355 with a current EMT certification from the Texas Department of State Health Services

Co-requisite: EMSP 2330; EMSP 2306; EMSP 2434; and EMSP 2444

Type: TECH

EMSP 2262 2:0:9
**Clinical – Emergency Medical Technology/
Technician – (EMT Paramedic)**
A health related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Current EMT certification and EMSP 1355 or AEMT certification; and EMSP 2305; EMSP 2306; EMSP 2330; EMSP 2434; EMSP 2444
Co-requisite: EMSP 2264 and EMSP 2243
Type: TECH

EMSP 2264 2:0:14
**Practicum (or Field Experience) Emergency
Medical Technology/Technician – (EMT
Paramedic)**
(Capstone Course)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A health related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: Current EMT certification and EMSP 1355 or AEMT certification; and EMSP 2305; EMSP 2306; EMSP 2330; EMSP 2434; EMSP 2444
Co-requisite: EMSP 2262 and EMSP 2243
Type: TECH

EMSP 2305 3:3:1
EMS Operations
Knowledge and skills to safely manage incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.
Prerequisite: EMSP 1501 and EMSP 1160 or current EMT certification
Co-requisite: EMSP 1291; EMSP 1338; EMSP 1355; EMSP 1356; and EMSP 2260
Type: TECH

EMSP 2306 3:3:0
Emergency Pharmacology
A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.
Prerequisite: Current AEMT certification from the Texas Department of State Health Services **OR** current AEMT certification from the National Registry **OR** EMSP 1355 with a current EMT certification from the Texas Department of State Health Services
Co-requisite: EMSP 2261; EMSP 2330; EMSP 2434; and EMSP 2444
Type: TECH

EMSP 2330 3:3:1
Special Populations
Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics and other related topics.
Prerequisite: Current AEMT certification from the Texas Department of State Health Services **OR** current AEMT certification from the National Registry **OR** EMSP 1355 with a current EMT certification from the Texas Department of State Health Services
Co-requisite: EMSP 2261; EMSP 2306; EMSP 2434; and EMSP 2444
Type: TECH

EMSP 2434 4:3:3
Medical Emergencies
Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.

Prerequisite: Current AEMT certification from the Texas Department of State Health Services **OR** current AEMT certification from the National Registry **OR** EMSP 1355 with a current EMT certification from the Texas Department of State Health Services

Co-requisite: EMSP 2261; EMSP 2306; EMSP 2330; and EMSP 2444

Type: TECH

EMSP 2444 4:3:3

Cardiology

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.

Prerequisite: Current AEMT certification from the Texas Department of State Health Services **OR** current AEMT certification from the National Registry **OR** EMSP 1355 with a current EMT certification from the Texas Department of State Health Services

Co-requisite: EMSP 2261; EMSP 2306; EMSP 2330; and EMSP 2434

Type: TECH

ENGINEERING (ENGR)

ENGR 1201 2:2:0

Introduction to Engineering

An introduction to the engineering profession with emphasis on technical communication and team-based engineering design.

Prerequisite: MATH 1314 College Algebra or equivalent academic preparation

Type: ACAD

ENGR 2301 3:3:0

Engineering Mechanics – Statics

Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia.

Prerequisite: PHYS 2425 with a grade of “C” or higher and concurrent enrollment in or previous completion of MATH 2414

Type: ACAD

ENGR 2302 3:3:0

Engineering Mechanics – Dynamics

Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton’s Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems. This course is the second part of the Statics-Dynamics sequence.

Prerequisite: ENGR 2301 with a grade of “C” or higher

Type: ACAD

ENGR 2304 3:2:2

Programming for Engineers

Programming principle and techniques for matrix and array operations, equation solving, and numeric simulations applied to engineering problems and visualization of engineering information; platforms include spreadsheets, symbolic algebra packages, engineering analysis software, and laboratory control software.

Prerequisite: MATH 2413; credit for or concurrent enrollment in ENGR 1201

Type: ACAD

ENGINEERING DESIGN (DFTG)

ARCE 1352 3:2:4

Structural Drafting

A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.

Prerequisite: DFTG 2319 and MATH 1316

Type: TECH

DFTG 1405 4:3:3
Introduction to Technical Drawing

An introduction to reading, interpreting, and developing technical drawings, including the principles of drafting and computer-aided design.

Prerequisite: None
Type: TECH

DFTG 1409 4:3:3
Basic Computer-Aided Drafting

An introduction to basic 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, coordinating systems, and plot/print to scale.

Prerequisite: None
Type: TECH

DFTG 1410 4:3:3
Specialized Basic Computer Aided Drafting (CAD)

A supplemental course to Basic Computer Aided Drafting using alternative computer-aided drafting (CAD) software (Microstation) to create detail and working drawings.

Prerequisite: None
Type: TECH

DFTG 1417 4:3:3
Architectural Drafting – Residential (Capstone Course)

Preparation of architectural drawings for residential structures with emphasis on light frame construction methods, including architectural drafting procedures, practices, terms, and symbols. This is a capstone experience for the Architectural Design Level I Certificate.

Prerequisite: DFTG 1405 and credit or concurrent enrollment in DFTG 2319

Type: TECH

DFTG 1430 4:3:3
Civil Drafting I

Preparation of civil drawings including drafting methods and principles used in civil engineering.

Prerequisite: DFTG 1405 and DFTG 1409
Type: TECH

DFTG 2319 3:2:4
Intermediate Computer Aided Drafting

A continuation of practices and techniques in computer-aided design including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D.

Prerequisite: DFTG 1405 and DFTG 1409
Type: TECH

DFTG 2338 3:2:4
Final Project – Advanced Drafting (Capstone Course)

An advanced course in which students produce a comprehensive project from conception to conclusion. The course is focused on learning experiences based on actual industry projects in selected fields, completed independently or with teams, and in consultation with the instructor. This is the capstone course for the Associate of Applied Science Degree in Engineering Design.

Prerequisite: DFTG 2319 and Division Chair approval

Type: TECH

DFTG 2406 4:3:3
Machine Design

Theory and practice of design. Projects in problem-solving, including press fit, bolted and welded joints, and transmission components. Additionally, production of detail and assembly drawings of machine and threads utilizing tolerances, limit dimensioning and surface finishes.

Prerequisite: DFTG 2319 and MATH 1316

Type: TECH

DFTG 2407 4:3:3
Electrical Drafting

A study of area lighting, control systems and power layouts, electrical and safety codes, load factors and distribution requirements.

Prerequisite: DFTG 2319 and MATH 1316

Type: TECH

DFTG 2423 4:3:3
Pipe Drafting
 A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.
 Prerequisite: DFTG 2319 and MATH 1316
 Type: TECH

DFTG 2432 4:3:3
Advanced Computer-Aided Drafting
 Application of advanced CAD techniques. This will include database management, advanced skills in Viewports and reference files, sheet sets, customized line types and hatch patterns, AutoLisp, writing skills, and Autodesk Inventor.
 Prerequisite: DFTG 2319
 Type: TECH

ENGLISH (ENGL)

ENGL 1301 3:3:0
Composition I
 Core 010
 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.
 Prerequisite: TSI ELAR (Reading and Writing) requirement met
 Type: ACAD

ENGL 1302 3:3:0
Composition II
 Core 010
 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: ENGL 1301 or equivalent
 Type: ACAD

ENGL 2311 3:3:0
Technical & Business Writing
 Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.
 Prerequisite: ENGL 1301 with a grade of "C" or higher
 Type: ACAD

ENGL 2322 3:3:0
British Literature I
 Core 040
 A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.
 Prerequisite: ENGL 1302
 Type: ACAD

ENGL 2323 3:3:0
British Literature II
 Core 040
 A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. ENGL 2322 is not a prerequisite for this course.
 Prerequisite: ENGL 1302
 Type: ACAD

ENGL 2327 3:3:0
American Literature I
 Core 040
 A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry,

drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

Prerequisite: ENGL 1302

Type: ACAD

ENGL 2328 3:3:0

American Literature II

Core 040

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. ENGL 2327 is not a prerequisite for this course.

Prerequisite: ENGL 1302

Type: ACAD

ENGL 2332 3:3:0

World Literature I

Core 040

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Prerequisite: ENGL 1302

Type: ACAD

ENGL 2333 3:3:0

World Literature II

Core 040

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. ENGL 2332 is not a prerequisite for ENGL 2333.

Prerequisite: ENGL 1302

Type: ACAD

ENGL 2341 3:3:0

Forms of Literature

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. The course topic and the nature and specific focus of a field trip (if any) vary by semester. May be repeated for credit.

Prerequisite: ENGL 1302

Type: ACAD

INRW 0306 3:3:0

Integrated Reading and Writing I

Integration of critical reading and academic writing skills. The foundation of this course is a performance-based curriculum with a combined lecture/lab designed to develop students' critical reading and academic writing skills. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of essays. TSI Placement. This course must be successfully completed with a "C" or higher to advance to INRW 0307, ENGL 1301/NCBI 0300, or must pass the TSIA to satisfy TSI requirements.

Prerequisite: None

Co-requisite: NCBI 0306

Type: ACAD

INRW 0307 3:3:2

Integrated Reading and Writing II

Integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing. The foundation of this course is a performance-based curriculum with a combined lecture/lab designed to develop students' critical reading and academic writing skills. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of essays. This is a course with a required lab. TSI placement or the successful completion on INRW 0306 with a "C" or higher. This course must be successfully completed with a "C" or higher to satisfy TSI requirements.

Prerequisite: TSI placement or successful completion of INRW 0306 with a "C" or higher

Type: ACAD

NCBI 0300 3:3:0
Non-Course Based Option – Integrated Reading and Writing

Integration of critical reading and academic writing skills. Successful completion of this intervention if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing. The Non-Course Based Option – INRW (NCBI 0300) is an accelerated developmental reading and writing course. Students must take ENGL 1301 in the same semester that they take the NCBI 0300. This class includes just-in-time tutoring and supplemental instruction for ENGL 1301. Students must complete ENGL 1301 and/or NCBI 0300 with a “C” or higher to satisfy TSI requirements.

Pre-requisite: NCBI 0300 TSI Placement and/or Advisor/Instructor recommendation and/or completion of INRW 0306 and NCBI 0306
Co-requisite: ENGL 1301
Type: ACAD

NCBI 0306 3:3:0
Non-Course Based Option – Integrated Reading and Writing I

Integration of critical reading and academic writing skills. This intervention is designed specifically for students assessed at ABE BASE levels 3-4 and must be part of a student’s co-enrollment (co-requisite) enrollment: 1) as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student’s success in the developmental IRW course, or 2) as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course.

Prerequisite: None
Co-requisite: INRW 0306
Type: ACAD

NCBI 0307 3:3:0
Non-Course Based Option – Integrated Reading and Writing II NCBO

Integration of critical reading and academic writing skills. This course is an intensive bridge program and provides individualized instruction

for students in preparation for college-level courses. TSI Placement; this course must be successfully completed with a “C” or higher to satisfy TSI requirements.

Prerequisite: None
Type: ACAD

GEOGRAPHY (GEOG)

GEOG 1303 3:3:0
World Regional Geography

Core 080

This course is an introduction to the world’s major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the roll of regions in the globalization process.

Prerequisite: TSI ELAR (Reading and Writing) requirement met
Type: ACAD

GEOLOGY (GEOL)

***Note:** To fulfill four-semester credit hour science WCJC Core Curriculum and graduation requirements, students must have credit for both GEOL lecture and GEOL lab.

GEOL 1103 1:0:2
Physical Geology Laboratory

Core 090

This laboratory-based course accompanies GEOL 1303, Physical Geology. Laboratory activities will cover methods used to collect and analyze earth science data. Topics include mineral and rock identification, surface processes, structure, and interpretation of geologic and topographic maps.

Prerequisite: Credit for or concurrent enrollment in GEOL 1303
Type: ACAD

GEOL 1104 1:0:2
Historical Geology Laboratory

Core 090

This laboratory-based course accompanies GEOL 1304, Historical Geology. Laboratory activities

will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils

Prerequisite: Credit for or concurrent enrollment in GEOL 1304

Type: ACAD

GEOL 1303 3:3:0

Physical Geology

Core 030

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Topics include continental drift, earthquakes, glaciations, mineral resources, mountain building, oceans, volcanoes, weathering, and erosion. GEOL 1103 must be taken with this course to fulfill the 4 semester credit hour requirement for natural science in a degree plan.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

GEOL 1304 3:3:0

Historical Geology

Core 030

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Introduction to the history of the earth and its past inhabitants. Provides a broad overview of fossil records as evidence of the various kinds of plants and animals that have existed on earth. GEOL 1104 must be taken with this course to fulfill the 4 semester credit hour requirement for natural science in a degree plan.

Prerequisite: TSI ELAR (Reading and Writing) requirement met; Credit for or concurrent enrollment in GEOL 1303

Type: ACAD

GOVERNMENT (GOVT)

GOVT 2305 3:3:0

**Federal Government
(Federal Constitution & Topics)**

Core 070

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.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

GOVT 2306 3:3:0

**Texas Government
(Texas Constitution & Topics)**

Core 070

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.

Prerequisite: TSI ELAR (Reading and Writing) requirement met; GOVT 2305 recommended

Type: ACAD

HEALTH INFORMATION TECHNOLOGY (HITT)

HITT 1167 1:0:10

**Practicum (or Field Experience) – Health
Information/Medical Records Technology/
Technician**

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

Prerequisite: HITT 1301; 1305; 1341; and 1353

Type: TECH

HITT 1301 3:2:2

Health Data Content and Structure

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices,

licensing, regulatory agencies, forms and screens. (only offered the fall semester)

Prerequisite: None

Type: TECH

HITT 1305 3:3:0

Medical Terminology I

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Prerequisite: None

Type: TECH

HITT 1311 3:3:1

Health Information Systems

Introduction to health IT standards, health-related data structures, software applications and enterprise architecture in health care and public health.

Prerequisite: HITT 1301 and COSC 1301 (may be taken concurrently)

Type: TECH

HITT 1313 3:3:1

Coding & Insurance

An overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services. (only offered the spring semester)

Prerequisite: None

Type: TECH

HITT 1341 3:2:3

Coding and Classification Systems

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. (only offered the spring semester)

Prerequisite: HITT 1301, 1305, and BIOL 2401

Co-requisite: BIOL 2402 and HITT 2330

Type: TECH

HITT 1345 3:3:0

Health Care Delivery Systems

Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

Prerequisite: None

Type: TECH

HITT 1353 3:3:0

(Capstone Course)

Legal and Ethical Aspects of Health Information

Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. (only offered the spring semester)

Prerequisite: HITT 1301

Type: TECH

HITT 1355 3:3:1

Health Care Statistics

Principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data.

Prerequisite: HITT 1301 and 1311 (may be taken concurrently)

Type: TECH

HITT 2166 1:0:8

Practicum (or Field Experience) – Health Information/Medical Records Technology/Technician

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Course must be completed with a grade of “C” or higher.

Prerequisite: HITT 2435 and 2443

Type: TECH

HITT 2330 3:3:1

Pathophysiology and Pharmacology

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. (only offered the spring semester)

Prerequisite: BIOL 2402 or Division Chair approval

Type: TECH

HITT 2339 3:3:0
Health Information Organization and Supervision
(Capstone Course)
Principles of organization and supervision of human, financial, and physical resources. Course must be completed with a grade of "C" or higher. (only offered the spring semester)
Prerequisite: HITT 1353 and 2443
Type: TECH

HITT 2340 3:2:3
Advanced Medical Billing and Reimbursement
Skill development in coding to prepare reimbursement forms in various health care settings for submissions to payers. (only offered the spring semester)
Prerequisite: HITT 1341 and 2435
Type: TECH

HITT 2435 4:2:4
Coding and Reimbursement Methodologies
Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.
Prerequisite: HITT 1341 and 2330
Type: TECH

HITT 2443 4:4:1
Quality Assessment and Performance Improvement
Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.
Prerequisite: HITT 1301
Type: TECH

HISTORY (HIST)

HIST 1301 3:3:0
United States History I

Core 060
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

HIST 1302 3:3:0
United States History II

Core 060
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.

Prerequisite: TSI ELAR (Reading and Writing) requirement met; HIST 1301 recommended

Type: ACAD

HIST 2301 3:3:0

Texas History

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.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

HIST 2311 3:3:0

Western Civilization I

Core 040

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

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

HIST 2312 3:3:0

Western Civilization II

Core 040

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.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

HUMAN SERVICES

CHLT 1302 3:3:0

Wellness and Health Promotion

Overview of wellness theory and its application throughout the life span. Focus is on attitude development, impact of cultural beliefs, and communication of wellness. Includes health behavior theories and approaches to behavior modification.

Prerequisite: None

Type: TECH

CHLT 1309 3:3:0

Community Ethics

Discussion of the role of ethics as it pertains to health care and community settings including ethical decision making.

Prerequisite: None

Type: TECH

CHLT 1340 3:3:0

Community Health Advocacy

Study of local, regional and national health care resources. Identification of health organization, support groups, and health care delivery systems to be used for client referral. Activities include visits to various local agencies and attendance/participation in related activities.

Prerequisite: None

Type: TECH

CHLT 2166 1:0:8

Practicum (or Field Experience) – Community Health Services/Liaison/Counseling (Capstone Course)

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

Prerequisite: CHLT 1309; PSYT 1329; concurrent enrollment in DAAC 1317; and Division Chair approval

Type: TECH

CMSW 1309 3:3:0

Problems of Children and Adolescents

Examine risk and protective factors, and evaluate effective prevention and intervention models of at-risk children and youth. Topics include social, family, educational systems

impact, juvenile delinquency, teen sexuality, and mental health including addictive behaviors to promote wellness.

Prerequisite: None

Type: TECH

CMSW 1313 3:3:0

Assessment and Service Delivery

A study of interviewing and assessment instruments and approaches for working with multicultural population. Emphasis on service delivery systems. Topics include awareness of commonly used assessments, ethical standards of practice; awareness of multicultural issues and competence in service delivery.

Prerequisite: None

Type: TECH

DAAC 1166 1:0:10

Practicum (or Field Experience) – Substance Abuse/Addiction Counseling

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

Prerequisite: CHLT 1309; DAAC 1304; DAAC 1311; PSYT 1329; SCWK 1321

Co-requisite: CMSW 1313; DAAC 1317; DAAC 1319; DAAC 2341

Type: TECH

DAAC 1304 3:3:0

Pharmacology of Substance Use Disorders

Emphasizes pharmacological effects of substances, including tolerance, dependence, cross addition, drug interaction, withdrawal, and recovery. Describes the psychological and physiological effects of substance use and behaviors.

Prerequisite: None

Type: TECH

DAAC 1311 3:3:0

Counseling Theories

An examination of major theories and current treatment modalities used in the field of counseling.

Prerequisite: None

Type: TECH

DAAC 1317 3:3:0

Basic Counseling Skills

An overview and application of the basic counseling skills to develop an effective helping relationship with clients. Develop an understanding in group dynamics/theory necessary in skill development and application of group facilitation

Prerequisite: CHLT 1309; PSYT 1329

Type: TECH

DAAC 1319 3:3:0

Introduction to Substance Use Disorders

An overview of causes and impacts of substance use disorders, the primary prevention, intervention, and treatment methods utilized, the major drug classifications, and the counselor's code of ethics. Covers the state licensing requirements/ethical standards in the state of Texas for substance abuse counselors.

Prerequisite: None

Type: TECH

DAAC 2166 1:0:10

Practicum (or Field Experience) – Substance Abuse/Addiction Counseling

(Capstone Course)

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

Prerequisite: CHLT 1309; DAAC 1304; DAAC 1311; PSYT 1329; SCWK 1321; CMSW 1313; DAAC 1317; DAAC 1319; DAAC 2341; DAAC 1166

Type: TECH

DAAC 2341 3:3:0

Counseling of Substance Use Disorders

Advanced examination of knowledge, skills, attitudes, techniques, confidentiality and ethical guidelines applied in the counseling, treatment, prevention, and recovery of substance use disorders.

Prerequisite: None

Type: TECH

GER 1342 3:3:0
Aging and Mental Health
Examination of current issues relating to mental health of older adults. Includes the theoretical and empirical foundations relevant to the psychological study of older adults. Theory and application of case management models and client referral processes are included.
Prerequisite: None
Type: TECH

PMHS 2260 2:0:12
Clinical – Psychiatric/Mental Health Services Technician
(Capstone Course)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
Prerequisite: CHLT 1309; PSYT 1329; concurrent enrollment in DAAC 1317; and Division Chair approval
Type: TECH

PSYT 1329 3:3:0
Interviewing and Communication Skills
Development of the basic communication skills necessary to develop an effective helping relationship with clients. Emphasis on importance of effective oral communications. Topics include counseling techniques such as intake interviewing, relationship building, and informed consent.
Prerequisite: None
Type: TECH

PSYT 2164 1:0:8
Practicum (or Field Experience) – Clinical Psychology
(Capstone Course)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
Prerequisite: CHLT 1309; PSYT 1329; concurrent enrollment in DAAC 1317; and Division Chair approval
Type: TECH

PSYT 2321 3:3:0
Crisis Intervention
Examination of crisis management and intervention theories in assisting clients in crisis situations. Topics include coping skills to increase potential reinstatement of equilibrium to an individual's lifestyle and suicide prevention.
Prerequisite: None
Type: TECH

PSYT 2335 3:3:0
Family Systems
An analysis of family relationships, marriage, and social change from historical and modern perspectives.
Prerequisite: None
Type: TECH

PSYT 2345 3:3:0
Principles of Behavior Management and Modification
An analysis of behavior management and cognitive theories and techniques with emphasis on their applications.
Prerequisite: PSYC 2301
Type: TECH

SCWK 1321 3:3:0
Orientation to Social Services
Introduction to the basic concepts, information, and practices within the field of social services. Topics include the historical development of social services; populations served by social service workers; and review of current treatment and/or services.
Prerequisite: None
Type: TECH

HUMANITIES (HUMA)

HUMA 1301 3:3:0
Introduction to Humanities I
Core 040
This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human value with an emphasis on the historical development of the individual and society and the need to create.

Prerequisite: TSI ELAR (Reading and Writing) requirement met
Type: ACAD

INFORMATION TECHNOLOGY AND NETWORKING

ITNW 1309 3:2:2

Fundamentals of Cloud Computing

Introduction to cloud computing from a business and technical perspective, including cloud concepts, services, architecture, systems integration, connectivity, data center migration, administration, security, compliance and technical support. Coverage includes preparation for industry certifications. Topics may adapt to changes in industry practices.

Prerequisite: None
Type: TECH

ITNW 1313 3:2:2

Computer Virtualization

Implement and support virtualization of clients and servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers.

Prerequisite: None
Type: TECH

ITNW 1316 3:2:2

Introduction to Network Administration

An introduction to the basic concepts of network administration.

Prerequisite: ITSC 1305 and ITSC 1325
Type: TECH

ITNW 1325 3:2:2

Fundamentals of Networking Technologies

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software.

Prerequisite: None
Type: TECH

ITNW 1335 3:2:2

Information Storage and Management

An introduction to data storage-related technologies. Topics include data storage for

cloud, Big Data, mobile, social media, and software-defined data centers. Provides a strong understanding of storage technologies and prepares students for advanced concepts, technologies, and processes.

Prerequisite: ITNW 1325
Type: TECH

ITNW 1345 3:2:2

Implementing Network Directory Services

In-depth coverage of the skills necessary to install, configure, and administer Network Directory service.

Prerequisite: ITNW 1316
Type: TECH

ITNW 2327 3:2:2

Advanced Cloud Concepts (Capstone Course)

Focus on enterprise Cloud architecture, with advanced topics including multi-Cloud platforms inclusive of computing, networking, storage, monitoring and database. (Capstone course for Network Cloud Specialist Level I Certificate)

Prerequisite: ITNW 1309
Type: TECH

ITNW 2335 3:2:2

Network Troubleshooting and Support (Capstone Course)

Troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software. (Capstone Course for Network and Computer Systems Administrator AAS)

Prerequisite: INTW 1325
Type: TECH

ITSC 1305 3:2:2

Introduction to PC Operating Systems

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Focus is on Microsoft OS.

Prerequisite: None
Type: TECH

ITSC 1316 3:2:2
Linux Installation and Configuration
 Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.

Prerequisite: None
 Type: TECH

ITSC 1325 3:2:2
Personal Computer Hardware
 Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

Prerequisite: None
 Type: TECH

ITSC 2325 3:2:2
Advanced Linux
 Provides instruction in advance open-source Linux operating system. Develops directory services for clients, support users remotely, and install and configure network services.

Prerequisite: ITSC 1316
 Type: TECH

ITSC 2339 3:2:2
Personal Computer Help Desk Support
 (Capstone Course)
 Diagnosis and solve user hardware and software related problems with on-the-job projects, or and/ or simulated projects. (Capstone course for Network Support Technician L2 Certificate)

Prerequisite: ITSC 1305
 Type: TECH

ITSW 1307 3:2:2
Introduction to Database
 Introduction to relational and non-relational database theory and the practical applications of contemporary databases. Topics may adapt to changes in industry practices.

Prerequisite: None
 Type: TECH

ITSY 1300 3:2:2
Fundamentals of Information Security
 An introduction to information security including vocabulary and terminology, ethics, the legal

environment, and risk management. Identification of exposures and vulnerabilities and countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.

Prerequisite: None
 Type: TECH

ITSY 1342 3:2:2
Information Technology Security
 (Capstone Course)

Instruction in security for network computer hardware, software, virtualization, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Topics may adapt to changes in industry practices. (Capstone course for Security Specialist Level I Certificate)

Prerequisite: ITSC 1300
 Type: TECH

KINESIOLOGY (PHED)

PHED 1103 1:0:3
Aerobics I

Helps students assess their own fitness and learn how to exercise properly through instruction and participation in aerobic activities.

Prerequisite: None
 Type: ACAD

PHED 1105 1:0:3
Aerobics II

Exercise program that provides guidance in the selection of activities for immediate and future needs through instruction in advanced aerobics.

Prerequisite: PHED 1103
 Type: ACAD

PHED 1107 1:0:3
Beginning Weight Lifting/Circuit Training

Combines weight lifting with aerobic activities in a structured conditioning program that trains the whole body.

Prerequisite: None
 Type: ACAD

PHED 1110 1:0:3
Co-Ed Volleyball

Open to individuals who wish to improve their personal skills in volleyball through supervised practices and game conditions.

Prerequisite: None
Type: ACAD

PHED 1117 1:0:3
Advanced Weight Lifting/Circuit Training

Combines weight lifting with aerobic activities in a structured conditioning program that trains the whole body.

Prerequisite: PHED 1107
Type: ACAD

PHED 1122 1:0:3
Concepts of Baseball

Open to talented individuals who wish to improve their personal skills in baseball through supervised practice and game conditions. Class may be taken for four semesters for credit. Open to baseball team members only.

Prerequisite: None
Type: ACAD

PHED 1123 1:0:3
Advanced Concepts of Baseball

Open to talented individuals who wish to improve their personal skills in baseball through supervised practice and game conditions. Class may be taken for two semesters for credit. Open to baseball team members only.

Prerequisite: None
Type: ACAD

PHED 1124 1:0:3
Concepts of Rodeo

Open to talented individuals who wish to improve their personal skills in the sport of rodeo. Enrollment is limited by facilities and availability of stock. Class may be taken for four semesters for credit. Open to rodeo team members only.

Prerequisite: None
Type: ACAD

PHED 1125 1:0:2
Advanced Concepts of Rodeo

Open to talented individual who wish to improve their personal skills in the sport of rodeo.

Enrollment is limited by facilities and availability of stock. Class may be taken for two semesters for credit. Open to rodeo team members only.

Prerequisite: None
Type: ACAD

PHED 1127 1:0:3
Concepts of Volleyball

Open to talented individuals who wish to improve their personal skills in volleyball through supervised practice and game conditions. Class may be taken for four semesters for credit. Open to volleyball team members only.

Prerequisite: None
Type: ACAD

PHED 1128 1:0:3
Advanced Concepts of Volleyball

Open to talented individuals who wish to improve their personal skills in volleyball through supervised practice and game conditions. Class may be taken two semesters for credit. Open to volleyball team members only.

Prerequisite: None
Type: ACAD

PHED 1164 1:0:3
Introduction to Physical Fitness & Wellness

Core 090

An introduction and overview of the lifestyle necessary for fitness and health. Students will participate in physical activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility, and strength training.

Prerequisite: None
Type: ACAD

PHED 1301 3:3:0
Foundations of Kinesiology

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities.

Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0306/NCBI 0306 or INRW 0307 or ENGL 1301/NCBI 0300

Type: ACAD

PHED 1304 3:3:0

Personal/Community Health

This course provides an introduction to the fundamentals, concepts, strategies, applications and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles and enhance individual well-being.

Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0306/NCBI 0306 or INRW 0307 or ENGL 1301/NCBI 0300

Type: ACAD

PHED 1306 3:3:0

First Aid

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim.

Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0306/NCBI 0306 or INRW 0307 or ENGL 1301/NCBI 0300

Type: ACAD

PHED 1346 3:3:0

Drug Use & Abuse

Core 080

Study of the use, misuse and abuse of drugs and other harmful substances in today's society. Physiological, sociological, pharmacological and psychological factors will be emphasized.

Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0306/NCBI 0306 or INRW 0307 or ENGL 1301/NCBI 0300

Type: ACAD

MANUFACTURING TECHNOLOGY

HYDR 1450 4:3:3

Hydraulics, Fabrication & Repair

Fabricate power units to provide fluid power for an industrial or mobile operation. Includes techniques and methods of constructing conduits and fittings. The course will also include a study of hydraulic fundamentals accessories, pumps, motors, actuators, and pneumatics.

Prerequisite: None

Type: TECH

INMT 1305 3:2:3

Introduction to Industrial Maintenance

Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out. The course also includes hand tool usage, screws, threads, interpretation of mechanical drawings, tolerances and settings, machinery/mechanical components, couplings and clutches, and materials for mechanical applications.

Prerequisite: None

Type: TECH

INMT 1480 4:1:27

Cooperative Education – Manufacturing Technology/Technician

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.

Prerequisite: Requires assignment by the Program Director

Type: TECH

INMT 1491 4:3:2
**Special Topics in Manufacturing Technology/
Technician**

(Capstone Course)

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. This course includes special topics such as statistical process control (SPC), quality, safety, industrial manufacturing processes, and other special manufacturing related topics.

Prerequisite: None

Type: TECH

INMT 2303 3:2:4
Pumps, Compressors & Mechanical Drives

A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives. The course also involves bearings, lubrication, valves, reducers, key/keyways, alignment, vibration, and other mechanical topics.

Prerequisite: None

Type: TECH

MCHN 2403 4:3:2
**Fundamentals of Computer Numerical
Controlled (CNC) Machine Controls**

(Capstone Course)

Programming and operation of Computer Numerical Controlled (CNC) machine shop equipment. The course involves machining theory, including a study of conventional machining (with hands-on training), and transitioning to CNC machining (with hands-on training).

Prerequisite: TSI ELAR (Reading and Writing) and Math requirements met

Type: TECH

QCTC 1446 4:3:2
Testing and Inspection Systems

A study of testing and inspection systems including pertinent specifications, inspection tools, gauges, instruments, and mechanisms

used in illustrating the need for maintaining quality to established standards. This course also includes the principles of non-destructive testing (NDT) and sensory inspection.

Prerequisite: TSI ELAR (Reading and Writing) and Math requirements met

Type: TECH

MATHEMATICS (MATH)

MATH 0306 3:3:0
Basic Mathematics for College

Topics include fundamental operations on whole numbers, fractions, decimals, and integers; identifying factors of a number; converting between decimals, fractions, and percents; simplifying numerical and algebraic expressions; and an introduction to solving multi-step equations. A minimum grade of "C" is required to pass this course.

Prerequisite: TSI Placement

Type: ACAD

MATH 0308 3:3:0
Beginning Algebra

Topics include real number operations, solving linear equations and inequalities, the introduction to the rectangular coordinate system, graphing linear equations and inequalities, properties of exponents, performing operations with polynomials, and factoring polynomials. A minimum grade of "C" is required to pass this course.

Prerequisite: MATH 0306 or TSI Placement

Type: ACAD

MATH 0312 3:3:0
Intermediate Algebra

A study of relations and functions, inequalities, algebraic expression and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This course is intended for students that need to meet TSI requirements for programs that do not require a credit level math course. This course must be successfully completed with a "C" or higher to satisfy TSI requirement.

Prerequisite: MATH 0308 or TSI Placement

Type: ACAD

MATH 1314 3:3:0
College Algebra
Core 020
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.
Prerequisite: TSI Math requirements met or concurrently enrolled in NCBM 0314
Type: ACAD

MATH 1316 3:3:0
Plane Trigonometry
Core 020
In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.
Prerequisite: TSI Math requirements met
Type: ACAD

MATH 1324 3:3:0
Mathematics for Business & Social Sciences
Core 020
The application of common algebraic functions including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.
Prerequisite: TSI Math requirements met or concurrently enrolled in NCBM 0224
Type: ACAD

MATH 1325 3:3:0
Calculus for Business & Social Sciences
Core 020
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This

course is not a substitute for MATH 2413 – Calculus I.
Prerequisite: MATH 1314 or MATH 1324
Type: ACAD

MATH 1332 3:3:0
Contemporary Mathematics (Quantitative Reasoning)
Core 020
Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.
Prerequisite: TSI Math requirements met or concurrently enrolled in NCBM 0232
Type: ACAD

MATH 1342 3:3:0
Elementary Statistical Methods
Core 020
Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.
Prerequisite: TSI Math requirements met or concurrently enrolled in NCBM 0242
Type: ACAD

MATH 1350 3:3:0
Mathematics for Teachers I (Fundamentals of Mathematics I)
Core 020
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking.

Prerequisite: MATH 1314

Type: ACAD

MATH 1351 3:3:0

**Mathematics for Teachers II
(Fundamentals of Mathematics II)**

Core 020

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking.

Prerequisite: MATH 1314

Type: ACAD

MATH 2318 3:3:0

Linear Algebra

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering.

Prerequisite: MATH 2414

Type: ACAD

MATH 2320 3:3:0

Differential Equations

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.

Prerequisite: MATH 2414 Calculus II

Type: ACAD

MATH 2412 4:4:0

Pre-Calculus Math

Core 020

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness.

Prerequisite: MATH 1314 or Division Chair approval

Type: ACAD

MATH 2413 4:4:0

Calculus I

Core 020

Limits and continuity; the Fundamental Theorem of Calculus; definition 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, trigonometric, and transcendental functions, with an application to calculation areas.

Prerequisite: MATH 1314 and MATH 1316, both with a grade of "C" or higher; or MATH 2412, with a grade of "C" or higher; or Division Chair approval

Type: ACAD

MATH 2414 4:4:0

Calculus II

Core 090

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

Prerequisite: MATH 2413 Calculus I; or Division Chair approval

Type: ACAD

MATH 2415 4:4:0

Calculus III

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem.

Prerequisite: MATH 2414 or Division Chair approval

Type: ACAD

NCBM 0224 2:2:0
Support Course for Mathematics for Business & Social Sciences

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and social sciences are addressed. The applications include mathematics of finances, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. This course is designed to help students accelerate through the developmental math sequence in one semester. It focuses on the college-readiness concepts necessary to successfully complete Mathematics for Business & Social Sciences concurrently. This class includes directed review, just-in-time instruction, and emphasis on math specific study skills. This course must be successfully completed with a “C” or higher to satisfy TSI requirements.

Prerequisite: MATH 0308 or TSI Placement
Co-requisite: MATH 1324 Mathematics for Business and Social Sciences
Type: ACAD

NCBM 0232 2:2:0
Support Course for Contemporary Mathematics

Intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered. This course is designed to help students accelerate through the developmental math sequence in one semester. It focuses on the college-readiness concepts necessary to successfully complete Contemporary Math concurrently. This class includes directed review, just-in-time instruction, and emphasis on math-specific study skills. This course must be successfully completed with a “C” or higher to satisfy TSI requirements.

Prerequisite: MATH 0308 or TSI Placement
Co-requisite: MATH 1332 Contemporary Mathematics
Type: ACAD

NCBM 0242 2:2:0
Support Course for Elementary Statistical Methods

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. This course is designed to help students accelerate through the developmental math sequence in one semester. It focuses on the college-readiness concepts necessary to successfully complete Elementary Statistical Methods concurrently. This class includes directed review, just-in-time instruction, and emphasis on math specific study skills. This course must be successfully completed with a “C” or higher to satisfy TSI requirements.

Prerequisite: MATH 0308 or TSI Placement
Co-requisite: MATH 1342 Elementary Statistical Methods
Type: ACAD

NCBM 0314 3:3:0
Support Course for College Algebra

The study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This course is designed to help students accelerate through the developmental math sequence in one semester. It focuses on the college-readiness concepts necessary to successfully complete College Algebra concurrently. This class includes directed review, just-in-time instruction, and emphasis on math specific study skills. This course must be successfully completed with a “C” or higher to satisfy TSI requirements.

Prerequisite: MATH 0308 or TSI Placement
Co-requisite: MATH 1314 College Algebra
Type: ACAD

MUSIC (MUAP)
Applied Music Courses

MUAP 1222 2:2:0
Applied Music – Woodwind I
 Individual instruction in a woodwind instrument.
 Prerequisite: Student must be a music major
 Type: ACAD

MUAP 1223 2:2:0
Applied Music – Woodwind II
 Individual instruction in a woodwind instrument.
 Prerequisite: MUAP 1222 or Division Chair approval
 Type: ACAD

MUAP 1246 2:2:0
Applied Music – Brass I
 Individual instruction in a brass instrument.
 Prerequisite: Student must be a music major
 Type: ACAD

MUAP 1247 2:2:0
Applied Music – Brass II
 Individual instruction in a brass instrument.
 Prerequisite: MUAP 1246 or Division Chair approval
 Type: ACAD

MUAP 1260 2:2:0
Applied Music – Percussion I
 Individual instruction in a percussion instrument.
 Prerequisite: Student must be a music major
 Type: ACAD

MUAP 1261 2:2:0
Applied Music – Percussion II
 Individual instruction in a percussion instrument.
 Prerequisite: MUAP 1260 or Division Chair approval
 Type: ACAD

MUAP 1270 2:2:0
Applied Music – Piano I
 Individual instruction in piano.
 Prerequisite: Student must be a music major
 Type: ACAD

MUAP 1271 2:2:0
Applied Music – Piano II
 Individual instruction in piano.

Prerequisite: MUAP 1270 or Division Chair approval
 Type: ACAD

MUAP 1281 2:2:0
Applied Music – Voice I
 Private
 Individual instruction in voice.
 Prerequisite: Student must be a music major
 Type: ACAD

MUAP 1282 2:2:0
Applied Music – Voice II
 Private
 Individual instruction in voice.
 Prerequisite: MUAP 1281 or Division Chair approval
 Type: ACAD

MUAP 2222 2:2:0
Applied Music – Woodwind III
 Individual instruction in a woodwind instrument.
 Prerequisite: MUAP 1223 or Division Chair approval
 Type: ACAD

MUAP 2223 2:2:0
Applied Music – Woodwind IV
 Individual instruction in a woodwind instrument.
 Prerequisite: MUAP 2222 or Division Chair approval
 Type: ACAD

MUAP 2246 2:2:0
Applied Music – Brass III
 Individual instruction in a brass instrument.
 Prerequisite: MUAP 1247 or Division Chair approval
 Type: ACAD

MUAP 2247 2:2:0
Applied Music – Brass IV
 Individual instruction in a brass instrument.
 Prerequisite: MUAP 2246 or Division Chair approval
 Type: ACAD

MUAP 2260 2:2:0
Applied Music – Percussion III
 Individual instruction in a percussion instrument.
 Prerequisite: MUAP 1261 or Division Chair approval
 Type: ACAD

MUAP 2261 2:2:0

Applied Music – Percussion IV

Individual instruction in a percussion instrument.

Prerequisite: MUAP 2260 or Division Chair approval

Type: ACAD

MUAP 2270 2:2:0

Applied Music – Piano III

Individual instruction in piano.

Prerequisite: MUAP 1271 or Division Chair approval

Type: ACAD

MUAP 2271 2:2:0

Applied Music – Piano IV

Individual instruction in piano.

Prerequisite: MUAP 2270 or Division Chair approval

Type: ACAD

MUAP 2281 2:2:0

Applied Music – Voice III

Private

Individual instruction in voice.

Prerequisite: MUAP 1282 or Division Chair approval

Type: ACAD

MUAP 2282 2:2:0

Applied Music – Voice IV

Private

Individual instruction in voice.

Prerequisite: MUAP 2281 or Division Chair approval

Type: ACAD

MUSIC ENSEMBLE (MUEN)

MUEN 1121 1:0:4

Ensemble – Pioneer Band

Large instrumental ensemble: Concert Band.

Prerequisite: Open to any college student who has had three years of high school band experience

Type: ACAD

MUEN 1122 1:0:4

Ensemble – Pioneer Band

Large instrumental ensemble: Pioneer Band.

Prerequisite: Open to any college student who has had three years of high school band experience; or MUEN 1121

Type: ACAD

MUEN 1131 1:0:3

Ensemble – Jazz Band

Small instrumental ensemble: Jazz Band.

Prerequisite: Admission by audition

Type: ACAD

MUEN 1132 1:0:3

Ensemble – Jazz Band

Small instrumental ensemble: Jazz Band.

Prerequisite: Admission by audition or MUEN 1131

Type: ACAD

MUEN 1141 1:0:4

Ensemble – WCJC Choir

Large choral ensemble: Concert Choir.

Prerequisite: Division Chair approval

Type: ACAD

MUEN 1142 1:0:4

Ensemble – WCJC Choir

Large choral ensemble: Concert Choir.

Prerequisite: MUEN 1141 or Division Chair approval

Type: ACAD

MUEN 1151 1:0:3

Ensemble – Chamber Singers

Small vocal ensemble: Chamber Singers.

Prerequisite: Admission by audition

Type: ACAD

MUEN 1152 1:0:3

Ensemble – Chamber Singers

Small vocal ensemble: Chamber Singers.

Prerequisite: Admission by audition or MUEN 1151

Type: ACAD

MUEN 2121 1:0:4

Ensemble – Pioneer Band

Large instrumental ensemble: Concert Band.

Prerequisite: Open to any college student who has had three years of high school band experience; or MUEN 1122

Type: ACAD

MUEN 2122	1:0:4
Ensemble – Pioneer Band	
Large instrumental ensemble: Concert Band.	
Prerequisite: Open to any college student who has had three years of high school band experience; or MUEN 2121	
Type:	ACAD
MUEN 2131	1:0:3
Ensemble – Jazz Band	
Small instrumental ensemble: Jazz Band.	
Prerequisite: Admission by audition or MUEN 1132	
Type:	ACAD
MUEN 2132	1:0:3
Ensemble – Jazz Band	
Small instrumental ensemble: Jazz Band.	
Prerequisite: Admission by audition or MUEN 2131	
Type:	ACAD
MUEN 2141	1:0:4
Ensemble – WCJC Choir	
Large choral ensemble: Concert Choir.	
Prerequisite: MUEN 1142 or Division Chair approval	
Type:	ACAD
MUEN 2142	1:0:4
Ensemble – WCJC Choir	
Large choral ensemble: Concert Choir.	
Prerequisite: MUEN 2141 or Division Chair approval	
Type:	ACAD
MUEN 2151	1:0:3
Ensemble – Chamber Singers	
Small vocal ensemble: Chamber Singers.	
Prerequisite: Admission by audition or MUEN 1152	
Type:	ACAD
MUEN 2152	1:0:3
Ensemble – Chamber Singers	
Small vocal ensemble: Chamber Singers.	
Prerequisite: Admission by audition or MUEN 2151	
Type:	ACAD

MUSIC (MUSI)

MUSI 1116	1:0:2
Sight Singing & Ear Training I	
Singing tonal music in treble and bass clefs, and aural study of elements of music, such as scales, intervals and chords, and dictation of basic rhythm, melody and diatonic harmony.	
Prerequisite: Student must be a music major	
Co-requisite: Concurrent enrollment in MUSI 1311	
Type:	ACAD
MUSI 1117	1:0:2
Sight Singing & Ear Training II	
Singing tonal music in various clefs, continued aural study of elements of music, and dictation of intermediate rhythm, melody and diatonic harmony.	
Prerequisite: Grade of "C" or higher in MUSI 1116	
Co-Requisite: Concurrent enrollment in MUSI 1312	
Type:	ACAD
MUSI 1181	1:0:3
Piano Class I	
Beginning class instruction in the fundamentals of keyboard technique.	
Prerequisite: Student must be a music major	
Type:	ACAD
MUSI 1182	1:0:3
Piano Class II	
Advanced beginning class instruction in the fundamentals of keyboard technique.	
Prerequisite: MUSI 1181	
Type:	ACAD
MUSI 1306	3:3:0
Music Appreciation	
Core 050	
Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Course does not apply to a music major degree)	
Prerequisite: None	
Type:	ACAD

MUSI 1307 3:3:0
Music Literature
 Core 050
 A survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation.
 Prerequisite: TSI ELAR (Reading and Writing) requirement met
 Type: ACAD

MUSI 1310 3:3:0
American Music
 Core 050
 A general survey of various styles of music of the Americas, including but not limited to jazz, folk, rock, and contemporary music.
 Prerequisite: None
 Type: ACAD

MUSI 1311 3:3:0
Music Theory I
 The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard.
 Prerequisite: Student must be a music major
 Co-requisite: MUSI 1116
 Type: ACAD

MUSI 1312 3:3:0
Music Theory II
 The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur. Optional correlated study at the keyboard.
 Prerequisite: Grade of "C" or higher in MUSI 1311
 Co-requisite: MUSI 1117
 Type: ACAD

MUSI 2116 1:0:2
Sight Singing & Ear Training III
 Singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures.
 Prerequisite: Grade of "C" or higher in MUSI 1117
 Co-requisite: MUSI 2311
 Type: ACAD

MUSI 2117 1:0:2
Sight Singing & Ear Training IV
 Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony.
 Prerequisite: Grade of "C" or higher in MUSI 2116
 Co-requisite: MUSI 2312
 Type: ACAD

MUSI 2181 1:0:3
Piano Class III
 Intermediate class instruction of keyboard techniques.
 Prerequisite: MUSI 1182
 Type: ACAD

MUSI 2182 1:0:3
Piano Class IV
 Advanced class instruction of keyboard technique.
 Prerequisite: MUSI 2181
 Type: ACAD

MUSI 2311 3:3:0
Music Theory III
 Advanced harmony voice leading, score analysis and writing of more advanced tonal harmony including chromaticism and extended-tercian structures. Optional correlated study at the keyboard.
 Prerequisite: Grade of "C" or higher in MUSI 1312
 Co-requisite: MUSI 2116
 Type: ACAD

MUSI 2312 3:3:0
Music Theory IV
 Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. Optional correlated study at the keyboard.
 Prerequisite: Grade of "C" or higher in MUSI 2311
 Co-requisite: MUSI 2117
 Type: ACAD

NUCLEAR POWER TECHNOLOGY (NUCP)

CETT 1409 4:3:3
DC-AC Circuits
 Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques.
 Prerequisite: Credit for or concurrent enrollment in ENER 1350 or PTAC 1302 or INMT 1305
 Type: TECH

ELMT 2437 4:3:3
Electronic Troubleshooting, Service, and Repair (Capstone Course)
 In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, and preventative maintenance. Emphasis on safety and use of test equipment.
 Prerequisite: PTAC 1432
 Co-requisite: Credit for or concurrent enrollment in CETT 1409 and INTC 1350 or Credit for or concurrent enrollment in CETT 1409 and INMT 2303
 Type: TECH

ELMT 2441 4:3:3
Electromechanical Systems (Capstone Course)
 Application of electromechanical systems. Emphasizes programmable control devices and solid state systems. Study of various electromechanical systems used in the power generation industry.

Prerequisite: CETT 1409; INTC 1350; and ELMT 2437
 Co-requisite: Credit for or concurrent enrollment in INTC 1457
 Type: TECH

ELMT 2452 4:3:3
Power Generation Instrumentation (Capstone Course)
 Study of the instruments and control systems used in the power generation industry including terminology, power generation variables, piping and instrumentation diagrams (P&ID), control loop diagrams, and basic troubleshooting.
 Prerequisite: CETT 1409; INTC 1350; and PTAC 2436
 Co-requisite: Credit for or concurrent enrollment in INTC 1457 and PTAC 2436
 Type: TECH

ENER 1350 3:3:0
Overview of Energy Industry
 Introduction to the major sectors of the energy industry. Includes a comparison of energy industry careers. The student will be introduced to the equipment and operating systems used to generate electric power from a variety of energy sources. Special attention is given to practical application of the principles of mathematics and physics used in the plant environment.
 Prerequisite: TSI Requirements met in Math
 Type: TECH

INTC 1350 3:2:4
Digital Measurement and Controls
 Basic measurement control instrumentation. This includes movement of digital data through common systems employing parallel and serial transfers. This course also includes the study, and application of basic digital measurement and control concepts used in the power generation, and process control industry. The course will also feature an integrated lab using typical test instrumentation, simulation techniques, and equipment capability to demonstrate the basics of Foundation Field bus, Profibus, and HART technologies.

Prerequisite: Credit for or concurrent enrollment in PTAC 1432 or CETT 1409

Type: TECH

INTC 1457 4:3:3

AC/DC Motor Control

A study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems.

Prerequisite: CETT 1409; INTC 1350; and ELMT 2437 (for NPT-Electrical Technician) or PTAC 2436 (for NPT-Instrumentation and Control Technician or MT – Instrumentation and Control Specialty); and credit for or concurrent enrollment in ELMT 2441 (for NPT-Electrical Technician) or ELMT 2452 (for NPT Instrumentation and Control Technician)

Type: TECH

NUCP 1370 3:3:0

Nuclear Fundamentals I

Introduces the student to theory and systems that are foundational to nuclear power plants. Theory topics include nuclear physics, nuclear fission, neutron life cycle, heat transfer, fluid flow, radiation detection and properties of materials used in nuclear plants. Basic overview of specific systems associated with the primary side of a nuclear power plant is included.

Prerequisite: ENER 1350 or PTAC 1302

Type: TECH

NUCP 1371 3:3:0

Math and Chemistry Fundamentals for Nuclear Power

This course teaches algebra, geometry, and trigonometry used at nuclear power plants. It also teaches water chemistry control basics and reactor water chemistry fundamentals including radiochemistry.

Prerequisite: TSI ELAR (Reading and Writing) and Math requirements met

Type: TECH

NUCP 1372 3:3:1

Nuclear Power Plant Organization and Processes

Introduces worker responsibilities specific to nuclear power plants including nuclear security, quality assurance, foreign material exclusion, radiation protection, emergency response, plant access, equipment lock out for maintenance, human performance tools and significant industry events. Includes lab.

Prerequisite: ENER 1350 or PTAC 1302

Type: TECH

NUCP 1373 3:3:1

Nuclear Fundamentals II

This second part introduces basic concepts associated with power plants and overviews of specific systems associated with the secondary side of a nuclear power plant. Includes studies on lubrication, diesel engines, pipe supports, heating and ventilation, valve operations, filters and strainers, pumps, air compressors, and steam traps. Most of this course is general in nature to all power plants but some aspects are specific to nuclear power plants like radioactive waste and fuel handling systems.

Prerequisite: ENER 1350 or PTAC 1302; and NUCP 1370; or concurrent enrollment

Type: TECH

NUCP 1480 4:1:27

Cooperative Education – Nuclear/Nuclear Power Technology/Technician

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.

Prerequisite: Requires assignment by the Program Director

Type: TECH

NUCP 2470 4:3:2

Nuclear Power Plant Systems I

Study of components and systems used in nuclear power plants and their relationship to protecting the reactor core. Topics include valve

packing and gland adjustment, electrical safety, electrical switchgear components, procedures, acid and caustic transfer, various cooling water systems, steam systems, electrical distribution and more. Includes lab.

Prerequisite: ENER 1350 or PTAC 1302; NUCP 1370 and NUCP 1373

Type: TECH

NUCP 2471 4:3:2

Nuclear Power Plant Systems II

(Capstone Course)

Study of systems used in nuclear power plants and their association with the reactor core. Included is instruction on plant lighting, various cooling water systems, diesel generators, freeze protection, chemical and oily waste and more. Also includes instruction on some safety related nuclear power plant systems. Includes lab.

Prerequisite: NUCP 1370; NUCP 1373; and NUCP 2470

Type: TECH

PTAC 2436 4:3:2

Process Instrumentation II

Continued study of the instruments and control systems used in the processing industries; including terminology, process variables symbology, control loops, and troubleshooting.

Prerequisite: PTAC 1432

Type: TECH

NURSING (RNSG)

RNSG 1118 1:0:4

Transition to Professional Nursing Competencies

Transition of professional nursing competencies in the care of diverse patients throughout the lifespan. Validates proficiency in psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach. A minimum grade of "C" is required to pass this course.

Prerequisite: Admission to Concept-Based Transition to Nursing Practice Program

Co-requisite: RNSG 1128; 1324; 1162

Type: TECH

RNSG 1125 1:1:0

Professional Nursing Concepts I

Introduction to professional nursing concepts and exemplars within the professional nursing roles: members of profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Content includes clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, and team/collaboration. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach. A minimum grade of "C" is required to pass this course.

Prerequisite: Admission to the ADN Program

Co-requisite: RNSG 1216; 1430; 1128; 1161

Type: TECH

RNSG 1126 1:1:0

Professional Nursing Concepts II

Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and team/collaboration to the exemplars presented in the Health Care Concepts II course. Introduces concept of leadership and management. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach. A minimum grade of "C" is required to pass this course.

Prerequisite: RNSG 1216; 1430; 1128; 1161; 1125

Co-requisite: RNSG 1533; 2362

Type: TECH

RNSG 1128 1:1:0

Introduction to Health Care Concepts

An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts

include acid-base balance, fluid and electrolytes, immunity, gas exchange, perfusion, metabolism, coping, and tissue integrity. This course lends itself to a concept-based approach. A minimum grade of “C” is required to pass this course.

Prerequisite: Admission to the ADN Program
Co-requisite: RNSG 1216; 1430; 1125; 1161
Type: TECH

RNSG 1137 1:1:0

Professional Nursing Concepts III

Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and teamwork and collaboration. Introduces the concept of quality improvement, health information technology, and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach. A minimum grade of “C” is required to pass this course.

Prerequisite: RNSG 1216; 1430; 1128; 1161; 1125; 1533; 2362; 1126
Co-requisite: RNSG 1538; 2363
Type: TECH

RNSG 1161 1:0:4

Clinical – Registered Nursing/Registered Nurse

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A minimum grade of “C” is required to pass this course.

Prerequisite: Admission to the ADN Program
Co-requisite: RNSG 1430; 1125; 1128; 1216
Type: TECH

RNSG 1162 1:0:3

Clinical – Registered Nursing/Registered Nurse

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A minimum grade of “C” is required to pass this course.

Prerequisite: Admission to Concept-Based Transition to Nursing Practice Program

Co-requisite: RNSG 1118; 1128; 1324

Type: TECH

RNSG 1216 2:0:8

Professional Nursing Competencies

Development of professional nursing competencies in the care of patients throughout the lifespan. Emphasizes psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach. A minimum grade of “C” is required to pass this course.

Prerequisite: Admission to the ADN Program
Co-requisite: RNSG 1430; 1125; 1128; 1161
Type: TECH

RNSG 1324 3:2:4

Concept-Based Transition to Professional Nursing Practice

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

education, professionalism, safety, teamwork and collaboration. Introduces concepts of leadership and management. This course lends itself to a concept-based approach. A minimum grade of "C" is required to pass this course.

Prerequisite: Admission to Concept-Based Transition to Nursing Practice Program

Co-requisite: RNSG 1118; 1162; 1170

Type: TECH

RNSG 1430 4:3:4

Health Care Concepts I

In-depth coverage of foundational health care concepts with application through selected exemplars. Concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, thermoregulation, grief, and tissue integrity. Emphasizes development of clinical judgment skills in the beginning nurse. This course lends itself to a concept-based approach. A minimum grade of "C" is required to pass this course.

Prerequisite: RNSG 1216; 1125; 1128; 1161

Type: TECH

RNSG 1533 5:4:4

Health Care Concepts II

In-depth coverage of health care concepts with application through selected exemplars. Concepts include acid-base balance, coping, clotting, cognition, fluid and electrolytes, gas exchange, immunity, metabolism, nutrition, comfort, and perfusion. Provides continuing opportunities for development of clinical judgment skills. The course lends itself to a concept-based approach. A minimum grade of "C" is required to pass this course.

Prerequisite: RNSG 1128; 1125; 1430; 1161; 1216

Co-requisite: RNSG 1126; 2362

Type: TECH

RNSG 1538 5:4:4

Health Care Concepts III

In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief,

human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. This course lends itself to a concept-based approach. A minimum grade of "C" is required to pass this course.

Prerequisite: RNSG 1128; 1125; 1430; 1161; 1216; 1126; 1533; 2362

Co-requisite: RNSG 1137; 2363

Type: TECH

RNSG 2138 1:1:1

Professional Nursing Concepts IV

(Capstone Course)

Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidence-based practice, leadership and management, patient-centered care, professionalism, teamwork, and collaboration through exemplars presented in the Health Care Concepts courses. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach. A minimum grade of "C" is required to pass this course.

Prerequisite: RNSG 1216; 1430; 1128; 1161; 1125; 1533; 2362; 1126; 1538; 2363; 1137

Co-requisite: RNSG 2539; 2360

Type: TECH

RNSG 2360 3:0:12

Clinical – Registered Nursing/Registered Nurse

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A minimum grade of "C" is required to pass this course.

Prerequisite: RNSG 1430; 1125; 1128; 1216; 1161; 1533; 1126; 2362; 1538; 1137; 2363

Co-requisite: RNSG 2539; 2138

Type: TECH

RNSG 2362 3:0:12
Clinical – Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A minimum grade of “C” is required to pass this course.
Prerequisite: RNSG 1430; 1125; 1128; 1216; 1161
Co-requisite: RNSG 1533; 1126
Type: TECH

RNSG 2363 3:0:12
Clinical – Registered Nursing/Registered Nurse
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A minimum grade of “C” is required to pass this course.
Prerequisite: RNSG 1430; 1125; 1128; 1216; 1161; 1533; 1126; 2362
Co-requisite: RNSG 1538; 1137
Type: TECH

RNSG 2539 5:4:4
Health Care Concepts IV
In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, tissue integrity, and interpersonal relationships. Continuing development of clinical judgment with integration of all health care concepts. The course lends itself to a concept-based approach. A minimum grade of “C” is required to pass this course.
Prerequisite: RNSG 1128; 1125; 1430; 1161; 1216; 1126; 1533; 1538; 1137
Co-requisite: RNSG 2360; 2138
Type: TECH

PARALEGAL STUDIES (LGLA)

LGLA 1303 3:3:0
Legal Research
This course presents legal research techniques emphasizing the paralegal's role.

Prerequisite: TSI ELAR (Reading and Writing) requirement met
Type: TECH

LGLA 1305 3:3:0
Legal Writing
This course presents fundamentals of legal writing techniques including case and fact analysis, citation formats, and legal writing styles emphasizing the paralegal's role in legal writing.
Prerequisite: TSI ELAR (Reading and Writing) requirement met
Type: TECH

LGLA 1313 3:3:0
Introduction to Paralegal Studies
This course presents an overview of the paralegal profession including professional regulation, trends and issues, ethical obligations, and the paralegal's role in the delivery of legal services.
Prerequisite: None
Type: TECH

LGLA 1345 3:3:0
Civil Litigation
This course presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes the paralegal's role in civil litigation.
Prerequisite: None
Type: TECH

LGLA 1351 3:3:0
Contracts
This course presents fundamental concepts of contract law including formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code with emphasis on the paralegal's role in contract law.
Prerequisite: None
Type: TECH

LGLA 1353 3:3:0
Wills, Trusts and Probate Administration
This course presents fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.
Prerequisite: None
Type: TECH

LGLA 1355 3:3:0
Family Law

This course presents fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.

Prerequisite: None
Type: TECH

LGLA 1359 3:3:0
Immigration Law

This course presents fundamental concepts of immigration law including substantive and procedural law related to visa applications, deportation, naturalization, and citizenship emphasizing the paralegal's role in immigration law.

Prerequisite: None
Type: TECH

LGLA 2303 3:3:0
Torts and Personal Injury Law

This course presents the fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal's role.

Prerequisite: None
Type: TECH

LGLA 2307 3:3:0
Law Office Management

This course presents fundamentals of principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals.

Prerequisite: None
Type: TECH

LGLA 2309 3:3:0
Real Property

This course presents fundamental concepts of real property law including the nature of real property, rights and duties of ownership, land use, voluntary and involuntary conveyances, and the recording of and searching for real estate documents emphasizing the paralegal's role in property law.

Prerequisite: None
Type: TECH

LGLA 2313 3:3:0
Criminal Law and Procedure

This course presents fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

Prerequisite: None
Type: TECH

LGLA 2388 3:0:9
Internship – Legal Assistant/Paralegal
(Capstone Course)

This course presents a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: Successful completion of at least 21 hours of Paralegal Studies coursework

Type: TECH

PHILOSOPHY (PHIL)

PHIL 1301 3:3:0
Introduction to Philosophy

Core 040

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

Prerequisite: Concurrent enrollment or completion of ENGL 1301

Type: ACAD

PHYSICAL THERAPIST ASSISTANT (PTHA)

PTHA 1321 3:3:0
Pathophysiology for the PTA

Study of the pathophysiology of diseases/conditions commonly encountered in physical therapy.

Prerequisite: BIOL 2401; 2402; PTHA 2205; and 1360

Type: TECH

PTHA 1360 3:0:15
Clinical – Physical Therapist Assistant

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: PTHA 2205
Type: TECH

PTHA 1409 4:3:4
Introduction to Physical Therapy

Introduction to the profession of physical therapy and the role of the physical therapist assistant. Includes the application of basic patient handling, functional skills, communication, and selected data collection techniques.

Prerequisite: Admission to the PTA Program
Type: TECH

PTHA 1413 4:3:4
Functional Anatomy

The relationship of the musculoskeletal and neuromuscular systems to normal and abnormal movement.

Prerequisite: Admission to the PTA Program
Type: TECH

PTHA 1531 5:4:4
Biophysical Agents

Biophysical principles, physiological effects, efficacy, and application of physical agents.

Prerequisite: PTHA 1409; 1413
Type: TECH

PTHA 2205 2:2:0
Neurology

Study of neuroanatomy and neurophysiology as it relates to neurological conditions.

Prerequisite: PTHA 1531; 2201; 2409
Type: TECH

PTHA 2301 3:2:4
Essentials of Data Collection

Data collection techniques used to assist in patient/client management.

Prerequisite: PTHA 1409; 1413
Type: TECH

PTHA 2339 3:3:0
Professional Issues
(Capstone Course)

Discussion of professional issues and behaviors related to clinical practice; preparation for transition into the workforce.

Prerequisite: PTHA 1321; 2431; 2435
Type: TECH

PTHA 2360 3:0:15
Clinical – Physical Therapist Assistant

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: PTHA 1321; 1360; 2431; 2435
Type: TECH

PTHA 2409 4:3:4
Therapeutic Exercise

Concepts, principles, and application of techniques related to therapeutic exercise and functional training.

Prerequisite: PTHA 1409; 1413
Type: TECH

PTHA 2431 4:3:4
Management of Neurological Disorders

Comprehensive rehabilitation techniques of selected neurological disorders.

Prerequisite: PTHA 1360; 2205
Type: TECH

PTHA 2435 4:3:4
Rehabilitation Techniques

Comprehensive rehabilitation of selected diseases and disorders.

Prerequisite: PTHA 1360; 2205
Type: TECH

PTHA 2460 4:0:15
Clinical – Physical Therapist Assistant

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: PTHA 2360
Type: TECH

PHYSICS (PHYS)

PHYS 1401 4:3:2

College Physics I

Core 030

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce these concepts.

Prerequisite: MATH 1314 and MATH 1316; or MATH 2412

Type: ACAD

PHYS 1402 4:3:2

College Physics II

Core 030

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce these concepts.

Prerequisite: PHYS 1401 with a grade of "C" or higher

Type: ACAD

PHYS 2425 4:3:3

University Physics I

Core 030

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics. Emphasis is placed on problem solving. Laboratory experiments support theoretical principles presented in lecture; includes experimental design, data collection and analysis, and preparation of laboratory reports.

Prerequisite: MATH 2413; concurrent enrollment in Math 2414 is recommended (see PHYS 2426 prerequisites)

Type: ACAD

PHYS 2426 4:3:3

University Physics II

Core 030

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 support theoretical principles presented in lecture; includes experimental design, data collection and analysis, and preparation of laboratory reports.

Prerequisite: PHYS 2425 with a grade of "C" or higher and MATH 2414

Type: ACAD

POLICE ACADEMY (CJLE)

CJLE 1429 4:2:8

Basic Peace Officer V

Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. Satisfies or exceeds the Texas Commission on Law Enforcement approved Basic Peace Office Academy Course #1000. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.*** Basic preparation for a new peace officer. Topics covered are laws directly related to police field work, Radio Communications, Amber-Silver Alert, TCIC-TLETS, Civilian Interaction Training, Firearms, ALERRT Level I, HazMat Awareness/ICS, Sexual Assault and Family Violence.

Prerequisite: None

Type: TECH

CJLE 1506 5:3:8

Basic Peace Officer I

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCOLE)

approved Basic Peace Officer Training Academy.
THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.
Topics covered are introduction to fitness and wellness, history of policing, professionalism and ethics, United States Constitution and Bill of Rights, Criminal Justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management.

Prerequisite: None

Type: TECH

CJLE 1512 5:3:8

Basic Peace Officer II

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Training Academy.

THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.

Topics covered are field note taking, report writing, "use of force" law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, MHMR, crowd management, and criminal investigation.

Prerequisite: None

Type: TECH

CJLE 1518 5:3:8

Basic Peace Officer III

(Capstone Course)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Training Academy.

THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.

Topics covered are laws pertaining to controlled substances, crowd management, personal property, and crime scene investigation.

Prerequisite: None

Type: TECH

CJLE 1524 5:3:8

Basic Peace Officer IV

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Training Academy.

THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.

Topics covered are laws directly related to police field work, Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic-stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. Also includes study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations.

Prerequisite: None

Type: TECH

PROCESS TECHNOLOGY (PTAC)

CTEC 1401 4:3:2

Applied Petrochemical Technology

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.

Prerequisite: Credit for or concurrent enrollment in MATH 1314

Type: TECH

CTEC 1480 4:1:27

Cooperative Education-Chemical Technology/Technician

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. Class time will focus on work related topics such as safety, self-initiative, goal setting, time management, leadership, communication, team skills, and continuous improvement. Students may register in only one co-op class per semester (4sch, 1 lecture, 20 minimum practicum in plant) and it must be approved by both the employer offering the co-op and WCJC. The employer will usually select from second year students who have completed at least 30 semester hours toward the PTAC degree and have satisfactorily completed the company's tests and interviews. The student will work at the facility during the day, averaging at least 20 hours per week, and is paid a commensurate rate (approximately 80% of entry level).

Prerequisite: Credit for or concurrent enrollment in PTAC 2420 and assignment by the Program Director and Co-op employer

Type: TECH

PTAC 1302 3:3:0

Introduction to Process Technology

An introduction overview of the processing industries. Introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations, plant organizations, plant process and utility systems, and the mental requirements of the process technician.

Prerequisite: None

Type: TECH

PTAC 1408 4:3:2

Safety, Health, and Environment I

An overview of safety, health, and environmental issues in the performance of all job tasks in process industries. Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits.

Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0307

Type: TECH

PTAC 1410 4:3:2

Process Technology I – Equipment

Introduction to the use of common processing equipment. Students will learn to use appropriate terminology to describe components of process equipment, describe basic functions of process equipment, and relate scientific principles associated with process equipment.

Prerequisite: Credit for or concurrent enrollment in PTAC 1302

Type: TECH

PTAC 1432 4:3:2

Process Instrumentation I

Study of the instruments and control systems used in the process industry including terminology, process variables, symbology, control loops and basic troubleshooting.

Prerequisite: Credit for or concurrent enrollment in PTAC 1302 or ENER 1350 or INMT 1305

Type: TECH

PTAC 1454 4:3:2

Industrial Processes

The study of the common types of industrial processes. This course will examine some of the major types of process units in chemical and refining industries; and the generic procedures for startups, shutdowns, normal and abnormal operations for these units. Processes covered will include polyethylene (loop, CSTR and fixed bed), hydrogen reforming, syn gas reforming, crude distillation, catalytic cracking (FCCU), olefin (specifically ethylene) production, hydrotreating/desulfurization (HT/HDS and CCR) mercaptin treating and sulfur recovery units. MUST be taken if not selected for CTEC 1480.

Prerequisite: PTAC 1410 and PTAC 1432

Type: TECH

PTAC 2314 3:3:0

Principles of Quality

Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics, and continuous improvement.

Prerequisite: TSI requirements met
Type: TECH

PTAC 2420 4:3:2

Process Technology II – Systems

A study of various process systems including related scientific principles.

Prerequisite: Credit for or concurrent enrollment in PTAC 1302

Type: TECH

PTAC 2438 4:3:2

Process Technology III – Operations

(Capstone Course)

This course emphasizes activities associated with the hands-on operation of process equipment. Topics include typical duties of an operator.

Prerequisite: Credit for or concurrent enrollment in PTAC 1302

Type: TECH

PTAC 2446 4:3:2

Process Troubleshooting

(Capstone Course)

Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships and reasoning.

Prerequisite: Credit for or concurrent enrollment in PTAC 2420

Type: TECH

PSYCHOLOGY (PSYC)

PSYC 1300 3:3:0

Learning Framework Or EDUC 1300

Core 090

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)

Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0307 or ENGL 1301/NCBI 0300

Type: ACAD

PSYC 2301 3:3:0

General Psychology

Core 080

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

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

PSYC 2306 3:3:0

Human Sexuality Or SOCI 2306

Core 080

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. (Cross-listed as SOCI 2306)

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

PSYC 2314 3:3:0

Life Span Growth & Development

Core 080

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. Recommended for Nursing and Allied Health students.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

PSYC 2319 3:3:0
Social Psychology
 Study of individual behavior within the social environment. Topics may include socio-psychological process, attitude formation and change, interpersonal relations, group processes, self, social cognition, and research methods.
 Prerequisite: PSYC 2301 required; SOCI 1301 recommended
 Type: ACAD

RADIOLOGIC TECHNOLOGY (RADR)

RADR 1166 1:0:10
Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A minimum grade of “C” is required to pass this course.
 Prerequisite: Acceptance into the Radiologic Technology Program; BIOL 2401; and BIOL 2402
 Type: TECH

RADR 1266 2:0:16
Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A minimum grade of “C” is required to pass this course.
 Prerequisite: RADR 1409; 1411; and 1166 with a “C” or higher
 Type: TECH

RADR 1267 2:0:15
Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A minimum grade of “C” is required to pass this course.
 Prerequisite: RADR 2401; 1313; and 1266 with a “C” or higher
 Type: TECH

RADR 1313 3:2:4
Principles of Radiographic Imaging I
 Radiographic image quality and the effects of exposure variables. A minimum grade of “C” is required to pass this course.
 Prerequisite: RADR 1409; 1411; and 1166 with a “C” or higher
 Type: TECH

RADR 1409 4:3:3
Introduction to Radiography and Patient Care
 An overview of the historical development of radiography, basic radiation protection, and introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and to health care systems. Patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology are also included. A minimum grade of “C” is required to pass this course.
 Prerequisite: Acceptance into the Radiologic Technology Program; BIOL 2401; and BIOL 2402
 Type: TECH

RADR 1411 4:3:4
Basic Radiographic Procedures
 An introduction to radiographic positioning terminology, manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for demonstration of basic anatomy. A minimum grade of “C” is required to pass this course.
 Prerequisite: Acceptance to the Radiologic Technology Program; BIOL 2401; and BIOL 2402
 Type: TECH

RADR 2117 1:1:1
Radiographic Pathology
 Disease processes and their appearance on radiographic images. A minimum grade of “C” is required to pass this course.

Prerequisite: RADR 2205 and 1267 with a "C" or higher
Type: TECH

RADR 2205 2:1:4
Principles of Radiographic Imaging II

Radiographic image quality and the effects of exposure variables, and the synthesis of all variables in image production. A minimum grade of "C" is required to pass this course.

Prerequisite: RADR 2401; 1313; and 1266 with a "C" or higher
Type: TECH

RADR 2235 2:1:4
Radiologic Technology Seminar
(Capstone Course)

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. A minimum grade of "C" is required to pass this course.

Prerequisite: RADR 2333; 2313; and 2366 with a "C" or higher
Type: TECH

RADR 2266 2:0:16
Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A minimum grade of "C" is required to pass this course.

Prerequisite: RADR 2205 and 1267 with a "C" or higher
Type: TECH

RADR 2267 2:0:15
Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. A minimum grade of "C" is required to pass this course.

Prerequisite: RADR 2333; 2213; and 2366 with a "C" or higher
Type: TECH

RADR 2309 3:2:4
Radiographic Imaging Equipment

Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process. A minimum grade of "C" is required to pass this course.

Prerequisite: RADR 2205 and 1267 with a "C" or higher
Type: TECH

RADR 2313 3:3:0
Radiation Biology and Protection

Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure. A minimum grade of "C" is required to pass this course.

Prerequisite: RADR 2309; 2117; 2331; and 2266 with a "C" or higher
Type: TECH

RADR 2331 3:2:4
Advanced Radiographic Procedures

Positioning and alignment of the anatomic structures and equipment, evaluation of images for demonstration of anatomy and related pathology. A minimum grade of "C" is required to pass this course.

Prerequisite: RADR 2205 and 1267 with a "C" or higher
Type: TECH

RADR 2333 3:3:0
Advanced Medical Imaging

An exploration of specialized imaging modalities. A minimum grade of "C" is required to pass this course.

Prerequisite: RADR 2309; 2117; 2331; and 2266 with a "C" or higher
Type: TECH

RADR 2366 3:0:24
Practicum (or Field Experience) – Radiologic Technology/Science – Radiographer

Practical, general workplace training supported by an individualized learning plan developed by

the employer, college, and student. A minimum grade of "C" is required to pass this course.

Prerequisite: RADR 2309; 2331; 2117; and 2266 with a "C" or higher

Type: TECH

RADR 2401 4:3:4

Intermediate Radiographic Procedures

A continuation of the study of the manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for demonstration of anatomy. A minimum grade of "C" is required to pass this course.

Prerequisite: RADR 1409; 1411; and 1166 with a "C" or higher

Type: TECH

SOCIOLOGY (SOCI)

SOCI 1301 3:3:0

Introduction to Sociology

Core 080

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.

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

SOCI 1306 3:3:0

Social Problems

Core 080

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.

Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0307 or ENGL 1301/NCBI 0300

Type: ACAD

SOCI 2301 3:3:0

Marriage & the Family

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.

Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0307 or ENGL 1301/NCBI 0300

Type: ACAD

SOCI 2306 3:3:0

Human Sexuality Or PSYC 2306

Core 080

This course is an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom. (Cross-listed as PSYC 2306)

Prerequisite: TSI ELAR (Reading and Writing) requirement met

Type: ACAD

SOCI 2319 3:3:0

Minority Studies

Core 080

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.

Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0307 or ENGL 1301/NCBI 0300

Type: ACAD

SPANISH (SPAN)

SPAN 1411 4:4:0

Beginning Spanish I

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.

Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0306 or INRW 0307 or ENGL 1301/NCBI 0300

Type: ACAD

SPAN 1412 4:4:0

Beginning Spanish II

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 or passing grade on Spanish placement test

Type: ACAD

SPAN 2311 3:3:0

Intermediate Spanish I

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 or passing grade on Spanish placement test

Type: ACAD

SPAN 2312 3:3:0

Intermediate Spanish II

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

Type: ACAD

SPEECH (SPCH)

SPCH 1311 3:3:0

Introduction to Speech Communication

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0306 or INRW 0307 or ENGL 1301/NCBI 0300

Type: ACAD

SPCH 1315 3:3:0

Public Speaking

Core 090

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.

Prerequisite: None

Type: ACAD

SPCH 1318 3:3:0

Interpersonal Communication

Core 090

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.

Prerequisite: None

Type: ACAD

SPCH 1321 3:3:0
Business & Professional Communication
 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.
 Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0306 or INRW 0307 or ENGL 1301/NCBI 0300
 Type: ACAD

SPCH 1342 3:3:0
Voice & Diction
 Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation.
 Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0306 or INRW 0307 or ENGL 1301/NCBI 0300
 Type: ACAD

SPCH 2341 3:3:0
Oral Interpretation
 Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms.
 Prerequisite: TSI ELAR (Reading and Writing) requirement met or concurrent enrollment in INRW 0306 or INRW 0307 or ENGL 1301/NCBI 0300
 Type: ACAD

VOCATIONAL NURSING (VNSG)

VNSG 1119 1:1:0
Leadership and Professional Development
 Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.
 Prerequisite: Successful completion of all second semester courses
 Type: TECH

VNSG 1122 1:1:0
Vocational Nursing Concepts
 Introduction to the nursing profession and its responsibilities. Includes legal, ethical, and professional issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.
 Prerequisite: Admission to the LVN Program
 Type: TECH

VNSG 1133 1:1:0
Growth and Development
 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.
 Prerequisite: Admission to the LVN Program
 Type: TECH

VNSG 1160 1:0:4
Clinical – Licensed Practical/Vocational Nurse Training
 A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
 Prerequisite: Student must have a "C" average in VNSG 1204 and VNSG 1133
 Type: TECH

VNSG 1205 2:2:0
NCLEX-PN Review (Capstone Course)
 Review of nursing knowledge and skills, study skills, stress management techniques, and test-taking strategies to prepare the graduate vocational nurse (GVN) to take the National Licensure Examination-Practical Nurse (NCLEX-PN).
 Prerequisite: Successful completion of all second semester courses
 Type: TECH

VNSG 1226 2:2:0
Gerontology
 Overview of the physical, psychosocial, and cultural aspects of the aging process. Addresses

disease processes of aging. Exploration of perceptions toward care of the older adult.

Prerequisite: Admission to the LVN Program

Type: TECH

VNSG 1227 2:1:2

Essentials of Medication Administration

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.

Prerequisite: Admission to the LVN Program

Type: TECH

VNSG 1230 2:2:1

Maternal-Neonatal Nursing

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process and clinical judgement model in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

Prerequisite: Successful completion of all first semester courses with a grade of "C" or higher

Type: TECH

VNSG 1231 2:2:0

Pharmacology

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process and clinical judgement model.

Prerequisite: Successful completion of all first semester courses with a grade of "C" or higher

Type: TECH

VNSG 1234 2:2:1

Pediatrics

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process and clinical judgement model.

Prerequisite: Successful completion of all first semester courses with a grade of "C" or higher

Type: TECH

VNSG 1238 2:2:0

Mental Illness

Study of human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process and clinical judgement model.

Prerequisite: Successful completion of all second semester courses with a grade of "C" or higher

Type: TECH

VNSG 1320 3:3:1

Anatomy and Physiology for Allied Health

Study of the structure (anatomy) and function (physiology) of the human body, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems.

Prerequisite: Admission to the LVN Program

Type: TECH

VNSG 1360 3:0:12

Clinical – Licensed Practical/Vocational Nurse Training

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Successful completion of all first semester courses with a grade of "C" or higher

Type: TECH

VNSG 1361 3:0:12

Clinical – Licensed Practical/Vocational Nurse Training

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: Successful completion of all first and second semester courses with a grade of "C" or higher

Type: TECH

VNSG 1402 4:2:6

Applied Nursing Skills I

Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles and the clinical judgement model.

Prerequisite: Admission to the LVN Program

Type: TECH

VNSG 1409 4:3:2

Nursing in Health and Illness II

Introduction to health problems requiring medical and surgical interventions.

Prerequisite: Successful completion of all first semester courses with a grade of "C" or higher

Type: TECH

VNSG 2313 3:1:6

Applied Nursing Skills II

Application of nursing skills to meet complex patient needs utilizing the nursing process, clinical reasoning/judgement model, and related scientific principles.

Prerequisite: Successful completion of all first semester courses with a grade of "C" or higher

Type: TECH

VNSG 2410 4:3:2

Nursing in Health and Illness III

Continuation of Nursing in Health and Illness II. Further study of medical-surgical health problems of the patient including concepts such as mental illness and clinical judgement model. Incorporates knowledge necessary to make the transition from student to graduate vocation nurse.

Prerequisite: Successful completion of all second semester courses with a grade of "C" or higher

Type: TECH

WELDING TECHNOLOGY (WLDG)

WLDG 1412 4:3:4

Introduction to Flux Cored Arc Welding (FCAW)

An overview of terminology, safety procedures and equipment set-up. Practice in performing various joints (T-joints, lap joints, and butt joints) using Flux Cored Arc Welding (FCAW) equipment.

Prerequisite: None

Type: TECH

WLDG 1413 4:3:4

Introduction to Blueprint Reading for Welders

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.

Prerequisite: None

Type: TECH

WLDG 1417 4:2:6

Introduction to Layout and Fabrication

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Prerequisite: WLDG 1428

Type: TECH

WLDG 1428 4:3:4

Introduction to Shielded Metal Arc Welding (SMAW)

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

Prerequisite: None

Type: TECH

WLDG 1434 4:3:4

Introduction to Gas Tungsten Arc Welding (GTAW)

Principles of gas tungsten arc welding (GTAW), including set-up of GTAW equipment. Instruction in various positions and joint designs.

Prerequisite: WLDG 1428

Type: TECH

WLDG 1435 4:3:4

Introduction to Pipe Welding

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on various welding positions (1G and 2G) and electrodes.

Prerequisite: WLDG 1428

Type: TECH

WLDG 1457 4:3:4

Intermediate Shielded Metal Arc Welding (SMAW)

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

Prerequisite: WLDG 1428

Type: TECH

WLDG 2451 4:2:6

Advanced Gas Tungsten Arc Welding (GTAW)

Advanced topics in GTAW welding, including welding in various positions and directions.

Prerequisite: WLDG 1417

Type: TECH

WLDG 2452 4:3:4

Advanced Flux Cored Arc Welding

Advanced concepts of flux cored arc welding of structural and fabricated steel products. Skill development in multi-pass fillet and V-groove welding.

Prerequisite: WLDG 1417

Type: TECH

WLDG 2453 4:3:4

Advanced Pipe Welding

(Capstone Course)

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.

Prerequisite: WLDG 1417

Type: TECH

College Personnel

BOARD OF TRUSTEES

Board Position	Name	Term Expires
4	Amy Rod, Chair	May 2026
3	Ann Hundl, Vice-Chair	May 2026
5	Mary Ellen Meyer, Secretary	May 2024
1	Dr. Priscilla Metcalf	May 2028
2	Larry Sitka	May 2028
6	J. Paul Pope	May 2024
7	P.D. (Danny) Gertson III	May 2024
8	Dr. Sue Zanne Williamson Urbis	May 2026
9	Dr. Bret Macha	May 2028

ADMINISTRATIVE EXECUTIVE OFFICERS

Betty McCrohan	President
B.S., San Angelo State University M.Ed., University of Houston	
Amanda Allen	Vice President of Strategy, Enrollment Management, and Technology
B.S., Texas A&M University M.Ed.; Ed.D., Lamar University	
Danny Bacot	Dean of Workforce
B.S., University of Houston	
Rachel Bahnsen	Dean of Human Resources
B.S.; B.B.A., Texas State University	
Leigh Ann Collins	Vice President of Instruction
A.A.S., Wharton County Junior College B.A.S.; M.A.I.S., University of Houston - Victoria	
Jerry Martinez	Dean of Enrollment Management and Registrar
B.A., University of Texas – Brownsville M.P.A., University of Texas – Rio Grande Valley	

Lindsey McPherson	Dean of Student Success
B.S., Texas A&M University M.A., Sam Houston State University	
Gus Wessels, Jr., CPA	Dean of Financial and Business Services
A.A., Wharton County Junior College B.B.A., Southwest Texas State University	

ADMINISTRATIVE STAFF

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B.S., Texas Tech University M.Ed., University of Houston – Victoria	
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B.S., Texas State University

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Alexiah Wilson Title V HSI Academic Advisor for
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Philip Wuthrich Director of Purchasing
B.S., Sam Houston State University

CONTINUING EDUCATION & COMMUNITY OUTREACH

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FACULTY

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M.S., University of Washington		M.A., University of Houston	
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B.A.A.S., University of Houston – Victoria		M.A., Texas Southern University	
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L.P., Texas Department of State Health Services		Kirk Cowell	Speech
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Ph.D., University of Wisconsin – Madison		M.S., University of South Alabama	
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B.S.N., Texas A&M University – Corpus Christi		M.A., Stephen F. Austin State University	
M.S.N., Texas Woman’s University		Ph.D., University of Florida	
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M.A., Texas Southern University		B.S.; M.S., Southwest Texas State University	
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M.F.A., Northern Arizona University

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M.B.A.; M.L.A., University of St. Thomas

Matthew Tougas English
A.A., Johnson County Community College
B.G.S., University of Kansas
M.A., University of New Mexico

Brian Trinh Chemistry
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ASE Certified Automotive Technician

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B.F.A., University of Texas at Tyler
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B.S. HED, Texas A&M University
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 B.S.; M.B.A., University of Houston

Xuan (Joanna) Wu Physics
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 B.S. Tianjun University
 M.A., M.S. Indiana University

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 B.S., Xiamen University
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ADVISORY COMMITTEES FOR OCCUPATIONAL PROGRAMS

Air Conditioning, Heating, Refrigeration, and Electrical Technology

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 Wharton County Junior College, Wharton, TX

Philip Cox
 Barbee Electric, Wharton, TX

Mark Mata
 Business Owner, Wharton, TX

Jared Newsom
 Gulf Coast A/C & Electrical, Wharton, TX

Bill Roy
 Century Supply, Bay City, TX

Koby Sanchez
 Martin Electric, El Campo, TX

Kurt Stern
 EB Air Conditioning, East Bernard, TX

Philip Villaloboz
 Fort Bend Air & Heat, Rosenberg, TX

Associate Degree Nursing

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 Memorial Hermann Katy Hospital, Katy, TX

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 Stafford Independent School District, Stafford, TX

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 Community Liaison, Wharton, TX

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Larry Kuretsch

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Mike Rodriguez

Phillips 66, Sweeny, TX

Theresa Salley

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Belinda Bonilla

CGG, Houston, TX

Angelica Guzman

City of Rosenberg Fire Department, Rosenberg, TX

Rhoda Jones, CAP

Williams Gas Pipeline, Houston, TX

Lauren Krasucky

Needville High School, Needville, TX

Jessica Luna

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Sugar Land Fire Department, Sugar Land, TX
 2 positions Current WCJC EMT-P Students
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JONES | CARTER, Bellaire, TX – Civil Design & Construction Management

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M.A., University of Texas
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M.S.E., Henderson State College
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John M. Hodges	1946 – 1962
Travis M. McKenzie	1962 – 1966
Theodore Nicksick, Jr.	1966 – 1984
Elbert C. Hutchins	1984 – 1994
Frank Robert Vivelo	1994 – 2001
Betty McCrohan	2001 – Present

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Jack Bond	John Roten
J.B. Damron	C.H. Rugeley
Julius Gensberg	Carl Shannon
Frank Haines	Aaron Sharman
Alex Harrison	W.T. Volding
Charles P. McElroy (Chair)	Paul Wadler
Clarence Nash	Louie F. Worthing
R.D. Wright	

Wharton County Junior College Committee (1945 – 1946)	
PD. Gertson (Chair)	George C. Mick
A.T. Green	A.S. Mitchell
F.S. Haines (Vice-Chair)	John Roten
Alex Harrison	C.H. Rugeley
Ed Holub	A.H. Sharman
A.J. Labay	Harold Stevens
Henry L. Langford (Treasurer)	(Secretary)
Charles P. McElroy	W.D. Stovall
	Alfred Thonsgaard

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Installed April 17, 1946	
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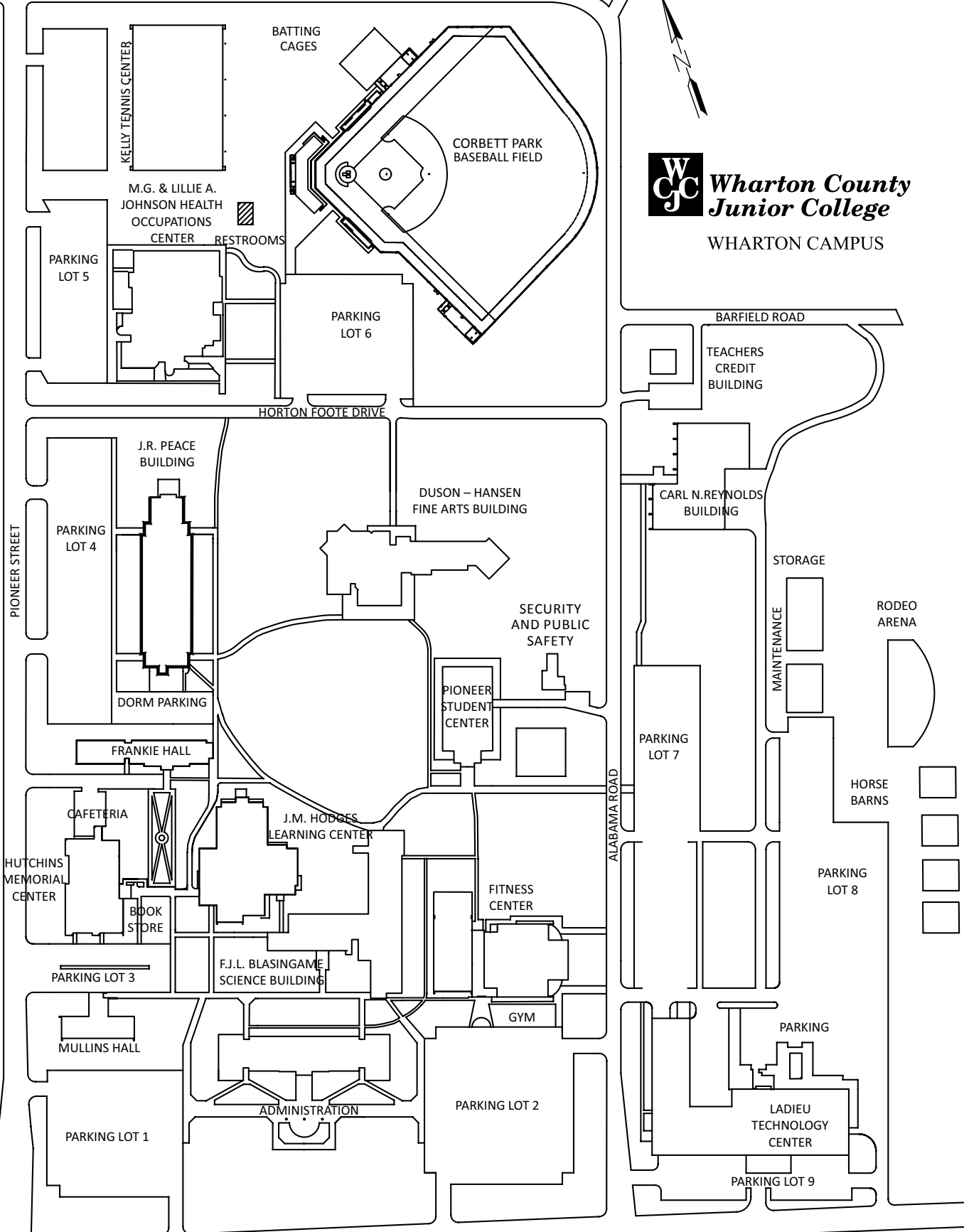
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AHL DAG STREET



WJC Wharton County Junior College

WHARTON CAMPUS



PIONEER STREET

HORTON FOOTE DRIVE

BARFIELD ROAD

ALABAMA ROAD

BOLING HWY. 1301

KELLY TENNIS CENTER

BATTING CAGES

CORBETT PARK BASEBALL FIELD

M.G. & LILLIE A. JOHNSON HEALTH OCCUPATIONS CENTER

RESTROOMS

PARKING LOT 5

PARKING LOT 6

J.R. PEACE BUILDING

PARKING LOT 4

DUSON - HANSEN FINE ARTS BUILDING

SECURITY AND PUBLIC SAFETY

CARL N. REYNOLDS BUILDING

STORAGE

MAINTENANCE

RODEO ARENA

DORM PARKING

PIONEER STUDENT CENTER

PARKING LOT 7

HORSE BARN

HUTCHINS MEMORIAL CENTER

CAFETERIA

BOOK STORE

J.M. HODGES LEARNING CENTER

FITNESS CENTER

PARKING LOT 8

PARKING LOT 3

F.J.L. BLASINGAME SCIENCE BUILDING

GYM

MULLINS HALL

PARKING

PARKING LOT 1

ADMINISTRATION

PARKING LOT 2

LADIEU TECHNOLOGY CENTER

PARKING LOT 9



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