

# Continuing Education Course Schedule



# start Smart



*Wharton County  
Junior College*

## Fall Semester 2009

Continuing Education Hotline

**(800) 561-9252, ext. 6597**

**Available 24 hours a day for course status.**

# **EXPRESS SIGN-UP**

Continuing Education's Express "Sign-Up" – four easy ways to get a seat in the course you want.

## **1. WEB REGISTRATION**

REGISTER ONLINE! Visit our website at [www.wcjc.edu](http://www.wcjc.edu) and click "log in" under the WCJC Online Services tab on the WCJC homepage. A tutorial is available 24-hours a day to help you with online registration. Click the Online Services link on the WCJC homepage, then click "Tutorial".

## **2. COME-IN**

You may register in person at the Wharton, Sugar Land, Bay City, and Richmond campuses. Offices are open, Monday-Friday, 8 a.m. – 5 p.m.

## **3. MAIL- IN**

You may simply complete the registration form (or a copy of one) located on the back page of this schedule and send it to one of the addresses on the form. Please use one form for each person registering for a class. If the course is scheduled to meet within 7 days, please use the "FAX IN" or "COME IN" method of enrollment.

## **4. FAX-IN**

You may register by fax. Please fax in your registration to one of the following fax numbers: Wharton, Bay City, and El Campo courses (979) 532-6494; Sugar Land courses (281) 243-8583; and Richmond courses (281) 239-1629. If you choose to register by fax, please include your VISA or MASTERCARD number, expiration date, and signature to insure your seat in the class. This method of enrollment is available 24-hours a day.

*Classes are cancelled 3 days prior to first class meeting date when minimum enrollment has not been met. Please call (800) 561-9252 ext. 6597 for up to date course status and information. Registration is not complete until payment is made. No registrations will be accepted during class, and registration will end one day prior to course beginning date.*

**DISCLAIMER:** *This schedule has been carefully prepared to assure that all information is accurate and as complete as possible. However, the college reserves the right to make changes which may result in deviations from the information in the schedule content.*

## **IMPORTANT WCJC PHONE NUMBERS**

- Continuing Education Course Hotline ..... 979-532-6597**
- Emergency Medical Training ..... 979-532-6554**
- Law Enforcement & Fire Academy..... 979-532-6554**
- Sugar Land Campus Courses ..... 281-243-8495**
- Richmond Campus Courses ..... 281-239-1531**
- Richmond Campus Bookstore ..... 281-239-1513**
- Wharton, Bay City, & El Campo Courses..... 979-532-6324**
- Wharton Campus Bookstore ..... 979-532-6414**

You may contact the offices listed above using our toll free number: 1-800-561-9252, then enter the last four digits of the phone number listed above as the extension you wish to reach.

## **PARKING**

To park on campus you will need a parking permit. You may pick one up from the security office. Place the parking permit on the dashboard of your car, so that it is visible through the windshield.

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## ABBREVIATIONS FOR DAYS OF THE WEEK AND LOCATIONS APPEAR AS FOLLOWS:

Monday=M Tuesday=T Wednesday=W Thursday=R Friday=F  
 Saturday=S Sunday=U

WHARTON=WHA SUGAR LAND=SGL BAY CITY=BAY  
 FBTC=RICHMOND EL CAMPO EXTENSION CENTER=ELC

## Services for Students with Disabilities

Wharton County Junior College is committed to providing a discrimination-free environment for its students with disabilities. Students with disabilities are encouraged to inform the college of any assistance they may need when they apply. Early self-identification allow the students to receive what ever accommodation the may need as quickly as possible. Students with disabilities are encouraged to register with an ADA Coordinator, located in the Office of Student Services and to provide appropriate medical documentation. This action entitles qualified students with disabilities to their legal rights and assures them of receiving information on services and procedures available to them. Disability information is strictly confidential and is not released without the consent of the student. It is the responsibility of the student to voluntarily and confidentially disclose information regarding the nature and extent of the disability. Wharton County Junior College does not assume responsibility for providing special accommodations and services to students who have not identified themselves as having a qualified disability and who have not made their disability known. Specific disability services are based on individual needs and circumstances. To initiate services, students should contact the ADA Coordinator prior to each semester. The ADA Coordinator's office is located in the Office of Student Services at 979-532-6384.

## REFUND POLICY

Students requesting refunds at least FOUR full working days prior to the first class meeting shall receive a 100 percent refund of all tuition and fees unless an earlier refund date is published for an individual course, seminar, workshop, conference, or other non-credit offering. No refund of tuition or fees is issued for requests fewer than three working days prior to the first class meeting. Refunds will be made to the student, or applied toward the tuition for another non-credit class.

## NOTICE

Wharton County Junior College reserves the right to adjust this schedule in any manner whatsoever including time, classrooms and/or instructor as circumstances warrant. Any class with fewer than eight students may be cancelled.

## Accounting

### Beginning Quickbooks

18 hrs. .... \$165

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60077 S	ACNT1010-501 09:00A-12:00N	BAYC122 10/24-12/05	BAY
60024 TR	ACNT1010-901 06:00P-09:00PM	SGLTBA 10/27-11/12	SGL

Quick Books is one of the most popular accounting software packages. It can simplify the accounting process and give you access to reports needed to analyze your financial situation. This class will help develop a great bookkeeping solution for small businesses. A textbook and data storage device required. Required textbook is available at the WCJC Bookstore.

### Payroll Accounting

24 hrs. .... \$240

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60097 TR	ACNT1015-401 06:00P-09:00PM	FBTBTA 09/22-10/15	FBT
60076 S	ACNT1015-501 09:00A-01:00PM	BAYCTBA 10/03-11/21	BAY

Payroll accounting will focus on payroll and associated records. This course is designed to deliver information on how to process payroll in an accurate and timely manner. Students will become knowledgeable about the payroll process, constant changes in the legal environment, and technology that is needed to ensure a successful management process. The required textbook is available at the WCJC Bookstore.



## Career Development

### NEW! Administrative Assistant

Today's administrative assistant is a vital part of any productive office. Many administrative assistants are responsible for keeping the office running smoothly, filling out budgetary forms, and dealing with clients, co-workers, and outside personnel. This block of courses is designed to adequately prepare participants for the challenges that confront administrative assistants in the workforce. Topics included in the courses in this series include business computers, business mathematics, conflict resolution, business ethics, telephone & email etiquette, dress for success, and resume writing and interviewing skills. (Not all classes held in summer semester, some classes will be held in fall and spring semesters in addition to summer.) Required textbook(s) are available at WCJC Bookstore at the Wharton Campus.

### Business Writing

18 hrs. .... \$165

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60072 MW	POFT1004-501 06:00P-09:00PM	BAYC122 09/28-10/14	BAY

### Office Management

48 hrs. .... \$270

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60088 S	BMGT1025-501 08:00A-02:00PM	BAYC115 10/03-11/21	BAY

### Resume Writing & Interview Skills

8 hrs. .... \$120

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
70005 TR	POFT1006-901 05:30P-09:00PM	SGLTBA 12/01-12/03	SGL
70004 S	POFT1006-501 09:00A-02:00PM	BAYC115 12/05-12/12	BAY

### Bank Teller Training

48 hrs. .... \$400

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60075 S	BNKG1005-501 08:00A-02:00PM	BAYCTBA 10/03-11/21	BAY

This course provides basic job skills, basic teller training, customer service skills, sales, regulatory compliance as well as security issues. Teller topics include: bank processes; confidentiality; privacy laws; checking and savings accounts; Certificates of Deposit and money markets; IRA's; handling of currency, checks and ATM transactions.

## Child Development

### Associate

120 hrs. .... \$575

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60010 MTWR	CDEC1016-401 01:00P-05:00PM	FBTC103 09/21-11/13	FBT

This course provides the 120-clock hour's of instruction necessary for the CDA program credential. Offers a variety of experiences used to build practical skills in early childhood. The Council for Early Childhood Professionals and the State of Texas recognize this program. To receive the credential, a student will also need to complete 480 hours working in a licensed childcare facility within five years of taking this course. Final testing is administered by the CDA. The fees for the CDA test are not included in the class cost. A textbook is required and may be purchased at the WCJC Bookstore at the Fort Bend Technical Center.

### Professional Truck Driver:

#### Class B Exam Preparation

30 hrs. .... \$500

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60098 MTWRF	CVOP1015-401 01:00P-06:00PM	FBT102 10/05-10/12	FBT

This course will explain all state and federal laws with respect to the Class B commercial driver's license. Students will learn to demonstrate an understanding of all components of the vehicle and how they are applicable to the safe operation of a commercial vehicle. This course is a preparation for the Class B CDL license examination.

### Professional Truck Driver:

#### -Class B

150 hrs. .... \$3500

CRN/ DAY	COURSE #/ TIME	LOCATION DATE	ROOM/
60099 MWRF	CVOP1013-401 09:00A-04:00PM	FBTCTBA 10/19-11/20	FBT

In this course, students will demonstrate the safe operation and compliance with the law in various maneuvers of a commercial vehicle in different traffic situations; exhibit an understanding of the operation of the vehicle; and maneuver the vehicle safely forward and backward around various obstacles. This course includes a combination of lecture and lab to enhance the driver quality of participants. Required textbook is available at the WCJC Bookstore. Supplies needed for class include a driver's log, and bill of lading forms. Co-requisite: Professional Truck Driver Class B: Exam Preparation (CVOP1015).

## Computer Aided Drafting (AutoCAD)

### Introduction to AutoCAD

18 hrs. .... \$275

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60027 TR	DFTG1014-901 06:00P-09:00PM	SGLTBA 09/15-10/01	SGL

An entry-level course designed to teach basic elements of computer-aided drafting. Course provides practical knowledge to enable the student to construct basic drawings using AutoCAD. Learn to make drawings by means of absolute, relative, and polar coordinates, create hardcopy plots, and create different layers using various colors and line types. Pre-requisite: Minimum of six-month PC experience. Recommended: prior drafting experience. Please bring a diskette or flash drive to store your work.

### Intermediate AutoCAD

18 hrs. .... \$275

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60028 TR	DFTG1050-901 06:00P-09:00PM	SGLTBA 10/06-10/22	SGL

Learn how to use polylines, mirror, osnap, and ortho commands; how to place text on a drawing, how to define a block and how to do dimensioning. Pre-requisite: Introduction to AutoCAD. Please bring a diskette or flash drive to store your work.

### Advanced AutoCAD

18 hrs. .... \$275

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60029 TR	DFTG2004-901 06:00P-09:00PM	SGLTBA 10/27-11/12	SGL

Lectures and exercised will build upon skills learned in the Introductory and Intermediate AutoCAD sessions. Learn advanced dimensioning commands, create multiple objects in a pattern using arrays and grips and learn transparent commands and editing. Pre-requisite: Intermediate AutoCAD. Please bring a diskette or flash drive to store your work.

# Computers & New Technology

## NEW! Beginning Blogging

3 hrs. .... \$60

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60093 R	AVOC7278-701 10:00A-01:00PM	LAD104 10/01-10/01	WHA
60039 S	AVOC7278-901 09:00A-12:00N	SGLTBA 10/10-10/10	SGL

This course will teach the basics of blogging online, and creating a personal blog to post pictures, quotes, and interesting things about life. Learn how to post to other blogs such as news and newspapers, political blogs and more! Keep friends and family updated by creating a blog of the happenings in your life. Some topics in this course include: What blogs are, is blogging for you, choosing topics for blogs, create your own blog site, blog design tips, appropriate content, and joining blogging networks. Required textbook is available at the WCJC Bookstore.

## Beginning Computers for Home & Office

18 hrs. .... \$165

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60012 MW	ITSC1006-401 06:30P-09:30PM	FBTCTBA 09/21-10/07	FBT
60043 MW	ITSC1006-901 06:00P-09:00PM	SGLTBA 10/05-10/21	SGL

A hands-on class using MS Windows. You will learn how to use a computer from the very beginning, including: Navigating the computer desktop, how to set up your computer the way YOU want it, learn some simple Internet surfing and how to access files on your computer, and you will even learn how to setup a basic document. Textbook is available at the WCJC Bookstore at the Fort Bend Technical Center. Please bring a diskette or flash drive to store your work.

## Beginning Computers for Senior's

12 hrs. .... \$65

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60013 TR	ITSC1012-401 06:00P-09:00PM	FBTCTBA 09/22-10/01	FBT
60044 F	ITSC1012-901 09:00A-12:00N	SGLTBA 10/02-10/23	SGL
60045 S	ITSC1012-902 09:00A-12:00N	SGLTBA 10/10-10/31	SGL
60046 FS	ITSC1012-903 09:00A-12:00N	SGLTBA 11/06-11/14	SGL

This course is specifically designed for senior adults who are interested in learning computers, Internet and E-Mail in a slow-paced, fun

learning atmosphere. Participants will learn how to use their computer the way they want, send greetings and pictures, pay bills and shop online, surf the Web, compose letters and much more! Textbook is available at the WCJC Bookstore.

## Beginning Internet & E-Mail

9 hrs. .... \$90

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60042 F	ITNW1007-901 09:00A-12:00N	SGLTBA 10/09-10/23	SGL

Learn Internet terminology and how to get connected. Find out how to send e-mail messages to family and friends and discover fun and interesting Websites. Students enrolling in this class should have a working knowledge of computers. Textbook is available at the WCJC Bookstore. Please bring a diskette or flash drive to store your work.

## Beginning Photoshop

18 hrs. .... \$275

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60074 MW	ARTC1051-501 06:00P-09:00PM	BAYCTBA 10/05-10/21	BAY
60036 W	ARTC1051-901 10:00A-01:00PM	SGLTBA 10/07-11/11	SGL

Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for graphic design work. If you want to work with graphics, Photoshop is the program you will most need to learn. This hands on, project-oriented course is filled with detailed step-by-step instructions you'll have no trouble following as you learn how to edit photos, create basic paintings, and prepare your images for printing. Discover how to improve photographs by removing flaws, correcting for poor exposure, or adding new elements. You'll even learn how much fun it can be to paint again without the mess to clean up. And, best of all, no prior artistic ability is required to take this course. Textbook is available at the WCJC Bookstore. Please bring a diskette or flash drive to store your work.

## NEW! Computer Games for Senior's

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60069 S	AVOC7055-701 10:00A-12:00N	LADIEU104 11/14-11/14	WHA

This course is perfect for senior adults who would like to keep a sharp edge and have a great time playing games on the computer. Participants will learn to use the Internet to gain access to the most popular computer games on the web and beyond. Games such as Sudoku, card games, text games, puzzles, and many more will be discussed, and we will show participants how to download games and play

games that come pre-loaded on many computers. No textbook is required for this class.

### NEW! Creating a Pod-Cast

6 hrs. .... \$60

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60092 M	AVOC7279-701 06:00P-09:00PM	LADIEU104 09/14-09/21	WHA
60073 S	AVOC7279-501 09:00A-01:00PM	BAYC122 10/03-10/10	BAY

This is a great class for anyone interested in learning how to create a podcast and post it for easiest access to an audience. A podcast has become a great way to post audio, and video to the web for others to listen to and watch at a later date. Learn terminology, creation of a podcast, posting the podcast online for easy access to your audience, quality and more. A great course for those who wish to record lectures, analysis, and for those interested in providing commentary or even creating their own talk show! This course is an essential tool for teachers, preachers, or anyone looking to post events online for others to view.

### Introduction to MS Word

18 hrs. .... \$165

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60047 S	POF11024-901 09:00A-12:00N	SGLTBA 09/19-10/24	SGL
60015 MW	POF11024-401 06:30P-09:30PM	FBTCTBA 10/12-10/28	FBT
60048 F	POF11024-902 06:00P-09:00PM	SGLTBA 10/16-11/20	SGL

This course will provide participants with a basic understanding of the processes in Microsoft Word 2007. Students will learn terminology, how to set up personal letterhead, create mailing labels, change typestyles and colors, formatting lines, and borders, and much more. Pre-requisite: A basic understanding of a personal computer. Textbook is available at the WCJC Bookstore. Please bring a diskette or flash drive to store your work.

### Intermediate Word

18 hrs. .... \$165

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60017 MW	POF11042-401 06:30P-09:30PM	FBTCTBA 11/02-11/18	FBT

This intermediate Word MS Word 2007 course introduces production techniques, search/replace functions, headers/footers, spell check, mail merge, file functions, and printer set-up. Pre-requisite: Introduction to MS Word or equivalent knowledge. Textbook is available at the WCJC Bookstore. Please bring a diskette or flash drive to save your work.

### Introduction to MS Excel

18 hrs. .... \$165

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60014 TR	ITSW1022-401 06:30P-09:30PM	FBTCTBA 10/13-10/29	FBT

Excel is a spreadsheet program. Typical uses include compiling financial information, statistical information, and creating charts from data. Excel allows users to create lists of numerical data and apply mathematical formulas to the data. Students will learn how to use the toolbars, screen navigation using mouse and keyboard, concepts of spreadsheets and workbooks, selection techniques, using Excel as a simple database, simple formulas and functions, using the cut/paste function, auto-fill, formatting, and simple charting. Textbook is available at the WCJC Bookstore. Please bring a diskette or flash drive to store your work.

### Introduction to MS Power Point

18 hrs. .... \$165

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60040 MW	ITSW1047-901 06:00P-09:00PM	SGLTBA 09/21-10/07	SGL
60041 MTW	ITSW1047-902 09:00A-12:00N	SGLTBA 11/02-11/11	SGL

Learn how to prepare professional presentations that can be displayed from your PC or laptop. Learn how to project transparencies, print speaker notes and audience handouts, and create slides, use bullets to make your point, insert pictures and clipart, formatting for a professional-looking presentation, graphs and organizational charts. Textbook is available at the WCJC Bookstore. Please bring a diskette or flash drive to store your work.

### Intermediate MS Excel

18 hrs. .... \$165

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60038 MTW	ITSW2029-901 06:00P-09:00PM	SGLTBA 10/12-10/21	SGL
60016 TR	ITSW2029-401 06:30P-09:30PM	FBTCTBA 11/03-11/19	FBT

Learn more about Excel including sorting data, statistical and financial functions, graphing data and linking worksheets. Following on the introductory session, this course promotes a deeper understanding of Excel. Pre-requisite: Introduction to MS Excel or equivalent knowledge. Textbook is available at the WCJC Bookstore. Please bring a diskette or flash drive to store your work.

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## NEW! MS Office 2007-

### Update

7 hrs. ....\$75

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60091 MR	ITSC1004-701 05:30P-08:00PM	LADIEU104 10/19-10/22	WHA
60068 MW	ITSC1004-702 05:30P-08:00PM	ELCNCS 11/02-11/04	ELC

This course is designed for individuals who are transitioning to MS Office 2007 from a previous version of the software package. Participants will learn how to navigate in the new format, toolbars and frequently used options, what is new and what features are gone. Software included in this training update is MS Word, MS Excel, MS Outlook, and MS PowerPoint. Required textbook is available at the WCJC Bookstore.

## Corporate Professional Development

### Corporate & Community Development-Critical Thinking Skills

16 hrs. .... \$160

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
70006 S	LEAD2000-901 08:00A-04:00PM	SGLTBA 12/05-12/12	SGL

This course will focus on the development of corporate and community leadership skills that incorporate critical thinking strategies. The class includes data and informative decision making, group and team processes, strategic and action planning, and processes for monitoring progress. Participants will learn the leadership characteristics that will foster and support business development, to identify ethical and effective community leaders who value and utilize critical thinking strategies, learn to apply effective communication skills and tools, and identify roles and processes used in groups and team building.

## Customer Service

12 hrs. .... \$181

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60011 TR	BUSG1005-401 06:00P-09:00PM	FBTC103 10/20-10/29	FBT

This course is designed to teach the basics of providing good customer service. This class is an introduction to the basic concepts of customer service, face-to-face communication skills, time management, and professional attitudes. Focus on developing effective techniques to deliver excellent customer service in

different settings and situations. No prerequisites are required to attend this class. Required textbook is available at the WCJC Bookstore at the Fort Bend Technical Center.

## Effective Public Speaking

7 hrs. ....\$75

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60053 S	COMG1009-901 09:00A-12:30N	SGLTBA 10/24-10/31	SGL

Participants will learn how to speak publicly without stress and anxiety. This course emphasizes the use of verbal and non-verbal skills to make points clear and effective, organize presentation for understanding and clarity; and present to an audience.

## Employee Performance Reviews for Supervisors

7 hrs. ....\$75

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60049 S	BMGT1011-901 08:00A-04:00PM	SGL 11/14-11/14	SGLTBA

This course for managers and supervisors will explain how a performance review discussion can be used to increase individual productivity, motivation, and learning in the staff that they supervise. This course will explain the importance of focusing discussions on specific points, desired outcomes, and agendas. Participants will analyze reasons why leaders are reluctant to address poor performance, and describe the impact of that poor performance has on the whole organization or business.

## Professional Business Speaking Skills

7 hrs. ....\$75

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60052 S	POFT1002-901 09:00A-12:30N	SGLTBA 10/24-10/31	SGL

This course will cover the use of effective techniques to improve presentation and public speaking skills. Proper use of eye contact, voice, and body language will be introduced during class. Participants will learn the approaches that will dramatically improve the audience's retention and demonstrate skills for making great business presentations and speeches.

## Workplace Critical Thinking

7 hrs. ....\$75

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60051 S	BMGT1004-901 08:00A-04:00PM	SGL 11/07-11/07	SGLTBA

This course will teach participants the how to utilize critical thinking skills while on the job and will describe critical thinking and prob-

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lem solving theories. Participants will learn to identify analytical and systems-based problem solving, and define methods to improve productivity and profitability for their employers.

## Emergency Medical Services

### Advanced Cardiac Life Support

16 hrs. .... \$100

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60107 SSu	EMSP2035-401 08:00A-05:00PM	FBT 11/07-11/08	FBTC135

A course in skills development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. This course establishes a system of protocols for management of the patient experiencing cardiac difficulties. Students will demonstrate a working knowledge of clinical information and related topics relevant to the practice of pre-hospital and hospital personnel in cardiac management; demonstrate the ability to competently perform all applicable skills; and exhibit attitudes and behavior consistent with the ethics and professionalism expected of pre-hospital and hospital personnel.

### Healthcare Provider CPR

8 hrs. .... \$30

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60101 S	EMSP1019-701 08:00A-05:00PM	WHA 09/12-09/12	LADIEU115
60103 S	EMSP1019-901 08:00A-05:00PM	SUG 10/03-10/03	SUGAR122
60105 S	EMSP1019-702 08:00A-05:00PM	WHA 11/07-11/07	LADIEU115

An 8-hour course designed for people considering a career in health care profession or wanting the skills to save a life. Students will be trained in the techniques in lifesaving skills of respiratory and cardiac emergencies involving adults, children and infants. Upon completion, the students will receive a CPR card from the American Heart Association. This is a required course for all students enrolling into the EMT Program. Additional costs include the required textbook and pocket mask.

### Healthcare Provider CPR- Refresher

8 hrs. .... \$20

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60102 S	EMSP2055-701 08:00A-05:00PM	WHA 09/12-09/12	LADIEU115
60104 S	EMSP2055-901 08:00A-05:00PM	SUG 10/03-10/03	SUGAR122
60106 S	EMSP2055-702 08:00A-05:00PM	WHA 11/07-11/07	LADIEU115

An 8-hour skills course to verify that a student's skills are current. Upon completion, the student will have satisfied the pre-requisite for the EMT and EMT I class. Additional costs include the required textbook and pocket mask.

## International Trauma Life Support-Basic

16 hrs. .... \$85

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
70010 SSu	EMSP1046-701 08:00A-05:00PM	WHA 12/05-12/06	LADIEU115

This course is designed to teach basic EMT's and other basic providers the skills necessary to recognize mechanisms of injury, assess, and perform critical interventions, package and transport the trauma patient.

## International Trauma Life Support-Advanced

16 hrs. .... \$95

CRN/ DAY	COURSE #/ TIME	LOCATION DATE	ROOM/
70011 SSu	EMSP1046-702 08:00A-05:00PM	WHA 12/05-12/06	LADIEU115

This course is designed as an update for students who have already taken the International Trauma Life Support Basic class to teach basic EMT's and other basic providers the skills necessary to recognize mechanisms of injury, assess, and perform critical interventions, package and transport the trauma patient.

## Healthcare Professional Development & CEU's

### Ethics in Health Care

7 hrs. .... \$75

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60090 S	RNSG1020-901 08:00A-04:00PM	SGLTBA 10/10-10/10	SGL

This course will have discussions on the manner in which ethical and legal principles influence patient care decisions, and explain the prevention and management of ethical dilemmas in today's healthcare occupations.

### Professional Development for Nursing Home Staff

7 hrs. .... \$75

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60066 F	GER51000-702 08:00A-04:00PM	LADIEU113 10/09-10/09	WHA
60067 T	GER51000-701 08:00A-04:00PM	ELNSC 11/03-11/03	ELC

This course is designed to teach the expectations, observations, and methods for dealing

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with physical and emotional challenges of the elderly. Emphasis will be placed on available resources for understanding the impact of retirement, long-term care options, and end-of-life issues. This class will also describe the difficulties that confront families of aging parents and explore end of life issues.

### Professional Readiness for Surgical Technologists

16 hrs. .... \$160

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60050 TR	SRGT2030-901 06:00P-09:00PM	SGLTBA 11/03-11/18	SGL

This course is designed for those who are seeking employment, or are currently employed as a Surgical Technologist. The course will demonstrate the skills necessary for gaining employment, attaining certification, and maintaining certification status.

### Industrial Safety & Professional Development

#### NEW! HVAC for Landlords & Maintenance Personnel

7 hrs. .... \$80

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60071 F	HART1043-701 09:00A-05:00PM	REYNOLDS 10/09-10/09	WHA

This course is designed for HVAC personnel that would include landlords and maintenance personnel for rental properties and apartment complexes. This course will satisfy CEU requirements for maintaining an HVAC license. Course topics include, but are not limited to, using applications for calculating heat and a/c loss and gain, basic principles of cooling and heating design loads, dealing with mold, law reviews, and basic electricity for HVAC.

#### NEW! Occupational Safety Updates

8 hrs. .... \$130

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60065 T	OSHT2015-701 08:00A-05:00PM	ELNSC 11/03-11/03	ELC

This course is designed for workers in vocational industry and will retrain employees in the areas of safety, safety communications, written reports, following safety orders, instructions, and procedures. This seminar will also cover documenting unsafe working conditions, reporting accidents, and applicable regulatory standards.

### NEW! Plumbing Essentials for Landlords & Maintenance Personnel

7 hrs. .... \$80

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60070 S	PFPB1011-701 09:00A-05:00PM	LADIEUTBA 11/14-11/14	WHA

This course will offer instruction in the maintenance of plumbing common in all structures including replacement of components, repair and replacement of plumbing fixtures, and use of plumbing equipment and tools. Students will learn the basics of repairing or replacement of faucets and plumbing fixtures; and demonstrate the ability to operate plumbing equipment. This course is great for the general handyman or for maintenance personnel at rental properties.

### Languages

#### Occupational English (as-a-Second-Language)

48 hrs. .... \$400

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60034 MTW	COMG1000-901 09:00A-12:00N	SGLTBA 09/14-10/19	SGL
60035 MTW	COMG1000-902 06:00P-09:00PM	SGLTBA 09/14-10/19	SGL

This is a conversational English course designed for the non-English speaker. Curriculum concentrates on the development of workplace and survival skills; and emphasizes listening, speaking, oral-reading, and writing in English. Pronunciation of the English alphabet will be part of this course. Textbook is available at the WCJC Bookstore.

#### Technical Reading & Writing in English

24 hrs. .... \$240

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60032 MTW	COMG1003-901 09:00A-12:00N	SGLTBA 10/26-11/10	SGL
60033 MTW	COMG1003-902 06:00P-09:00PM	SGLTBA 10/26-11/10	SGL

This course is for students who have intermediate fluency in English. Students will learn to read and write in English, and how to fill out essential documents such as employment applications, tax forms, and more. Pre-requisite: Occupational English or equivalent knowledge. Textbook is available at the WCJC Bookstore.

## Workplace Spanish Skills I

24 hrs. .... \$175

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60030 TR	FRNL1001-901 06:00P-09:00PM	SGLTBA 10/06-10/29	SGL

This course introduces the non-native speaker to Spanish, focusing on pronunciation, building vocabulary, and teaching basic skills in speaking, listening and everyday situations. Culture, traditions and social etiquette of Spanish-speaking countries will be presented, as well as business vocabulary and phrases. Play games and have fun learning a new and essential language in an upbeat educational atmosphere. Required textbook is available at the WCJC Bookstore.

## Workplace Spanish Skills II

24 hrs. .... \$175

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60031 TR	SPNL1091-901 06:00P-09:00PM	SGLTBA 11/03-11/26	SGL

This course is designed to expand vocabulary, build comprehension and focus on conversation. Take what you learned in Spanish 1 and build your vocabulary to hold a conversation completely in Spanish. Required textbook is available at the WCJC Bookstore. Pre-Requisite: Spanish I.

## Medical Careers

### Aseptic Technique for Pharmacy Technicians

75 hrs. .... \$1500

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
NDCRN S	PHRA1045-901 09:00A-05:00PM	SGLTBA 10/03-12/12	SGL

Aseptic Preparation is the technique involving procedures designed to preclude contamination of drugs, packaging, equipment, or supplies by microorganisms during processing. This 75-hour course is designed to teach pharmacy technicians, pharmacists and quality assurance personnel the core competencies necessary to safely prepare and deliver sterile commercial and compounded pharmaceuticals. The course meets or exceeds guidelines and standards required by the United States' Pharmacopeial Forum General Chapter <797> (Pharmaceutical Compounding—Sterile Preparations). Upon completion of this course the student will be proficient in sterile product and aseptic admixture techniques, as well as principles of sterile product manipulation for the purpose of drug doses and products. All textbooks are included in the tuition.

## Certified Nurse Aide Training

89 hrs. .... \$560

### Certified Nurse Aide Training-Classroom

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60085 MW	NURA1001-501 09:00A-01:00PM	BAYC112 09/28-11/30	BAY

This Certified Nurse Aide course provides preparation for entry level nursing assistants to achieve a level of knowledge, skill, and ability, for providing care to residents of long-term care facilities. Upon passing the state exam, student's will enter the field as a Certified Nurse Aide. Pre-requisites: Quick TASP reading test with a score of 14 or above, copy of high school transcript or GED, immunization records or boosters for Measles, Mumps, Rubella (MMR), Tetanus within the last ten years (Td), Varicella (Chickenpox) or evidence of having had the disease, Hepatitis B series completed/started by the beginning of class, TB skin test with results within 60 days of course beginning. Supplies needed for class include: Scrubs (top and bottoms), stethoscope, watch with a second hand, non-skid shoes. Required textbook is available at the WCJC Bookstore. State test estimates are \$75-\$100.

### Nurse Aide Training Clinical

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
70003 MTWR	NURA1060-501 TIMESTBA	BAYTBA DATESTBA	BAY

## Medical Billing

### & Coding-Beginning

60 hrs. .... \$550

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60083 MW	HITT1013-701 05:30P-09:30PM	ELNSC 10/26-12/16	ELC

This course will prepare students to work with health insurance and reimbursement in various health care settings. This course includes application of coding skills to prepare insurance forms for submission to third party payers. Participants will demonstrate accurate coding of medical records using various coding systems; demonstrate proper preparation and execution of third party payer reimbursement forms using local, state, and federal guidelines, and demonstrate proper bookkeeping transactions on patient accounts. Required textbook is available at the WCJC Bookstore. Pre-Requisite: SRGT1001: Medical Terminology or equivalent knowledge (minimum 1 year employment in medical field).

# Wharton County Junior College

## Medical Terminology

48 hrs. .... \$400

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60082 MR	SRGT1001-702 05:30P-09:30PM	ELNSC 09/14-10/22	ELC
60081 MR	SRGT1001-701 05:30P-09:30PM	LADIEU103 09/14-10/22	WHA

This course is a study of basic medical terminology related to the healthcare industry. Emphasis is placed on human body systems, anatomy, diseases, and treatment. Relevant clinical examples and current topics of medical interest will be covered in this course. Homework, examinations, and regular attendance are very important in this class. This course is designed to prepare students for many medical training programs, including the Anatomy and Physiology course in the college credit nursing program. Note: There are no medical requirements for entering this course offering. No background check is required. Required textbook is available at the WCJC Bookstore.

## Pharmacy Technician

75 hrs. .... \$1600

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60087 TR	PHRA1013-901 06:00P-09:00PM	SGLTBA 09/15-12/10	SGL
60086 S	PHRA1013-902 09:00A-03:00PM	SGLTBA 09/19-12/19	SGL
60054 S	PHRA1013-701 09:00A-03:00PM	ELNSC 09/19-12/19	ELC

The Professional Pharmacy Technician program is designed to teach students the fundamentals of being a Pharmacy

Technician. The program is geared towards a variety of students including those interested in becoming a pharmacy technician, pre-pharmacy students, or those with a healthcare background looking to strengthen current skills. This class introduces students to various practice pharmacy settings and covers drug classes, basic physiology, drug interactions, prescription processing, pharmaceutical calculations, and daily pharmacy operations. This program trains individuals to effectively assist in pharmaceutical preparations and complete daily required tasks in any pharmacy environment. Students will prepare and register for the Pharmacy Technician Certification Exam. Hands on Compounding/IV Admixture experience is brought to the classroom. All classes are taught by an interim licensed or practicing Registered or Doctor of Pharmacy who brings real life experiences to the classroom. Cost of books and supplies included in the tuition. Distance Learning fee for ITV course will apply for class held at El Campo Northside Education Center. Some travel may be necessary to attend labs at a designated WCJC campus.

## Phlebotomy Technician

168 hrs. .... \$720

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60095 MR	PLAB1023-401 06:00P-09:00PM	FBTC214 09/28-11/19	FBT
60084 S	PLAB1023-501 09:00A-03:00PM	BAYC111 10/03-11/21	BAY

This course provides skills development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Emphasis is placed on infection prevention, proper patient identification, labeling of specimen, quality assurance, specimen handling, processing, and accessioning. Additional topics include professionalism, ethics, and some medical terminology. Class meets for eight weeks prior to clinical rotations. Includes 120-hours of work based instruction through clinical rotations. Prerequisites: Pre-TASP reading test with a score of 14 or above, copy of high school transcript or GED, immunization records or boosters for Measles, Mumps, Rubella (MMR), Tetanus within the last ten years (Td), Varicella (Chickenpox) or evidence of having had the disease, Hepatitis B series completed/started by the beginning of class, TB skin test with results within 60 days of course beginning. Student is required to submit a criminal background check. Supplies needed for class include: 1 box of medical grade disposable gloves, scrubs (top and bottoms) or disposable lab coat, and non-skid shoes. Required textbook is available for purchase at the WCJC Bookstore. Clinical handbook and packet are given on the first day of class. The Bay City class includes a short lunch break.

## Phlebotomy Technician-Clinical

CRN/ DAY	COURSE #/ TIME	LOCATION DATE	ROOM/
70009 MTWR	PLAB1060-401 08:00A-06:00PM	FBT DATESTBA	FBTCTBA
70007 MTWR	PLAB1060-501 TIMES TBA	BAYTBA DATES TBA	BAY

## Personal Enrichment

### Beginning Guitar

8 hrs. .... \$75

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60079 S	AVOC7082-501 09:00A-11:00AM	BAYC123 10/03-10/24	BAY
60080 S	AVOC7082-502 09:00A-11:00AM	BAYC123 11/07-12/05	BAY

Beginning guitar courses are designed for the absolute beginner who is interested in learning the basics of playing for fun. Students will learn guitar anatomy, how to hold a guitar, tuning, simple chords, strumming, and playing

## Wharton County Junior College

different music styles. Bring your acoustic guitar with you to class, and be ready to have fun and actually play! Textbook is available at the WCJC Bookstore.

### Concealed Handgun License

10 hrs. .... \$120

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60064 S	CJLE1023-702 08:00A-06:00PM	LADIEUTBA 10/10-10/10	WHA
70002 S	CJLE1023-702 08:00A-06:00PM	LADIEU105 12/05-12/05	WHA

This course is for anyone interested in the Texas Concealed Handgun License. We feature articles on the Concealed Handgun License, Texas laws on weapons and the use of deadly force, all sorts of shooting, handguns, long guns, and hunting, the Second Amendment to the Constitution, Liberty and Freedom. This course will satisfy state requirements for obtaining a permit to carry concealed hand guns in the State of Texas, which trains men and women self defense techniques, gun and child safety, and Texas laws regarding use of force and licensing requirements. A written exam and proficiency test that students will have to shoot a qualifying score at the gun range. Guns and ammo will be provided. Please bring eye protection and gun ear muffs for hearing protection. Upon successful completion of both portions of the class, student will receive an endorsement which is required when submitting application for CHL to the State of Texas. Licensing process is the responsibility of the student; the college is offering the endorsement process only.

### Hair Braids in a Day

6 hrs. .... \$70

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60078 S	AVOC7020-701 09:00A-03:00PM	LADIEU105 10/10-10/10	WHA

This course will teach some of today's most popular hair braiding techniques, such as a basic braid, French braid, and cornrow braids. You will need to bring your "model" (son or daughter or just a friend) with long hair. Students will receive a goodie bag with a comb, ponytail holders, and other small hair essentials. Textbook is available at the WCJC Bookstore.

### Digital Photography

8 hrs. .... \$75

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60019 S	AVOC7071-401 09:00A-01:00PM	FBTCTBA 11/07-11/14	FBT

This course will assist a beginning digital photographer to take better photos. This will be a hands-on class which will address understanding and making use of camera controls, sharpness, exposure, light and color, flash, white balance, resolution and composing images.

Students must bring their digital camera, with manual, memory card and transfer USB cable to class.

### U.S. Citizenship

16 hrs. .... \$250

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60018 S	AVOC7066-401 09:00A-01:00PM	FBTC103 10/03-10/24	FBT
60062 F	AVOC7066-702 05:00P-09:00PM	ELNSC 10/09-10/30	ELC
60063 MW	AVOC7066-701 05:30P-09:30PM	ELNSC 11/02-11/11	ELC

This course will help legalized permanent residents meet the objectives for the United States Immigration and Naturalization Service (INS) interview for citizenship eligibility. Students will concentrate on the 100 questions produced by the INS for the interview in order to help students gain basic knowledge of U.S. History and Government in order to become better and more informed citizens of this country.

### Real Estate

#### Principles of Real Estate 1

45 hrs. .... \$250

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60009 MWF	RELE1002-401 06:00P-09:00PM	FBTC103 09/21-10/23	FBT

This course fulfills 45-hours of required instruction for the salesperson license, licensing as a real estate broker or salesperson. Part I of the Real Estate series includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. The course covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Required textbook is available at the WCJC Bookstore.

### Teacher Training & Continuing Education

#### Substitute Teacher Training

12 hrs. .... \$120

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60061 MW	EDTC1002-701 05:00P-08:00PM	LADIEUTBA 09/14-09/23	WHA
70001 MW	EDTC1002-702 06:00P-09:00PM	ELNSC 12/07-12/16	ELC

This course is designed for those who want to become a substitute teacher or for those who are currently substituting. The course will

## Wharton County Junior College

cover effective class management, teaching in general, and classroom procedures. Ideas, activities, and role-playing will be presented, as well as information regarding assignment variations, lesson plans, and non-instructional duties. You will learn educational definitions, legal considerations, qualifications, and the placement process. This course is a "Survival Guide for Successful Substitute Teaching". A minimum of 60 college credit hours is required for substitute placement.

### The Indispensible Teacher's Aide

24 hrs. .... \$200

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60059 S	EDTC1094-701 10:00A-02:00PM	LADIEU113 10/10-11/14	WHA
60058 F	EDTC1094-702 10:00A-02:00PM	ELNSC 10/16-11/20	ELC

The role of the teacher aide in the public school system will be discussed. Topics will include: rules and regulations for school personnel, classroom management, behavior modification, office machines and audio-visual equipment, classroom etiquette, interview skills, and more!

### Test Preparation/ G.E.D. Preparation

#### A.C.T. Preparation - Math

9 hrs. .... \$90

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60022 S	AVOC7060-902 09:00A-12:00N	SGLTBA 10/03-10/17	SGL

Prepares students to take the A.C.T. by utilizing practice tests and intensive work on common problem areas. Students will be introduced to all sections of the A.C.T. exam. Required textbook is available at the WCJC Bookstore.

#### S.A.T. Math Preparation

9 hrs. .... \$90

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60021 S	AVOC7060-901 09:00A-12:00N	SGLTBA 11/07-11/21	SGL

This course is an intensive review of math skills designed to help prepare for the A.C.T. and S.A.T. tests. We will teach skills and strategies for higher scores on these exams. Required textbook is available at the WCJC Bookstore.

### G.E.D. Preparation

20 hrs. .... \$200

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60055 F	AVOC7079-702 05:00P-09:00PM	ELNSC 10/09-11/06	ELC
60056 S	AVOC7079-501 10:00A-02:00PM	BAYTBA 10/10-11/07	BAY
60057 S	AVOC7079-701 10:00A-02:00PM	LADIEUTBA 10/10-11/07	WHA

Students will begin to develop skills and strategies for effective comprehension necessary for passing the GED examination. Students must complete a GED class and achieve a recommendation before being considered to take the GED exam. Textbook is available at the WCJC Bookstore at the Wharton Campus.

### T.H.E.A. Preparation

12 hrs. .... \$120

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60020 S	AVOC7060-401 09:00A-01:00PM	FBTC102 10/03-10/24	FBT
60023 WRFS	AVOC7060-903 06:00P-09:00PM	SGLTBA 10/07-10/10	SGL

Consists of a review of skills in reading, math and writing designed to help prepare for the T.H.E.A. test. The test measures skills needed to perform effectively in college courses. All Texas public institutions of higher learning require the T.H.E.A. test. Required textbook is available at the WCJC Bookstore.

### Web Design

#### Beginning Web Design

18 hrs. .... \$165

CRN/ DAY	COURSE #/ TIME	ROOM DATE	LOCATION
60037 S	IMED1016-901 09:00A-12:00N	SGLTBA 09/26-10/31	SGL

Learn to put your own website on the Internet with this hands-on web design class. You will be introduced to an array of topics such as fonts on your site, pictures, creating links, backgrounds, tables, and alignment issues, counters, discussion of graphic editors, chat rooms, message boards, animation, JavaScript, browsers, FTP, URL, IP, how to publish your site to the Internet, and the do's and don'ts of web page design. Pre-requisite: Basic knowledge of MS Windows. Flash drive or data storage device is required for saving your work.

# REGISTRATION FORM

**PLEASE REGISTER TWO WEEKS PRIOR TO FIRST CLASS DAY!**

Please complete the following information:

Social Security #\* \_\_\_\_\_ Full Legal Name-Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Suffix (Jr, III, etc) \_\_\_\_\_

Preferred Name (if different from first name) \_\_\_\_\_ Other Names Used \_\_\_\_\_

*\*(Although entering your Social Security number is optional, providing it will ensure your documents are matched and processed promptly.)*

Current Street Address	Street:	Zip Code:	Home Phone:
	City:	State:	Cell Number:
Permanent Mailing Address If Different	Street:	Zip Code:	Work Number:
	City:	State:	Additional Phone:

Email Address \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/19\_\_\_  Male  Female

*\*(A current and accurate email address may ensure swift communications with the college.)*

Optional Information for State Reporting Purposes:

<input type="checkbox"/> White Non-Hispanic	<input type="checkbox"/> Black Non-Hispanic	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Other	<input type="checkbox"/> No Response
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CRN#, <i>(Please check number for accuracy)</i>	Course Title	Date Begins	Cost

**★ Purchase required books before the first class day. ★**

*\*Classes are cancelled 3 days prior to first class meeting date when minimum enrollment is not met. Registration is not complete until payment is made.*

Please make all checks payable to: **Wharton County Junior College**  
**Check appropriate box and mail this form to that address:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Wharton Co. Jr. College<br>Wharton, Bay City,<br>& El Campo Campuses<br>Continuing Education<br>911 Boling Highway<br>Wharton, TX 77488 | <input type="checkbox"/> Wharton Co. Jr. College<br>Richmond Campus<br>Continuing Education<br>5333 FM 1640<br>Richmond, TX 77469 | <input type="checkbox"/> Wharton Co. Jr. College<br>Sugar Land Campus<br>Continuing Education<br>550 Julie Rivers Drive<br>Sugar Land, TX 77478 |
|--|---|---|

<b>FAX-IN</b> Send us your registration form by fax. Payment must accompany registration!	<b>FAX-IN NUMBERS</b> Wharton:.....979-532-6585 Sugar Land:.....281-243-8583 Richmond:.....281-239-1629
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Card:  MasterCard  Visa  Discover  American Express

Card#: \_\_\_\_\_ Card Expires: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Please Print Authorized Signature \_\_\_\_\_



# Wharton County Junior College

### Campus locations:

- **WHARTON CAMPUS**  
911 Boling Highway  
Wharton, TX 77488-0080  
(979) 532-4560  
(800) 561-9252
- **RICHMOND CAMPUS**  
5333 FM 1640  
Richmond, TX 77469  
(281) 239-1500  
(800) 561-9252
- **SUGAR LAND CAMPUS**  
14004 University Boulevard  
Sugar Land, TX 77479  
(281) 243-8447  
(800) 561-9252
- **BAY CITY CAMPUS**  
4000 Avenue F, Suite B  
Bay City, TX 77414  
(979) 244-4552  
(800) 561-9252

### Extension Center locations:

- **EL CAMPO**  
**NORTHSIDE CENTER**  
707 N. Farenthold  
El Campo, TX 77437  
(979)-532-4560
- **PALACIOS MARINE**  
**EDUCATIONAL CENTER**  
100 Marine Center Drive  
Palacios, TX 77465  
1-800-813-8782

FOR YOUR CONVENIENCE, PLEASE CALL

**1-800-561-WCJC** (9252)

and press the appropriate extension:

Wharton & Bay City Campuses/El Campo Ext. Center.... Ext. 6324  
 Sugar Land Campus ..... Ext. 8495  
 Richmond Campus & Online Courses ..... Ext. 1531

Visit our website: [wcjc.edu](http://wcjc.edu)

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