

# Workforce Education

[wc.edu/wf](http://wc.edu/wf)

The mission of the Workforce Education division of Weatherford College is to provide quality education and training for individuals; assist business and industry in upgrading their workforce; and maintain an instructional environment that fosters continued growth and professional development.

## COURSES OFFERED

Workforce Education (WFE) offers opportunities in career training, industry recognized certifications and special programs. Students are afforded a diversified selection as well as varied class dates and times throughout the year. WFE offers classes and institutional awards in the following programs:

### Business & Industry

- Bookkeeping & QuickBooks
- Computer Aided Drafting & Design (CADD)
- Computer Skills for Business
- Drone 4-D Mapping
- HVAC
- Industrial Maintenance & Automation Technician (IMAT)
- Information Technology
- Logistics
- Machining/Computer Numerical Control (CNC)
- Welding

### Health Professions

- Nurse Aide
- Clinical Medical Assistant
- CPR-Basic Life Support
- Dental Assistant
- Medical Office Assistant
- Medication Aide
- Patient Care Technician
- Pharmacy Technician

Courses are conveniently located on the Weatherford College main campus, Wise County campus, area public schools and other approved off-site training locations. WFE can even offer custom training to area businesses through the Corporate College Program. Courses currently offered, but not limited to, include:

- Customer Service and Experience
- Workplace Communications
- Professionalism in the Workplace
- People Leadership

### Financial Assistance

Financial assistance is offered through the WFE office to those who qualify, provided funding is available. Workforce Education Grant (WEG) and scholarship applications are located at [wc.edu/wf/financial-aid](http://wc.edu/wf/financial-aid) or the Workforce Education office on both Weatherford and Wise County campuses. Current course catalog and online courses are available at <https://wc.edu/admissions/workforce-admissions/>.

## THE CONTINUING EDUCATION UNIT (CEU)

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

## REGISTRATION

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

Online applications are available on the website at <https://wc.edu/admissions/workforce-admissions/registration-information.php>. Students may telephone 817-598-8870 or apply online in the office at the Weatherford or Wise County Campus.

WFE staff are available to assist students with the application and registration process. Students may visit the WFE offices or contact staff by phone: 817-598-8870 (Weatherford campus) or 940-626-3263 (Wise County campus).

## TUITION

Costs and descriptions for all courses offered are available at the campuses and education center offices and are also available on the website at [https://wc.edu/admissions/workforce-admissions/course\\_costs.php](https://wc.edu/admissions/workforce-admissions/course_costs.php).

## SENIOR CITIZEN DISCOUNT

Persons the age of 65 or older may qualify for a discounted price for certain classes when space is available. The discounted price does not apply to all classes. If a senior citizen prefers to ensure a seat in a class, they have the opportunity to pay tuition and fees or they can wait for the next available opening. Discounts are NOT available to repeat a class. Contact our office at 817-598-8870 to determine eligible classes. A copy of your driver's license MUST be provided before registration. Program approval is subject to change without notice.

## GUIDELINES FOR REFUNDS

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

## TEXTBOOKS AND SUPPLIES

If a textbook and/or supplies are required, students will be provided information relevant to their program.

## MIRROR COURSES

Workforce Education has certain courses identified as “mirror courses.” Mirror courses meet at the same time and place as existing college academic semester credit courses on the same topic. Enrollment is based upon space available, and where applicable, completion of appropriate assessment and counseling. Workforce Education “mirror courses” are credentialed courses and not for academic college or academic certificate credit. Students are not required to be TSI compliant; however, students will earn Continuing Education Units (CEUs).

## ARTICULATION AGREEMENT

Workforce Education has established an “Articulation Agreement” in order to convert CEUs to semester credit hours for certain courses taught by SAC’s credentialed instructors under the specific conditions of the agreement. Completion of the Articulation Agreement enables the student to apply hours earned toward a credit certificate or degree. Transference does not impact the student’s grade point average.

## WORKFORCE EDUCATION OFFICE LOCATIONS AND OFFICE HOURS

- WEATHERFORD COLLEGE MAIN CAMPUS  
Third Floor of the Emerging Technologies and Workforce Building  
225 College Park Drive / Weatherford, TX 76086 / 817-598-8870
- WEATHERFORD COLLEGE WISE COUNTY (WCWC)  
Workforce Education Building  
5180 US HWY 380 / Bridgeport, TX 76426 / 940-626-3263
  - **Office hours are:**  
Monday through Thursday  
8:00 a.m. to 5:00 p.m.  
Friday - 8:00 a.m. to 4:00 p.m.
  - **Summer Office hours are:**  
Monday through Thursday  
8:00 a.m. to 5:30 p.m.  
CLOSED FRIDAY