



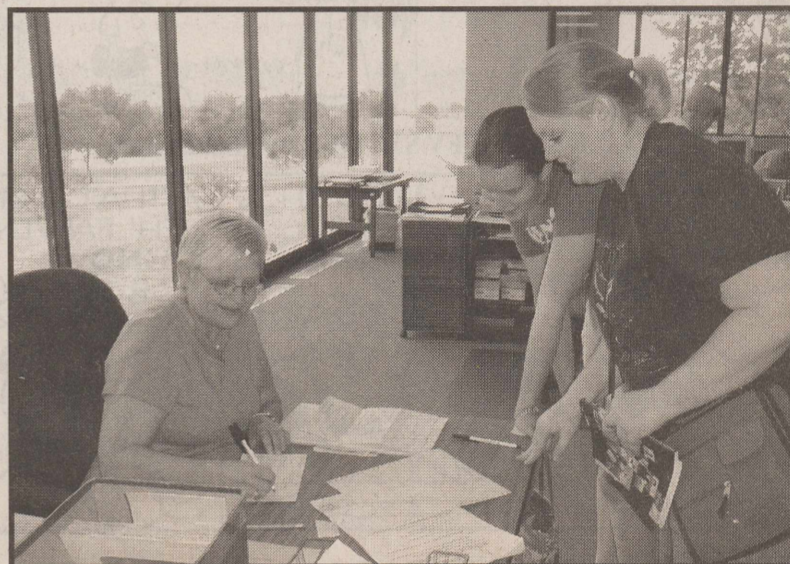
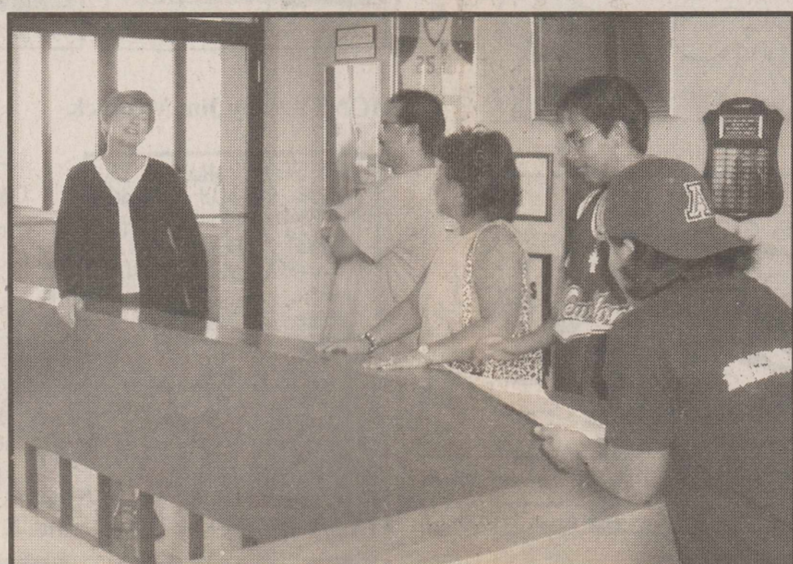
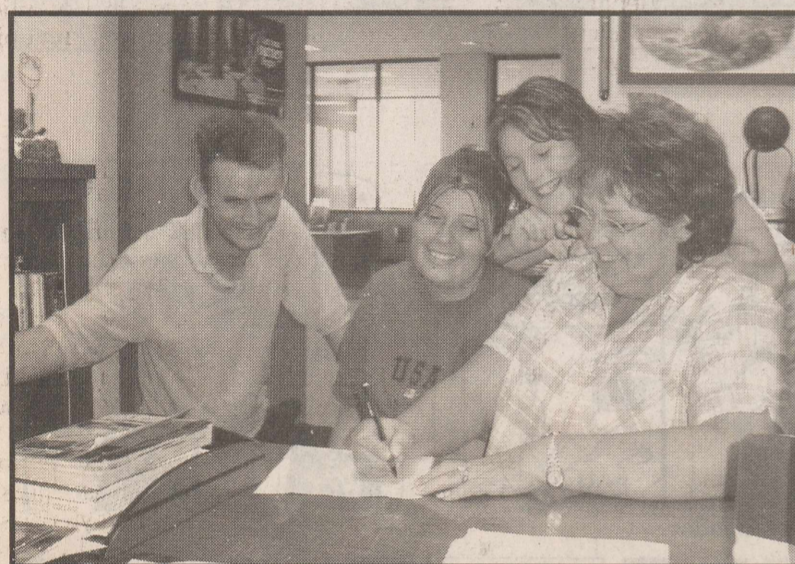
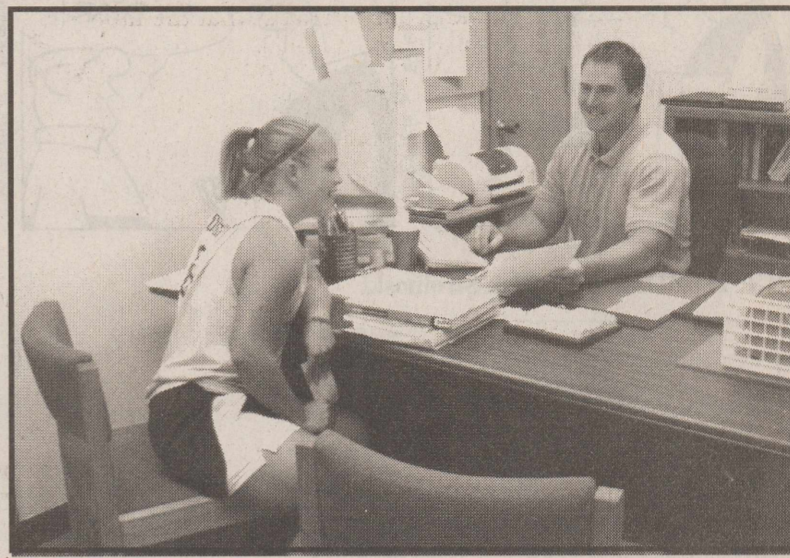
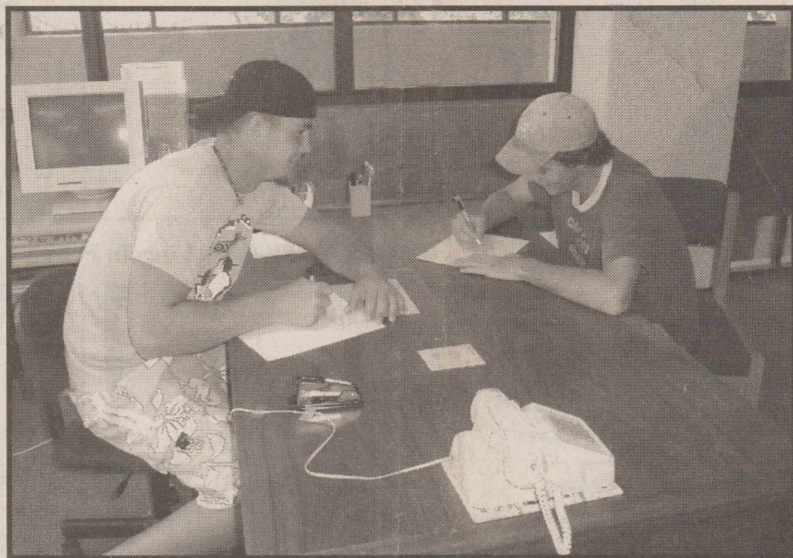
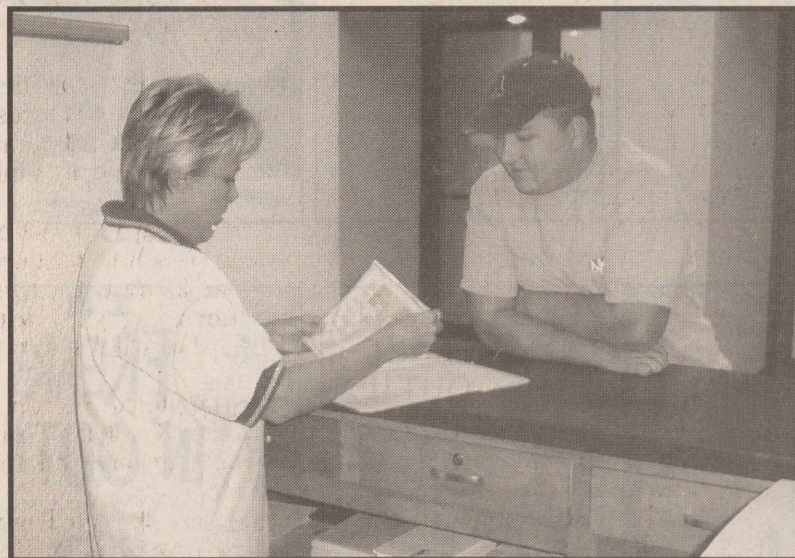
## Fall 2003 Registration Thursday and Friday August 21 and 22

See our website at [www.wtc.edu](http://www.wtc.edu)  
for a complete schedule of classes

Sunday, August 17, 2003

Western Texas College, 6200 College Ave., Snyder, TX 79549

# Pace is picking up on Campus with Fall Pre-registration



With registration scheduled for August 21 and 22 and classes slated to begin August 25, things are getting pretty busy around campus. Pre-registration ended on Thursday, and students who have completed the pre-registration process have until August 19 to pay their tuition and fees. New student applications are up, with 301, roughly twice as many as this time last year, and the campus dorms and apartments are steadily filling up, with 138 students who have paid their deposits in the dorms, and 30 in the apartments. Top left: Donna Harris reviews Brent Meador's file in the registrar's office; Top Center: Returning students, Clint Mobley and Cole Shook work on essays for their financial aid files; Top Right: Lady Duster Softball player, Dara Chambers visits with Counselor, Kyle Smith to set her class schedule; Bottom left: Student Activities Director, Patty Kuhl discusses upcoming events with SGA members, Michael Hembree, Casey Crawford, and Melissa Walls; Bottom Center: Recruiter Debra Baremore gives a tour to incoming freshman, Albert Serrano and his family; Bottom Right: Financial Aid Director Kathy Hall codes files for new students Laura Agricola and Jennifer Andres. (WTC Photos)

### \*\*IMPORTANT NOTE\*\*

The counseling office will offer COMPASS placement testing on Monday August 18th at 6 pm, August 21 at 1:30 pm and August 22 at 9 am. New students who are not exempt and have not taken the TASP or other placement tests should contact the counseling office

## CBT Offers Full State of Classes

The Computerized Business Technology program offers a two-year degree plan. In addition, two one year certificates, Accounting Specialist and Information Management Specialist are offered. Students train for an exciting career with heavy emphasis on the latest computer systems and software.

After completion of this program, students will be equipped with the necessary skills for the computerized work place. We welcome all students that need to begin developing their computer skills as well as those that need refresher courses. Technology has changed the office environment tremendously. Classes begin Tuesday, August 26

ALL DAY CLASSES MEET ONLY TWO TIMES PER WEEK—Example: MW or TTH.

If classes conflict with your job or whatever, contact instructor Mrs. Snider, and I will work around your schedules.

REGISTRATION CONTINUES UNTIL TUESDAY, SEPTEMBER 2; DON'T MISS THE OPPORTUNITY OF A LIFETIME; BEGIN SCHOOL TODAY IN CBT TO LEARN OR ENHANCE MARKETABLE SKILLS FOR THE WORK ENVIRONMENT!

ACNT 1303 Introduction to Accounting I scheduled time is:

TTH 1:40-2:55 p.m. and T night 6:30-9:20. Labs will be assigned in class. This is a beginning class and will start like the student has never had any accounting at all.

Students will learn how to set up books for businesses and complete the accounting cycle. This class is useful for all persons. Students should be qualified to work as an entry-level bookkeeper after completion of this course. For more information, contact Joann Snider, 573-8511, ext. 217.

POFI 1301 Computer Applications scheduled time MW - 12:55-2:10 and W night 6:30-9:20 Lab TBA

This course is designed for those who need beginning skills and basic knowledge of computers. Hands-on applications in Windows XP, Word 2002, Excel 2002, Access 2002, PowerPoint 2002, Graphics, e-mail, and surfing the Internet will be included. For more information, contact Joann Snider, 573-8511, ext. 217.

POFI 2301 Word Processing will meet: TTH 10:50-12:05 Lab TBA Hands-on experience on microcomputers using

Microsoft Word 2002. Designed to teach all types of business word processing applications from simple to complex. This is an excellent class for those that wish to brush up on office and computer skills. If you already know some about Word, this is a wonderful class that will present many advanced functions and many shortcuts. Prerequisites are POFT 1329 and POFI 1301 or the equivalent. I will work around your work schedule. For more information, contact Joann Snider, 573-8511, ext. 217.

POFI 1349 Spreadsheets scheduled times are: MW 2:20-3:35 p.m. Lab TBA.

This class will be hands-on experience on microcomputers using Microsoft Excel 2002 a major spreadsheet software. Designed to teach all types of business spreadsheet applications from beginning to advanced. MOUS certification in Excel will be available. For more information, contact Joann Snider, 573-8511, ext. 217.

POFT 1329 Keying/Document Forms scheduled time is:

MW - 8:15-9:30 a.m. Lab TBA

This course will be for beginning keyboarders or those that cannot key 35 words per minute with five or fewer errors. This class will be taught using computers and Microsoft Word 2002 software. Students will need no previous computer experience to take this class. For more information, contact Joann Snider, 573-8511, ext. 217.

POFT 2301 Document Formatting and Skill Building scheduled time is:

MW - 8:30-9:45 a.m. Lab TBA

Skills, speed, and techniques are further developed and applied to keyboarding of various office data, business correspondence, and word processing technology using microcomputers and Microsoft Word 2002 software. For more information, contact Joann Snider, 573-8511, ext. 217.

POFT 1359 Record & Information Management TTH 9:25-10:40 a.m. Lab TBA

Applications of records and information management theory using Microsoft Access 2002 software to maintain, control, and dispose of records will be included in this class. Designed to teach all types of business database applications from beginning to advanced. MOUS certification in Access will be available. For more information, contact Joann Snider, 573-8511, ext. 217.

## WTC Campus Happenings

2003 August 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	18 In Service Begins Registration, Snyder, Ira, and Hermleigh Dual Credit Students Mon-Wed 3:30-5:30 or	19	20 Fri 8:30-4pm	21 Evening Registration 6:30-8:30pm	22 All day Registration Dorms open Orientation 7pm Making College Count 8pm	23
24	25 ICE BREAKERS 1pm Night Classes Begin	26 Classes Begin Movie Night 9pm (Student Center)	27 Luau Dance-SC 9pm-midnight	28	29 Welcome WTC Students	30

### Registration

**August 21**  
6:30-8:30 evening students

**August 22**  
Sophomores (30+ hours)  
8:30 am last names P-Z  
9:30 am last names G-O  
10:30 am last names A-F

Freshmen (0-29 hours)  
1:30 pm last names P-Z  
2:30 pm last names G-O  
3:30 pm last names A-F

In Service begins  
August 18

**Notes**  
Classes Begin  
August 25 and 26

