

**Description of Archival Material**

Title -- File Name Salveston College Catalog

Year 1981 - 1982 - 1983

Number 13

Place of Publication GC

Publisher GC

Total number of pages 208

Measurements in inches 9 x 6

Description of the binding  
i.e., leather, spiral, etc. spiral/softcover - multi

Brief description of the contents Catalog of Courses

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



*Published by*

# **GALVESTON COLLEGE**

4015 Avenue Q  
Galveston, Texas 77550  
Telephone 713-763-6551

*Accredited by*

Southern Association of Colleges and Schools  
Association of Texas Colleges and Universities  
National League for Nursing — A. D. N. Program

*Approved by*

Coordinating Board, Texas College and University System  
Texas Education Agency

*Member of*

Texas Public Community / Junior College Association  
Gulf Coast Intercollegiate Conference

**NUMBER 13**

Cover Photography By Larry Micheletti

### **NON-DISCRIMINATION POLICY**

It is the policy of Galveston College to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, handicap, or veteran status.

This policy extends to employment, admission, and all programs and activities supported by Galveston College. Inquiries concerning equal opportunities may be directed to the Vice President for Fiscal Affairs, the Equal Opportunity Officer for Galveston College.

**AN EQUAL OPPORTUNITY EMPLOYER, M/F**



## FOREWORD

This publication contains a description of the current curricula and program requirements that have been established to meet the purposes and objectives of Galveston College.

The administration, faculty and staff of Galveston College are dedicated to providing the best educational programs possible within the resources of the College. Numerous educational opportunities are available, and personnel at Galveston College stand ready to assist in fulfilling individual needs and aspirations.

# TABLE OF CONTENTS

Admission Policies and Procedures . . . . .	28
Board of Regents . . . . .	6
Table of Contents . . . . .	4
Calendars . . . . .	9
College Organization . . . . .	15
Board of Regents . . . . .	15
Administration . . . . .	15
Faculty . . . . .	16
Professional Staff . . . . .	22
Classified Staff . . . . .	22
General Information . . . . .	25
History of the College . . . . .	25
Philosophy of the College . . . . .	27
Objectives of the College . . . . .	27
Administrative Policy . . . . .	27
Admission Policies and Procedures . . . . .	28
College Credit Programs . . . . .	28
Special Admissions . . . . .	29
Early Admissions . . . . .	29
International Students . . . . .	29
Non-Traditional, Non-Credit Students . . . . .	30
Mature Citizen Student . . . . .	30
Associate Degree Nursing . . . . .	31
Associated Health Occupations . . . . .	32
Admission to Certificate Programs . . . . .	32
Industrial Programs . . . . .	32
Industrial Electronics . . . . .	32
Industrial Engines . . . . .	32
Refrigeration . . . . .	32
Nurse Assistant Program . . . . .	33
Radiography and Surgical Technology . . . . .	33
Unit Clerk . . . . .	33
Vocational Nursing . . . . .	33
Mini-Clerical . . . . .	34
Non-Credit Enrollment . . . . .	35
Continuing Education . . . . .	35
Counseling and Placement Services . . . . .	35
Faculty Advisory System . . . . .	36
American College Testing Service . . . . .	37
Registration . . . . .	36
Veterans Information . . . . .	38
Financial Aid . . . . .	41

Tuition and Fees.....	47
Bookstore .....	53
The Learning Resources Center .....	53
Student Activities .....	56
Academic Information .....	61
Educational Programs .....	77
The University Parallel Program .....	77
Suggested Curricula .....	81
The Occupational Education Program .....	99
Suggested Curricula .....	99
Continuing Education Program .....	127
Course Descriptions .....	131
Index.....	201

# Board of Regents



Rose G. Schneider,  
Ph.D.  
Chairperson



Paul J. Cunningham,  
M.D.  
Vice Chairperson



Truman G. Blocker, Jr.,  
M.D.  
Secretary



John S. McEldowney  
Treasurer



Charles G. Dibrell, Jr.



L. D. Edwards



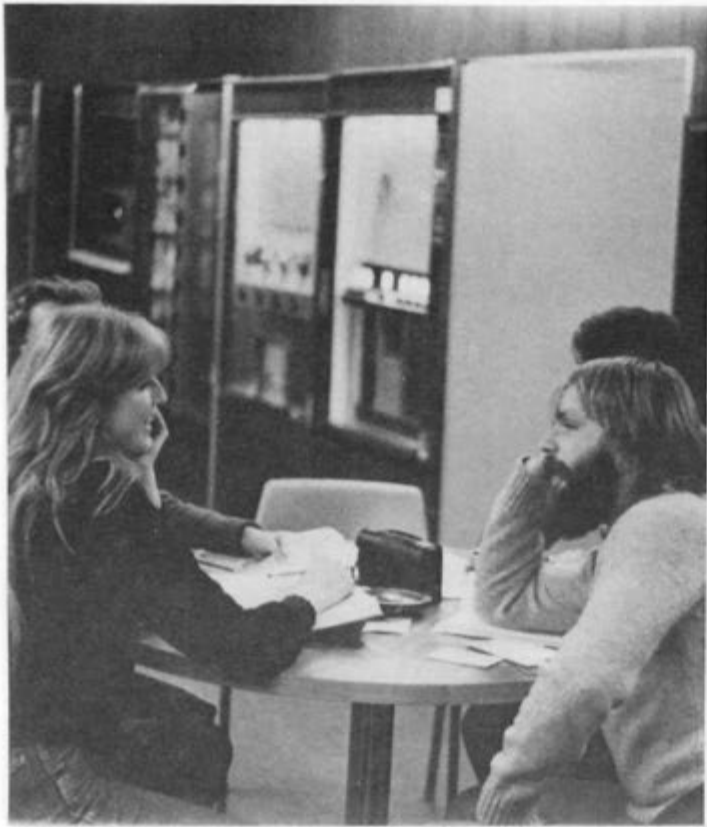
Glendon E. Johnson



Charles Scott Jones



Mrs. Harry H. Levy, Jr.





# ACADEMIC CALENDAR

## FALL SEMESTER, 1981

Pre-enrollment Counseling and Academic Advising .....	June-July-August
National ACT.....	June 13
ACT Residual.....	June 18
ACT Residual .....	July 23
Last Day to Apply for Financial Aid for Fall .....	August 1
Begin Issuing Registration Permits for Fall .....	August 3
Faculty Workshop.....	August 24-25-28
Registration.....	August 26-27
Classes Begin .....	August 31
Last Day for Late Registration and/or Schedule Change.....	September 3
Labor Day Holiday.....	September 7
Classes Resume .....	September 8
Last Day to File for October ACT .....	Early September
National ACT.....	October 17
Mid-semester .....	October 23
Last Day to File for Fall Graduation.....	November 1
Last Day to File for December ACT.....	Early November
Last Day to Drop Courses or Totally Withdraw .....	November 20
Thanksgiving Holidays (Classes Dismiss at 2:00 p.m., November 25th) .....	November 26-29
Classes Resume.....	November 30
Last Day to Apply for Financial Aid for Spring 1982.....	December 1
Final Examination Week.....	December 10-11-14-15-16
National ACT.....	December 12
Grades Due by NOON in Registrar's Office .....	December 17
Semester Ends.....	December 18

## SPRING SEMESTER, 1982

Last Day to Apply for Financial Aid for Spring Semester .....	December 1, 1981
Faculty Workshop.....	January 11-12-15
Registration .....	January 13-14
Classes Begin.....	January 18
Last Day for Late Registration and/or Schedule Change .....	January 21
Last Day to File for February ACT .....	Early January
National ACT.....	February 20

Last Day to File for Spring Graduation .....	March 1
Spring Holidays .....	March 6-14
Classes Resume .....	March 15
Mid-semester .....	March 19
Easter Holidays .....	April 9-12
Classes Resume .....	April 13
National ACT .....	April 3
Last Day to Drop Courses or Totally Withdraw .....	April 16
Final Examination Week .....	May 4-5-6-7-10
Grades Due by NOON to Registrar's Office .....	May 11
Semester Ends .....	May 13
Graduation Exercise .....	May 13

Note: Easter is April 11th

### FIRST SUMMER SESSION, 1982

See Counselors for Summer Scheduling .....	March 1
Issue Summer Session I Registration Permits .....	April 8
Last Day to File for Financial Aid for Summer Semesters .....	May 15
Last Day to Register for National ACT .....	Early May
Registration .....	May 27
Memorial Day Holiday .....	May 31
Classes Begin .....	June 1
Last Day for Late Registration and/or Schedule Change .....	June 2
Last Day to File for Summer Semester I Graduation (Noon) .....	June 3
National ACT .....	June 12
Residual ACT .....	Early June
Last Day to Drop Courses or Totally Withdraw from College .....	June 24
Independence Day Holiday .....	July 5
Classes Resume .....	July 6
Final Examinations .....	July 7
Grades Due by NOON in Registrar's Office .....	July 8
Term Ends .....	July 8

### SECOND SUMMER SESSION, 1982

Issue Summer Session II Registration Permits .....	June 23
Registration .....	July 12
Classes Begin .....	July 13
Last Day for Late Registration and/or Schedule Change .....	July 14



Last Day to File for Summer Session II	
Graduation (Noon).....	July 15
Residual ACT .....	Early July
Last Day to File for Financial Aid for	
Fall Semester 1982.....	August 1
Last Day to Drop Courses or Totally Withdraw	
from College.....	August 5
Final Examinations .....	August 18
Grades Due by NOON in the Registrar's Office.....	August 19
Term Ends .....	August 19

**COLLEGE HOLIDAYS  
1981-1982\***

Labor Day .....	September 7, 1981
Thanksgiving (Classes Dismiss at 2:00 p.m. November 25th) .....	November 26-29, 1981
Christmas — Semester Break .....	December 19, 1981-Jan. 3, 1982
Spring Holidays .....	March 6-14, 1982
Easter Holidays.....	April 9-12, 1982
Memorial Day .....	May 31, 1982
Independence Day.....	July 5, 1982

\*The above Holiday Schedule applies to students and faculty only. An alternative Holiday Schedule may be announced for other college employees by the administration.

**FALL SEMESTER, 1982**

Pre-enrollment Counseling and	
Academic Advising .....	June-July-August
National ACT .....	Early June
Residual ACT Test.....	Early June
Residual ACT Test .....	Early July
Last Day to Apply for Financial Aid for	
Fall Semester .....	August 1
Begin Issuing Registration Permits for Fall .....	August 2
Faculty Workshop.....	August 23-24-27
Registration .....	August 25-26
Classes Begin .....	August 30
Last Day for Late Registration and/or	
Schedule Change.....	September 2
Labor Day Holiday.....	September 6
Classes Resume .....	September 7
Last Day to File for October ACT .....	Early September
National ACT.....	Early October
Mid-Semester .....	October 22

Last Day to File for Fall Graduation .....	November 1
Last Day to File for December ACT.....	Early November
Last Day to Drop Courses or Totally Withdraw .....	November 19
Thanksgiving Holidays (Classes Dismiss at 2:00 p.m. November 24th) .....	November 25-28
Classes Resume.....	November 29
Last Day to Apply for Financial Aid for	
Spring Semester 1983.....	December 1
Final Examination Week.....	December 8-9-10-13-14
National ACT .....	Early December
Grades Due by NOON in Registrar's Office .....	December 15
Semester Ends.....	December 16

### SPRING SEMESTER, 1983

Last Day to Apply for Financial Aid for	
Spring Semester .....	December 1, 1982
Faculty Workshop.....	January 10-11-14
Registration .....	January 12-13
Classes Begin.....	January 17
Last Day for Late Registration and/or	
Schedule Change .....	January 20
Last Day to File for February ACT .....	Early January
National ACT .....	Early February
Last Day to File for Spring Graduation .....	March 1
Last Day to File for April ACT .....	Early March
Spring Holidays.....	March 5-13
Classes Resume .....	March 14
Mid-Semester .....	March 18
Easter Holidays .....	April 1-4
Classes Resume .....	April 5
National ACT .....	Early April
Last Day to Drop Courses or Totally Withdraw .....	April 15
Final Examination Week.....	May 3-4-5-6-9
Grades Due by NOON in Registrar's Office .....	May 10
Semester Ends.....	May 12
Graduation Exercise .....	May 12

Note: Easter is April 3rd

### FIRST SUMMER SESSION, 1983

See Counselors for Summer Scheduling .....	March 1
Issue Summer Session I Registration Permits .....	April 8
Last Day to File for Financial Aid for	
Summer Semesters .....	May 15

Last Day to Register for National ACT .....	Early May
Registration .....	May 26
Memorial Day Holiday .....	May 30
Classes Begin .....	May 31
Last Day for Late Registration and/or Schedule Change .....	June 1
Last Day to File for Summer Session I Graduation (NOON) .....	June 2
National ACT .....	Early June
Residual ACT .....	Early June
Last Day to Drop Courses or Totally Withdraw from College .....	June 23
Independence Day Holiday .....	July 4
Classes Resume .....	July 5
Final Examinations .....	July 6
Grades Due by NOON in Registrar's Office .....	July 7
Term Ends .....	July 7

### SECOND SUMMER SESSION, 1983

Issue Summer Session II Registration Permits .....	June 23
Registration .....	July 11
Classes Begin .....	July 12
Last Day for Late Registration and/or Schedule Change .....	July 13
Last Day to File for Summer Session II Graduation (NOON) .....	July 14
Residual ACT Test .....	Early July
Last Day to File for Financial Aid for Fall 1983 .....	August 1
Last Day to Drop Courses or Totally Withdraw from College .....	August 4
Final Examinations .....	August 17
Grades Due by NOON to Registrar's Office .....	August 18
Term Ends .....	August 18

## COLLEGE HOLIDAYS 1982-1983\*

Labor Day .....	September 6, 1982
Thanksgiving (Classes Dismiss at 2:00 p.m., November 24th) .....	November 25-28, 1982
Christmas — Semester Break .....	December 18, 1982-Jan. 3, 1983
Spring Holidays .....	March 5-13, 1983
Easter Holidays .....	April 1-4, 1983
Memorial Day .....	May 30, 1983
Independence Day .....	July 4, 1983

\*The above Holiday Schedule applies to students and faculty only. An alternative Holiday Schedule may be announced for other college employees by the administration.



# COLLEGE ORGANIZATION

## BOARD OF REGENTS

Rose G. Schneider, Ph.D., *Chairperson*  
Paul J. Cunningham, M.D., *Vice Chairperson*  
Truman G. Blocker, Jr., M.D., *Secretary*  
John S. McEldowney, *Treasurer*  
Charles G. Dibrell, Jr.  
L. D. Edwards  
Glendon E. Johnson  
Charles Scott Jones  
Mrs. Harry H. Levy, Jr.

## ADMINISTRATION

President to be selected.

**JAMES H. FRAZIER**, *Vice President for Occupational Programs*

B.S., Sam Houston State University  
M.Ed., Sam Houston State University

**NOEL H. McCOY**, *Vice President for Academic Programs*

B.S., Southern Methodist University  
Ph.D., The University of Texas

**W. L. TATE**, *Vice President for Fiscal Affairs*

A.B., The University of Texas  
M.B.A., Harvard University

**OTHO P. RINK**, *Director of the Learning Resources Center*

A.A., San Angelo College  
B.S.Ed., North Texas State University  
M.S., East Texas State University  
M.S.L.S., East Texas State University  
Ed.D., East Texas State University

**G. W. LITZMANN**, *Director of Continuing Education and Evening Division*

B.S., University of Houston  
M.A., Louisiana State University  
Candidate for Ed.D., East Texas State University

**GENE MOORE**, *Director of Student Services*

B.S., Texas Lutheran College  
M.Ed., Southwest Texas State University

**PAUL V. PECK**, *Director of Research and Development*

B.Mus., University of the Pacific  
M.Mus., The University of Texas  
Graduate Study, The University of Texas

**GAYNELLE HAYES, *Coordinator of Counseling and Placement***

B.A., Lamar University  
M.Ed., University of Houston  
Ed.D., Nova University

**MICHAEL ALLEN, *Registrar***

B.B.A., Lamar University  
M.B.A., Lamar University

**ROBERT L. EASON, *Comptroller***

B.S., University of Tampa  
M.S., Boston University

**JAMES McFARLANE, *Coordinator of Computer Services***

B.S., Oklahoma University  
M.A., Oklahoma University

**MARY PATTINSON, *Coordinator of Financial Aid***

**FACULTY**

**RUTH E. BENDER, *Chairperson***

B.S.N., Montana State University  
M.N., Montana State University

Department of  
Associate Degree  
Nursing

**PEGGY BIEGEL, *Instructor***

B.S.N., The University of Texas School of Nursing  
M.S.N., The University of Texas School of Nursing

Associate Degree  
Nursing

**SANDRA BLACK, *Instructor***

B.B.A., Sam Houston State University  
M.B.A., Sam Houston State University

Business  
Administration

**MARIE BOWDEN, *Instructor***

B.S.N., California State University  
M.S.N., Texas Woman's University

Associate Degree  
Nursing

**NEAL T. BOWDEN, *Instructor***

B.A., California State University  
M.A., California State University  
B.S.N., California State University  
Graduate Study, The University of Texas School of  
Nursing  
The University of Texas Graduate School of Biomedical  
Science, Galveston, Texas

Associate Degree  
Nursing

**FRANCES O. BURFORD, *Instructor***

B.A., George Washington University  
M.A., New York University

Mathematics

**RAY CABALLERO, *Instructor***

Refrigeration  
Mechanics

<b>KAREN CALDWELL, <i>Instructor</i></b> A.A., Alvin Junior College B.S., University of Houston M.Ed., University of Houston	Office Occupations
<b>J. LAURENCE CANTWELL, <i>Chairperson</i></b> B.A., Park College O.T.R., Mills College M.P.O.T., University of Nebraska M.Ed., Prairie View A&M University Ph.D., Southeastern University, New Orleans	Department of Associated Health Occupations
<b>JOHN K. CLASON, <i>Instructor</i></b> B.S., Texas A&M University M.Ed., Texas A&M University Ph.D. Candidate, Texas A&M University	Biology
<b>ROBERT J. CLAYTON, <i>Reserve Instructor</i></b> A.A., Texarkana Junior College B.S., University of Texas at Arlington M.A., University of Texas at Arlington	Law Enforcement
<b>JOHN H. CLYBURN, <i>Instructor</i></b> B.A., The University of Texas M.A., The University of Houston Graduate Study, University of Houston and The University of Texas	Government
<b>JOSEPH CONTI, <i>Instructor</i></b> B.S., University of Houston M.Ed., University of Houston	Psychology
<b>MARY LOU CORDOVA, <i>Instructor</i></b> B.S.N., Duquesne University M.S.N., Catholic University	Associate Degree Nursing
<b>HENRY CORKE, <i>Instructor</i></b> B.S., University of Houston M.S., University of Houston Ph.D., University of Houston	Physics/ Mathematics
<b>CAROL CORLEY, <i>Instructor</i></b> B.S., University of Houston M.Ed., University of Houston	Office Occupations
<b>DWIGHT W. COURTNEY, <i>Instructor/Print Shop Supervisor</i></b> B.A., University of Southwestern Louisiana M.Ed., Prairie View A&M University	Offset Printing
<b>DOROTHY CURTINO, <i>Instructor</i></b> B.S.N., The University of Texas School of Nursing M.S.N., The University of Texas School of Nursing	Associate Degree Nursing

<b>W. MAURY DARST, <i>Instructor</i></b> B.A., Stephen F. Austin State University M.A., Stephen F. Austin State University Graduate Study, Texas Technological University	History
<b>RAYMOND T. DEAN, <i>Chairperson</i></b> B.A., Sam Houston State University M.Ed., Prairie View A&M University	Department of Mid-Management
<b>SUSAN LAEL EASON, <i>Instructor</i></b> A.A., Alvin Junior College B.S., University of Houston M.Ed., University of Houston	Office Occupations
<b>MARY E. FISHER, <i>Instructor</i></b> B.S.N., Adelphi University M.Ed., University of Houston	Associate Degree Nursing
<b>ALLYNE FULLER, <i>Chairperson</i></b> B.S., Texas Wesleyan College Graduate Study, University of Houston	Department of Office Occupations
<b>NELLY M. GOODSON, <i>Instructor</i></b> Pre-Med, University of Algiers B.A., University of Houston M.A., University of Houston (Spanish) M.A., University of Houston (French)	Foreign Languages
<b>JUSTIN A. GORDON, <i>Instructor</i></b> A.S., Galveston College	Engineering/ Drafting
<b>JUDITH GRACE, <i>Instructor</i></b> B.S., Occupational Therapy, Washington University M.Ed., Prairie View A&M University	Occupational Therapy
<b>MARGARET A. HAYES, <i>Instructor</i></b> A.S., Tyler Junior College B.S.N., State College of Arkansas M.Ed., University of Houston	Associate Degree Nursing
<b>GLORIA HAYWOOD, <i>Instructor</i></b> B.A., Texas Southern University M.A., Texas Southern University M.S.S.W., The University of Texas	Community Health Worker
<b>KELLY E. HEJTMANCIK, <i>Chairperson</i></b> B.S., Southwest Texas State University M.S., Trinity University Ph.D., The University of Texas Medical Branch at Galveston, Texas	Department of Biological Sciences
<b>SARAH H. HERMES, <i>Instructor</i></b> A.A., Lee College B.S., The University of Texas M.Ed., Sam Houston State University Graduate Study, University of Houston	Physical Education and Recreation



<b>ELIZABETH L. HILTON, <i>Instructor</i></b> B.S., Memphis State University M.F.A., University of Mississippi	Speech Communications and Theatre
<b>GAYLE HORN, <i>Instructor</i></b> B.A., University of Houston	Industrial Engine Mechanics
<b>BILLIE J. HOSKINS, <i>Instructor</i></b> B.A., Southern University M.S., Iowa State University	Sociology
<b>ROSANNE HOWELL, <i>Instructor</i></b> B.S.N., McNeese State College M.Ed., University of Houston	Associate Degree Nursing
<b>JOHN A. JENICEK, <i>M.D.</i></b> Medical Director for Respiratory Therapy B.S., De Paul University M.D., University of Illinois Medical School	Respiratory Therapy
<b>KATHRYN ELAINE JERNIGAN, <i>Instructor</i></b> B.S.N., Oklahoma Baptist University M.S.N., The University of Texas School of Nursing	Associate Degree Nursing
<b>BESSIE JOHNSON, <i>Chairperson</i></b> B.A., Wiley College M.Ed., Texas Southern University	Department of Developmental Studies
<b>ELIZABETH JOHNSON, <i>Instructor</i></b> B.S., Marquette University M.S., University of Houston	Biology
<b>LLOYD A. KELLEY, <i>Chairperson</i></b> B.S., Sam Houston State University M.Ed., Sam Houston State University	Department of Physical Education and Recreation
<b>RANDY LANKFORD, <i>Instructor</i></b> B.S., Texas A&I University M.S., Sam Houston State University Graduate Study, East Texas State University	Biology
<b>BETTY LaVERNE, <i>Instructor</i></b> (Core Curriculum) R.N., State of Texas	Associated Health Occupations
<b>SHELDON LEE, <i>Instructor</i></b> B.S., Lamar University	Renal Dialysis
<b>ALICE MAFFEI, <i>Instructor</i></b> R.N., St. Mary's School of Nursing	Surgical Technology
<b>CHARLES C. MEEK, <i>Instructor</i></b> B.M.Ed., Texas Christian University M.Ed., University of Houston M.A., University of Houston	English

<b>SYED A. MOIZ, Chairperson</b> B.S., Osmania University (India) M.S., University of Houston M.S., Clarkson College of Technology Graduate Study, University of Houston	Department of Mathematics and Physical Sciences
<b>STEPHEN A. MOZARA, JR., Instructor</b> B.A., North Texas State University M.A., North Texas State University	Psychology
<b>JAMES NEWELL, Instructor</b> B.S., Stephen F. Austin State University M.S., North Texas State University Ph.D., North Texas State University	Psychology
<b>LARRY T. PATTON, Chairperson</b> B.M., Trinity University M.M.Ed., Texas Christian University Ed.D., Nova University	Department of Fine Arts
<b>DELORES PEACE, Instructor</b> A.S. Galveston College	Unit Clerk Program
<b>LAURA REED, Instructor</b> B.S., Colorado State University	Occupational Therapy
<b>GLORIA REMME, Chairperson</b> R.N., John Sealy College of Nursing	Department of Vocational Nursing
<b>JOHN CHARLES RIMAR, Instructor</b> B.S., Texas Technological University M.S., Texas Technological University	Mathematics/ Computer Science
<b>JACK G. ROOF, Instructor</b> B.A., University of California at Los Angeles M.A., University of California at Los Angeles Ph.D., University of Wisconsin	Chemistry
<b>DAVID J. ROSSI, Chairperson</b> B.A., Texas A&M University M.A., Texas A&M University Ph.D. Candidate, The University of Texas	Department of English and Foreign Languages
<b>DELBERT RUSSELL, Instructor</b> B.S., Morehead University	Radiologic Technology
<b>ANNIE SIMMONS, Instructor</b> B.A., North Texas State University M.Ed., North Texas State University	Communications
<b>BETTY JO SPITLER, Instructor</b> A.A.S., Galveston College B.S., Sul Ross University R.N., State of Texas M.Ed., Prairie View A&M University	Nurse Assistant

<b>GERALD STALEY, <i>Instructor</i></b>	Industrial Electronics
<b>JOHN STOVALL, <i>Instructor</i></b> B.F.A., The University of Texas Skowhegan School of Painting and Sculpture M.F.A., The University of Texas	Art
<b>HERMAN SYERS, <i>Reserve Instructor</i></b> Certified Fire Protection Instructor	Fire Technology
<b>GLEN TINSLEY, <i>Chairperson</i></b> B.S., Lamar University M.A., Central Michigan University	Department of Speech Communications and Theatre
<b>RICHARD TORRES, <i>Instructor</i></b> R.R.T., Ben Taub School of X-ray B.S., University of Nevada M.A., Northern Arizona University	Radiologic Technology
<b>MARTIN L. TOWLER, <i>M.D.</i></b> Medical Director of Electroencephalography	Electroencepha- lography Tech- nology
<b>PATRICIA TREVISANI, <i>Instructor</i></b> A.S., Miami Dade B.S.A.N., The University of Texas School of Nursing	Respiratory Therapy
<b>ALICE TURK, <i>Instructor</i></b> B.S.N., Texas Woman's University M.S.N., Texas Woman's University	Associate Degree Nursing
<b>ALICE VAN BORSSUM, <i>Instructor</i></b> A.S., Galveston College B.S., University of Houston M.S., University of Houston	Communications
<b>ARTHUR K. VAUGHAN, <i>Instructor</i></b> B.S., Southwest Texas State University M.A., Southwest Texas State University	Mid-Management
<b>M. THERON WADDELL, JR., <i>Chairperson</i></b> B.A., The University of Texas M.A., The University of Texas Graduate Study, The University of Texas	Department of Social and Behavioral Sciences
<b>DANNY L. WEBER, <i>Reserve Instructor</i></b> A.S., Galveston College Certified Fire Protection Instructor	Fire Technology
<b>FRANK J. WETTA, <i>Instructor</i></b> B.S., St. Louis University M.A., St. Louis University Ph.D., Louisiana State University	History/ Geography

<b>THELMA WHITE, Instructor</b> B.S., University of Houston M.S., University of Houston at Clear Lake City	Vocational Nursing
<b>MARILYN WOLF, Instructor</b> B.A., University of Dallas M.A., University of Dallas	English
<b>SIDNEY YOUNG, Instructor</b> B.S., Stephen F. Austin State University M.A., Stephen F. Austin State University Graduate Study, Texas A&M University and Texas Technological University	Government

### PROFESSIONAL STAFF

**ROBERT ARNETT, Superintendent of Buildings and Grounds**

**ROBERT H. DALEHITE, Technical Services Librarian**

B.B.A., Sam Houston State University  
Graduate Study, Louisiana State University

**FRED HENRY, Counselor**

B.A., Prairie View A&M University  
M.Ed., Prairie View A&M University

**DOYLE MIMS, Accountant**

B.A., Southwest Texas State University

**LINDSY PACK, Media Specialist**

B.S., Stephen F. Austin State University  
M.A., Stephen F. Austin State University  
M.Ed., Texas A&M University  
Ph.D., Texas A&M University

**BRUCE WARE, Computer/Analyst**

**GARY WILSON, Public Services Librarian**

B.A., Texas Wesleyan  
M.A., North Texas State University  
M.L.S., North Texas State University  
Ph.D., North Texas State University

### CLASSIFIED STAFF

**YVONNE ASHTON, Faculty Clerk Typist**

**ROSALEE BELL, Faculty Clerk Typist**

**JONI BERNARD, Composer**

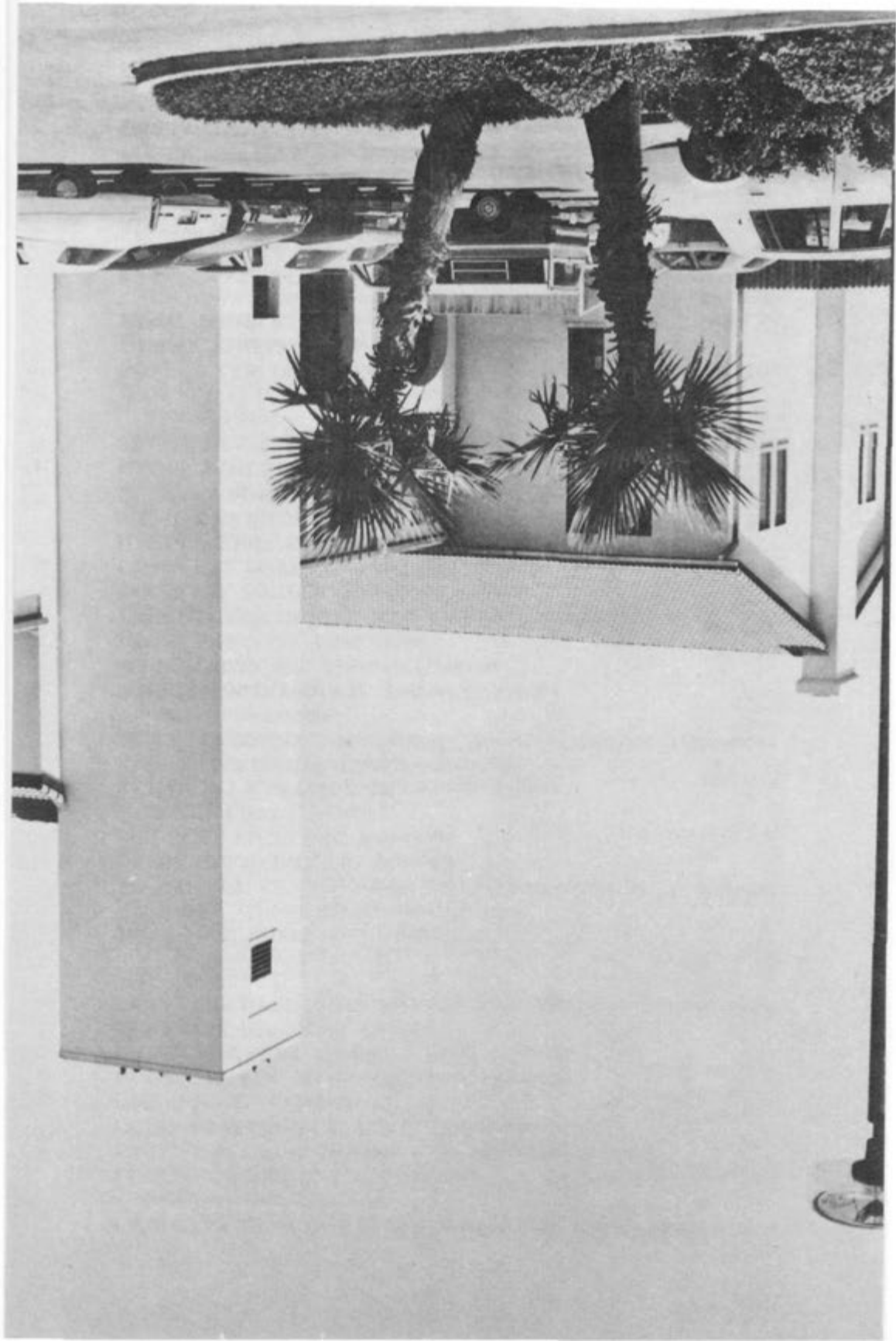
**BEVERLY BROCK, Assistant Media Specialist**

B.F.A., Stephen F. Austin State University  
M.A., Stephen F. Austin State University

**LEE CARTER, Executive Secretary to the President**

**LOU CLARK, Secretary to the Director of Student Services**

PATRICIA S. CLASON, *Executive Secretary to the Vice President for Academic Programs*  
 LORINE DeVRIES, *L.R.C. Technician*  
 CARMEN FLOECK, *Secretary to the Director of the LRC*  
 DELORES FLORENCE, *L.R.C. Technician*  
 JOSE GARCIA, *Custodian*  
 GLORIA GARZA, *Recorder/Key punch Operator*  
 MARY GONZALEZ, *Computer Operator/Secretary*  
 CHRISTINE HINOJOSA, *Cashier*  
 LEA ELLEN HUMPHRIES, *Secretary to the Director of of Research and Development*  
 A.A.S., Galveston College  
 MAMIE JOHNSTON, *Accounting Clerk*  
 JIM JONES, *General Maintenance Mechanic*  
 VIVIAN JUST, *Executive Secretary to the Vice President for Fiscal Affairs*  
 LAURA KRENNING, *PBX Operator*  
 BERNICE LEIGH, *LRC Technician*  
 MICHAEL LEYVA, *Printer*  
 REYNALDO MARTINEZ, JR., *Security Officer*  
 HELEN MATTHEWS, *Bookstore Manager*  
 ALICE McCREERY, *Secretary to the Director of Continuing Education and Evening Division*  
 WILLIAM McDONOUGH, *Theatre Technician*  
 MARTIN McGUIRE, *Personnel Specialist*  
 PEGGY MIRANDA, *Clerk Typist*  
 THERESA ANN OCHOA, *Recorder/Special Admissions*  
 SANDRA D. PORTER, *Faculty Clerk Typist*  
 CHARLENE POTTS, *Faculty Clerk Typist*  
 HAROLD REID, *Security Officer*  
 MARGARET RHOADES, *Secretary to the Coordinator of Financial Aid*  
 ROBERTA ROWAN, *News writer*  
 JOAN I. SAMUELSON, *Theatre House Manager*  
 STANLEY SAPP, *Assistant to the Director of Continuing Education and Evening Division*  
 JUDY SEWELL, *Assistant Bookstore Manager*  
 ROBERT TAYLOR, *Media Technician*  
 MURIEL THIEM, *Faculty Clerk Typist*  
 PERRY THOELE, *Assistant Media Specialist*  
 B.S., Oklahoma State University  
 FRANCES VUCKOVICH, *Executive Secretary to the Vice President for Occupational Programs*  
 ALIENE WARNER, *PBX Operator*  
 ARNEZ WASHINGTON, *Recorder/Veterans Affairs Assistant*  
 WILLIAM B. WELLS, *Custodian*  
 LOREN WINTERS, *Purchasing and Property Accountant*  
 DEBRA ZIMMERMAN, *LRC Technician/Testing*



# GENERAL INFORMATION

## HISTORY OF THE COLLEGE

It is known that as early as 1934 there was considerable local interest in a community junior college for Galveston. Interested citizens were able to call and hold an election on November 2, 1935, which created a junior college district with geographical boundaries coterminous with those of the Galveston Independent School District.

Attempts to activate the district included a June 27, 1936, tax proposal, which met with failure at the polls. Community leaders did not relax their efforts during the ensuing years, despite another unsuccessful election in 1958 which proposed a county-wide junior college district.

In 1965, a Union Junior College District, composed of all but three of the independent school districts in the county, was organized.

On April 2, 1966, the Union Junior College District unsuccessfully submitted bond and tax proposals to the voters.

In July of 1966, the Commissioner's Court of Galveston County considered favorably a resolution by the Union Junior College District to disannex the territory comprising the Galveston Junior College District from the territory comprising the newly organized Union Junior College District. This act provided the avenue by which the original district could be activated.

That same year, Galveston leaders renewed their drive to obtain a college for the island. An attorney general's opinion was sought and it determined that the original district was still in legal existence.

The original Board of Regents was appointed on September 21, 1966, by the Public School District Trustees.

On December 3, 1966, an election was held to establish a maintenance tax for the operation of the College. An annual *ad valorem* tax was authorized at a rate not to exceed \$0.27 per each \$100 valuation of taxable property within the College District.

Many individuals within the local community contributed their time, money, and abilities toward the successful creation of the College.

From the opening of the College in September, 1967, through the Spring of 1970, the College occupied Moody Hall, a refurbished orphanage, as its only campus facility. The initial academic offerings were fairly broad in scope, while the occupational program was *minimal* but with strong offerings in vocational nursing, office occupations, engineering-drafting and law enforcement.



During this first period, the College implemented cooperative agreements with The University of Texas Medical Branch hospitals resulting in programs in Associate Degree Nursing and Associated Health Occupations, received a gift from The Moody Foundation for one million dollars and achieved its initial accreditation by the Southern Association of Colleges and Schools.

By the Fall of 1970, the College's initial enrollment of 730 had grown to 1,245. During the next two years, the College expanded into temporary buildings, several of which were new, others the result of adjacent property acquisitions. Additional programs established were in mid-management and nurse assistant.

Notable developments during this period were a cooperative nursing program with Brazosport College, a five-year federal allied health grant of a quarter million dollars and, during the Summer of 1972, occupancy of the Mary Moody Northen Center for occupational education.

Enrollment for the Fall Semester, 1972 was 1,717. During the period 1972-76, many new occupational programs were added including offset printing, industrial engine mechanics, refrigeration mechanics, banking and fashion merchandising, office simulation, and a certificate program in hospital unit clerk training. Added to these was an academic program in cooperative education.

During this latest period, the College inaugurated several contract services beginning with offset printing instruction to Ball High School students, acquired a 5.2 acre portion of the old Fort Crockett military installation, initiated concurrent enrollment agreements with city high schools, and attained accreditation reaffirmation from the Southern Association.

In May, 1977, the College opened its Fort Crockett campus at which some 600 students receive course work in health care programs, fine arts, physical education and various other credit and adult educational offerings. Since 1977, the College has added courses in computer science, child development, human development, television and surgical technology. Also, a grant from the National Science Foundation has enabled mathematics and science instructors to employ the computer as an instructional tool.

With a well-balanced offering of academic and occupational programs, the enrollment stood at 2,000 during the Fall of 1980.



## PHILOSOPHY OF THE COLLEGE

Galveston College is dedicated to improving the quality of life for all Galvestonians by providing them the means to avail themselves of greater economic, cultural and recreational opportunities.

The College will endeavor to provide each student with a program suited to his/her needs, interests and abilities, within the financial capability and legal limitations of the institution or in cooperation with other colleges in the region.

Galveston College is an Equal Opportunity institution. Every person, regardless of race, color, religion, sex or national origin shall have equal opportunity to participate in, and be a part of, any program or service offered by Galveston College.

## OBJECTIVES OF THE COLLEGE

The primary objective of Galveston College is to provide educational opportunities of high quality and diversity to the citizens of the district. Educational opportunities are extended to citizens living outside the district insofar as the capabilities of the district permit.

*Specific objectives of the College are:*

- A. To provide an effective program of student services.
- B. To provide, through general education, opportunities for personal growth and development.
- C. To provide university parallel course work designed to transfer to senior colleges and universities toward the baccalaureate degree.
- D. To provide occupational education in specialized areas so that students may become employable upon program completion.
- E. To provide, through continuing education:
  1. Opportunities for students who have assumed adult responsibilities and must attend school on a part-time basis.
  2. Seminars, lectures, discussion groups and other programs of worthy leisure value.
- F. To provide compensatory educational opportunities for those who are culturally, educationally or socio-economically disadvantaged.

## ADMINISTRATIVE POLICY

The administration of Galveston College reserves the right to make changes in and act as final interpreter of this catalog. The College reserves the right to change, without notice, tuition, other charges, and related requirements and regulations as necessitated by college or legislative action.

## ADMISSION POLICIES AND PROCEDURES

### COLLEGE CREDIT PROGRAMS

The requirements for admission into college credit programs are set forth below:

1. Graduation from an accredited high school; *or*
2. Graduation from a non-accredited high school with condition of scholastic probation for one semester imposed on student; *or*
3. Successful completion of the General Educational Development (GED) Test, as certified by the State of Texas; *or*
4. Recommendation of a Galveston College counselor for students 18 years of age or older; *or*
5. Transfer in *good standing* from another college or university. In "good standing" means students should be eligible to return to the school from which he transferred.
6. Applicants whose scholastic deficiencies, as demonstrated by scores received on the ACT, reveal deficits below the limits adopted by Galveston College as satisfactory achievement for admission to study in the College Curricula will be required to remedy those deficiencies in one of the following ways.
  - a. Show successful achievement on departmental examination relating to the subject in which the deficiency occurs, *or*
  - b. Enroll in developmental courses until such deficiencies are remedied.

The procedures for admission into a *college credit program* of study are outlined below:

- STEP 1 Obtain application form from the Registrar — Room M-147.
- STEP 2 Texas laws require immunizations for all students enrolled in institutions of higher learning. Instructions for students and form may be obtained from the Registrar — Room M-147.
- STEP 3 Present completed forms to Registrar.
- STEP 4 Arrange for previous school records to be sent directly to the Registrar. Records brought by students in person are not acceptable. Transfer students must provide transcripts of all prior college work.
- STEP 5 Arrange to take the American College Test (ACT) and have results sent directly to Registrar. *CAUTION:* ACT scores determine course requirements in English, Reading, Mathematics and Biology. (Refer to Departments)
- STEP 6 Reading proficiency is required of all students. Students who do not have satisfactory scores in Social Science (Reading Test about 12) will be required to take Reading Improvement (Communications 032).

**STEP 7** Applicants who have not completed their admission file prior to registration may be admitted on a provisional basis after signing the temporary *Waiver of Entrance form*. This form will be completed in the Registrar's Office.

**STEP 8** Arrange counseling interview prior to formal registration.

Applicants unsure of admission requirements should contact the Director of Student Services Office for clarification. When exceptional circumstances necessitate variations from normal admission requirements, applicants are referred to the Director of Student Services. If it is determined that the request is reasonable, an exception may be authorized.

## SPECIAL ADMISSIONS

### Early Admissions Program

By enrolling in the Galveston College Early Admissions Program, Galveston area high school students may get a headstart on earning transferable college credit at minimal cost before graduation.

The program is available to Ball and O'Connell High students subject to the following provisions:

1. The student must be approved by his high school principal and must receive parental approval.
2. The student must submit American College Test (ACT) scores to the Counselor's Office at Galveston College.
3. The student will be limited to two academic credit courses per semester at Galveston College.
4. Credit for college hours will not be granted until the student has successfully completed all high school graduation requirements.
5. While attending Galveston College, the student will be expected to adhere to all policies of the College.

### International Students

Galveston College is authorized under federal law to enroll nonimmigrant alien students. All correspondence relating to admission should be mailed to the Registrar, Galveston College, 4015 Avenue Q, Galveston, Texas 77550 U.S.A.

*Administrative Regulations and Admissions for International Students (whose native language is not English)*

*Admissions Procedure — Students with (F-Visa) must submit the following credentials:*

1. Complete the Galveston College application for admission form.
2. Furnish all official high school and college transcripts.

3. Complete the Certificate of Residence form.
4. Complete a "Statement of Financial Support" which must be signed by a parent, relative or sponsor. (Use form provided by the Registrar.)
5. Provide a Certification of Immunizations in compliance with Texas immunization laws. (Use certificate of immunizations provided by the Registrar.)
6. Furnish National Test Score of *Test of English as a Foreign Language* (TOEFL). Minimum score of 550 is required.

#### **Non-Traditional or Non-Degree Seeking Student**

Who may be classified:

1. An individual 18 years or older who wishes to enroll in a course for professional review, cultural or personal growth and achievement may be classified as a non-traditional or non-degree seeking student.

How To Apply:

1. Complete an application at the Registrar's Office.
2. Request classification as "Non-traditional" or "Non-degree" seeking student.

Note: If a student wishes to change to a "degree seeking status" at a later date, the student will be required to furnish all previous college transcripts and meet entrance requirements for specific courses or programs outlined in this catalog or as required by departmental testing or required placement score on the ACT test.

#### **Mature Citizen Students**

All citizens of the Galveston Community College District who have attained the age of 65 are entitled to attend all classes held by Galveston College on a "seats available" basis without paying any fees. Eligible citizens will be issued an identification card upon registering.

**SPECIAL NOTE REGARDING ADMISSIONS TO PROGRAMS  
WHICH HAVE LICENSING AND/OR ACCREDITING  
AGENCY REQUIREMENTS**

*Licensing and/or accrediting agencies change their requirements periodically which may result in Galveston College changes of both admissions and curriculum in these special programs. Therefore, a student taking preparatory courses for entry into one of these fields may have to change plans to meet any new requirements. The College can not guarantee "future entrance requirements" for these programs.*

## Associate Degree Nursing

### Standard Admission

1. Have ACT scores permitting enrollment in general education courses required for the degree as follows: English 16, Mathematics 10, Social Science 13, Composite 15
2. Have completed high school biology and chemistry or the equivalent
3. Meet Academic/Progression requirements of the Associate Degree Nursing Program on general education courses if such have been taken during previous college enrollment

Individual Admission — Designed for individual students who do not meet Standard Admission requirements

1. Complete the following requirements within a time limit of one academic year or the equivalent:
  - a) English ACT sub-score 15 and below, take appropriate courses to meet English and Foreign Languages Department requirements.
  - b) Mathematics ACT sub-score 9 and below, complete Math 042 (Basic Mathematics) with a grade of "C" or better.
  - c) Social Science ACT sub-score 12 and below, take appropriate courses to meet Developmental Studies Department requirements.
  - d) Composite ACT score 14 and below, take appropriate courses to meet Biological Sciences Department requirements.
2. Have a GPA of 2.5 or better on 14 hours of general education courses required for the degree to include a minimum of 8 semester hours of science. No more than one science course repeat is allowed.

### Transfer Admission

1. Submit the same documents and meet the same general academic standards as required of other students. (See Standard Admission and Academic/Progression Requirements)
2. Submit a letter of good standing from the head of the previous nursing program attended.
3. In order to establish equivalency, transfer students may be required to take placement tests in courses in the nursing major.

### All Admissions

1. Persons who are under a physicians care must submit a physical examination from their physician prior to enrollment.
2. Have no record of a conviction of a crime other than minor traffic violations.

Applicants will be notified of their acceptance as a candidate for admission by the office of the Registrar.

#### Academic Progression Standards

All nursing and science courses must be completed in sequence with a grade of "C" or better. Students may repeat one science and one nursing course. Additional repeats require special permission. Nursing or science courses that are dropped after the 12th class day will be considered *a course repeat*.

#### Associated Health Occupations Degree Program

##### Admissions Requirements:

1. Galveston College candidates must meet requirements as outlined in the Galveston College Catalog.
2. Candidates from College of the Mainland and Wharton County Junior College must meet requirements as stipulated in their catalogs.
3. All candidates must, in addition to meeting requirements for enrolling at their respective colleges:
  - a) Appear for a personal interview with the Departmental Chairperson or his designee
  - b) Applicant must, before entering clinical educational portion of education, submit a physical examination form, including immunization record, completed by a licensed physician, attesting to the applicant's physical health

#### ADMISSIONS TO CERTIFICATE PROGRAMS

##### INDUSTRIAL PROGRAMS — Industrial Electronics, Industrial Engines, and Refrigeration Mechanics

To qualify for admission, the applicant must:

1. Show high interest in the program
2. Be a high school graduate or have successfully completed the GED.
  - a) If applicant is less than 18 years of age but *not* a high school graduate, applicant will need "individual approval" from a Galveston College counselor.
  - b) If applicant is over 18 years of age, but not a high school graduate, applicant will need written permission to enter class from the instructor.
3. Submit application form.
4. Submit immunization form.
5. Make an appointment for personal interview with the instructor.

#### NURSE ASSISTANT PROGRAM

To qualify for admission, the applicant must:

1. Be 18 years of age.
2. Have completed a minimum of 10th grade education.
3. Arrange with the Counseling Office to take the Otis Test (\$2.00 fee). A minimum score of 80 is required for entry to this program.

#### RADIOGRAPHY and SURGICAL TECHNOLOGY PROGRAMS

To qualify for admission, the applicant must:

1. Be 18 years of age.
2. Be a high school graduate or have successfully completed the GED. Submit a high school transcript or GED scores to the Registrar's Office.
3. Arrange with the Counseling Office to take the Otis Test (\$2.00 fee). A minimum score of 90 is required for entrance to these programs.
4. After all credentials above are in the Registrar's Office, applicant is to make an appointment with the Program Director for a personal interview. (Telephone: 765-2901)

#### UNIT CLERK PROGRAM

To qualify for admission, the applicant must:

1. Be 18 years of age.
2. Be a high school graduate or have successfully completed the GED. Submit a high school transcript or GED scores to the Registrar's Office.
3. Arrange with the Counseling Office to take the Otis Test (\$2.00 fee). A minimum score of 80 is required for entry to this program.
4. After all credentials above are in the Registrar's Office The Unit Clerk applicant is to make an appointment with the Program Director for a personal interview. (Telephone: 765-2901)

#### VOCATIONAL NURSING PROGRAM

Standard Admission:

To qualify for standard admission the applicant must:

1. Be 17 years of age
2. Be a high school graduate or have successfully completed the GED.
3. Be of good physical, mental and emotional health.
4. Submit a report of physical examination from a licensed physician prior to enrollment.
5. Have no record of conviction of a crime other than minor traffic violations.



6. Arrange with the Counseling Office to take the PSB Aptitude Exam for Hospital Nurses. A minimum score of 40 is required for entrance to this program. (\$8.00 Fee)

Alternate Admission:

Applicants who do not meet the standard admission criteria may be considered for admission if certain *additional* requirements are met. These developmental courses must be successfully completed (based on PSB scores of less than 40)

1. Continue enrollment in Comm. 032 until an 11th grade reading level is achieved.
2. Complete Math 042 with a grade of "C" or better.
3. Complete English 031 with a grade of "C" or better.
4. Complete Bio. 031 and/or Ph. Sci. 032 with a grade(s) of "C" or better.
5. Complete a course in HD 131 or Psyc. 134.
6. Meet criteria (1-5) as listed under Standard Admission.

### MINI-COURSE IN CLERICAL OCCUPATIONS

Who may apply for the program:

1. Anyone interested in office work and a career.
2. High school diploma or equivalent (GED) is not required.





How to apply for this course:

1. Complete an application in the Registrar's Office.
2. Make arrangements to take general clerical test. See the Departmental Chairperson for this test, *prior* to registration.

### **NON-CREDIT ENROLLMENT**

A student may enroll for any course offered by the College on a non-credit basis. The charge for enrolling on a non-credit basis will be the same as charges for credit enrollment (including tuition, student activity fee, and all other applicable fees set forth in this catalog).

A student will register at the prescribed registration periods for non-credit courses. The student must specify at time of registration that he is enrolling for non-credit.

A student enrolled for non-credit does not receive a grade or a transcript, nor may a student change from non-credit to credit classification after he is registered, except during late registration periods.

Some courses offered exclusively on a non-credit basis will carry special fees.

### **CONTINUING EDUCATION COURSES**

Registration in continuing education courses can be accomplished by mail (name, address, telephone number, check or money order for exact tuition charges) or in person at the College.

Registration dates, times, place and fees will be published.

### **COUNSELING AND PLACEMENT SERVICES**

The Office of Counseling and Placement is responsible for the appropriate counseling, testing, placement, and follow-up services at Galveston College. The Office exists to enable the student to achieve maximum productivity as a person. It assists students prior to their enrollment, during their years at Galveston College, and finally in securing a job in their career field.

Individual counseling is available for all students at Galveston College. A staff of professional counselors is available to work with students who seek help in resolving questions of career choice, advanced placement, study skills, getting along with others, self-understanding, and other kinds of personal problems. All counseling is confidential.

Counseling services are also offered to help students make decisions in regard to their educational and vocational goals and plans. Once these goals have been determined, the proper division of study can be identified,

specific courses selected and long-range plans developed and formulated with the students as they progress through the initial phases of course work. Educational programs should be planned in detail with the counselors before the end of the first year of attendance.

For those students who choose occupational education programs, placement services can be utilized to assist their entry into employment areas, once the prescribed program of study is successfully completed. For those students who choose from the university parallel programs, successful transfer to the upperdivision level of the senior institution of the student's choice is the overall aim of the assistance offered by the counseling and placement services.

The Office of Counseling and Placement is located in Moody Hall.

### FACULTY ADVISORY SYSTEM

In order that the faculty may be of service to Galveston College students in planning and attaining their academic and vocational goals, most full time students with degree plans will be assigned faculty advisors. Advisors are usually selected from the department of the student's academic or vocational major. Students meet with their advisors to plan each semester's schedule prior to picking up registration permits from the Registrar's Office before each registration period.

### REGISTRATION

The formal registration of students is held prior to the beginning of classes each semester. The registration procedure is simplified if students complete their counseling and planning before the formal registration begins. Students enrolling for Freshman English courses are required to present an English Placement Form at time of registration (See ACT information). Details for registration procedures and course offerings are published each semester.

Prospective students are urged to apply for counseling interviews as early as possible. Except for actual class time selection and payment of fees, the entire registration process may be completed well in advance of the formal registration period, thereby simplifying and expediting the completion of the formal registration period.

### Concurrent College Enrollment

A student who wishes to enroll concurrently at Galveston College *and* another college during any one semester must have *prior* written approval from the Director of Student Services of Galveston College. The total semester hours for which the student is enrolled at *both* colleges may not exceed those for a full-time student as defined by Galveston College.

## AMERICAN COLLEGE TESTING PROGRAM (A.C.T.)

Freshmen students entering Galveston College will be required to submit scores on the American College Test. All students who plan to receive an associate degree and/or transfer to another institution are required to have American College Test (ACT) scores on record. Information concerning ACT testing dates may be obtained from the Office of Student Services, Moody Hall. The ACT code for Galveston College is 4103.

ACT scores, together with other background information, are used in initial counseling interviews to help students make tentative decisions concerning programs of study as well as to help determine placement within specific programs. More extensive testing and self-evaluation services may be needed and utilized on an individual basis as needs arise.

Students with deficient ACT scores will be required to enroll in special courses during their first semester.

Students who may require developmental assistance in reading, English, mathematics, and science subjects will be scheduled for the following courses.

**COMM. 031 — READING SKILLS** — Designed for students who score 4 or less on the ACT Social Science sub test.

**COMM. 032 — READING IMPROVEMENT** — Designed for students who score 12 or less on the ACT Social Sciences sub test. Students must remain enrolled in Reading Improvement until they have achieved an 11th grade proficiency reading level.

This reading level is required before enrollment will be permitted for certain credit courses ie. biology and nursing.

**ENGLISH 031 — SENTENCE BUILDING** — For students scoring 15 or below on the ACT English sub test.

**BIOLOGY 031 — INTRODUCTION TO BIOLOGICAL SCIENCES** — For all pre A.D.N. and A.H.O. students as well as any student deficient in sciences as indicated by an ACT composite score of 14 or less.

**PHYSICAL SCIENCES 032 — INTRODUCTION TO PHYSICAL SCIENCES** — For students without prior training in Chemistry or with an ACT composite score of 14 or less.

**MATHEMATICS 033 — INTRODUCTORY ALGEBRA and  
MATHEMATICS 034 — INTERMEDIATE ALGEBRA** — For students who have not completed two years of high school algebra or for those students who need to review algebra before continuing college level mathematics.

**MATHEMATICS 042 — BASIC MATHEMATICS** — For students scoring 14 or below on the ACT mathematics sub-test.

**CAUTION:** Freshmen students who do not have ACT scores on record at the time of registration will be required to enroll in English 031 or Basic Mathematics until evaluated.

**Note Regarding Exemption from ACT Requirement:**

Students are exempt from ACT requirement under the following conditions:

1. If the student transfers 15 or more acceptable hours to this college
2. Written consent of the Director of Student Services
3. If the student is non-degree seeking or is enrolled for non-credit

Exemptions do not apply to students seeking admission to special programs (A.D.N., A.H.O., V.N., Nurse Assistant, etc.)

### **VETERANS INFORMATION**

Veterans attending or planning to attend Galveston College should contact the Registrar's Office, M-147, to insure that their enrollments are certified. The Registrar's Office will have the necessary forms if you are continuing your course of study or enrolling in college for the first time.

Veterans should contact the Registrar's Office if they have questions or problems in the following areas: (1) Certification of Enrollment; (2) Change of Address; (3) Change of Dependents or (4) Change in Enrollments.

**General Veterans Information** — G.I. Bill commonly refers to Vietnam Veterans Readjustment Act passed to allow eligible veterans to receive a monthly allowance while obtaining an education. The monthly allowance is based upon the course load and number of dependents of the veteran.

Anyone who served in the regular armed forces of the U.S. for at least 181 days and was released from active duty with other than a dishonorable discharge is eligible. Service in the Reserve does not generally count. If in doubt, submit the paperwork. Eligibility is 1½ months of educational allowance for each month of service with a maximum of 45 months. This is 45 months of full-time training or 90 months of ½ time training or 60 months of ¾ time training or any combination totaling 45 months of full-time.

**Special Classification of Students for VA Purposes —**

<b>Fall &amp; Spring Semesters:</b>	<b>Full-time Student - 12 or more hours</b>
	<b>¾-time Student - 9, 10 or 11 hours</b>
	<b>½-time Student - 6, 7 or 8 hours</b>
	<b>Less than ½-time - 5 or less hours</b>

Summer Semesters:	Full-time Student - 4 or more hours
	$\frac{3}{4}$ -time Student - 3 hours
	$\frac{1}{2}$ -time Student - 2 hours
	Less than $\frac{1}{2}$ -time - 1 hour

**V.A. Regulations** — Effective August 6, 1975 & amended October 1, 1976:

- 1) V.A. regulations require that a veteran make satisfactory progress toward his educational objectives. This applies whether or not the school allows the veteran to re-enroll.
  - a) This means that if a veteran goes on scholastic probation one semester, and is not removed the following semester, he loses his educational benefits until he has counseling in Houston.
  - b) If a veteran goes on scholastic probation for one semester, but is removed from scholastic probation the following semester, his educational benefits will not be interrupted.
  - c) This also means that the veteran will not be considered to have made satisfactory progress when he/she fails or withdraws from all subjects undertaken when enrolled in two or more unit subjects, unless extenuating circumstances are documented in the Registrar's Office at the time of withdrawal.
- 2) V.A. regulations require that a veteran's prior training be evaluated and appropriate credit given before he can be certified.
  - a) This means that if a veteran changes schools, his check will be delayed until his transcript is at the new school and evaluated.
  - b) The veteran is responsible for having the transcripts sent to the Registrar's Office and requesting evaluation.
- 3) V.A. Regulations require that a veteran be dropped from a class as of his late date of attendance, not the official drop date. This means that a veteran will be paid only through the date that he attends class, not the date the paperwork is processed.
- 4) V.A. Regulations require that a veteran have a predetermined and identified educational, professional or vocational objective. Benefits may not be authorized for courses which do not lead to this objective.
  - a) This means that a veteran cannot take any course offered just to complete his 12 hours for full-time. A small number of electives will be allowed as specified in a degree plan.
  - b) This also means that credit for V.A. purposes will not be given for courses already successfully completed, whether or not the school allows re-enrollment.
- 5) Effective December 1, 1976, payments are prohibited for any program of training when the grade assigned is not used in computing

- graduation requirements. (Includes withdrawals except for mitigating circumstances.)
- 6) Effective June 1, 1977, prepayment will be eliminated. Veterans will be paid at the end of the month.
  - 7) Advance payment at the start of the semester will be made the exception instead of the rule. This became effective June 1, 1977.



## FINANCIAL AID

The financial aid program is designed to function as a multipurpose financial assistance service for the students. Financial assistance consists of grants, loans, scholarships and part-time employment which may be offered to students singly or in various combination packages. The purpose of the financial aid program is to provide assistance to students, who without such aid, would be unable to attend college. To be considered for financial aid, a student should be accepted for admission to the college with intention of enrolling as at least a half-time student in a degree or diploma-seeking program. The awarding of financial assistance is based primarily on the financial situation of the student and his family. Academic performance is also a significant criterion utilized in determining financial assistance.

**How Need is Determined:** Since financial aid is awarded primarily on the basis of need, it is important to understand how need is determined. Essentially, financial need is the difference between the cost of the college education and the family's and student's ability to contribute to that education. While maintaining the objectively measured standard of living, a family that would need substantial financial aid to send a student to one college might need much less to meet the student's expense at another college. Two elements must always be considered: (1) the amount of money the student and his family can reasonably be expected to contribute towards a definite period of education, usually an academic year; and (2) the expenses of education during that period at the institution of higher education which the student plans to attend.

Financial need is the difference between these two amounts. The greater the difference, the greater the need, measured on a scale relative to college expenses.

The following classification of students are considered in determining aid:

1. Single students living at home and receiving parental support and for whom the family is claiming dependency benefits.
2. Single students not living at home, but who are receiving parental support and for whom the family is claiming dependency benefits.
3. Single students not living at home and not receiving parental support and for whom the family is not claiming dependency benefits.
4. Married students who are receiving parental support even though not claimed by family for dependency.
5. Married students who are not receiving parental support.

The degree of need is documented from information provided by a Financial Aid Form furnished by the College Scholarship Services. Forms are available in the Financial Aid Office.



In addition to college expenses to which the family contributes, it is expected that the student will share in the responsibility for meeting these expenses. In determining ability to contribute, not only are the student's assets included, but it is anticipated that he/she will engage in summer employment.

While the College regards the Financial Aid Form as a very helpful guide, the student applicant is also required to complete the College's Application for Financial Assistance. In all cases, financial determination of need and award amounts are made by the Financial Aid Office. In this way, individual attention is given to each application and awards are made in view of the student's particular situation.

**To Apply for Financial Aid:**

1. Complete and submit all application forms for admission to Galveston College. The student is in all cases fully responsible for properly completing all required documents and submitting them as required by set deadlines.
2. Send a copy of the College Scholarship Service Financial Aid Form (FAF) to Berkeley, Calif. with proper fee. This form may be obtained from the Financial Aid Office. *Allow a minimum of six weeks for processing the FAF by College Scholarship Services.* This should be taken into consideration in meeting the awarding deadlines.
3. Submit to the Financial Aid Office the Galveston College Application for Financial Assistance.
4. If entering for the first time, a high school transcript, GED or previous college transcript must be furnished with the financial aid application.
5. Request financial aid transcripts from all institutions previously attended, whether or not financial aid was received.
6. The applicant will receive notification of awards from the Financial Aid Office.

Awards will be disbursed by semesters at the beginning of each term. (BEOG disbursements will be made as follows: Disb. #1 after receipt of the 12th class day certification rolls; Disb. #2 at a later date determined by the Coordinator of Financial Aid.) With the exception of BEOG, late applications are considered only if funds remain available after all awards are made to applicants who filed within the deadline. Most financial aid is awarded on the basis of an academic year. In order to continue to receive financial assistance, each student must reapply within the specified deadline dates for each succeeding academic year.

**Policies of Financial Aid:** Students applying for financial aid are expected to be able to contribute toward their education expense from summer em-



ployment (Freshmen \$500.00; Sophomores \$600.00). Students enrolled in a twelve-month program are not expected to seek summer employment.

Students receiving financial aid must be making satisfactory academic progress.

The definition of satisfactory academic progress at Galveston College is explained in the following policies which apply to all financial aid students.

1. Student must have predetermined and identified educational, professional or vocational objective. Financial aid will not be authorized for courses that do not lead to this objective.
  - (a) Students must file a degree plan.
  - (b) Financial aid will not be authorized for courses which do not lead to a degree or certificate. This means that a student receiving financial aid cannot take any course offered just to complete 12 hours for full time. Some electives are allowed in most degree plans.
  - (c) Financial aid will not be authorized for courses already *successfully* completed.
  - (d) Should a student receiving financial aid be placed on scholastic probation, financial aid may be continued for one semester. Should the student continue to be on probation after that semester, the student will no longer be eligible for financial aid until probation is removed.
  - (e) A student is not considered to have made satisfactory progress when he/she fails or *withdraws* from courses for more than one semester (unless extenuating circumstances are documented in the Registrar's Office at the time of withdrawal).
2. Galveston College will not usually make financial aid assistance available to any student who has successfully completed a certificate or degree plan. The burden of proof or need for additional training for a student must be provided by the student.

In the case of all students receiving financial aid, it is the student's obligation and responsibility to report any changes in personal, financial and academic situations to the Coordinator of Financial Aid.

**Policy for Repayment of Federal and State Funds:** If a student withdraws or his/her semester course load decreases to less than 6 semester credit hours, the student must repay Federal and State funds according to the following time schedule and percentage table:

**FALL AND SPRING SEMESTER**

1st through 12th Class Day . . . . .	100%
13th Class Day through 4 Weeks . . . . .	75%
5th Week through Mid-Semester . . . . .	50%

## SUMMER SESSIONS

1st through 4th Class Day . . . . .	100%
Within 2 Weeks from 1st Class Day . . . . .	75%
Within 3 Weeks from 1st Class Day . . . . .	50%

All percentages are for funds in excess of tuition, fees and books. Book receipts must be presented for calculating amount of repayment. College Work-Study does not have to be repaid. No repayment necessary after Mid-Semester.

**Technical-Vocational Programs:** Please note that technical-vocational programs which take *less than six months* to complete are *not eligible* for any federal financial aid.

**Deadlines for Full Consideration of Financial Aid Awards:**

Fall—August 1st	Spring—December 1st
Summer I—May 15th	Summer II—July 3rd

**Long Term Loan Program:** Nursing Student Loan Program — Up to 60% of this loan is cancelable if working as an R.N. for a period of at least 2 years or 85% for three years in an area in a state determined by the Secretary of Education to have a shortage of and need for such nurses.

**Short Term Loan Program:** The Moody Loan Fund was established in April of 1970 by the Trustees of The Moody Foundation. It is designed to provide short term, interest free loans to students to cover the costs of tuition, fees and books. Loans are to be paid back over a 60-90 day period during the long semester or a 30 day period during the summer sessions. Application for a Moody Short Term Loan may be made through the Financial Aid Office.

**Scholarships:** Departmental scholarships based on merit and/or need are available through many of the departments on campus. Students are referred to the Departmental Chairperson for information concerning the application process and the criteria on which they are awarded.

**Special Scholarships:** Student must complete Scholarship Application in the Financial Aid Office, show financial need, and plan to enroll as a full-time student. Awards vary in amount depending upon the corpus of the various scholarship funds. All applications are reviewed by the Scholarship Committee.

**Nursing Student Scholarships:** Federal program for ADN students who show financial need and high academic achievement.

**Grant Programs:** Galveston College has the following Grant Programs:

(SSIG) State Student Incentive Grant — A combination of federal and

state (institutional) funds for undergraduate students with need attending public institutions of higher education in Texas.

(BEOG) Basic Educational Opportunity Grant — A federal grant program based on need and tuition costs. Applications and additional information may be obtained from your high school counselor or the Financial Aid Office.

(SEOG) Supplementary Educational Opportunity Grant — Awarded to students with great financial need after self-help and other programs have been exhausted.

(LEEP) Law Enforcement Education Program — In-service law enforcement officers only. Grants covering tuition and fees. Repayable if officer leaves employing agency less than two years after completing course work.

**Student Employment:** This is a cooperative program between the federal government and Galveston College in which a student may be placed to work in a department or office on or off-campus by the Financial Aid Office. A student must be at least half-time, demonstrate financial need and not be employed in any other on-campus job.

The maximum number of hours a student may work is determined by the amount of funds committed, but usually will not exceed 15-20 hours per week. A student may not exceed a 40-hour work week at any time.

**Financial Obligations:** Students are expected to pay all financial obligations to the College when due. Failure to pay such obligations may result in the student not being allowed to take final examinations, receive an official transcript or enroll for another semester. Financial obligations include, but are not limited to: (1) returned checks, (2) returned check charges, (3) library fines or lost or damaged book charges, (4) loss or breakage of instructional material or equipment and (5) financial aid loans and grants.

**Tuition Exemption Programs:** These programs are as follows:

**Vocational Rehabilitation** — The Texas Rehabilitation Commission (T.R.C.) through its Division of Vocational Rehabilitation offers assistance to eligible students who have vocational handicaps provided the vocational objective selected by the student has been approved by a representative of the Division. Application for Vocational Rehabilitation assistance should be made through the nearest T.R.C. office or through the T.R.C., Austin, Texas.

**Hazlewood Act** — Student must be a citizen of Texas, served during World War II, Korea and/or Vietnam as a member of U.S. Armed Forces, honorably discharged and legal resident of Texas at induction. Student is exempt from cost of tuition and fees. Student must complete a Galveston College exemption form and attach a copy of DD214.

Honor Graduate — Tuition for both semesters of first regular session immediately following high school graduation will be paid for highest ranking graduate in class from an accredited high school in the State of Texas (Article 2654-1, Sec. 2, VATCS).

Orphans of National Guard and Texas National Guard Members — Tuition paid for child of member of U.S. Armed Services who was killed in action or died while in the services (Article 2654b-1, Sec. 1, 3, 4, 5, VATCS).

Employees and/or Their Families of Texas State Institutions of Higher Learning — Application of resident rather than non-resident tuition fees to teachers, professors or to the employees of Texas State Institutions of Higher Learning, their husband or wife, as the case may be, and their children (Article 2654c, Sec. 1(h), VATCS).

Children of Municipal Employees — Exemption of children of certain firemen, peace officers, employees of Texas Department of Corrections and game wardens from payment of tuition and laboratory fees (Article 2654f-1, VATCS).

Deaf or Blind Students — Exemption of deaf or blind students from payment of tuition fees (Article 2654f-2, VATCS).

Connally-Carillo Act — Students must not have been a high school graduate prior to 1967. Student must be in the top 25% of class or top 20% on ACT. Student must be a citizen and resident of Texas, under 25 years of age. Combined parental and student yearly income below \$4,800. If married, include spouse's income too.

**Supplemental Security Income:** College students who contribute to the support of parents or other relatives should inquire about supplemental security income, a new federal program of income supplement for blind or disabled people, as well as people 65 or older. Their relatives might qualify if their income is less than \$160 a month from retirement or social security, or less than \$230 from wages (the figures are higher for couples). Students who think their relatives might qualify should contact the Social Security Administration.

NOTE: Galveston College has filed with the Department of Health, Education and Welfare, "Assurance of Compliance with the Department of Health, Education and Welfare Regulations under Title VI of the Civil Rights Act of 1964" and is an Equal Opportunity Employer.

## TUITION AND FEES

The College reserves the right to change, without notice, tuition, other charges, and related requirements and regulations as necessitated by College or legislative action.

The tuition charged per long-term semester is set forth in the itemized schedule below and may be subject to change. Tuition and fees must be paid at the time of registration. No registration packet will be held for late payment. *All scholarship and financial aid* recipients must have completed financial arrangements prior to registration.

Students registered concurrently at two institutions of higher education are subject to varying fees and *must* complete appropriate boxes on tuition and fee card at registration.

**Students who are exempt from tuition and/or fees for any reason, must present proof of such exemption at each registration to the pay station.**

### **Mature Citizen Students — Tuition and Fee Exemptions**

By authority of the Board of Regents at Galveston College on August 15, 1972, all citizens of the Galveston Community College District who have attained the age of 65 are entitled to attend all classes held by Galveston College on a "seats available" basis free of any charge. Eligible citizens will be issued an identification card upon registration at the College.



## TUITION AND FEES

Tuition and fees must be paid at the time of registration each semester.

Number of Semester Hours	Residents of Texas	Out-of-State Students	Alien I* Students	Alien II** Students	Associate Degree Nursing Students
1	\$25.00	\$60.00	\$200.00	\$200.00	\$20.00
2	25.00	60.00	200.00	200.00	20.00
3	25.00	60.00	200.00	200.00	20.00
4	25.00	80.00	200.00	200.00	20.00
5	25.00	100.00	200.00	200.00	20.00
6	25.00	120.00	200.00	200.00	20.00
7	28.00	140.00	200.00	200.00	23.35
8	32.00	160.00	200.00	200.00	26.70
9	36.00	180.00	200.00	200.00	30.05
10	40.00	200.00	200.00	200.00	33.40
11	44.00	200.00	200.00	220.00	36.75
12	48.00	200.00	200.00	240.00	40.05
13	52.00	200.00	200.00	260.00	43.40
14	56.00	200.00	200.00	280.00	46.75
15	60.00	200.00	210.00	300.00	50.00
16	64.00	200.00	224.00	320.00	50.00
17	68.00	200.00	228.00	340.00	50.00
18	72.00	200.00	252.00	360.00	50.00
19	76.00	200.00	266.00	380.00	50.00
20	80.00	200.00	280.00	400.00	50.00
21	84.00	200.00	294.00	420.00	50.00

### SUMMER FEE

#### \*ALIEN STUDENTS

(Other than Nursing Students)

Semester Credit Hours Per Semester	Tuition Charge Per Semester
1-7	\$100.00
8	112.00
9	126.00
10	140.00

#### \*\*NEW ALIEN STUDENTS

Semester Credit Hours Per Semester	Tuition Charge Per Semester
1-7	\$100.00
8	160.00
9	180.00
10	200.00

\*Alien I-Students registered before June 19, 1975 in any Texas Public Institution of Higher Education or who lives in a "qualified country."

\*\*Alien II-Students registered after June 19, 1975 in any Texas Public Institution of Higher Education or who lives in a "non-qualified country."

For each class change not initiated by the College after a student has turned in his classcards, a \$2.00 fee will be charged. For classes added, the increase in tuition and fees must also be paid. These fees must be paid at the time of change. No changes will be held for late payment. (See Refund Policy for dropped.)

## TUITION AND FEES FOR SPECIAL PROGRAMS

### VOCATIONAL NURSING SURGICAL TECHNOLOGY

Long-Term Semesters		
Tuition	per semester	\$40.00
Build Use Fee	per semester	15.00
for Vocational Nursing Students only		
Student Activity Fee	per semester	10.00
Health Fee	per semester	12.00
Liability Insurance Premium	per year	10.62
Laboratory Fee	per semester	4.00
Student Identification Card Fee	per semester	2.00
Summer Session		
Tuition	per semester	20.00
Student Identification Card Fee	per semester	2.00
Graduation Fee		10.00
(To be paid during final semester)		

### NURSE ASSISTANT AND HOSPITAL UNIT CLERK PROGRAMS

One-Semester Program	
Tuition .....	\$30.00
Building Use Fee .....	15.00
Student Activity Fee .....	10.00
Health Fee .....	12.00
Liability Insurance .....	10.62
Laboratory Fee .....	8.00
Student Identification Card Fee .....	2.00
Graduation Fee .....	10.00

### INDUSTRIAL ELECTRONICS REFRIGERATION MECHANICS AND INDUSTRIAL ENGINE MECHANICS

Long-Term Semesters		
Tuition	per semester	\$30.00
Building Use Fee	per semester	15.00
Student Activity Fee	per semester	10.00
Laboratory Fee	per semester	8.00
Student Identification Card Fee	per semester	2.00
Graduation Fee		10.00
(To be paid during final semester)		

## MINI-COURSE IN CLERICAL OCCUPATIONS

Tuition	per quarter	\$60.00
Building Use Fee	per quarter	15.00
Student Activity Fee	per quarter	10.00
Laboratory Fee	per quarter	10.00
Student Identification Card Fee	per quarter	2.00

## TUITION AND FEES FOR CONTINUING EDUCATION

Tuition and fees for continuing education courses depend largely upon the

1. Length of courses (in hours and weeks).
2. Number of meeting sessions.
3. Need for related study aids beyond the normal text or reference.

### FEES:

#### LABORATORY FEES:

Accounting 141, 142, 241 and 242 .....	\$5.00
Art 131, 132, 1303, 1304, 133, 134, 137, 138, 233, 234, 235, 236, 237, 238, 239, and 2301 .....	2.00
Associated Health Occupations 141 and 143 .....	5.00
Associated Health Occupations 155, 232, 241, 242, 243, 244, 256, 267 and 268 .....	8.00
Biology 141, 142, 143, 144, 145, 146, 245 .....	8.00
Chemistry 141, 142, 143, 144, 241, 243 and 244 .....	8.00
Computer Science 141, 241 and 243 .....	8.00
Drafting 120, 121, 123, 124, 132, 134, 135, 136, 231, 234, 235, 237, 238, 242, 245 and 246 .....	2.00
Electronics 141, 142, 143, 144, 245, 246, 247 and 248 .....	5.00
Electronics 249 .....	8.00
Engineering 131, 132, 133 and 161 .....	2.00
Foreign Language:	
French 141, 142, 241 and 242 .....	5.00
Spanish 141, 142, 241 and 242 .....	5.00
Machine Transcription 231 .....	5.00
Nursing — Associate Degree 153, 161, 162, 252, 261, 264 and 265 .....	8.00
Office Machines 131 and 132 .....	5.00
Office Procedures 234 .....	4.00
Office Procedures 251, 252 and 253 .....	8.00
Physical Education 1101, 1103, 1104, 1105, 1106, 1107, 1110, 1111, 1112, 1113, 1117, 1118, 2101, 2103, 2104,	



2105, 2110, 2111, 2112, 2113, 2114, 2116, 2117, 2118 .....	5.00
Physics 241, 242, 243, 244 and 245 .....	8.00
Printing 124, 132, 133, 135, 136, 137, 141, 261 and 262 .....	5.00
Shorthand 132, 141 and 231 .....	5.00
Television 131, 143, 144, 231, 232 .....	5.00
Typewriting 130, 141, 142, 231 and 232 .....	5.00

**Individual Instruction Fees:**

Physical Education 2107 and 2108 .....	10.00
Physical Education 2120 .....	15.00
Music 111, 112, 113, 114, 117, 118, 1105, 1106, 1107, 1108, 1109, 1110, 211, 212, 213, 214, 217, 218, 2109 and 2110 .....	30.00
Music 121, 122, 123, 124, 127, 128, 221, 222, 223, 224, 227, 228, 1209, 1210, 2209 and 2210 .....	60.00

**SPECIAL FEES:**

**Student Activity:**

9 or more semester hours	per semester	\$10.00
Less than 9 semester hours	per semester	5.00
Building Use Fee (all students except Fire Science and Special Programs)	per semester hr.	1.00
Graduation Fee (\$20.00 if paid after filing deadline)		10.00
Late Registration Fee		5.00
Student Identification Card Fee		2.00
Replacement for Student I.D.		3.00
Course Change Fee		2.00
Health Insurance Fee (for all Associate Degree Nursing students, Associated Health Occupation students, Vocational Nursing students, Nurse Assistant students, and Unit Clerk students)	per semester Total Annual	12.00 24.00
Professional and Personal Liability Insurance (for health related majors)	per year	10.62
Advanced Placement Exams (Credit by Examination — local test		25.00
American College Test (Residual)		8.00
Nursing Certification Fee		10.00
Vocational Nursing Examination		8.00
OTIS Test		2.00
Strong VIB Test		2.00

**NOTICE: FEES ARE NOT REFUNDABLE**

## **BAD CHECKS**

A \$5.00 charge will be made by the College for each returned check.

## **REFUND POLICY**

Students who withdraw from the College after registration will have their tuition refunded according to the following:

Through third calendar class day	100%
Through fourth calendar class day	50%

No refunds after the fourth calendar class day. Refunds made by check only.

No refunds for dropping courses, only for withdrawing from College.

Fees are not refundable.

## **Continuing Education Courses**

One Hundred Percent (100%) refund will be made to students dropping a course prior to the second class meeting following their registration. The student has the immediate responsibility to decide after the first class period attended to continue or drop the course in question.

All refund requests and questions will be handled by the Office of Continuing Education and Evening Division.

## **FINANCIAL OBLIGATIONS**

Students are expected to pay all financial obligations to the College when due. Failure to pay such obligations may result in the student not being allowed to take final examinations, receive an official transcript or enroll for another semester. Financial obligations include, but are not limited to: (1) Returned checks, (2) Returned check charges, (3) Library fines or lost or damaged book charges, (4) Loss or breakage of instructional material or equipment and (5) Financial Aid loans and grants.

## **RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY**

The responsibility for registering under the proper classification is that of the student, and if there is any question of a student's right to classification as a resident of Texas, it is the student's obligation, prior to or at the time of registration, to raise the question with the administrative officials of the institution in which the student is registering and have such officially determined.

Every student who is classified as a resident, but who becomes a nonresident at any time by virtue of a change of a legal residence by personal action or by the person controlling the student's domicile, is required to notify the proper administrative officials of this institution at once.

## **BOOKSTORE**

Galveston College owns and operates a bookstore for the convenience of the student body. Required textbooks and other instructional materials are available, as well as appropriate college type variety items and gifts. All transactions are on a cash basis.

## **THE LEARNING RESOURCES CENTER**

The Learning Resources Center (LRC), as part of the Galveston College instructional system, consists of the David Glenn Hunt Memorial Library and Media Services located in Moody Hall at the Main Campus and the Library and Media Production Center located at the Fort Crockett Campus. The LRC serves all educational program areas of the College including: university parallel, occupational education, and the adult, continuing education and evening division. The LRC is located on the second and third floors of Moody Hall, Main Campus, and the second floor, north, Fort Crockett Campus.

The David Glenn Hunt Memorial Library in Moody Hall and the LRC at Fort Crockett house card catalogues and book collections which are arranged according to the Library of Congress Classification scheme. Also at both locations, periodicals and newspapers, with back issues on open shelves and on microforms are available for the users.

There is no general reference area. Instead, reference materials are intershelved with the general book collection. In addition to an open, well-organized and accessible collection, the LRC provides other services including: reference assistance, group and individual orientation, preparation of subject list and bibliographies, and inter-library loan system covering the other academic libraries in the area.

Media Services, on the third floor of Moody Hall, assists the faculty in the use and maintenance of mediated materials and supportive equipment.

The Fort Crockett Learning Resources Center contains current and non-print instructional materials which support nursing, health occupations, music, art and other scheduled classes at the facility. At the Fort Crockett Campus materials are prepared for the College. Complimenting the video production, the television studio is utilized for academic classes. Along with these activities, the Fort Crockett LRC houses PALS (Progress and Learning Success), a self-help program that gives students an opportunity to over-

come learning problems. The faculty may schedule individual student examinations in the Testing Center. The LRC provides Galveston College with a broad range of services which support students, faculty and staff.

At both LRC locations, copying facilities for students and teachers are available at a nominal fee. All materials copied are subject to the copyright law (Title 17, U.S. Code).

The LRC services include a book collection of over 35,000 volumes and 500 periodicals. The mediated software collection includes video tapes, motion pictures, filmstrips, audio tapes, microforms, and slides. Special subject collections include Texana and Galveston History, and health occupations materials.

Procedures for the use of the library and media services and the hours of operation are detailed in the student handbook.

Student patrons of the Learning Resources Center are required to return all borrowed materials and to pay all financial obligations due the College.

#### **PALS Center — Progress and Learning Success**

PALS Center is an open lab with a variety of materials in the form of filmstrips, cassettes, workbooks, modules and activity sheets that offer independent activities in reading, English, vocabulary building, mathematics, science and study skills, complete with directions, learning activities, examples and guidelines for self-evaluation.

The Center is open to all students at Galveston College who feel a need for assistance or independent activities in a specific area or skill. This service is FREE of charge and is open on Monday, Thursday, and Friday: 8:00 a.m.-5:00 p.m. Tuesday and Wednesday: 8:00 a.m.-7:00 p.m. No appointment is necessary. Location: Fort Crockett Campus, 2nd Floor in the Learning Resources Center (Room 205)





## STUDENT ACTIVITIES

### ORGANIZATIONS

Galveston College promotes various types of organizations which offer training in responsible leadership. Among these organizations are the following:

*Student Government.* The purpose of the student government is to further coordinate student activities with the programs of the faculty and administration, to develop among the student body a greater and more enlightened interest in those matters affecting students and Galveston College, to provide a means of discovering opinion, to provide a means of making known to the college Administration the thinking and feeling of the students, and to encourage a more responsible participation in government functions and student activities. The Student Senate consists of an elected Executive Council and an appointed Advisory Council (See Constitution of Student Government for details). The President of the Senate serves as an ex-officio member of the Galveston College Board of Regents.

*Art Club.* The Art Club was established in April of 1970. Membership is open to all students but particularly students enrolled in art courses. Emphasis is on production and display of composition of art. The club has called meetings and charges dues to its members.

*Athletics:* Galveston College as a member of the National Junior College Athletic Association, participates on the varsity level in tennis and golf. Galveston College as a member of the Gulf Coast Intercollegiate Conference competes on the extra-mural level in bowling, tennis, co-ed volleyball, badminton, table tennis and racketball.

*College Publications.* The College newspaper, *The Barometer*, and the student magazine, *The Mariner*, are published periodically under the direction of student editors and student staff. The newspaper publishes official announcements as well as general news about campus happenings.

The staffs for college publications are open to all students. Students with prior newspaper or annual experience are especially encouraged to join the staffs.

*The Foreign Language Club.* The club compliments the study of a foreign language through cultural awareness. Club members get involved in a variety of civic and humanistic activities, like the sale of UNICEF cards, Easter baskets for an orphanage, etc. Members take field trips to plays, ballets, comedies or lectures related to their study of a foreign culture. Every year the club organizes or participates in a travel study to a city of cultural interest or to a foreign country like Mexico. Profits from bake sales and Flea Markets also go to the scholarship fund and successful applicants

for a scholarship will receive \$50.00 a semester for the study of a foreign language. Membership is open to all students and there are many professional associations open to those who wish to join. Meetings are held regularly with no mandatory dues.





*Delta Psi Omega.* This club was established in May of 1976. It is an honorary fraternity whose membership is open to students nominated for their outstanding contribution to the theatre. Honorary membership may be extended to those in the community and faculty, who make outstanding contributions to the theatre arts. The organization meets monthly and will contribute to the theatre activities through the Galveston College Community Theatre and to the theatre facility on the Ft. Crockett campus, as well as plan socials and theatre field trips. There is an initiation fee, but no dues.

*M.A.S.O.* The Mexican-American Student Organization was established as an officially recognized organization of Galveston College in October of 1971. Membership is open to all students but particularly to students of Mexican-American descent. The club meets weekly and there are no dues. Through its yearly activities, the club promotes interest in the Mexican-American history, traditions, and culture. It sponsors an annual statewide cultural conference and a scholarship among other activities.

*Mid-Management Association.* This organization was organized in October 1970 and is associated with Junior Collegiate Texas and National level D.E.C.A. It is composed of students in the mid-management field. The organization seeks to develop leadership among students of mid-management, creates interest and appreciation in vocational fields, encourages high standards in business and industry, and seeks to advance the status of management in the community. It was formerly named Mu Sigma Chi.

*Music Club.* This club was organized in the spring semester of 1979. It is open to all Galveston College students interested in music. The club members attend live musical events and there are informal opportunities for people who enjoy music to share ideas and experiences.

*Phi Rho Pi.* This group is the national speech fraternity. The local chapter, Texas AU is open to all Galveston College students interested in speech activities or tournament competition. Areas of participation include debate, oral interpretation, extemporaneous speaking, informative speaking, solo acting, duet acting and Readers Theatre. The Speech Team provides travel to other colleges and universities as well as top-notch competition. Scholarship information can be obtained through the Department of Speech Communications and Theatre.

*Phi Theta Kappa.* This club was established in February, 1968, and is an officially recognized organization. It is a National honorary scholastic fraternity whose membership is open each semester to full-time students who have completed a minimum of twelve semester hours with no grade lower than "C" and who have a minimum G.P.A. of 3.5. There is an initiation fee, but no dues.



*Physical Education Majors' Club.* The Physical Education Majors' Club, established in March of 1977, is an officially recognized organization. All physical education majors are eligible to become members. Others with a strong interest in physical education may apply for membership. The purpose of the club is to better acquaint potential physical educators with the profession, to develop a professional attitude toward physical education, to promote physical education and athletic activities, and to serve the needs of the College whenever possible. The club meets monthly and charges dues to its members.

*Student Nurses Association.* The Student Nurses Association was established in February, 1968, and is an officially recognized organization. It is composed of students in the Associate Degree Nursing Program classified as active members and Pre-Nursing students classified as associate members. The organization seeks to assume responsibility for contributing to nursing education in order to provide for the highest quality health care, to provide programs representative of fundamental and current professional interests and concerns and aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life. Dues paying members in the Galveston College Student Nurses Association are recognized as members of the Texas Student Nurses Association and the National Student Nurses Association.

*Student Handbook.* The Student Handbook is produced as a cooperative effort of students, staff and faculty of Galveston College. This handbook contains general information about Galveston College as well as rules and regulations about College students. This publication is distributed to all students at each registration period. Additional copies of the student handbook are available in the office of the Director of Student Services.



# ACADEMIC INFORMATION

## CREDIT FOR COURSES

The semester hour is the unit of measurement at Galveston College and is defined generally as one clock hour of class session per week for a sixteen week semester, or its equivalent.

The number of clock hours of laboratory work equated to one clock hour of lecture will vary with the special requirements of the course.

Normally, it is the student's responsibility to take courses in sequence and at the proper level.

## EXPLANATION OF THE COURSE NUMBER SYSTEM

The courses offered by Galveston College usually carry three digit numbers (for example, History 131). However, some courses carry four-digit numbers (for example, Music 1301, and Physical Education 1101).

In this system of course numbering, the first numeral indicates the level of the course ("0" indicates developmental level, "1" indicates freshman level and "2" indicates sophomore level).

The second numeral in the course number indicates the semester-hour credit assigned to the course ("0" indicates no credit value, "1" indicates one semester hour credit, "2" indicates two semester hours credit, "3" indicates three semester hours credit, "4" indicates four semester hours credit, etc.)

The third numeral, in the case of a three-digit number, or the third and fourth numerals, in the case of a four-digit number, usually indicate the sequence in which the course should be taken (for example, English 131 is understood to precede English 132.)

## CLASSIFICATION OF STUDENTS

A student who has completed less than 30 semester credit hours is classified as a freshman.

A student who has completed 30 or more semester credit hours and has not received a degree is classified as a sophomore.

A student may also be classified as a full-time student or a part-time student according to the criteria listed below.

### *Full-time student*

1. During the Regular Semester:
  - a. A student registered for twelve (12) or more semester hours is defined as a full-time student by Galveston College.
  - b. A student registered for twelve (12) or more semester hours is defined as a full-time student by the Veterans Administration.
2. During the Summer Terms:

A student registered for six (6) or more semester hours each term is defined as a full-time student by Galveston College. The Veterans Administration lists four (4) or more semester hours each term as full-time.

### *Part-time student*

1. During the Regular Semester:
  - a. A student registered for less than twelve (12) semester hours is defined as a part-time student by Galveston College.
  - b. See Veterans Information for classification of Veterans.
2. During the Summer:
  - a. A student registered for less than six (6) semester hours is defined as a part-time student by Galveston College.
  - b. See Veteran's Information for classification of Veterans.

## **COURSE LOAD**

Students who are employed or who plan to seek employment are cautioned to consider carefully the amount of college work they attempt in relation to the number of hours they are employed each week and to the student activities in which they participate. A student who overloads in these areas is likely to have scholastic difficulties. A good rule to remember is that a minimum of two hours of preparation outside class is necessary for each hour of class time.

The Counseling Staff or your Program Advisor will recommend a course load for each student. It is recommended that students enrolled in remedial courses limit their course load to 12-13 semester hours or less.

The College reserves the right to limit the course load carried by any student.

## **CHANGE OF SCHEDULE**

Students may change their class schedule as outlined in the printed semester schedules. After a student has registered, a fee of \$2.00 per schedule change will be charged for any changes not initiated by the College (See Tuition & Fees Information).

## CLASS ATTENDANCE

Students are expected to attend all lectures and laboratory periods and an accurate record of each student's attendance is kept by each instructor for the duration of the course.

Any student who has missed 10% of the total clock hours of instruction, not excused by the instructor, will be withdrawn from class by the instructor with a grade of "AWF." This will be accomplished through the Registrar's Office.

Programs with special attendance requirements mandated by local, state or national accrediting or professional agencies will observe the agency attendance requirements which affect student certification, registry or licensure, rather than those of the College.

Students who have enrolled for classes, but who have not attended at least one time through the fourth class day in summer terms (or twelfth class day during the long terms) will be AUTOMATICALLY removed from class rolls by the instructor.

The student, instructor, financial aid officer and V.A. officer will receive copies of the withdrawal notice.

## WITHDRAWAL FROM COLLEGE

Any student withdrawing from the College must obtain the proper forms from the Counselor's Office and secure clearance as indicated on the forms. Students must also turn in identification card to the Student Services Office at the time of withdrawal. All indebtedness to the College must be satisfied in the Business Office prior to withdrawal. When all financial affairs are satisfactorily arranged, student grades and transcripts will become available. Students who do not complete all forms will receive a grade(s) of "F." The date of withdrawal will be the date the form is completed and the above conditions are satisfied. The last day to completely withdraw from school is noted in each semester calendar.

## EXAMINATIONS

The preparation and administration of examinations is the responsibility of the instructor who teaches the course. The number and kind of examinations will be determined by the nature of the specific course.

Mid-semester and final examinations are usually the minimum required of any course.

## GRADING SYSTEM

Each department will announce the approved grading standards to be used in assigning grades in each course.

The quality of work done by the student is indicated on the college records by the following letter: "A," "B," "C," "D," "F," "I," "SP," "W," and "AWF." These letters have the following significance:

Letter Grade Description	Grade Points Per Sem. Hr.
A = Excellent	4
B = Good	3
C = Average	2
D = Passing, but poor	1
F = Failure	0
AWF = Administratively withdrawn for non-attendance	0
I = Incomplete Work. *Note 1	
W = Official Withdrawal (Not computed in grade point average)	
W = *Note 2	
SP = Satisfactory Progress *Note 3	

The grading system for Vocational Nursing is different from the above.  
(See Student Handbook)

- \*Note 1: Incomplete work must be completed within the time period agreed upon by the instructor and the student, but not to extend beyond the end of the next long term semester or the grade of "I" will automatically be changed to a grade of "F".
- \*Note 2: The last day to drop a course with a grade of "W" is noted in the College Calendar.
- \*Note 3: Grade of "SP" is restricted to "0" level courses only. "SP" indicates that the student has made satisfactory progress but the required level of proficiency has not been attained.

## ACADEMIC STANDARDS

Students must meet the grade point requirements listed in Table 1 or be placed on academic probation for the succeeding long-term semester or the combined summer terms for which the student is registered.

### **Grade Point Average (GPA)**

Four grade points are awarded for each semester hour in which the student receives an "A," three grade points for each hour of "B," two grade points for each hour of "C," one grade point for each hour of "D," and no grade points for an "F" or "AWF". The grade point average is the quotient obtained by dividing the total number of grade points earned by the number of semester hours which a student has completed. Grades of "I", "SP", and "W" are not assigned grade point values.

### **Cumulative Grade Point Average**

The cumulative grade point average is based upon all of the student's work taken at Galveston College. However, when courses are repeated only the most recent grade will be used to calculate grade points and semester hours.

Transfer students must meet the grade point requirements corresponding to the number of semester hours for which they have received transfer credit. Students who have been placed on academic probation by another institution at the close of the last semester during which they attended that institution will be placed on academic probation upon their entrance at Galveston College. Students who have been suspended for academic reasons from other colleges for at least one long-term semester will be placed on academic probation upon admission to Galveston College.

A student who has been suspended twice from any college must obtain special permission to enter Galveston College. Such permission may be granted by the Director of Student Services or the Committee on Student Status.

The College reserves the right to specify additional requirements for specialized programs.

To be removed from academic probation, a student must:

1. Meet the grade point requirements on the current work attempted, (see Table 1) and
2. Meet the cumulative grade point requirements on all work attempted at Galveston College (see Table 1).

**TABLE 1  
GRADE POINT REQUIREMENTS**

Sem. Hrs. Attempted	Grade Pt. Requirements	Sem. Hrs. Attempted	Grade Pt. Requirements	Sem. Hrs. Attempted	Grade Pt. Requirements
1-5	1-5	21	35	41	76
6	9	22	37	42	78
7	11	23	39	43	80
8	12	24	41	44	82
9	14	25	43	45	84
10	16	26	45	46	87
11	18	27	47	47	89
12	19	28	49	48	91
13	21	29	51	49	93
14	23	30	53	50	95
15	24	31	54	51	97
16	26	32	56	52	101
17	27	33	58	53	103
18	29	34	61	54	105
19	31	35	63	55	107
20	33	36	65	56	109
		37	67	57	111
		38	69	58	116
		39	71	59	118
		40	74	60	120

A student who does not have the required number of cumulative grade points, but who meets the grade point requirements on the current work attempted, will be allowed to continue on an academic probation status.

Students who have been placed on academic probation and who fail to meet the grade point requirements in the next semester hours attempted will be suspended for one long-term semester or the combined summer terms, as applicable.

Students who have questions concerning Academic Standards at Galveston College should contact the Office of Student Services.

### STUDENT RECORDS

Galveston College has established policies and procedures to comply with the "Family Educational Rights and Privacy Act of 1974" and the "Texas Open Records Law (State Senate Bill 1071 and House Bill 6)"

A brief summary of this policy is as follows:

Student records are released only for use by faculty and professional staff for authorized College-related purposes. The release of student records for off-campus use occurs only with the student's knowledge and consent, or where required by law, or upon subpoena.



*Review of Record* — Any student who desires to review his/her record may do so upon request to the appropriate office immediately responsible for the record, and completion of the "Request for Access to Student Record" Form.

*Challenge to Accuracy of Records* — Any student who desires to challenge the accuracy of his/her record should follow the procedure as outlined below:

- a. *Informal Review* — Follow the procedure as outlined for Review of Record. Official will summarize action taken on "Request for Access to Student Record" form. This should be signed and dated by review official and maintained with student's record.
- b. *Formal Review* — If the Informal Review does not clarify the question of accuracy of the record, the student may request a Formal Review. The President will appoint an institutional official, committee or other party who does not have a direct interest in the outcome of the hearing to hear challenges concerning student record. A written decision will be sent to all interested parties at the conclusion of the hearing.

The following categories of information contained in the student records and files are considered directory information and will be released to the general public without the written consent of the student. A student may request that all or any part of the Directory Information be withheld from the public by making written request to the Registrar's Office during the first 12 class days of a Fall or Spring Semester or the first 4 class days of a Summer Semester. This request will apply only to the current enrollment period. The following is to be included as Directory Information.

(a) Name; (b) Current and Permanent Address; (c) Telephone Listing; (d) Date and Place of Birth; (e) Major Field of Study; (f) Participation in Officially Recognized Activities and Sports; (g) Weight and Height of Member of Athletic Teams; (h) Dates of Attendance; (i) Degrees and Awards Received; (j) Institution Most Recently Attended (k) Current Class Schedule; (l) Number of Hours Enrolled in Current Semester and (m) Classification.

A copy of the entire Official Galveston College Student Records Policy is on file in the Galveston College Library for information upon request.

## CREDIT BY EXAMINATION

A person who believes he/she is qualified by experience or previous training is provided with an opportunity to establish college credit in specific courses through a variety of testing programs. Credit established through examination becomes part of the student's record following successful completion of six (6) semester hours of credit at Galveston College. Semester credit hours and grade points will apply toward graduation requirements. Not all courses offered at Galveston College are approved for credit by examination. A list of those credits which may be established through this method is available in the counseling office.

Request for examination should be made to a counselor, who will provide the necessary petition forms and advise the student of the procedure. A non-refundable fee will be charged for locally prepared and administered examinations in accordance with the prevailing fiscal policy.

Students will be allowed to earn a maximum of twenty-four (24) semester credit hours, through examination. Credit by examination may be attempted only one time in any given course. Students may not establish credit by examination for any course which has been previously attempted at this college or elsewhere.

A student may establish no more than three (3) credit hours earned by credit by examination for the degree requirement in History and no more than three (3) credit hours earned by credit by examination for the degree requirement in Government. Though great effort has been made to interrelate our credit by examination program with transferring four-year institutions, final acceptance of these credits for specific degree purposes is determined by that institution.

The following credit by examination programs are recognized by Galveston College.

### 1. Galveston College Locally Prepared Examinations

Students desiring to take an examination for credit in occupational-technical or specific university-parallel courses, which are on the College approved list, are to complete the following steps:

- a. Obtain a Permit For Credit By Examination form from the Counseling Office.
- b. Obtain approved form from the appropriate Division Chairperson and schedule test.
- c. Pay the required fee in the Business Office.
- d. Take the form to the examination room on the scheduled date and complete the examination.

Locally developed examinations will be prepared by the appropriate Departmental Chairperson and submitted to the appropriate Vice-President for approval.

Administering these examinations will be the responsibility of the appropriate Departmental Chairperson or his/her designated representative. Scoring and grade determination procedures will be identified by the Departmental Chairperson. The Departmental Chairperson will retain all examination materials in a secured file for at least one calendar year. The student, upon request, will be afforded the opportunity to discuss examination results with the Departmental Chairperson. Credit will be granted for a grade of "A" or "B." The student's transcript will carry the notation "credit by examination."

## 2. The College Entrance Examination Board Achievement Tests

These tests are different from the Advanced Placement Tests. Counselors in local high schools will furnish information concerning registration for the tests which are administered several times each year.

CEEB Achievement Test	Minimum		Semester	
	Score	Course	Hrs.	Grade
English Composition	620*	Engl. 131	3	A
English Composition	550*	Engl. 131	3	B

Students desiring to establish credit as outlined above must complete a "Petition for Credit" form which is available in the Counseling Office. The student's transcript will carry the notation, "Credit based on CEEB Achievement Test".

\*In addition, the student must achieve a grade of "Satisfactory" on an essay administered and graded by the Galveston College English Department.

## 3. The College Entrance Examination Board, College Level Examination Program (CLEP)

Some subject examinations will be recognized for credit. Students desiring credit for a subject examination should contact a Galveston College Counselor prior to taking the examination.

CLEP Achievement Test	Minimum		Semester	
	Score	Course	Hrs.	Grade
General Biology	60	Bio. 141-142	8	A
General Biology	55	Bio. 141-142	8	B
Natural Sciences	60	Bio. 145-146	8	A
Natural Sciences	55	Bio. 145-146	8	B
American Government	54	Govt. 231	3	A

American Government	50	Govt. 231	3	B
General Psychology	65	Psyc. 131	3	A
General Psychology	55	Psyc. 131	3	B
Intro. to Sociology	64	Soc. 131	3	A
Intro. to Sociology	59	Soc. 131	3	B
American History	60	History 131	3	A
American History	54	History 131	3	B
English Composition or Freshman English	55*	Engl. 131	3	A
English Composition or Freshman English	50*	Engl. 131	3	B

\*In addition, the student must achieve a grade of "Satisfactory" on an essay administered and graded by the Galveston College English Department.

Introductory Accounting	60	Acct. 141	4	A
Introductory Accounting	55	Acct. 141	4	B
Intro. Micro-Macro Eco.	60	Eco. 231 & 232	6	A
Intro. Micro-Macro Eco.	54	Eco. 231 & 232	6	B
General Chemistry	65	Chem. 142	4	A
General Chemistry	50	Chem. 141	4	B
College Algebra	60	Math 141	4	A
College Algebra	55	Math 141	4	B
Trigonometry	60	Math 143	4	A
Trigonometry	55	Math 143	4	B
Calculus with Elem. Functions	60	Math 149	4	A
Calculus with Elem. Functions	55	Math 149	4	B

#### 4. The College Entrance Examination Board Advanced Placement Program Examination. (APP)

These examinations may be taken in high school which offers advanced placement courses.

AAP Achievement Test	Minimum		Semester	
	Score	Course	Hrs.	Grade
Biology	4	Bio. 141-142	8	A
Biology	3	Bio. 141-142	8	B
American History	4	History 131	3	A
American History	3	History 131	3	B
Spanish	4	Span. 141 & 142	8	A
Spanish	3	Span. 141 & 142	8	B

French	4	Fren. 141 & 142	8	A
French	3	Fren. 141 & 142	8	B
Language & Comp.	5*	Engl. 131	3	A
Language & Comp.	4*	Engl. 131	3	B

\*In addition, the student must achieve a grade of "Satisfactory" on an essay administered and graded by the Galveston College English Department.

Chemistry	4	Chem. 141 & 142	8	A
Chemistry	3	Chem. 141 & 142	8	B
Calculus AB	4	Math 149	4	A
Calculus AB	3	Math 149	4	B
Calculus BC	4	Math 241	4	A
Calculus BC	3	Math 241	4	B
Physics Form B	4	Phys. 241 & 242	8	A
Physics Form B	3	Phys. 241 & 242	8	B

5. Licensed Vocational Nurses and Hospital Corpsmen who meet the admission requirements of the Associate Degree Nursing Program may be eligible for credit by examination in the nursing courses. Specific information is available from the Associate Degree Nursing Office or the Office of the Counselor

### HONOR STUDENTS

A President's List is published each semester listing the names of full-time students who achieve a grade point average of 3.5 or better in that semester.

A Dean's List is also published each semester listing the names of full-time students who achieve a grade point average of 3.0 to 3.49 in that semester.

Students taking between 6 and 11 semester credit hours who achieve a grade point average of 3.5 or better, excluding developmental courses and "I" grades, will be eligible for recognition during the Fall and Spring Semesters.

Developmental courses (example: Engl. 031, Bio. 031, Math 042) DO NOT COUNT towards honors. Students on scholastic probation ARE NOT ELIGIBLE for honors.

### GRADUATION WITH HONORS LIST

Graduation with Honors List: Students who graduate from Galveston College in an Associate Degree Program with an overall grade point average of 3.0 to 3.49 on all work taken at Galveston College will be graduated with "Honors". Students achieving an overall grade point average of

3.5 or better on all work taken at Galveston College in an Associate Degree Program will be graduated with "High Honors". An outstanding graduate from each certificate program may be nominated for special recognition at the completion of the program. Notations of such honors will be made on the student's permanent record. A student who does not complete the last 18 semester hours at Galveston College is not eligible for "Graduation with Honors" listing.

### **STUDENT DISCIPLINARY PROCEDURES**

All complaints regarding student behavior from whatever source should be addressed to the Director of Student Services. Any infraction of College rules and policies should be reported if corrective action is to be taken. All complaints must be submitted in writing, and must contain the name of the student or students, persons directly involved, or witnesses to the infraction, the time and place of the infraction, and action, if any, taken to halt the alleged offense.

The Director of Student Services may: (1) refer the complaint to the Committee on Student Status for appropriate action; (2) discuss the matter with the accused student or students; (3) dismiss the complaint after appropriate notification to all parties involved.

The Committee on Student Status shall be responsible for: (1) full investigation of all problems brought before it by the Director of Student Services; (2) hearing students accused of infractions of the College rules or policies; (3) recommendations for action to the Director of Student Services.

Each student accused of an infraction of the rules or policies of the College shall have the right to be heard by the Director of Student Services or by the Committee on Student Status in the presence of his accusers.

When the Committee on Student Status has recommended, and the Director of Student Services has determined upon an appropriate course of action, an accused student shall be informed of the proposed course of action and the right to appeal the decision of the Director of Student Services to the President of the College.

The final authority in the College for the disposition of cases involving student infractions of the rules or the policies of the College resides with the Board of Regents of the College.

### **SUMMONS TO ADMINISTRATIVE OFFICES**

At times it becomes necessary that a student be requested to report to an administrative office for a conference. The summons may be transmitted by letter, by telephone, by notices on bulletin boards, or by other means of

communication. A student who receives a summons is expected to report immediately. Failure to heed such summons may make a student liable to suspension.

## **EVENING DIVISION**

The Evening Division of Galveston College is a continuation of the regular day program. All policies and procedures of the day program apply to evening division students. Services available to day students are made available to evening division students.

This catalog applies to all Galveston College students.

## **DEGREES**

Galveston College offers four degree plans: (1) Associate in Arts; (2) Associate in Science; (3) Associate in Applied Science and (4) Associate in Elective Studies. The College also offers two types of certificates: (1) Certificate of Completion (non-degree, adult education and terminal programs) and (2) Certificate of Graduation (non-degree, one year terminal programs; i.e., Vocational Nursing).

All students interested in obtaining a degree from Galveston College must file a degree plan no later than the end of their first year of attendance at Galveston College.

Only those candidates who have fulfilled all scholastic requirements for a degree or certificate and who have met their financial obligations to the College will be recommended for the degree or certificate.

## **REQUIREMENTS FOR GRADUATION**

The requirements of each of the four (4) degree plans offered at Galveston College are described in the following outlines: (sch-semester credit hours)

The last 18 semester credit hours prior to graduation must be completed in residence at Galveston College. Exceptions will be considered by special petition made to the Director of Student Services. A minimum grade point average of 2.0 ("C") is required on all course work applying toward the degree.

Any variation to a degree program must be approved by the Divisional Chairperson and the appropriate Instructional Vice President.

Developmental courses do not normally apply to degrees.

### **Associate in Applied Science Degree**

English - 6 sch. or 6 sch. of Business Communications  
Government 233 - 3 sch.  
plus approved occupational program

The Associate in Applied Science Degree is awarded to students who successfully complete an approved curriculum for a two-year occupational program in addition to satisfying the general requirements.

### **Associate in Elective Studies**

English - 6 sch. or 6 sch. of Business Communications  
\*American History - 6 sch.  
Government - 6 sch.  
P.E. - 2 sch.  
Electives - 40 sch.

Students who successfully complete the above courses will be awarded an Associate in Elective Studies Degree.

\*History 233 - History of Texas - may substitute for 3 sch. of American History.

### **Associate in Arts**

(60 semester credit hours or more as required by the specialized program):

English - 6 sch. - composition and rhetoric  
English - 6 sch. - literature  
American History - 6 sch.  
Government - 6 sch.  
Foreign Language - 14 sch. and  
Natural Science - 16 sch. or 8 sch. and  
Mathematics - 6 sch.  
Electives - 6-8 sch.  
Physical Education Activities - 2 sch. (See notes regarding Physical Education Requirements)

### **Associate in Science**

(60 semester credit hours or more as required by the specialized program):

English - 6 sch. - composition and rhetoric  
6 sch. - literature  
Engineering majors - 6 sch. - composition and rhetoric  
3 sch. - literature



American History - 6 sch. & 3 sch. of speech or technical writing as required by senior colleges  
Government - 6 sch.  
Natural Science - 8 sch.  
Mathematics - 6 sch.  
Physical Education Activities - 2 sch. (See Note 1 and Note 2)  
Elective - 24 sch.

#### **NOTES REGARDING PHYSICAL EDUCATION REQUIREMENTS:**

Note 1: Students are exempt from the physical education requirements under the following conditions:

1. If the student is a veteran of the armed services.
2. If the student is 22 years of age or older at the time of enrollment.
3. If the student is physically handicapped.
4. If the student is enrolled in a specialized program with no physical education requirement.
5. If the student completes all other requirements for graduation by attending evening classes.

Note 2: Excess of four (4) semester hours of physical education activity courses counting toward a degree are limited to physical education majors or minors. Exceptions will be considered by special petition made to the Director of Student Services.

#### **TRANSFER OF CREDIT**

The successful transfer of college credit to another institution of higher education depends largely upon proper course selection by the student and the quality of work done by the student.

Students who are planning to transfer to a senior college or university are encouraged to select a field of study and a specific receiving college or university no later than the end of their first year of attendance.

Galveston College will accept for transfer credit all work for which the student has received a passing grade and which is applicable to the student's educational program. All transfer courses of unusual nature will be presented to the appropriate Departmental Chairperson for evaluation before being credited toward a degree.

Although professional staff members are available to help students in these matters, it is the responsibility of the student to formulate scholastic objectives and to know the requirements for fulfilling those objectives.

## TRANSCRIPTS

Transcripts of credits will be issued by the Registrar to all students and former students requesting them, subject to certain conditions. One of these is that all amounts owed to the College must be paid. Students receive one copy of their permanent record at no cost. Additional copies may be ordered for a cost of \$1 each. This fee must be paid in advance.

## CHANGE OF ADDRESS

Students must report any change of mailing address to the Registrar.

## CHANGE OF NAME

The listing of your name at Galveston College is originally recorded from your admission application. A change of your name thereafter, by marriage or for any other reason, should be promptly reported to the Office of the Registrar.

## GRADUATION PROCEDURES

The procedures for graduation are enumerated below:

1. File an application for graduation form with a Counselor. This is NOT the same as filing a degree plan.
2. The application of FALL GRADUATES must be filed by November 1st of the fall semester immediately prior to graduation. The application for SPRING GRADUATES must be filed by March 1st of the spring semester immediately prior to graduation. NOTE: a late fee of \$10.00 will be charged to students who do not file by the deadline.
3. Students may apply for graduation under existing catalog requirements or under the catalog requirements in effect when entering Galveston College (exception: A.D.N. students).
4. All GRADUATING STUDENTS MUST ATTEND GRADUATION EXERCISES unless specifically excused IN WRITING by the Director of Student Services.
5. A graduation fee of \$10.00 will be charged to cover degree expenses of graduation exercises and expenses of reception. An additional late fee of \$10.00 will be charged to students who do not file by the deadline.
6. Cap and gown, class rings, nursing pins, invitations, etc. will be ordered through the Bookstore.
7. Eligible nursing students will pay State Board Examining fee to the Nursing Office. There is also a Nursing Certification fee of \$10.00.
8. Any student who does not graduate because of academic deficiencies must follow steps 1-7 when they do become eligible.

Associate Degree Nursing Students must apply under existing catalog requirements or under catalog requirements in effect when *officially accepted and enrolled* in the ADN program.

## **BRAZOSPORT-GALVESTON COLLEGE COOPERATIVE ASSOCIATE DEGREE NURSING PROGRAM**

1. Students may file at either college, but not both. It is customary for Brazosport students to file at Brazosport College.
2. Galveston College candidates must meet requirements as outlined in Galveston College catalog. Brazosport College candidates must meet requirements as outlined in Brazosport College catalog. *Note:* The last 18 semester hours required to be completed at Galveston College DOES NOT apply to the Cooperative students. Brazosport College candidates will complete all steps except Number 8 at Brazosport campus.
3. Nursing Certification Fee - \$10.00.

## **EDUCATIONAL PROGRAMS**

Galveston College involves itself in the continuing development of a wide range of curricular offerings suitable to the needs and interests of its citizenry.

The university parallel program, the occupational education program, and the continuing education program are the three basic types of educational programs presently offered by the College.

### **THE UNIVERSITY PARALLEL PROGRAM**

The primary purpose of the university parallel program is to provide instruction appropriate to the needs of students who wish to continue their education in senior colleges or universities.

The development of the university parallel curricula is guided by the recommendations of the Coordinating Board, Texas College and University System. These guidelines are results of the efforts of this Board to develop a "Basic core of general academic courses which, when offered at a junior college during the first two years of collegiate study, shall be freely transferable among all public institutions of higher education in Texas who (sic) are members of recognized accrediting agencies on the same basis as if the work had been taken at the receiving institution."

Course credits which are "freely transferable" must apply toward degree requirements at the senior colleges. Inasmuch as degree requirements vary widely for different majors, core curricula must also vary according to majors. Because of the importance of the student's major, the student is required to declare a major field no later than the end of the first year of attendance at the junior college and upon request for admission by transfer to a senior institution.

## DEPARTMENTAL INFORMATION

### BIOLOGICAL SCIENCES

The Department of Biological Sciences offers transferable science courses for both science and non-science majors. General Biology, Microbiology and Anatomy and Physiology are designed for science majors and Introduction to Natural Sciences is specifically designed to meet the science requirements of non-science majors.

Introduction to Biology will strengthen the science background of students who are interested in nursing or one of the paramedical programs. It is especially recommended for those students who do not have a high school science background.

There are no locally prepared examinations for credit by examination. A person who believes he/she is qualified by experience or previous training may establish credit for Biology 141 and 142 by taking the College Entrance Examination Board Advanced Placement Program Examinations.

### COOPERATIVE EDUCATION

Cooperative Education is a plan of education whereby the student blends theory and practice by working on training assignments in an area of professional interest.

Cooperative Education has the general goals of providing students relevant experiences that will blend "real world" application with classroom theory. This goal can be applied to students who are currently situated in jobs that are related to their majors. To gain a broader understanding of the "world of work" and to enrich a person's present job situation are two of the broad goals of Cooperative Education.

### DEVELOPMENTAL STUDIES

The Developmental Studies Department specifically offers courses in reading skills, reading improvement, and speed reading. The basic objective is to produce competency in reading and communication skills necessary to effectively fulfill the reading tasks required in college level courses.

Students who score 12 or below on the ACT Social Science Sub-test will be required to take the *IOWA Silent Reading Test* prior to the first class day of the semester. If the test score falls below the 50th percentile, 11th grade proficiency level as determined by the national norms on standardized diagnostic instruments, the student will be scheduled into reading classes in appropriate levels as indicated by test scores. Enrollment in the reading classes will continue and a grade of "SP" (Satisfactory Progress) will be recorded until 11th grade proficiency level is achieved.

Students whose test scores fall below the 15th percentile will be scheduled in the Reading Skills class, prior to enrollment in Reading Improvement.

Developmental courses in writing, study skills, mathematics, biology and physical science are offered through the cooperative efforts of the faculty in various departments. These courses are designed to provide skills necessary to improve performance in academic and career programs.

### **ENGLISH AND FOREIGN LANGUAGES**

Students who score 15 or less on the ACT English sub-test will be required to take English 031. However, students in this category may request a Galveston College departmental examination at least 2 weeks prior to registration, and upon meeting departmental standards, the student may enter English 131.

International students with a TOEFL score of 550 may enroll in English 131.

### **FINE ARTS**

The department of Fine Arts offers transferable courses in Art and Music for students majoring and minoring in these areas.

An art or music student seeking a bachelor's degree is encouraged to complete two years at Galveston College and can be assured of individual attention provided in well-equipped facilities.

Credit courses in art are offered both at the Fort Crockett Campus and at the Galveston Arts Center (through a cooperative program) and include art history, introduction to visual arts, drawing, design, painting, metals, sculpture, ceramics, printmaking and photography.

Credit courses in music are taught at the Fort Crockett Campus and include private instruction in guitar, piano, and voice. Organ lessons are taught at Trinity Episcopal Church.

Vocal ensembles are offered both during the day and in the evening and an instrumental ensemble is offered during the day.

Qualified students majoring and minoring in music are eligible for scholarships awarded through the Music Department.

### **MATHEMATICS AND PHYSICAL SCIENCES**

The Department of Mathematics and Physical Sciences is made up of four basic fields, Mathematics, Chemistry, Physics, and Computer Science.

The department offers educational opportunities of high quality and diversity to any student who likes to avail these opportunities with seriousness, self discipline, desire, energy and motivation. The department is ready to provide the very best it has to offer a student with promise to work hard and leave no stone unturned in the pursuit of his objective.

The department is proud to have some of the best teachers and scientific laboratory materials which are necessary to maintain excellence in education. Innovative teaching methods and materials are used as aids when necessary. Classes are relatively small and friendly. Personal contact is maintained with the student.

In accordance with the above stated philosophy the department is dedicated to offer the following services:

1. University parallel courses in Mathematics, Chemistry, Computer Science and Physics transferable to other schools and also leading to an associate degree.
2. Courses are offered in Mathematics, Physics, Chemistry, Computer Science and Physical Science which serve a wide spectrum of scientific, technological and other fields such as Engineering, Drafting Technology, Computer Sciences, Electronics, Biological Sciences, Marine Sciences, Nursing, Pre-dental, Pre-optometry, Pre-medical, Allied Health Sciences, Economics, Business Administration and Teacher Education to name a few.
3. Since some of the students are not adequately prepared for college level work remedial courses in Mathematics and Physical Sciences are offered to remove deficiencies.

### **SOCIAL AND BEHAVIORAL SCIENCES**

The Social and Behavioral Sciences Department offers introductory survey courses in the disciplines of anthropology, geography, government, history, psychology, and sociology. In addition, it offers elective courses to meet the specialized needs of liberal arts, education, and health careers majors.

### **SPEECH COMMUNICATIONS AND THEATRE**

The Department of Speech Communications and Theatre offers the student pursuing the associate degree or a bachelor's degree in Speech or Theatre the unique opportunity to participate in certified credit courses, as well as professional theatrical productions through the Galveston College Community Theatre Program.

The program utilizes the skills of degreed college instructors and talented community volunteers, as well as professional actors and technicians, to provide a working theatre experience for the student.

This "working" theatre, the Upper Deck, is housed in the new Fort Crockett complex and features the latest innovations in theatrical equipment. The intimate arena stage will seat one hundred and fifty people.

The speech student seeking a four year college scholarship is encouraged to look into the Galveston College program. Here you will be provided the opportunity to compete with major universities on the "tournament circuit" and get college credit at the same time. Consequently, four year schools get a live audition of your talents.

At Galveston College, students will receive professional instruction as well as practical experience in the first two years of their education. Generally, in a four year university this "stage experience" will come during the last two years.

The Speech Communications student interested in the area of television will not only participate in approved credit courses, but will work in a television studio laboratory that reflects the current "state of the art". Experience will be gained by actually participating in locally produced programming.

Qualified students in both speech and drama are eligible for scholarships awarded through the Department of Speech Communications and Theatre.

### *SUGGESTED CURRICULA*

The programs listed in this catalog are suggested guidelines only. In most instances, alternatives are available for the student's consideration. The final responsibility for proper course selection rests with the student. College Counselors and Faculty Advisors are available to the student who needs professional assistance in program planning.

These programs are designed to lead to an Associate Degree and should be regarded as guidelines to assist a student in planning his/her individual course of study.

Each student should study the curriculum carefully and should schedule a counseling interview to determine required course work in the curriculum of the school to which he/she desires to transfer for upper division work. It is suggested that each student consult with a Counselor or a Faculty Advisor before each registration period to evaluate his/her progress toward the completion of an Associate Degree or the completion of the required work for transfer to the upper division of a senior institution.



## ART

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Art 131 .....	3	Art 132 .....	3
Art 1303 .....	3	Art 1304 .....	3
Science, Math or Foreign Language.....	3 or 4	Science, Math or Foreign Language.....	3 or 4
English 131 .....	3	English 132 .....	3
History 131.....	3	History 132 or 233 .....	3
P E (Activity) .....	1	P E (Activity) .....	1
	16 or 17		16 or 17

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Art 135 .....	3	Art 136 .....	3
Art 235 .....	3	Art 236 .....	3
English 231, 234 or 236 .....	3	English 232, 235 or 237 .....	3
Government 231 .....	3	Government 233 .....	3
Speech 131 or 136.....	3	*Elective.....	3
	15		15

Total Semester Credit Hours in Program ..... 62 or 64

\*See Counselor for course selection.





## BIOLOGY +

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Biology 141 .....	4	Biology 142 .....	4
Mathematics 141 .....	4	Mathematics 143 .....	4
English 131 .....	3	English 132 .....	3
Chemistry 141 .....	4	Chemistry 142 .....	4
P E (Activity) .....	1	P E (Activity) .....	1
	—		—
	16		16

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Physics 241 .....	4	Physics 242 .....	4
Chemistry 243 .....	4	Chemistry 244 .....	4
English 231, 234 or 236 .....	3	English 232, 235 or 237 .....	3
Government 231 .....	3	Government 233 .....	3
History 131 .....	3	History 132 or 233 .....	3
	—		—
	17		17

Total Semester Credit Hours in Program ..... 66

+ See Counselor for requirements for an Associate in Arts Degree.

## BUSINESS ADMINISTRATION

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Psychology 131 .....	3	English 132 .....	3
English 131 .....	3	History 132 or 233 .....	3
History 131 .....	3	Mathematics 135 .....	3
+ Mathematics 134 .....	3	Biology 142 or 146 or Chemistry 142 .....	4
Biology 141 or 145 or Chemistry 141 .....	4	Sociology 131 .....	3
P E (Activity) .....	1	P E (Activity) .....	1
	—		—
	17		17

+ The University of Houston at Clear Lake City will accept Math 135 or 141.

## SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Accounting 241 .....	4	Accounting 242 .....	4
Economics 231 .....	3	Speech 135 or 136 .....	3
English 231, 234, or 236 .....	3	*English 232, 235 or 237 .....	3
Government 231 .....	3	Economics 232 .....	3
Computer Science 131 .....	3	Government 233 .....	3
	—		—
	16		16

Total Semester Credit Hours in Program ..... 66

\*Colleges requiring only 3 hrs. sophomore literature — it is suggested the student substitute with Business Administration 131 or 231.

## CHEMISTRY, PHYSICS AND/OR MATHEMATICS

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 131 .....	3	English 132 .....	3
History 131 .....	3	History 132 or 233 .....	3
Mathematics 138 .....	3	Mathematics 149 .....	4
Chemistry 141 .....	4	Chemistry 142 .....	4
P E (Activity) .....	1	Physics 243 .....	4
	—	P E (Activity) .....	1
	14		—
			19

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 231, 234 or 236 .....	3	English 232, 235 or 237 .....	3
Government 231 .....	3	Government 233 .....	3
Mathematics 241 .....	4	Mathematics 242 .....	4
Physics 244 .....	4	Physics 245 .....	4
Chemistry 243 or Advanced		Chemistry 244 or Advanced	
Mathematics .....	3 or 4	Mathematics .....	3 or 4
	—		—
	16 or 17		17 or 18

Total Semester Credit Hours in Program ..... 67 or 69

## DRAMA

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 131 .....	3	English 132 .....	3
History 131.....	3	History 132 or 233 .....	3
Drama 130.....	3	Drama 131.....	3
Drama 136.....	3	Drama 137.....	3
Art 1303 .....	3	Mathematics 141.....	4
Drama 111-112 .....	1	Drama 111 or 112.....	1
P E (Activity).....	1	P E (Activity).....	1
	—		—
	17		18

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Speech 136 .....	3	Speech 134 .....	3
Government 231 .....	3	Government 233 .....	3
Biology 145 .....	4	Biology 146 .....	4
Drama 236.....	3	Drama 237.....	3
Drama 238.....	3	T.V. 131.....	3
Drama 211.....	1	Drama 212.....	1
	—		—
	17		17

Total Semester Credit Hours in Program ..... 69

\*For those students planning to teach, please see a counselor for additional information concerning the speech and drama curriculum guide.

## LIBERAL ARTS

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 131 .....	3	English 132 .....	3
History 131.....	3	History 132 or 233 .....	3
Biology 141 or 145 .....	4	Biology 142 or 146 .....	4
*Foreign Language.....	4	*Foreign Language.....	4
*Elective.....	3	*Elective.....	3
P E (Activity).....	1	P E (Activity).....	1
	—		—
	18		18

## SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 231, 234 or 236 .....	3	English 232, 235 or 237 .....	3
Government 231 .....	3	Government 233 .....	3
*Foreign Language .....	4	*Foreign Language .....	4
*Fine Arts .....	3	*Fine Arts .....	3
*Physical Sciences or Math .....	3 or 4	*Physical Sciences or Math .....	3 or 4
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	16 or 17		16 or 17
Total Semester Credit Hours in Program .....		68 or 70	

\*See Counselor for course selection.

## MUSIC

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 131 .....	3	English 132 .....	3
History 131 .....	3	History 132 or 233 .....	3
Music 141 .....	4	Music 142 .....	4
Music 231 .....	3	Music 232 .....	3
*Music (Applied) Concentration) .....	2	*Music (Applied) Concentration) .....	2
**Music (Applied Secondary) .....	1	**Music (Applied Secondary) .....	1
***Music (Ensemble) .....	1	***Music (Ensemble) .....	1
P E (Activity) .....	1	P E (Activity) .....	1
	<hr style="width: 50%; margin: 0 auto;"/>		<hr style="width: 50%; margin: 0 auto;"/>
	18		18

## SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 231, 234 or 236 . . . . .	3	English 232, 235 or 237 . . . . .	3
Government 231 . . . . .	3	Government 233 . . . . .	3
Math or Foreign Language . . . . .	3 or 4	Math or Foreign Language . . . . .	3 or 4
Music 241 . . . . .	4	Music 242 . . . . .	4
*Music (Applied Concentration) . . . . .	2	*Music (Applied Concentration) . . . . .	2
**Music (Applied Secondary) . . . . .	1	**Music (Applied Secondary) . . . . .	1
***Music (Ensemble) . . . . .	1	***Music (Ensemble) . . . . .	1
P E (Activity) . . . . .	1	P E (Activity) . . . . .	1
18 or 19		18 or 19	

Total Semester Credit Hours in Program . . . . . 72 or 74

- \*Major Applied instrument or voice
- \*\*A different applied instrument or voice
- \*\*\*Music majors must take choir, instrumental ensemble or opera workshop each semester.

## PHYSICAL EDUCATION

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Biology 141 or 145 . . . . .	4	Biology 142 or 146 . . . . .	4
English 131 . . . . .	3	English 132 . . . . .	3
History 131 . . . . .	3	History 132 or 233 . . . . .	3
Speech 131 . . . . .	3	*Mathematics . . . . .	3 or 4
P E 131 . . . . .	3	Psychology 131 . . . . .	3
P E (Activity) . . . . .	1	P E (Activity) . . . . .	1
17		17 or 18	

\*See Counselor for course selection.



**SECOND YEAR**

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 231, 234 or 236 . . . . .	3	English 232, 235 or 237 . . . . .	3
Government 231 . . . . .	3	Government 233 . . . . .	3
*Mathematics . . . . .	3 or 4	P E 232 . . . . .	3
P E 231 . . . . .	3	*Elective . . . . .	3
*Elective . . . . .	3	P E (Activity) . . . . .	1
P E (Activity) . . . . .	1	P E (Activity) . . . . .	1
	<hr/>		<hr/>
	16 or 17		14

Total Semester Credit Hours in Program . . . . . 64 or 66

\*See Counselor for course selection.

**PRE-COMPUTER SCIENCE  
(Systems Science Option)**

**FIRST YEAR**

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 131 . . . . .	3	English 132 . . . . .	3
History 131 . . . . .	3	History 132 . . . . .	3
Mathematics 149 . . . . .	4	Mathematics 241 . . . . .	4
Computer Science 131 . . . . .	3	Computer Science 141 . . . . .	4
Physics 243 . . . . .	4	Physics 244 . . . . .	4
P E (Activity) . . . . .	1	P E (Activity) . . . . .	1
	<hr/>		<hr/>
	18		19

**SECOND YEAR**

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 231, 234 or 236 . . . . .	3	English 232, 235 or 237 . . . . .	3
Government 231 . . . . .	3	Government 233 . . . . .	3
Mathematics 242 . . . . .	4	Computer Science 243 . . . . .	4
Physics 245 . . . . .	4	Electives . . . . .	3
Computer Science 241 . . . . .	4	Electives . . . . .	3
	<hr/>		<hr/>
	18		16

Total Semester Credit Hours in Program . . . . . 71

\*See a counselor for requirements for transferability to specific college or university.

## PRE-DENTAL

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 131 .....	3	English 132 .....	3
History 131.....	3	History 132 or 233 .....	3
Mathematics 138.....	3	Mathematics 149.....	4
Biology 141 .....	4	Biology 142 .....	4
Chemistry 141 .....	4	Chemistry 142 .....	4
P E (Activity).....	1	P E (Activity).....	1
	—		—
	18		19

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 231, 234 or 236 .....	3	English 232, 235 or 237 .....	3
Government 231 .....	3	Government 233 .....	3
Physics 241.....	4	Physics 242.....	4
Biology 245 .....	4	Sociology 131.....	3
	—	Speech 131.....	3
	14		—
			16
Total Semester Credit Hours in Program .....		67	

## PRE-ELEMENTARY EDUCATION AND/OR PRE-SPECIAL EDUCATION

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 131 .....	3	English 132 .....	3
History 131.....	3	History 132 or 233 .....	3
*Natural Science .....	4	*Natural Science .....	4
Psychology 131 .....	3	Sociology 131.....	3
Music 1302.....	3	Speech 131 .....	3
P E (Activity).....	1	P E (Activity).....	1
	—		—
	17		17

## SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 231, 234 or 236 . . . . .	3	English 232, 235 or 237 . . . . .	3
Government 231 . . . . .	3	Government 233 . . . . .	3
Mathematics 233 . . . . .	3	Mathematics 234 . . . . .	3
Geography 231 . . . . .	3	*Elective . . . . .	3
*Elective . . . . .	3	*Elective . . . . .	3
	15		15

Total Semester Credit Hours in Program . . . . . 64

\*See Counselor for course selection

## PRE-SECONDARY EDUCATION

Students should schedule a counseling interview to determine the required course work in the curriculum of the school to which they desire to transfer for upper division work.

## PRE-ENGINEERING

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Chemistry 141 . . . . .	4	Chemistry 142 . . . . .	4
English 131 . . . . .	3	English 132 . . . . .	3
Engineering 131 . . . . .	3	Physics 243 . . . . .	4
Computer Science 131 . . . . .	3	Mathematics 149 . . . . .	4
Mathematics 138 . . . . .	3	Computer Science 241 . . . . .	4
P E (Activity) . . . . .	1	P E (Activity) . . . . .	1
	17		20





**SECOND YEAR**

<b>First Semester</b>	<b>Cr. Hrs.</b>	<b>Second Semester</b>	<b>Cr. Hrs.</b>
Physics 244.....	4	Physics 245.....	4
<i>Government</i> 231.....	3	<i>Government</i> 233.....	3
Mathematics 241.....	4	Mathematics 242.....	4
English 231, 234, or 236.....	3	History 132 or 233.....	3
History 131.....	3	Speech 136.....	3
	—		—
	17		17
Total Semester Credit Hours in Program .....		71	

**PRE-HEALTH CARE SCIENCES  
(PRE-PHYSICIAN'S ASSISTANT)**

**FIRST YEAR**

<b>First Semester</b>	<b>Cr. Hrs.</b>	<b>Second Semester</b>	<b>Cr. Hrs.</b>
English 131.....	3	English 132.....	3
History 131.....	3	History 132 or 233.....	3
Biology 141.....	4	Biology 142.....	4
Psychology 131.....	3	*Psychology.....	3
Sociology 131.....	3	*Sociology.....	3
P E (Activity).....	1	P E (Activity).....	1
	—		—
	17		17

**SECOND YEAR**

<b>First Semester</b>	<b>Cr. Hrs.</b>	<b>Second Semester</b>	<b>Cr. Hrs.</b>
English 231, 234 or 236.....	3	English 232, 235 or 237.....	3
<i>Government</i> 231.....	3	<i>Government</i> 233.....	3
Chemistry 141.....	4	Chemistry 142.....	4
*Elective.....	3	*Elective.....	3
*Elective.....	3	*Elective.....	3
	—		—
	16		16
Total Semester Credit Hours in Program .....		66	

\*See Counselor for course selection.

## PRE-LAW

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 131 .....	3	English 132 .....	3
History 131 .....	3	History 132 or 233 .....	3
Biology 145 .....	4	Biology 146 .....	4
*Mathematics .....	3 or 4	*Mathematics .....	3 or 4
Psychology 131 .....	3	Sociology 131 .....	3
P E (Activity).....	1	P E (Activity).....	1
	-----		-----
	17 or 18		17 or 18

\*See Counselor for course selection.

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 231, 234 or 236 .....	3	English 232, 235 or 237 .....	3
Government 231 .....	3	Government 233 .....	3
Accounting 241 .....	4	Accounting 242 .....	4
Economics 231 .....	3	Economics 232.....	3
Speech 131 .....	3	Philosophy 131.....	3
	-----		-----
	16		16

Total Semester Credit Hours in Program ..... 66 or 68

## PRE-MEDICAL TECHNOLOGY

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 131 .....	3	English 132 .....	3
Mathematics 141 .....	4	Mathematics 143 .....	4
Biology 141 .....	4	Biology 142 .....	4
Chemistry 141 .....	4	Chemistry 142 .....	4
History 131.....	3	History 132.....	3
	-----		-----
	18		18

**SECOND YEAR**

<b>First Semester</b>	<b>Cr. Hrs.</b>	<b>Second Semester</b>	<b>Cr. Hrs.</b>
English 231, 234 or 236 .....	3	English 232, 235 or 237 .....	3
Chemistry 243 .....	4	Chemistry 244 .....	4
Government 231 .....	3	Government 233 .....	3
P E (Activity).....	1	P E (Activity).....	1
Electives .....	6	Electives .....	3
	—		—
	17		14
Total Semester Credit Hours in Program .....		67	

**PRE-MEDICAL RECORD ADMINISTRATION +**

**FIRST YEAR**

<b>First Semester</b>	<b>Cr. Hrs.</b>	<b>Second Semester</b>	<b>Cr. Hrs.</b>
English 131 .....	3	English 132 .....	3
History 131.....	3	History 132 or 233 .....	3
Biology 141 .....	4	Biology 142 .....	4
Business Administration 131 ...	3	Business Administration 231 ...	3
Mathematics 141.....	4	Mathematics 143.....	4
P E (Activity).....	1	P E (Activity).....	1
	—		—
	18		18

**SECOND YEAR**

<b>First Semester</b>	<b>Cr. Hrs.</b>	<b>Second Semester</b>	<b>Cr. Hrs.</b>
Biology 143 .....	4	Government 233 .....	3
English 231, 234 or 236 .....	3	English 232, 235 or 237 .....	3
Government 231 .....	3	Speech 131 .....	3
Sociology 131 .....	3	*Psychology .....	3
Psychology 131 .....	3	*Sociology .....	3
	—		—
	16		15
Total Semester Credit Hours in Program .....		67	

## PRE-MEDICINE

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 131 .....	3	English 132 .....	3
Biology 141 .....	4	Biology 142 .....	4
Chemistry 141 .....	4	Chemistry 142 .....	4
Mathematics 138 .....	3	Mathematics 149 .....	4
P E (Activity) .....	1	P E (Activity) .....	1
	—		—
	15		16

+ Student must have ability to type 40 WPM.

\*See Counselor for course selection.

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Chemistry 243 .....	4	Chemistry 244 .....	4
Physics 241 .....	4	Physics 242 .....	4
English 231, 234 or 236 .....	3	English 232, 235 or 237 .....	3
Government 231 .....	3	Government 233 .....	3
History 131 .....	3	History 132 or 233 .....	3
	—		—
	17		17

Total Semester Credit Hours in Program ..... 65

## PRE-B.S. IN NURSING

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Biology 143 .....	4	Biology 144 .....	4
English 131 .....	3	English 132 .....	3
History 131 .....	3	History 132 .....	3
Psychology 131 .....	3	Psychology 231 .....	3
*Elective .....	3	Biology 135 .....	3
	—		—
	16		16

## SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Biology 245 .....	4	Government 233 .....	3
Sociology 131 .....	3	Chemistry 142 or 144 .....	4
Psychology 234 .....	3	*Elective.....	3
Government 231 .....	3	*Elective.....	3
Chemistry 141 or 143 .....	4	*Elective.....	3
	—		—
	17		16

Total Semester Credit Hours in Program ..... 65

\*See Counselor for course selection.

## PRE-OCEANOGRAPHIC TECHNOLOGY

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Chemistry 141 .....	4	Chemistry 142 .....	4
Biology 141 .....	4	Biology 142 .....	4
English 131 .....	3	English 132 .....	3
Mathematics 141 .....	4	Mathematics 143 .....	4
P E 2110.....	1	P E 2111.....	1
	—		—
	16		16

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Physics 241 .....	4	Physics 242.....	4
History 131.....	3	History 132 or 233 .....	3
Mathematics 138.....	3	Mathematics 149.....	4
English 231, 234 or 236 .....	3	English 232, 235 or 237 .....	3
Speech 131 .....	3	Engineering 131 .....	3
	—		—
	16		17

Total Semester Credit Hours in Program ..... 65

## PRE-OCCUPATIONAL THERAPY

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 131 .....	3	English 132 .....	3
History 131.....	3	History 132 or 233 .....	3
Biology 141 .....	4	Biology 142 .....	4
Mathematics 141.....	4	*Psychology .....	3
Psychology 131 .....	3	Sociology 131.....	3
P E (Activity).....	1	P E (Activity).....	1
	—		—
	18		18

\*See Counselor for course selection.

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 231, 234 or 236 .....	3	English 232, 235 or 237 .....	3
Government 231 .....	3	Government 233 .....	3
Chemistry 141 or Physics 241 .	4	Chemistry 142 or Physics 242 .	4
*Sociology .....	3	*Elective.....	3
*Elective.....	3	*Elective.....	3
	—		—
	16		16

Total Semester Credit Hours in Program ..... 68

## PRE-PHARMACY +

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Biology 141 .....	4	Biology 142 .....	4
English 131 .....	3	English 132 .....	3
*Mathematics 138 .....	3	*Mathematics 149 .....	4
Chemistry 141 .....	4	Chemistry 142 .....	4
History 131.....	3	History 132 or 233 .....	3
P E (Activity).....	1	P E (Activity).....	1
	—		—
	18		19

+ Students should take typewriting in high school; otherwise, they should schedule it during their freshman year. Due to heavy course load required in the Pre-Pharmacy program, most students should plan to take some of their course work during the summer sessions. Consult with a counselor for recommendations.

\*See Counselor for course selection.

## SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Chemistry 243 .....	4	Chemistry 244 .....	4
Biology 245 .....	4	Physics 242 .....	4
Physics 241 .....	4	Economics 231 .....	3
Government 231 .....	3	Government 233 .....	3
English 231, 234 or 236 .....	3	English 232, 235 or 237 .....	3
	—		—
	18		17
Total Semester Credit Hours in Program .....			72

## PRE-PHYSICAL THERAPY

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 131 .....	3	English 132 .....	3
Biology 141 .....	4	Biology 142 .....	4
Chemistry 141 .....	4	Chemistry 142 .....	4
History 131 .....	3	History 132 or 233 .....	3
Psychology 131 .....	3	Sociology 131 .....	3
P E (Activity) .....	1	P E (Activity) .....	1
	—		—
	18		18

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 231, 234 or 236 .....	3	Psychology 234 .....	3
Physics 241 .....	4	Physics 242 .....	4
Biology 143 .....	4	Biology 144 .....	4
Government 231 .....	3	Government 233 .....	3
Speech 131 or 135 .....	3	Elective (Chem 243 or 144) recommended) .....	4
	—		—
	17		18

Total Semester Credit Hours in Program ..... 71

\*See Counselor for course selection.

## PRE-VETERINARY MEDICINE

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Biology 141 .....	4	Biology 142 .....	4

Chemistry 141 .....	4	Chemistry 142 .....	4
English 131 .....	3	English 132 .....	3
Mathematics 138 .....	3	Mathematics 149 .....	4
P E (Activity) .....	1	P E (Activity) .....	1
	—		—
	15		16

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Chemistry 243 .....	4	Chemistry 244 .....	4
Physics 241 .....	4	Physics 242 .....	4
English 231, 234 or 236 .....	3	English 232, 235 or 237 .....	3
Government 231 .....	3	Government 233 .....	3
History 131 .....	3	History 132 or 233 .....	3
	—		—
	17		17
Total Semester Credit Hours in Program .....			65

## SPEECH COMMUNICATIONS

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 131 .....	3	English 132 .....	3
History 131 .....	3	History 132 or 233 .....	3
Speech 131 .....	3	Speech 136 .....	3
Biology 145 .....	4	Biology 146 .....	4
Mathematics 141 .....	4	Psychology 131 .....	3
P E (Activity) .....	1	R & P or Forensics .....	1
	—	P E (Activity) .....	1
	18		—
			18

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
English 234, 236 or 237 .....	3	Speech 132 .....	3
Government 231 .....	3	Government 233 .....	3
Speech 135 .....	3	Speech 238 .....	3
Sociology 131 .....	3	Drama 130 .....	3
Spanish 141 .....	4	Spanish 142 .....	4
R & P or Forensics .....	1	R & P or Forensics .....	1
	—		—
	17		17
Total Semester Credit Hours in Program .....			70

\*For those students planning to teach, please see a counselor for additional information concerning the speech and drama curriculum guide.



## THE OCCUPATIONAL EDUCATION PROGRAM

The primary purpose of the Occupational Education programs are to prepare students for entry into, and advancement in, semi-professional careers and do not require four years of college preparation. The programs are *not planned with transfer credit as the desired objective*; however, many colleges and universities will accept all or part of credits earned in certain Associate and Applied Science degree programs.

### *SUGGESTED CURRICULA*

The following curricula are designed to lead to an Associate in Applied Science Degree.

Because of the strict requirements for licensure or certification in many professions, these curricula are restrictive in nature and are designed to facilitate a rapid entry into a specialized field of employment.

Students are cautioned to review carefully their program progress with the College counselors and the Departmental Chairperson of the particular program in which they are studying. Departures from prescribed curricula must be approved by the Departmental Chairperson and the Vice President for Occupational Programs and may lead to an extension of time required to complete prescribed requirements.



## **ASSOCIATE DEGREE NURSING**

*APPROVED BY THE BOARD OF NURSE EXAMINERS  
FOR THE STATE OF TEXAS*

*ACCREDITED BY THE NATIONAL LEAGUE  
FOR NURSING*

Nursing is a service to individuals and to families; therefore, to society. The individual nurse has scientifically based competencies and skills to help people, sick or well, cope with their health needs. Nursing is practiced in conjunction with other disciplines of the health care team.

The Associate Degree Nurse of Galveston College is prepared to provide direct nursing care in a variety of settings to patients/clients while maintaining the integrity of said patient/client. The graduate, using the problem-solving process, applies knowledge from biophysical, social and nursing sciences in planning and effecting such nursing care. The graduate functions best in a nursing care setting which includes professional nurse supervision and consultation.

The graduate is not prepared to assume leadership positions such as team leader, charge nurse, head nurse or supervisor. Certain selected graduates given a period of adequate practice and additional formal or informal education may have the potential for such leadership positions.

The nursing curriculum is organized around four basic concepts or ideas:

1. Man as a bio-psycho social being
2. Basic needs of man as patient/client
3. Health-illness as a dynamic state
4. Nursing process as deliberative action

Students enroll in June and must complete twenty-four months of study to meet requirements to take the State Board Test Pool Examination. Previous college may apply to the twenty-four months.

### **BRAZOSPORT COOPERATIVE**

Galveston College offers a nursing major in cooperation with Brazosport College. All general education courses and selected nursing courses are offered on the Brazosport College campus. Nursing courses in the sophomore year are offered on the Galveston College campus. The Community Hospital of Brazosport is used as a clinical facility. For course descriptions of the general education courses, see the Brazosport College Catalog. For information concerning enrollment, contact the Office of the Dean of Students at Brazosport College.

## COOPERATING CLINICAL FACILITIES

St. Mary's Hospital	Galveston, Texas
The University of Texas Medical Branch Hospitals	Galveston, Texas
Shriner's Burns Institute	Galveston, Texas

## ASSOCIATE DEGREE NURSING CURRICULUM

### Academic Progression Requirements

All nursing and science courses must be completed in sequence. Students may repeat one science course and one nursing course. Additional repeats require special permission. Courses dropped after the 12th class day will be considered a *course repeat*.

### FIRST YEAR

#### Summer Session

Engl.	131	Basic Composition
Psyc.	131	Introduction to Psychology

#### Fall Semester

Nurs.	161	Introduction to Nursing
Biol.	143	Anatomy and Physiology
Chem.	143	Fundamentals of Chemistry
Engl.	132	Composition and Rhetoric
		or
Psyc.	231	Child Growth and Development

#### Spring Semester

Nurs.	162	Nursing Care of Adults with Medical/Surgical Problems I
Biol.	144	Anatomy and Physiology
Biol.	245	Microbiology
Soc.	131	Introduction to Sociology

### SECOND YEAR

#### Summer Session

Govt.	233	Survey of American and Texas Government and Constitution
Psyc.	231	Child Growth and Development
		or
Engl.	132	Composition and Rhetoric
Nurs.	153	Nursing Care of Patients with Impaired Interpersonal Relationships

#### Fall Semester

Nurs.	261	Nursing Care of Adults with Medical/Surgical Problems II
-------	-----	--

- Nurs. 252 Nursing Care of Adults with Medical/Surgical Problems III
- Nurs. 213 Nursing Seminar

**Spring Semester**

- Nurs. 264 Nursing Care of the Child Bearing Family
- Nurs. 265 Nursing Care of Children

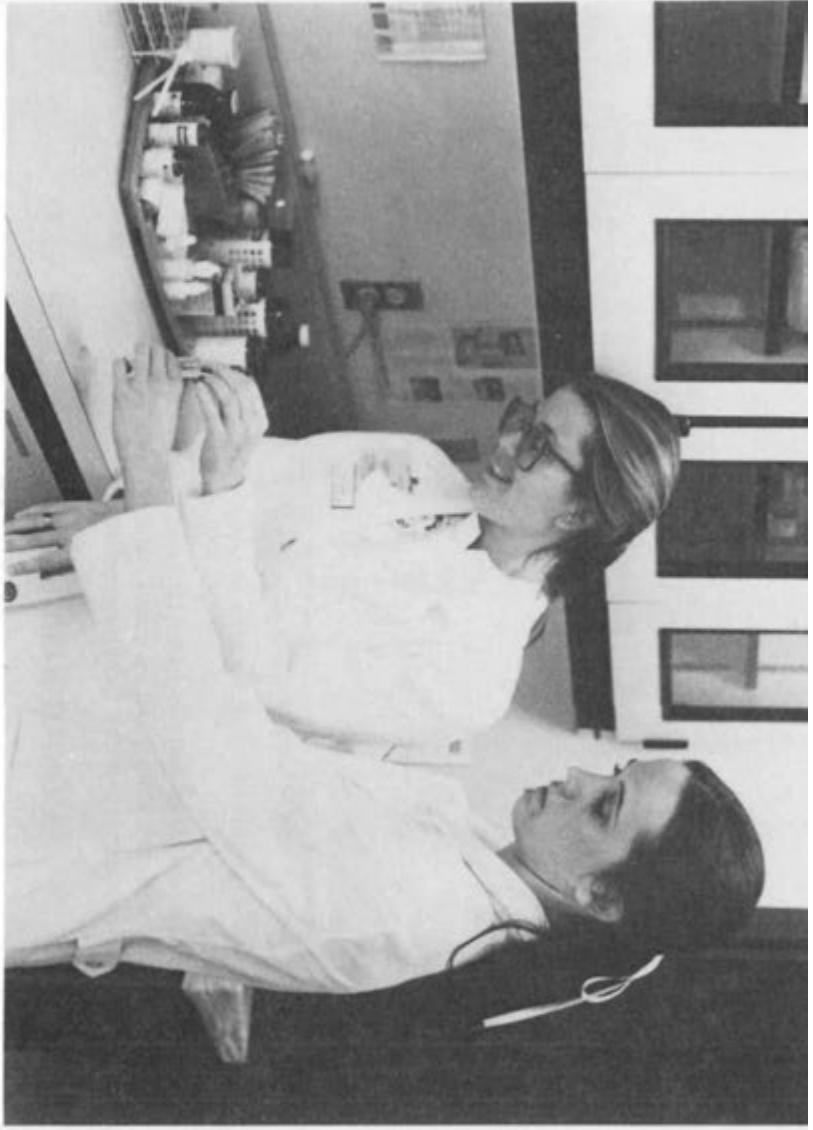
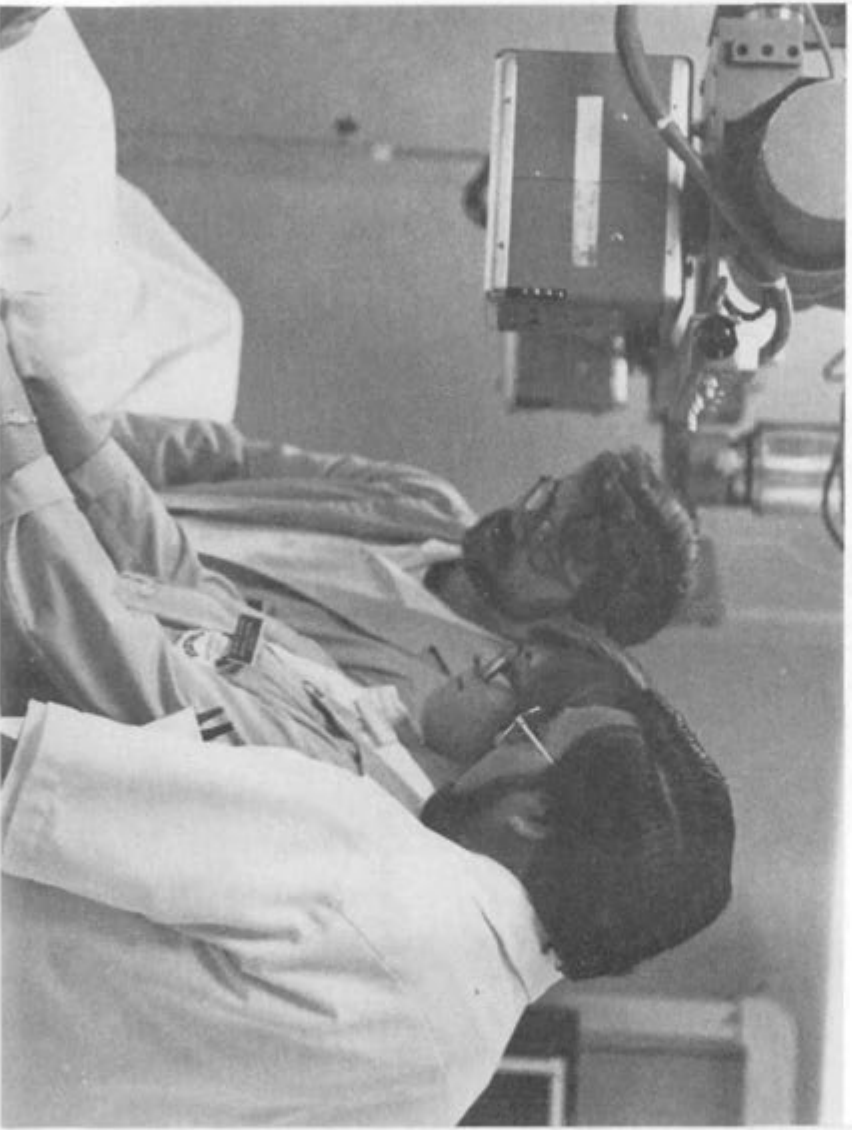
\*Students without previous course work in chemistry will be required to take a preparatory course.

**ASSOCIATED HEALTH OCCUPATIONS**

The programs offered by the Department of Associated Health Occupations are designed to meet the *Essentials* written by the accrediting bodies and/or accepted standards for the education of students in each profession. The *Essentials* in some cases require a specified number of clinical hours which must be completed by each student. In programs for which clinical hours have been delineated, all clinical contact hours must be completed by the student prior to receiving the certificate of proficiency in their field of study. Due to the number of clinical hours required, the programs in Associated Health Occupations do not necessarily follow the Academic Calendar published by Galveston College. Enrollment capacity for following programs in sophomore year are:

<b>Programs</b>	<b>Capacity</b>
Community Health Worker .....	6
Electroencephalography Technologist .....	6
Occupational Therapy Assistant .....	10
Radiologic Technology .....	36
Renal Dialysis Technology .....	6
Respiratory Therapist .....	10
Freshman Core Year .....	60

Certain courses are required of all students during the first year of study. The individual study tract determines the course requirements during the second year of study.



## CORE CURRICULUM

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
*AHO 141 .....	4	*AHO 143 .....	4
*AHO 132 .....	3	*AHO 134 .....	3
*Biology 143 .....	4	*Biology 144 .....	4
English 131 .....	3	English 132 .....	3
Sociology 131 .....	3	**Math 042 or Math 141 .....	4
	—		—
	17		18

\*Designates Essentials for certification and/or registration.

\*\*Math 042 must be completed with a grade of "B".

All students must maintain an average of "C" or above in AHO course instruction, including Anatomy and Physiology, in order to progress to any subsequent AHO course. (An AHO course may consist of more than one unit of instruction.) AHO courses must be completed in sequence unless otherwise approved by the Departmental Chairperson.

## COMMUNITY HEALTH WORKER

### FIRST YEAR

#### Second Summer Session

AHO 155 .....	5
	—
	5

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
AHO 241 .....	4	AHO 232 .....	3
AHO 242 .....	4	AHO 243 .....	4
Psychology 131 .....	3	AHO 244 .....	4
Government 233 .....	3	Psychology 233 .....	3
Psychology 231 .....	3		—
	—		14
	17		
Total Semester Credit Hours in Program .....		71	

## ELECTROENCEPHALOGRAPHY TECHNOLOGIST

### FIRST YEAR

Second Summer Session	
AHO 155 .....	5
	—
	5

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
AHO 241 .....	4	AHO 232 .....	3
AHO 242 .....	4	AHO 243 .....	4
Psychology 131 .....	3	AHO 244 .....	4
Psychology 233 .....	3	Government .....	3
	—		—
	14		14

First Summer Session	
AHO 256 .....	5
	—
	5

Total Semester Credit Hours in Program ..... 73

## OCCUPATIONAL THERAPY ASSISTANT

### FIRST YEAR

Second Summer Session	
AHO 155 .....	5
	—
	5

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
AHO 241 .....	4	AHO 232 .....	3
AHO 242 .....	4	AHO 243 .....	4
Psychology 131 .....	3	AHO 244 .....	4
Government 233 .....	3	Psychology 233 .....	3
Psychology 231 .....	3		—
	—		14
	17		

Total Semester Credit Hours in Program ..... 71

## RADIOGRAPHY

### FIRST YEAR

First Summer Session	Cr. Hrs.	Second Summer Session	Cr. Hrs.
Government 233 .....	3	AHO 155 .....	5
Psychology 131 .....	3	Physics 231 .....	3
	—		—
	6		8

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
AHO 241 .....	4	AHO 232 .....	3
AHO 242 .....	4	AHO 243 .....	4
Physics 232 .....	3	AHO 244 .....	4
	—		—
	11		11
First Summer Session	Cr. Hrs.	Second Summer Session	Cr. Hrs.
AHO 256 .....	5	AHO 267 .....	6
	—		—
	5		6

### THIRD YEAR

First Semester	Cr. Hrs.
AHO 268 .....	6
	—
	6

Total Semester Credit Hours in Program ..... 88 or 89

## RENAL DIALYSIS TECHNOLOGY

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
AHO 141 .....	4	AHO 143 .....	4
AHO 132 .....	3	AHO 134 .....	3
Biology 143 .....	4	Biology 144 .....	4
English 131 .....	3	English 132 .....	3
Psychology 131 .....	3		—
	—		14
	17		



First Summer Session	
Physical Science 241 .....	4
	—
	4

Second Summer Session	
AHO 155 .....	5
	—
	5

**SECOND YEAR**

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
AHO 241 .....	4	AHO 243 .....	4
AHO 242 .....	4	AHO 244 .....	4
Government 233 .....	3	AHO 232 .....	3
*Elective.....	3	*Elective.....	3
	—		—
	14		14

Total Semester Credit Hours in Program ..... 72

\*See Counselor for course selection.

**RESPIRATORY THERAPIST**

**FIRST YEAR**

First Summer Session	Cr. Hrs.	Second Summer Session	Cr. Hrs.
AHO 155 .....	5	AHO 241 .....	4
	—	AHO 242 .....	4
	5		—
			8

**SECOND YEAR**

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
AHO 232 .....	3	AHO 256 .....	5
AHO 243 .....	4	AHO 267 .....	6
AHO 244 .....	4	Government 233 .....	3
Physical Science 241 .....	4	Biology 245 .....	4
Psychology 131 .....	3		—
	—		18
	18		

<b>First and Second Summer Session</b>	
AHO 268 .....	6
	6

Total Semester Credit Hours in Program ..... 90

## TECHNICAL PROGRAMS

### ENGINEERING DRAFTING

#### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Drafting 121 .....	2	Drafting 123 .....	2
Drafting 135 .....	3	Drafting 132 .....	3
**Engineering 161 .....	6	Drafting 134 .....	3
English 131 .....	3	Drafting 136 .....	3
	—	Engineering 133 .....	3
	14	English 132 .....	3
			17

#### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Drafting 231 .....	3	Drafting 234 .....	3
Drafting 237 .....	3	Drafting 235 .....	3
Drafting 245 .....	4	Drafting 238 .....	3
English 233 .....	3	Drafting 246 .....	4
Mathematics 144 .....	4	Government 233 .....	3
	17		16

Total Semester Credit Hours in Program ..... 64

\*See Counselor for course selection.

\*\*Engineering 131 and 132 are equivalent to Engineering 161. Students should not repeat these courses. Engineering 161 is for full-time day students and Engineering 131 and 132 are for part-time and evening students.

## FIRE PROTECTION TECHNOLOGY

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Fire 131 .....	3	Fire 133 .....	3
Fire 132 .....	3	Fire 134 .....	3
English 131 .....	3	Fire 135 .....	3
*Chemistry 141 .....	4	Speech 131 .....	3
*Mathematics 042 .....	4	Chemistry 142 .....	4
	—		—
	17		16

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Fire 231 .....	3	Fire 234 .....	3
Fire 232 .....	3	Fire 235 .....	3
Fire 233 .....	3	Fire 241 .....	4
English 233 .....	3	Approved Elective (Fire) .....	3
Government 233 .....	3	*Elective.....	3
Approved Elective (Fire) .....	3	*Elective.....	3
	—		—
	18		19

Total Semester Credit Hours in Program ..... 70

\*See Counselor for course selection.



## LAW ENFORCEMENT

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
+ Law Enforcement 131 . . . . .	3	+ Law Enforcement 134 . . . . .	3
+ Law Enforcement 132 . . . . .	3	+ Law Enforcement 135 . . . . .	3
+ Law Enforcement 133 . . . . .	3	English 132 . . . . .	3
English 131 . . . . .	3	Speech 131 . . . . .	3
*Elective . . . . .	3	*Elective . . . . .	3
	—		—
	15		15

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
+ Law Enforcement 231 . . . . .	3	+ Law Enforcement 234 . . . . .	3
Law Enforcement 232 . . . . .	3	+ Law Enforcement 235 . . . . .	3
Law Enforcement 233 . . . . .	3	Government 232 . . . . .	3
Government 231 . . . . .	3	Sociology 131 . . . . .	3
Psychology 131 . . . . .	3	*Elective . . . . .	3
	—		—
	15		15

Total Semester Credit Hours in Program . . . . . 60

\*See Counselor for course selection.

+ Students wishing to transfer to a senior institution for a baccalaureate degree in law enforcement should enroll in all the courses indicated by a plus (+), in addition to meeting the following course requirements: English (3-6 hours); History (6 hours); Science and/or Foreign Language (8-12 hours); and electives (8-15 hours).

Those students planning to continue their education should secure the university catalog of their choice to use as a guide in securing maximum transferability of their elective course credits.

## DISTRIBUTION AND MARKETING

### MID-MANAGEMENT

#### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Management 131.....	3	Management 132.....	3
Management 113.....	1	Management 114.....	1
Management 121.....	2	Management 122.....	2
Business Mathematics 133 .....	3	Business Mathematics 134 .....	3
English 131 or Business Communications 131 .....	3	English 131, 132, or Business Communications 232 .....	3
Speech 131 or 135 .....	3	Office Machines 131 .....	3
	—		—
	15		15

#### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Management 231.....	3	Management 232 or 233.....	3
Management 213.....	1	Management 214.....	1
Management 221.....	2	Management 222.....	2
Management 234 or 235.....	3	Accounting 142 or 242 .....	4
Accounting 141 or 241 .....	4	Government 233 .....	3
Business Administration 231 ..	3	Economics 231.....	3
*Elective.....	3	*Elective.....	3
	—		—
	19		19

Total Semester Credit Hours in Program ..... 68

\*Electives may be specified according to career goals. Substitution for courses stated in the curriculum may be made for students employed in specialized areas with the prior approval of the Departmental Chairperson and the Vice-President for Occupational Programs.

## MID-MANAGEMENT — BANKING OPTION

(Meets requirements for Associate in Applied Science Degree in Mid-Management — Banking Option and requirement for American Institute of Banking Basic, Standard and Advanced Certification.)

### FIRST YEAR

*First Semester	Cr. Hrs.	**Second Semester	Cr. Hrs.
Banking 131 .....	3	Banking 132 .....	3
Economics 231 .....	3	Banking 135 .....	3
English 131 .....	3	Banking 239 .....	3
Business Mathematics		Accounting 141 or 241 .....	4
133 or 134 .....	3	Business Communi-	
Speech 135 or 137 .....	3	cations 232 .....	3
Elective .....	3	Management 132 .....	3
	—		—
	18		19

### SECOND YEAR

***First Semester	Cr. Hrs.	***Second Semester	Cr. Hrs.
Banking 133 .....	3	Banking 231 .....	3
Banking 232 .....	3	Banking 234 .....	3
Banking 233 .....	3	Banking 235 .....	3
Management 231 .....	3	Banking 236 .....	3
Government 233 .....	3	Elective .....	3
	—		—
	15		15

Total Semester Credit Hours in Program ..... 67

\*Satisfy requirements for American Institute of Banking (A.I.B.) Basic Certification.

\*\*Satisfy requirements for A.I.B. Standard Certification.

\*\*\*Satisfy A.I.B. requirements for Advanced Certification.

## OFFICE OCCUPATIONS

The Department of Office Occupations offers two programs: Secretarial and General Office. The first year in each of these programs concentrates on the basic skills that are needed by an office worker. The second year offers an advanced program, including accounting and office procedures.

The courses in office procedures include extensive training in transcribing equipment, executive typewriters, duplicating processes, electronic calculator and administrative and secretarial procedures. The student uses basic business skills attained in other courses, while acquiring additional skills in office procedures.

Graduates of these two programs have unlimited job opportunities in the local community and have proven to be highly successful in their careers.



## SECRETARIAL PROGRAM

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Business Communi- cations 131 .....	3	Business Communi- cations 232 .....	3
Business Mathematics 133 .....	3	Business Mathematics 134 .....	3
Shorthand 141 .....	4	Typewriting 142 .....	4
*Typewriting 141 .....	4	Office Procedures .....	5
English 131 .....	3		—
	—		15
	17		

### SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Office Procedures 252 .....	5	Office Procedures 253 .....	5
Accounting 141 .....	4	Accounting 142 .....	4
Typewriting 231 .....	3	Shorthand 231	
Shorthand 132 .....	3	**or elective .....	3
	—	Government 233 .....	3
	15		—
			15

Total Semester Credit Hours in Program ..... 62

\*Students who can type 35 wpm or more within a 5-error limit may substitute Typewriting 142 for Typewriting 141.

\*\*Electives are subject to approval by the Chairperson of the Department of Office Occupations.

## GENERAL OFFICE PROGRAM

### FIRST YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Business Communi- cations 131 .....	3	Business Communi- cations 232 .....	3
Business Mathematics 133 .....	3	Business Mathematics 134 .....	3
*Typewriting 141 .....	4	Typewriting 142 .....	4
English 131 .....	3	Office Procedures 251 .....	5
**Elective .....	3		—
	—		15
	16		



## SECOND YEAR

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Office Procedures 252.....	5	Office Procedures 253.....	5
Accounting 141 .....	4	Accounting 142 .....	4
Typewriting 231 .....	3	Office Procedures 234	
**Elective.....	3	**or Elective .....	3
	—	Government 233 .....	3
	15		—
			15

Total Semester Credit Hours in Program ..... 61

\*Students who can type 35 w.p.m. or more within a 5-error limit may substitute Typewriting 142 for Typewriting 141.

\*\*Electives are subject to approval by the Chairperson of the Department of Office Occupations.

### CURRICULA FOR CERTIFICATE PROGRAMS

The following curricula are designed for an intensive program leading to a Certificate of Proficiency in their respective areas and immediate employment in these areas.

Generally, no deviation is allowed within the prescribed program. All students are *required* to counsel with the Departmental Chairperson prior to enrollment in these programs.

#### CHILD DEVELOPMENT CERTIFICATE PROGRAM

The College of the Mainland-Galveston College Cooperative Child Development Program is a one year diploma program, designed to serve students in the College of the Mainland area and the Galveston College area who wish to increase their knowledge and skills in working with young children. The program is administered by College of the Mainland. All courses will be offered at both colleges at various times.

*All students must register for child development courses at College of the Mainland whether they plan to take courses at College of the Mainland or Galveston College. Students may register for academic support courses at the college of their choice.* The skills and knowledge developed in this program closely parallels the National Child Development Associate requirements. Students are encouraged to apply for and complete the requirements for CDA credentials.

## CHILD DEVELOPMENT DIPLOMA PROGRAM

(See College of the Mainland Catalog for course descriptions)

First Semester	Second Semester
CD 131 - Survey of Child Care . . . . . 3	Psyc. 139 - Early Childhood Growth and Develop- ment II . . . . . 3
Psyc. 138 — Early Childhood Growth and Develop- ment I . . . . . 3	CD 134 - Equipment & Materials for the Early Childhood Center . . . . . 3
CD 132 - Organization and Administration of the Early Childhood Center . . . . . 3	CD 135 - Nutrition, Health and Safety in the Learning Environment . . . . . 3
CD 133 - The Early Childhood Center Curriculum . . . . . 3	Engl. 130 - Children's Literature . . . . . 3
Art 130 - Creative Experiences For Children . . . . . 3	CD 147 - Child Care Practicum . . . . . 4
CD 146 - Child Care Practicum . . . . . 4	—
—	16
19	

## INDUSTRIAL ELECTRONICS

(6241)

(Two Semester Certificate Program)

(960 Contact Hours)

Applicants should contact Galveston College counselors for admission.

The Industrial Electronics program is to train entry level servicemen in trouble shooting, repairs and alignment of a variety of electronic type equipment, such as radios, televisions, entertainment equipment, communications devices, and other types of electronic equipment. The Federal Communications Commission Second Class license preparation will be an option for those students who wish to pursue the F.C.C. Second Class Licensure.

The class will include classroom and practical hands-on experience in the laboratory using test equipment in making diagnosis and repairs to electronic equipment.



UNIT	COURSE
I.	Related Instruction
II.	Basic Electricity and Electronics
III.	Basic Circuits
IV.	Television Systems
V.	Marine Communications and Navigational Aids
VI.	Industrial Control Systems
VII.	Microwave Communication Systems

## INDUSTRIAL ENGINE MECHANICS

(6423)

(Two Semester Certificate Program)

(960 Contact Hours)

Applicants should contact Galveston College counselors for admission.

The objective of the Industrial Engine Mechanics program is to train entry level industrial engine mechanics to assist the journeyman level mechanic in maintenance, repair, fuel system check, tune up and engine installations.

The program will include classroom and shop experiences in all phases of repair work on both gasoline and diesel engines used to power mobile, stationary, marine, and similar equipment units. Instruction and practice to be provided in diagnosis of malfunction; disassembly of engines and examination of parts; measuring and replacing parts; checking, timing, and replacing ignition and fuel systems, oil and water pumps, generators, governors, controls and auxiliary units. The uses of technical manuals, of a variety of hand and power tools, and of testing and diagnostic equipment are also studied. (7002)



UNIT	COURSE
I.	Related Instruction
II.	Internal Combustion Engines
III.	Engine Block Assemblies
IV.	Cylinder Heads
V.	Ignition and Electrical Systems
VI.	Fuel Systems
VII.	Lubrication Systems
VIII.	Cooling Systems
IX.	Auxiliary Units
X.	Engine Repair and Trouble Shooting

### MINI-COURSE IN CLERICAL OCCUPATIONS

(5823)

(Three-month Certificate Program)

(360 Contact Hours)

Applicants interested in the program should contact a Galveston College counselor as enrollment in this special program is limited. A general clerical test is required.

The program is open to students with an interest in the clerical field who possess basic communication and arithmetic skills, and who can progress and profit from the course.

Classroom instruction will include typewriting, office machines, dictation, transcription, duplicating equipment, filing, office procedures, telephone techniques, and a working knowledge of the magnetic tape selectric typewriter. Each student is encouraged to attain as much skill and knowledge as possible to prepare them for employment.

Classes meet daily for 12 weeks. New quarters begin on September 1, December 1, March 1, and June 1.

UNIT	COURSE
I.	Typewriting
II.	Office Machines
III.	Machine Transcription
IV.	Office Procedures
V.	Shorthand Dictation and Transcription
VI.	Magnetic Tape Selectric Typewriter

## NURSE ASSISTANT

(7822)

(One Semester Certificate Program)

(480 Contact Hours)

This program prepares qualified men and women to give effective nursing care to selected patients, to make and report observations, and to carry out routine aspects of ward management. Classroom teaching is centered around modern concepts of health, functional relationships within a hospital, fundamentals of effective inter-personal relations, and nursing procedures related to daily needs of patients and to common therapeutic measures. Clinical experiences provide opportunities for applying classroom learnings to practice in the hospital setting, and introduce the student to possible specialty areas.

UNIT	COURSE
I.	Introduction to Role of Nurse Assistant
II.	Understanding Effects of Illness
III.	Making Observations on Patients
IV.	Safety Measures in Cure of the Sick
V.	Measures to Promote the Patient's Comfort
VI.	Measures Related to the Patient's Illness
VII.	Specialized Nurse Assistant Activities
VIII.	Becoming a Hospital Employee

You must maintain a "C" average to successfully complete the Nurse Assistant Program or to receive the certificate.

## PRINTING (Offset)

(6238)

(One Year Certificate Program)

First Semester	Cr. Hrs.	Second Semester	Cr. Hrs.
Printing 141 .....	4	Printing 118 .....	1
Printing 132 .....	3	Printing 135 .....	3
Printing 133 .....	3	Printing 136 .....	3
Printing 124 .....	2	Printing 137 .....	3
English 131 .....	3	Business Math. 133 .....	3
	—		—
	15		16

### First Summer Session

Printing 261 .....

6

## REFRIGERATION MECHANICS

(7221)

(Two Semester Certificate Program)

(960 Contact Hours)

Applicants should contact Galveston College counselors for admission.

The Refrigeration Mechanic installs, maintains and repairs refrigeration equipment; overhauls and repairs pumps, compressors, piping and other equipment used in refrigeration systems; inspects and examines the various parts which comprise the system to detect leaks and other faults; disassembles various parts, such as valves, springs, brushes and connections to note their condition; installs new piping, packing, valves, and pipe couplings to stop leaks; uses hand tools such as wrenches, pliers, and pipe cutting and/or threading tools. (7002)

UNIT	COURSE
I.	Related Instruction
II.	Methods of Refrigeration
III.	Refrigerants
IV.	Using Pressure Instruments and Charts
V.	Motors and Motor Controls
VI.	Servicing Refrigeration Systems

## SURGICAL TECHNOLOGIST

(8031)

(One Year Certificate Program)

(1552 Contact Hours)

Successful completion of this study program should enable the graduate to perform as an operating room technician, assisting the registered professional nurse in the care of patients in the highly disciplined operating room environment. As a competent member of the surgical team, he/she may function as a scrub technician. To perform in this capacity, the individual scrubs (washes) hands and arms, dries, puts on gowns and gloves, and is therefore able to function in an aseptic, bacteria-free, environment. This role involves preparing the handling of sterile instruments, supplies, and equipment used during an operation. In some facilities, the technician assists the circulating nurse, the non-sterile gowned member of the team, in coordinating the supplies and needs of the surgical team.

Technicians may transport patients, prepare patients for surgery, decontaminate and sterilize supplies, dispense supplies, clean and stock the operating suite.

Technicians study anatomy and physiology, microbiology, pathology, principles of operating room technique, and related nursing procedures to provide a safe environment for the patient during various phases of surgical treatment.

Work in an operating suite is physically demanding, and the technician may be required to stand for long periods of time while performing his/her duties. In addition, the technician may be required to lift or move objects of considerable bulk and weight.

Employment in medical facilities may be for eight to ten consecutive hours a day, forty hours a week, and include on-call situations. The employing facility provides the recommended clothing appropriate for operating room attire.

UNIT	COURSE
I.	Orientation to Operating Rooms and Basic Operating Room Technology
II.	Microbiology
III.	Medical Terminology
IV.	Fundamentals of Health Care
V.	Anatomy and Physiology
VI.	Support Areas
VII.	Fundamentals of Fluids and Electrolytes and Basic Pharmacology
VIII.	Cardio-Pulmonary Resuscitation
IX.	Surgical Intervention — Lecture
X.	Special Problems and Techniques — Lecture
XI.	Areas Related to Surgery
XII.	Surgical Intervention — Clinical
XIII.	Special Problems and Techniques — Clinical





## UNIT CLERK

(7823)

(One Semester Certificate Program)

(480 Contact Hours)

This program trains qualified men and women to perform clerical skills in support of a nursing unit to relieve professional personnel of routine clerical duties. Classroom teaching, which will include approximately 50% of the instruction, and clinical experience, which will include approximately 50% of the instruction, will develop beginning skills in interpersonal and interdepartmental communications; beginning skills in the clerical phase of patient care; beginning skills in assisting the head nurse and/or a delegate in the clerical phase of nursing service personnel management; beginning skills in transcribing medical orders; beginning skills in recognizing and reporting pertinent matters regarding changes in nursing care which come to the unit clerk's attention through unit management; the ability to inform unit manager or area manager of unusual occurrences or difficulties; the ability to maintain inventory of supplies and equipment. Clinical experiences provide opportunities for applying classroom learnings to practice in the hospital setting, and introduce the student to possible specialty areas.

UNIT	COURSE
I.	Orientation
II.	Theory of Unit Management
III.	Communications
IV.	Legal Aspects for Health Care Workers
V.	Medical Terminology
VI.	Clerk's Role in Emergencies
VII.	Infection Control
VIII.	Daily Routines
Clinical Experience	
IX.	The Patient's Medical Record
X.	Mechanics of Charting
XI.	Coordination with Other Service Departments
XII.	Transcribing Orders

## VOCATIONAL NURSING

(7821)

(One Year Program)

### APPROVED BY THE STATE BOARD OF VOCATIONAL NURSE EXAMINERS

(Meets Certificate of Completion Requirements. All policies and procedures comply with the Texas State Board of Vocational Nurse Examiners regulations as stated in the policy manual.)

The Vocational Nursing Program is a twelve (12) month program which prepares the mature person with skills of nursing that will enable the individual to function effectively in giving bedside nursing care under the direct supervision of a registered nurse (R.N.), medical doctor (M.D.), or doctor of dental surgery (D.D.S.). Upon successful completion of the program the student will be awarded a certificate of graduation. The student will then be eligible to write the State Board Examination. During the program of courses the student must, at all times, maintain grades acceptable to the Licensing Board of Texas. After successfully passing the examination, the graduate receives a license as a Licensed Vocational Nurse of Texas.

Classroom instruction and clinical experience is provided Monday through Friday of each week. Working weeks will not exceed forty hours.

### COURSES IN VOCATIONAL NURSING PROGRAM

**Personal and Vocational Adjustments:** *20 class hours*

Introduction to nursing; nursing ethics; legal aspects; personal hygiene and grooming. (6101)

**Mental Health:** *10 class hours*

Basic principles of positive mental health; elementary human behavior; psychological growth and development. (6101)

**Mental Illness: (Psychiatric Nursing)** *10 class hours*

Aspects of emotional behavior due to illness, environment or religious belief; introduction to functional and organic mental illness.

**Disease Control and Prevention:** *30 class hours*

Basic microbiology for understanding importance of maintaining cleanliness and disinfection in relation to prevention of disease, disease control and community resources.

- Vocational Nursing Skills:** 210 class hours  
Basic nursing principles applicatory to good nursing; nursing procedures and skills for institutionalized care; procedures and improvisation of equipment for home care. Techniques and methods of drug and food administration.
- First Aid:** 10 class hours  
Standard Red Cross First Aid.
- Pharmacology:** 40 class hours  
Calculation of drugs, introduction to the basic classification of drugs such as antibiotics, etc.
- Nutrition:** 20 class hours  
Introduction to basic normal nutrition and nutrients required for maintaining health. Introduction to basic hospital diets.
- Body Structure and Function:** 70 class hours  
Simple basic anatomy and physiology as a background for nursing skills and other subject matter.
- Normal Growth and Development:** 10 class hours  
Basic aspects of growth and development from infancy through childhood, adolescence and early adulthood.
- Geriatrics:** 10 class hours  
Normal physical debilitation due to aging process.
- Medical-Surgical Nursing** 100 class hours  
Conditions of illness requiring medical and/or surgical treatment care of aged. Supportive care inclusive of physical, emotional, and spiritual needs. Incorporation of specific drug and diet therapy in formal teaching and clinical experience. Correlation of mental hygienic principles to supportive care of emotional disturbances.

**Maternity and Newborn Nursing:***40 class hours*

Normal obstetrics; pregnancy through labor and delivery to postpartum inclusive of complications specific to obstetrics and disease conditions affecting course of obstetrics. Supportive care, including physical, emotional, and spiritual needs. Effects of drugs and diet on mother and child during pregnancy and after birth. Immediate care of newborn; characteristics of newborn; complications in the newborn relative to pregnancy, labor and delivery. Congenital abnormalities, birth injuries and nursing care.

**Pediatric Nursing:***30 class hours*

Childhood diseases and diseases specific to children. Effect of disease on normal growth and development. Nursing care in these conditions.

## **ADULT AND CONTINUING EDUCATION**

These program areas consist of courses and activities designed primarily for the adult population. Most of the courses and activities are of other than semester length and begin and end at various times throughout the year. The College attempts to arrange registration hours, class meeting times, and class format for the convenience of prospective students.

Questions concerning the Adult and Continuing Education Programs should be addressed to the Director of Continuing Education and Evening Division, Room 130, Moody Hall, or by calling 763-6551, Extension 252.

### **ADULT EDUCATION PROGRAM**

Many adults are unable to read, write, and perform basic mathematical computations because they did not complete a high school education. As a result, they often are severely limited in career opportunities.

The purpose of the Adult Education Program is to assist those persons having less than a high school education to develop basic reading, writing, and mathematical skills equivalent to those of a high school graduate. This may lead to successful completion of the General Educational Development (GED) examination and the award of the General Educational Development (GED) Certificate.

There are three basic components in Adult Education. These are: (1) English as a Second Language, (2) Adult Basic Education (ABE), and (3) General Educational Development.

*English as a Second Language* — This component stresses learning to speak, read, and write the English language to levels which permit the individual to progress socially, occupationally, and educationally.

*Adult Basic Education* — In this component the individual studies reading, writing, and arithmetic in preparation for more advanced material required for successful completion of the GED.

*General Educational Development* — In this component the student develops the necessary skills in correctness and effectiveness of expression, interpretation of reading materials, and general mathematical computation which are required for those planning to take the GED examinations.

*Registration:* No fees are charged for registering in the Adult Education Program. Anyone 17 years or older and not enrolled in school may register.



## THE GED EXAMINATION

The GED examination is a battery of five tests designed to test the individual's knowledge and ability in writing skills, reading skills, mathematical computation, and general knowledge.

- TEST 1 — WRITING. A one hour test consisting of eighty multiple choice questions concerning correctness and effectiveness of expression. The candidate is tested on grammar, spelling, sentence structure, and punctuation.
- TEST 2 — SOCIAL STUDIES. A one and one-half hour test consisting of 60 multiple choice questions concerning the interpretation of reading materials in the social studies. The candidate is tested on materials dealing with economics, geography, political science, history, and behavioral science.
- TEST 3 — SCIENCE. A one and one-half hour test consisting of 60 multiple choice questions concerning the interpretation of reading materials in the natural sciences. The candidate is tested over materials with biology, earth science, chemistry, and physics.
- TEST 4 — READING. A one hour test consisting of forty multiple choice questions concerning the interpretation of literary materials. The candidate is tested over materials dealing with practical reading, general reading, prose literature, poetry, and drama.
- TEST 5 — MATHEMATICS. A one hour test consisting of fifty multiple choice questions concerning general mathematical ability. The candidate is tested over problems in arithmetic, algebra, and geometry.

## GED TEST CENTER

Galveston College is approved by the American Council on Education as an official GED Test Center. Persons wishing to register for the GED examination should call the Director of Continuing Education and Evening Division at 763-6551 or come to Room 130, Moody Hall, 4015 Avenue Q.

In order to register to take all or part of the GED examination, the individual should have a driver's license or other form of identification with a picture to verify identity.

A fee of \$2.00 for each test to be taken will be charged at the time of registration.

## CONTINUING EDUCATION PROGRAM

Courses and activities offered through the Continuing Education Program provides opportunities for occupational skills, personal development, and cultural enrichment. Individuals or groups desiring to have a particular course or activity offered should contact the Director of Continuing Education and Evening Division.

*REGISTRATION AND FEES* — Since courses and activities begin throughout the year, registration is an ongoing process. To register a person should come to the office of the Director of Continuing Education and Evening Division in Room 130, Moody Hall, 4015 Avenue Q.

Registration fees are determined by a number of factors and vary from course to course.

*REFUNDS* — Full refund will be given if a course is dropped prior to the second class meeting. Full refund will be made for any class cancelled by the College.

*CONTINUING EDUCATION UNIT (CEU)* — One CEU is equivalent to ten (10) clock hours of successful participation in a course which meets certain criteria specified by the Southern Association of Colleges and Schools. CEU's are awarded to individuals who successfully complete a course approved for the awarding of CEU's.

### TYPICAL COURSES AND ACTIVITIES

Aerobic Dance	Law Enforcement Basic Certification
Air Conditioning	Management Seminars
Ballet Exercise	Medical Terminology
Basic Tune-Up	Metric Arithmetic
Conversational Spanish	Oil Painting
Defensive Driving	Real Estate Appraisal
EMT I, II	Real Estate Investment
Emergency Care Attendant	Real Estate Law
Exercise For Fitness	Real Estate Math
Fair Housing	Real Estate Practice
Financial Management	Recordkeeping for the Small Business
Galveston Chorale (Grand Chorus)	Shorthand
Gasoline Engine Mechanics I, II	Sign Language
General Insurance Seminars	Spanish for Health Services
Guitar	Tennis
History of Galveston Island	Typewriting
Home Decorating	Wills and Estate Planning
Income Tax Seminar	
Insurance Problems Related to Financial Loans Institutions	



# COURSE DESCRIPTIONS

## ACCOUNTING

**ACCOUNTING 141** — Office Accounting I (3-3) Credit: 4.

*Prerequisite: Business Mathematics 134, and Office Machines 131, or equivalent, or permission of the Departmental Chairperson. Lab Fee: \$5.00*

An introductory course to provide the clerical, mid-management, and secretarial student with a knowledge of bookkeeping procedures which may be encountered in the business world. A study is made of accounting for cash, personal service enterprises, merchandise, notes and interest, the accrual basis of accounting applied to a retail business, payroll accounting, periodic summaries, and adjusting and closing accounts at the end of accounting period. (5824)

**ACCOUNTING 142** — Office Accounting II (3-3) Credit: 4.

*Prerequisite: Accounting 141, or equivalent, or permission of the Departmental Chairperson. Lab Fee: \$5.00*

A continuation of Office Accounting I, with attention given to single proprietorships, partnerships and corporate types of business organizations. The fundamentals of data processing systems and procedures, as applied to accounting, are included. (5824)

**ACCOUNTING 241** — Principles of Accounting I (3-3) Credit: 4.

*Prerequisite: None. Lab Fee: \$5.00*

Basic structure of accounting, including fundamental accounting relationships, ledger, and trial balance; accounting cycle for a service enterprise, accounting cycle for a merchandising enterprise, notes, deferrals and accruals; receivables, inventory and plant assets; accounting systems and concepts. (050201)

**ACCOUNTING 242** — Principles of Accounting II (3-3) Credit: 4.

*Prerequisite: Accounting 241. Lab Fee: \$5.00*

Accounting procedures and practices applicable to partnerships and corporations; departmentalized accounting; introduction to cost systems and budgetary control; decision-making through analysis and interpretation of financial statements. (050201)

## ANTHROPOLOGY

**ANTHROPOLOGY 131** — Introduction to Anthropology (3-0) Credit: 3.

*Prerequisite: None.*

Principles of physical and cultural anthropology; analysis of the cultures of prehistoric and existing preliterate people; impact of modern western culture on preliterate societies. (220201)

## ART

**ART 131** — Drawing I (2-4) Credit: 3.

*Prerequisite: None. Lab Fee: \$2.00*

A beginning course investigating a variety of media techniques and subjects, exploring visual and descriptive possibilities with consideration of drawing as a development process as well as an end in itself. (100208)

**ART 132** — Drawing II (2-4) Credit: 3.

*Prerequisite: Art 131. Lab Fee: \$2.00*

Expansion of Drawing I stressing the expressive and conceptual aspects of drawing including the human figure within a spatial environment. (100298)

**ART 1303** — Design I (2-4) Credit: 3.

*Prerequisite: None. Lab Fee: \$2.00*

A study of the function of the basic visual elements; line, shape, texture, value, form, and their interaction within a 2-dimensional composition. (100201)

**ART 1304** — Design II (2-4) Credit: 3.

*Prerequisite: Art 1303. Lab Fee: \$2.00*

Continuation of Design I with emphasis on two and three dimensional concepts. (100201)

**ART 133** — Ceramics I (0-6) Credit: 3.

*Prerequisite: None. Lab Fee: \$2.00*

An introduction to basic ceramic processes such as handbuilding, the potters wheel and glazing. A wide variety of firing methods will be

explored, including primitive firing, low firing, raku and stoneware. (100901)



**ART 134 — Ceramics II** (0-6) Credit: 3.

*Prerequisite: Art 133. Lab Fee: \$2.00*

Advanced study of Ceramics I with opportunities to specialize in specific ceramic processes. Individual expression is stressed. (100901)

**ART 135 — Art History I** (3-0) Credit: 3.

*Prerequisite: None*

A study of the major movements of painting, sculpture, architecture, and the minor arts from pre-historic times to the 14th century. Lectures, slides, films, discussion. (100304)

**ART 136 — Art History II** (3-0) Credit: 3.

*Prerequisite: None*

A study of the major movements of painting, sculpture, architecture, and the minor arts from the 14th century to the present. Lectures, slides, films, discussion. (100302)

**ART 137 — Metals I** (0-6) Credit: 3.

*Prerequisite: None. Lab Fee: \$2.00*

The study of metals, their properties, techniques, tools and processes involved in metal smithing and jewelry construction. (100909)

**ART 138 — Metals II** (0-6) Credit: 3.

*Prerequisite: Art 137. Lab Fee: \$2.00*

Advanced study of Metals I with emphasis on individual expression. (100909)

**ART 233 — Sculpture I** (0-6) Credit: 3.

*Prerequisite: None. Lab Fee: \$2.00*

An exploration of various sculptural approaches in a variety of media including additive and subtractive techniques. (100213)

**ART 234 — Sculpture II** (0-6) Credit: 3.

*Prerequisite: Art 232. Lab Fee: \$2.00*

A continuation of Sculpture I with emphasis on individual expression. (100213)

**ART 235 — Painting I** (0-6) Credit: 3.

*Prerequisite: None. Lab Fee: \$2.00*

Exploring the potentials of painting media with emphasis on color and composition. (100209)

**ART 236 — Painting II** (0-6) Credit: 3.

*Prerequisite: Art 235. Lab Fee: \$2.00*

Continuation of Painting I with emphasis on individual expression. (100209)

**ART 237 — Photography I** (0-6) Credit: 3.

*Prerequisite: None. Lab Fee: \$2.00*

An introduction to basic photographic techniques, processes and potentials in black and white photography. (100214)

**ART 238 — Photography II** (0-6) Credit: 3.

*Prerequisite: Art 237. Lab Fee. \$2.00*

Continuation of Photography I with further exploration of potentials of black and white photography as well as an introduction to color photography. (100214)

**ART 239 — Printmaking I** (0-6) Credit: 3.

*Prerequisite: None Lab Fee: \$2.00*

Introduction to relief and intaglio printmaking processes, including woodcut, linoleumcut, collograph, etching, engraving, drypoint, and monotype. Experimentation with the various media is emphasized. (100216)

**ART 2301 — Printmaking II** (0-6) Credit: 3.

*Prerequisite: Art 239. Lab Fee: \$2.00*

Continuation of Printmaking I with opportunities for specialization and experimentation in printmaking processes. (100216)



## ASSOCIATED HEALTH OCCUPATIONS

**AHO 132** — Interdisciplinary Health Practices (3-0) Credit: 3.

*Prerequisite: None.*

Introduction to patient care and therapeutic attitudes in actual clinical setting during an introductory clinical clerkship. Students rotate through selected clinical areas with emphasis placed on orientation and introduction to unique theories, concepts, and work sampling in fundamental procedures specific to occupational practice. (8035)

**AHO 134** — Interdisciplinary Health Practices (3-0) Credit: 3.

*Prerequisite: AHO 132-141 or acceptance by AHO Admissions Committee.*

Fundamentals of interpersonal and group relationships; introduction to concepts, medical procedures and techniques as related to Associated Health Occupations. (8035)

**AHO 141** — Interdisciplinary Health Concepts (3-3) Credit: 4.

*Prerequisite: None. Lab Fee: \$5.00*

Introduction to health occupations, professions and allied health disciplines. Overview of ethical, legal and professional responsibilities. Related medical terminology and the history of medicine. (8035)

**AHO 143** — Interdisciplinary Health Concepts (3-3) Credit: 4.

*Prerequisite: AHO 132-141. Lab Fee: \$5.00*

Introduction to concepts of psycho-social aspects of illness; study of related medical terminology; study of diseases and disabilities as related to Associated Health Occupations. (8035)

**AHO 155** — Applied Health Concepts in Practice (2-16) Credit: 5.

*Prerequisite: AHO 134-143 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00*

Assignment to the student's area of clinical interest including instruction in specialized concepts and theory, supervised application of procedures and techniques, and individual student development of basic technical skills. (Formerly AHO 135) (8035)

**AHO 232 — Special Problems and Techniques** (3-0) Credit: 3.

*Prerequisite: AHO 241-242 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00*

Individual clinical or preceptor assignments for directed experience and/or instruction in specialized procedures unique to selected health occupations. (8035)

**AHO 241 — Interdisciplinary Health Concepts** (2-8) Credit: 4.

*Prerequisite: AHO 155 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00*

A combination of lectures and practicum in the student's chosen area of specialization; instruction in specialized concepts and theory; supervised application of procedures and techniques; individual student development of basic technical skills. (Formerly AHO 221) (8035)

**AHO 242 — Advanced Application — Health Concepts and Practices** (2-8) Credit: 4.

*Prerequisite: AHO 155 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00*

Assignment to the student's area of clinical interest for supervised application of techniques and individual student development of intermediate skills. (Formerly AHO 231) (8035)

**AHO 243 — Advanced Application — Health Concepts and Practices** (2-8) Credit: 4.

*Prerequisite: AHO 241-242 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00*

Assignment to the student's area of clinical interest including specialized instruction in advanced concepts and theory, independent application of technical skills with professional consultation or supervision, and responsible participation as a member of the health team. (Formerly AHO 223) (8035)

**AHO 244 — Advanced Interdisciplinary Health Concepts** (2-8) Credit: 4.

*Prerequisite: AHO 241-242 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00*

Assignment to the student's area of interest for advanced instruction in highly unique procedures or techniques essential to meet standards of selected health occupations. (Formerly AHO 234) (8035)

**AHO 256** — Applied Health Concepts in Practice I (2-16) Credit: 5.

*Prerequisite: AHO 243-244 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00*

Assignment to the student's area of clinical interest for additional instruction or supervision in highly unique procedures or techniques essential to meet standards of selected health occupations. (Formerly AHO 236) (8035)

**AHO 267** — Applied Health Concepts in Practice II (2-16) Credit: 6.

*Prerequisite: AHO 256 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00*

Assignment to the student's area of clinical interest for additional instruction or supervision in highly unique procedures or techniques essential to meet standards of selected health occupations. (8035)

**AHO 268** — Applied Health Concepts in Practice III (0-35) Credit: 6.

*Prerequisite: AHO 267 and acceptance by Clinical Admissions Committee. Lab Fee: \$8.00*

Continuation of AHO 267. (8035)

## **BANKING**

**BANKING 111** — Planning Management Development (2-0) Credit: 1.

*Prerequisite: None.*

This middle management seminar is designed to assist bank officers who are responsible for the planning, recruiting, and development of bank management personnel. Cases and outside readings are used in this seminar. It can be presented as a brief, intense workshop or as a twelve-session seminar. (5626)

**BANKING 115** — Loss Prevention (1-0) Credit: 1.

*Prerequisite: None.*

This seminar focuses on check cashing, check swindles, bank holdups, and security procedures. (5626)



**BANKING 118 — Bank Management by Objectives (1-0) Credit: 1.**

*Prerequisite: None.*

This middle management seminar is designed to assist bank officers in learning how to translate bank problems into realistic goals, for the individual and the bank, through the management-by-objectives system. Cases and outside readings are used in this seminar. It can be presented as a brief, intense workshop or as an eight-session seminar. (5626)

**BANKING 121 — Orientation to Banking (2-0) Credit: 2.**

*Prerequisite: None.*

This course is designed to combine Selling Bank Services and The Starter Series. Designed for tellers and new-accounts personnel, it is directed toward meeting customer needs in regard to checking accounts, saving services, loans to individuals, safe deposit boxes, and other services. It also includes an orientation of new employees in regard to developing an acceptable personal image and discovering their place in Banking. (5626)

**BANKING 122 — Loan and Discount (2-0) Credit: 2.**

*Prerequisite: None.*

This seminar teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks, and the concepts of attachment, perfection, priority, default and, foreclosure. (5626)

**BANKING 131 — Principles of Bank Operations (3-0) Credit: 3.**

*Prerequisite: None.*

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career and advancement. (5626)

**BANKING 132 — Money and Banking** (3-0) Credit: 3.

*Prerequisite: None.*

This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needs by the banking student to apply knowledge to a particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. (5626)

**BANKING 133 — Credit Administration** (3-0) Credit: 3.

*Prerequisite: None.*

This course, directed toward the executive level, concerns itself partly with a statement and discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular, as well as unusual types of loans are discussed. (5626)

**BANKING 134 — Bank Letters and Reports** (3-0) Credit: 3.

*Prerequisite: None.*

This course is designed for those bank officers, supervisors, and employees who dictate or review correspondence. Since bank letters are actually public relations documents, all persons should be familiar not only with the mechanical forms of bank letters but also with the psychological principles that help the letter writer achieve best results. The course reviews letter forms, emphasizes fundamental principles underlying modern correspondence, and examines different kinds of bank letters. (5626)

**BANKING 135 — Savings and Time Deposit Banking** (3-0) Credit: 3.

*Prerequisite: None.*

This course reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the saving process are necessary to an understanding of the current operations and policies of these institutions. It begins with a review of the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment. (5626)

**BANKING 139 — Federal Regulations in Banking** (3-0) Credit: 3.

*Prerequisite: None.*

Acquaint the prospective banking student and employee with existing regulations in banking as prescribed by the federal government. (5626)

**BANKING 231 — Bank Investments** (3-0) Credit: 3.

*Prerequisite: None.*

Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings. (5626)

**BANKING 232 — Bank Management** (3-0) Credit: 3.

*Prerequisite: None.*

This course is based on the second edition of the text that presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. Since case study is becoming well established as an effective *management learning technique*, this text also introduces the use of cases as a new element. (5626)

**BANKING 233 — Trust Functions and Services** (3-0) Credit: 3.

*Prerequisite: None.*

This new course presents a complete picture of the services rendered by institutions engaged in trust business. Providing an introduction to the services and duties involved in trust operations, the course is intended for all bankers, not only those who are engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions. (5626)

**BANKING 234 — Installment Credit** (3-0) Credit: 3.

*Prerequisite: None.*

In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts

due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (5626)

**BANKING 235 — Analyzing Financial Statements (3-0) Credit: 3.**

*Prerequisite: None.*

A fourth edition of the textbook is used for this course and is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis. (5626)

**BANKING 236 — Financing Business Enterprise (3-0) Credit: 3.**

*Prerequisite: None.*

Stress is placed on the difference between lending and investing, and on the fact that investing in a corporation and financing a corporation are different aspects of the same subject. In this course, the material is presented from the viewpoint of the corporate treasurer who must safeguard the financial future of his corporation. (5626).

**BANKING 238 — International Banking (3-0) Credit: 3.**

*Prerequisite: None.*

The second edition of this text is an introduction to a vast field for those working in international departments, as well as for those involved in the domestic activities of their banks. The essential objective of this course is to present the basic framework and fundamentals of international banking, how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another. (5626)

**BANKING 239 — Law and Banking (3-0) Credit: 3.**

*Prerequisite: None.*

An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civic procedure, contracts, quasicontracts, property, torts and

crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform Commercial Code. (5626)

## BIOLOGY

**BIOLOGY 031** — Introduction to Biological Sciences (3-0) Credit: 3.

*Prerequisite: None.*

Basic biological concepts such as the cell unit, acid-bases, organismal functions, and anatomical and physiological relationships are surveyed. Highly recommended for students who have not completed high school biology and plan to enroll for further biology courses. (040091)



**BIOLOGY 135 — Nutrition** (3-0) Credit: 3.

*Prerequisite: High School biology recommended.*

Basic principles of nutrition in health and disease. The essentials of food selection and quality of nutrients in normal and therapeutic diets. (130601)

**BIOLOGY 141 — General Biology I** (3-3) Credit: 4.

*Prerequisite: High School biology or Biology 031. Lab Fee: \$8.00*

General Biology for Science Majors: The first semester of a two semester sequence surveying basic biological principles. The cell structure and fundamental cell processes of photosynthesis, cellular respiration, mitosis, and genetics will be stressed. (040101)

**BIOLOGY 142 — General Biology II** (3-3) Credit: 4.

*Prerequisite: Biology 141. Lab Fee: \$8.00*

A continuation of Biology 141 emphasizing anatomy and physiology, evolution, ecology, and an introductory survey of living organisms. (040101)

**BIOLOGY 143 — Anatomy and Physiology I** (3-3) Credit: 4.

*Prerequisite: High School biology or Biology 031, or equivalent. Lab Fee: \$8.00*

Introduction of the normal structure of the human body, its cells, organs, and systems, and the functioning of these units. Major body systems to be studied include the skeletal, muscular, and nervous systems. Coordination of body systems for integral functioning will be stressed. This course serves as a foundation for students of A.D. Nursing, Allied Health disciplines, and physical education majors. (041001)

**BIOLOGY 144 — Anatomy and Physiology II** (3-3) Credit: 4.

*Prerequisite: Biology 143. Lab Fee: \$8.00*

A continuation of Biology 143 with emphasis on the circulatory, respiratory, digestive, excretory, and reproductive systems. (041001)

**BIOLOGY 145 — Biological Science I** (3-2) Credit: 4.

*Prerequisite: None. Lab Fee: \$8.00*

Biology for non-science majors: A presentation of selected topics in biological science to provide general knowledge of the basic biological

principles as they apply to plants, animals, and humans. Includes consideration of man's role on earth and the changing environment. (042001)

**BIOLOGY 146** — Biological Science II (3-2) Credit: 4.

*Prerequisite: Biology 145. Lab Fee: \$8.00*

A continuation of Biology 145 including plant and animal reproduction, genetics, ecology, and man in relation to his environment. (042001)

**BIOLOGY 245** — Microbiology (3-3) Credit: 4.

*Prerequisite: Biology 141 or 143 or equivalent. Lab Fee: \$8.00*

Principles of microbiology including historical concepts, survey of nature and activities of microorganisms, host defense mechanisms, and prevention of diseases. Laboratory methods stress studies of pure cultures, the use of laboratory apparatus, staining, and identification of microbial populations in the environment. (041101)

## BUSINESS ADMINISTRATION

**BUSINESS ADMINISTRATION 131** — Introduction to Business (3-0) Credit: 3.

*Prerequisite: None.*

Designed to acquaint the student with the modern business world and the career opportunities it offers. Provides an overview of business operation. Includes analysis of specialized fields within business organization, including organization, methods of operation, forms of ownership, business functions, and problems of management. (050101)

**BUSINESS ADMINISTRATION 231** — Business Law (3-0) Credit: 3.

*Prerequisite: Sophomore standing or consent of Departmental Chairperson.*

History and role of law in modern business and society; legal institutions and reasoning; framework of basic legal principles; application of basic principles of contract and property law. Acceptable as transfer credit at some schools. Check with counselor before enrollment. (050103)

## BUSINESS COMMUNICATIONS

**BUSINESS COMMUNICATIONS 131** — Introduction  
to Business Communications (3-0) Credit: 3.

*Prerequisite: None.*

Intensive study and application in business and technical vocabulary and spelling mastery. Practice in oral communication, development of listening, note taking, studying, and remembering skills. (051423)

**BUSINESS COMMUNICATIONS 232** —  
Business Correspondence (3-0) Credit: 3.

*Prerequisite: English 131, or permission of the Departmental Chairperson.*

Writing business letters and reports, organizing and composing acceptable business communications in accordance with current business writing practices. (051423)

## BUSINESS MATHEMATICS

**BUSINESS MATHEMATICS 133** —  
Business Mathematics I (3-0) Credit: 3.

*Prerequisite: None.*

A study is made of fundamental mathematical processes, fractions, decimals, percentage in business, business equations, and simple interest. (170112)

**BUSINESS MATHEMATICS 134** —  
Business Mathematics II (3-0) Credit: 3.

*Prerequisite: Business Mathematics 133, or equivalent, or permission of the Departmental Chairperson.*

Compound interest, annuities, insurance, payrolls and taxes, depreciation, financial statements, statistics and graphs, stocks and bonds. (170112)



## CHEMISTRY

**CHEMISTRY 141** — General Chemistry I (3-3) Credit: 4.

*Prerequisite: High School chemistry or Physical Science 032 or consent of the Departmental Chairperson. Lab Fee: \$8.00*

Principles and methods of inorganic chemistry; nature of matter; description and structure of atoms, molecules, and chemical bonds; laws governing the gaseous, liquid and solid states and changes of state; properties of solutions and dispersions. (190502)

**CHEMISTRY 142** — General Chemistry II (3-3) Credit: 4.

*Prerequisite: Chemistry 141. Lab Fee: \$8.00*

Kinetics and equilibria of reactions; electrochemistry; thermochemistry; application of principles and methods of inorganic chemistry to the elements and the compounds; elements of Groups I, II, III, IV, V, VI, VII and transistion of rare-earth elements; introductions to organic chemistry and radioactivity. (190502)

**CHEMISTRY 143** — Fundamentals of Chemistry (3-3) Credit: 4.

*Prerequisite: High School chemistry or Physical Science 032 or consent of the Departmental Chairperson. Credit may not be earned for both Chemistry 141 and Chemistry 143. Lab Fee: \$8.00*

A comprehensive study of the principles and laws of chemistry, with emphasis on structure of matter, the periodic table, and behavior of solutions; introduction to equilibrium and colloids. Designed primarily for students in the health occupations. (190501)

**CHEMISTRY 144** — Introduction to Organic and Physiological Chemistry (3-3) Credit: 4.

*Prerequisite: Chemistry 141 or 143. Credit may not be earned for both Chemistry 142 and Chemistry 144. Lab Fee: \$8.00*

Elementary organic chemistry, both aliphatic and aromatic; introduction to the chemistry of carbohydrates, proteins, fats, blood, urine, vitamins, hormones, and nuclear chemistry. A continuation of Chemistry 143, designed primarily for students in the health occupations. (190501)

**CHEMISTRY 241** — Quantitative Analysis (3-5) Credit: 4.

*Prerequisite: Chemistry 142. Lab Fee: \$8.00*

Theory and practice of analytical chemistry. Theory and problems deal with stoichiometry, equilibrium, oxidation-reduction, potentiometry and electrochemical methods. Laboratory experiments emphasize volumetric and gravimetric techniques. (190901)

**CHEMISTRY 243** — Organic Chemistry I (3-3) Credit: 4.

*Prerequisite: Chemistry 142. Lab Fee: \$8.00*

Principles of organic chemistry. Structure, nomenclature, occurrence and physical properties of organic compounds. Chemical bonds and stereo-chemistry in organic compounds. Introduction to organic reactions. (190701)

**CHEMISTRY 244** — Organic Chemistry II (3-3) Credit: 4.

*Prerequisite: Chemistry 243. Lab Fee: \$8.00*

Organic reactions; elaboration of fundamentals learned in Chemistry 243 through treatment of chemistry of nature and biological products, petroleum, polymers and other important materials. (190701)

## COMPUTER SCIENCE

**COMPUTER SCIENCE 131** — Introductory

Computing (3-0) Credit: 3.

*Prerequisite: None.*

Basic principles of computing. Input/output media. Computer software, number system, flow charting and programming. Applications of computers in business and industry. (070301)

**COMPUTER SCIENCE 141** — Programming in

BASIC Language (3-3) Credit: 4.

*Prerequisite: Math 141 or consent of the Departmental Chairperson. Lab Fee: \$8.00*

Introduction to digital computer, fundamental concepts, study of BASIC programming language with applications and problem solving. (070401)

**COMPUTER SCIENCE 241** — Scientific  
Programming - FORTRAN (3-3) Credit: 4.  
*Prerequisite: Math 141 or consent of the Departmental Chairperson. Lab Fee: \$8.00*

Basic concepts and properties of algorithms for solution of numerical and non-numerical problems, including running of programs on a computer. Solution of scientific and engineering problems using FORTRAN language. (070401)

**COMPUTER SCIENCE 243** — COBOL  
Programming (3-3) Credit: 4.  
*Prerequisite: Computer Science 131 or consent of the Departmental Chairperson. Lab Fee: \$8.00*

Basic Concepts - Common Business Oriented Language (COBOL) Programming with applications to the solution of business oriented problems. (070401)

## COOPERATIVE EDUCATION

**COOPERATIVE EDUCATION 141** (0-20) Credit: 4.  
*Prerequisite: Approval of Director of Cooperative Education.*

A comprehensive treatment of internship related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on proper interviewing techniques, letters of application and resume writing, case study methods towards human relations and effective communications on the job, investigation of the career and work environment, and an analysis of the chosen career, which includes appropriate curriculum requirements. (089950)

**COOPERATIVE EDUCATION 241** (0-20) Credit: 4.  
*Prerequisite: Approval of Director of Cooperative Education.*

A comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on the development of a philosophy towards work, effective time management, value clarification, professional ethics and moral responsibilities encountered in the student's career choice. (089950)

**COOPERATIVE EDUCATION 242** (0-20) Credit: 4.

*Prerequisite: Approval of Director of Cooperative Education.*

A comprehensive treatment of internship/related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on long-term employment considerations, including analysis of employee benefits, involvement in labor organizations, social security, insurance needs, retirement and a continuation of career development and evaluation. (089950)

**DEVELOPMENTAL STUDIES**

**COMMUNICATIONS 031 — Reading Skills** (0-3) Credit: 3.

*Prerequisite: None.*

A special remedial course designed to review the basic principles of word attack skills, analyzing word structure with emphasis on blends, diphthongs, vowel and consonant sounds. A grade of "SP" will be received if course is to be repeated. (150091)

**COMMUNICATIONS 032 — Reading Improvement** (0-3) Credit: 3.

*Prerequisite: None.*

A basic developmental reading program designed to improve reading efficiency with emphasis on reading and study skills, comprehension and vocabulary. A grade of "SP" (Satisfactory Progress) will be received if course is to be repeated. (150091)

**COMMUNICATIONS 043 — Reading for Non-Native Speakers of English** (3-2) Credit: 4.

*Prerequisite: None.*

A course using varied instructional techniques designed to help the non-native speakers of English improve their proficiency in reading comprehension, word recognition and vocabulary development necessary to pursue college level academic work. (150091)

**COMMUNICATIONS 131 — Speed Reading** (1-2) Credit: 3.

*Prerequisite: 8th grade reading ability as indicated by Standardized Test Scores.*

The course is designed to enable students:

- (1) To adjust their reading rate to the difficulty of the material and to their own purposes in reading;
- (2) to build self-assurance and skill in dominating a page of print.

The course will permanently improve speed, accuracy of comprehension and thoroughness of retention through innovative techniques that require self-motivation, continuous practice, and supervised instruction. (083002)

## **DRAFTING**

**DRAFTING 121 — Sketching and Blueprint Reading I** (1-2) Credit: 2.

*Prerequisite: None. Lab Fee: \$2.00*

A basic course in the reading of mechanical blueprints, along with freehand sketching of simple objects. Primarily for persons employed in mechanical, pipefitting, and related occupations. (8622)

**DRAFTING 123 — Sketching and Blueprint Reading II**  
Plans and Maps (1-2) Credit: 2.

*Prerequisite: None. Lab Fee: \$2.00*

The study of house plans and small building plans, topographical and road maps, along with basic sketching. Primarily for persons employed in architectural, engineering, construction, and finance, as well as policemen, firemen, and business and industrial managers. (8622)

**DRAFTING 124 — Sketching and Blueprint Reading III**  
Special Industrial Application (1-2) Credit: 2.  
(i.e., Industrial Engine Mechanics, Refrigeration Mechanics, etc.)

*Prerequisite: None. Lab Fee: \$2.00*

The study of blueprints as related to the refrigeration and air conditioning fields, along with basic sketching. (8622)

**DRAFTING 132 — Machine Drafting** (3-3) Credit: 3.

*Prerequisite: Engineering 161. Lab Fee: \$2.00*

Theory and practice in the preparation of detail assembly drawings of industrial machinery. Includes a study of fasteners, tolerances, cams and gears, and other design characteristics. (8622)

**DRAFTING 134 — Pipe Drafting** (3-3) Credit: 3.

*Prerequisite: Engineering 161. Lab Fee: \$2.00*

A study of pipes and fittings, designs, symbols and specifications; sizing, process lines, process systems. Practice in the preparation of drawings of flow diagrams, vessels, heat exchangers, pumps, instruments, compressors, and mechanical equipment. (8622)

**DRAFTING 135 — Lettering** (2-4) Credit: 3.

*Prerequisite: None. Lab Fee: \$2.00*

A study in the fundamentals of lettering with pencil, pen, leroy, wrico, and other mechanical lettering devices; brush, and transfer type as applies to engineering, drafting, and architecture. (8622)

**DRAFTING 136 — Charts and Graphs** (2-4) Credit: 3.

*Prerequisite: None. Lab Fee: \$2.00*

Study and preparation of illustrations for business charts, graphs, presentations of information in a visual media. (8622)

**DRAFTING 231 — Structural Drafting** (3-3) Credit: 3.

*Prerequisite: Engineering 161. Lab Fee: \$2.00*

Theory and practice in the design and development of details and specifications of industrial structures, including wood, steel, pipe and concrete. (8622)

**DRAFTING 234 — Map Drafting** (3-3) Credit: 3.

*Prerequisite: Engineering 161. Lab Fee: \$2.00*

Plotting surveyor's notes, plot plans and plats, plan and profile drawing, contours, and well locations. (8622)

- DRAFTING 235 — Technical Illustration** (3-3) Credit: 3.  
*Prerequisite: Engineering 161. Lab Fee: \$2.00*  
Problems in orthographic isometric, perspective, sections, and exploded illustrations. Use of illustration aids. Shading and Airbrush techniques. (8622)
- DRAFTING 237 — Freehand Sketching I** (2-4) Credit: 3.  
*Prerequisite: None. Lab Fee: \$2.00*  
Working in pencil, pen, brush to train the eye and hand in visual recording without the aid of mechanical devices. (8622)
- DRAFTING 238 — Freehand Sketching II** (2-4) Credit: 3.  
*Prerequisite: Drafting 237, or Consent of Departmental Chairperson. Lab Fee: \$2.00*  
A continuation of Drafting 237. (8622)
- DRAFTING 242 — Special Problems** (2-6) Credit: 4.  
*Prerequisite: Consent of Departmental Chairperson. Lab Fee: \$2.00*  
A course providing the student with an opportunity to develop additional experience and skills in one of the required drafting fields or to explore an additional specialized field. (8622)
- DRAFTING 245 — Architecture I** (2-6) Credit: 4.  
*Prerequisite: Engineering 161. Lab Fee: \$2.00*  
A study in wood and masonry construction, residential plans, design, working drawings, standards, and building codes. (Formerly Drafting 241) (8622)
- DRAFTING 246 — Architecture II** (2-6) Credit: 4.  
*Prerequisite: Drafting 245. Lab Fee: \$2.00*  
A continuation of Drafting 245. Study in commercial design. (8622)

## DRAMA

**DRAMA 111, 112, 211, 212** — Rehearsal and Performance (0-3) Credit: 1.

*Prerequisite: None.*

For the student who participates in Galveston College Community Theatre productions. Crew, house, costume, wardrobe, properties, lighting experience, as well as leads, bits, walk-ons. Credit to be granted on a point system. (100703)

**DRAMA 130** — Introduction to Theatre (3-0) Credit: 3.

*Prerequisite: None.*

This course is designed for the student who has a limited theatrical experience of knowledge of the theatre, as well as for the student who is not a theatre major but is desirous of developing an appreciation and understanding of the theatre arts. Emphasis will be placed on types of plays, styles of plays, and discussion of theatre practices in the technical areas. (100701)

**DRAMA 131** — Basic Production Techniques (3-0) Credit: 3.

*Prerequisite: None.*

This course is designed to acquaint the student with the basic concepts of stagecraft and stage management. Participation in the Galveston College Community Theatre productions is a requirement. (100703)





**DRAMA 136 — Beginning Acting I** (2-3) Credit: 3.

*Prerequisite: None.*

Emphasis is placed on the elementary training of the student actor beginning with basic stage movement, vocal and physical development through pantomime, improvisation, and scenes in the classroom laboratory. Participation in one production (or student recital) is a requirement. (100706)

**DRAMA 137 — Beginning Acting II** (2-3) Credit: 3.

*Prerequisite: None.*

This course is an extension of Drama 136 with the emphasis placed on expanding characterization, ensemble acting and performance techniques. (100706)

**DRAMA 236 — Advanced Acting I** (2-3) Credit: 3.

*Prerequisite: None.*

The study of characterization of individual roles and group rehearsal of scenes; styles of acting; and dialect. Application of these principles will be accomplished through a Galveston College theatre production. (100707)

**DRAMA 237 — Advanced Acting II** (2-3) Credit: 3.

*Prerequisite: Drama 236 or consent of Departmental Chairperson.*

An advanced classroom laboratory in which the fundamentals are used to develop characterization and style of acting within a framework of theatre craftsmanship. Participation in one production (or student recital) is a requirement. (100707)

**DRAMA 238 — Stage Makeup** (1-2) Credit: 3

*Prerequisite: None.*

This course is designed to help students to understand the reasons for using stage makeup in theatre, to develop familiarity and dexterity in application of theatrical makeup, and to learn to effect changes in age or in physical conditions utilizing makeup techniques. (100710)

## ECONOMICS

**ECONOMICS 231** — Principles of Economics I (3-0) Credit: 3.

*Prerequisite: Sophomore standing or consent of Departmental Chairperson.*

A study of the principles of economics. The factors of production and the concepts of distribution as these factors and concepts are related to our highly industrial economy; wages, interest, rent, profit, consumption, saving, investment, and the business cycle, national income, and fiscal policy. (220401)

**ECONOMICS 232** — Principles of Economics II (3-0) Credit: 3.

*Prerequisite: Economics 231 or consent of Departmental Chairperson.*

A continuation of a study of the principles of economics, of production and of distribution; the fundamentals of supply and demand; labor, capital, natural resources, international trade, economic growth and current economic problems. (220401)

**ECONOMICS 233** — Introduction to Economics (3-0) Credit: 3.

*Prerequisite: None.*

Introduction to Economics is designed for students majoring in areas other than economics or business administration. Emphasis is placed on the American free enterprise system and the understanding of national economic policies and their objectives. (220402)

## ENGINEERING

**ENGINEERING 131** — Engineering Graphics (3-3) Credit: 3.

*Prerequisite: None. Lab Fee: \$2.00*

A basic course in the principles of Technical Drawing as required to express ideas graphically. Instruction includes use of instruments and drafting equipment, lettering, geometric construction, and orthographic projection. (090103)

**ENGINEERING 132** — Engineering Graphics (3-3) Credit: 3.

*Prerequisite: Engineering 131 or equivalent. Lab Fee: \$2.00*

A continuation of Engineering 131. Instruction includes orthographic projection, sections, auxiliary views, revolutions, dimensioning, isometric projection, intersections and development. (8622)

**ENGINEERING 133** — Engineering Design (3-3) Credit: 3.

*Prerequisite: Engineering 161, or Engineering 131 and 132, or approval of instructor. Lab Fee: \$2.00*

Design process, including needs analysis, feasibility, criteria, synthesis, model analysis, economics, graphics, optimization, and communication. (8622)

**ENGINEERING 161** — Engineering Graphics (3-9) Credit: 6.

*Prerequisite: None. Lab Fee: \$2.00*

A basic course in the principles of technical drawing as required to express ideas graphically. Instruction includes lettering, geometric construction, sections, auxiliary views, revolutions, dimensioning, isometric projection, oblique projection, intersections and development, and the proper use of drafting equipment. Study will touch on blueprint reading, print reduction, and manufacturing processes as they relate to drafting. (8622)

## ENGLISH

**ENGLISH 031** — Basic Writing Skills (3-0) Credit: 3.

*Prerequisite: None. (Not open to F-VISA students)*

Sentence and theme writing, including study of elements of grammar, usage, mechanics, and syntax necessary to writing mechanically correct and rhetorically effective sentences and themes. (150092)

**ENGLISH 131** — College Composition (3-0) Credit: 3.

*Prerequisite: Sixteen (16) or above on English ACT, satisfactory performance on departmental test, TOEFL 550 or successful completion of English 031.*

Analysis of selected prose models; impromptu themes; writing rhetorically effective essays, with emphasis on description, narration, and exposition. (150102)

**ENGLISH 132** — Composition and Rhetoric (3-0) Credit: 3.

*Prerequisite: English 131 or the equivalent.*

Logical analysis; reading and writing argumentative and critical essays; summarization; writing the research paper. (150102)

**ENGLISH 231** — Survey of English Literature I (3-0) Credit: 3.

*Prerequisite: English 132 or the equivalent.*

A survey of English literature with selections from Old English, Middle English, The Renaissance, The Seventeenth Century, and The Eighteenth Century; historical background for each period; literary terms; close reading of the text. (150201)

**ENGLISH 232** — Survey of English Literature II (3-0) Credit: 3.

*Prerequisite: English 132 or the equivalent.*

A continuation of English 231. Selections from The Romantic Period, The Victorian Period, and The Modern Period; historical background for each period; literary terms; close reading of the text. (150201)

**ENGLISH 233** — Technical Report Writing (3-0) Credit: 3.

*Prerequisite: English 132 or the equivalent.*

Reading and writing technical reports; practical English for the technical writer; basic techniques in technical writing; writing procedural instructions. (150702)

**ENGLISH 234** — Masterpieces of World Literature I (3-0) Credit: 3.

*Prerequisite: English 132 or the equivalent.*

A study of the masterpieces of the western world from ancient times through the Renaissance; selections from Homer; the Greek tragedians, Plato, Virgil, Dante, Chaucer, and Shakespeare; emphasis on epic, tragedy, and narrative forms. (150306)

**ENGLISH 235** — Masterpieces of World Literature II (3-0) Credit: 3.

*Prerequisite: English 132 or the equivalent.*

A continuation of English 234; selections from the neo-classical to the modern age including works by Milton, Racine, Voltaire, Goethe, French and Russian novelists, and Kafka and Camus; emphasis on continental writers. (150306)

**ENGLISH 236** — Introduction to Literature:

The Short Story and Novel

(3-0) Credit: 3.

*Prerequisite: English 132 or the equivalent.*

A study of the short story, the novella, and the novel as literary forms. Reading, chiefly modern, to develop skills required to read literary materials with most reward. (150301)

**ENGLISH 237** — Introduction to Literature:  
Drama and Poetry (3-0) Credit: 3.

*Prerequisite: English 132 or the equivalent.*

A study of drama and poetry as literary forms. Readings, chiefly modern, to develop skills required to read literary materials with most reward. (150301)

**ENGLISH 238** — Selected Studies in Literature:  
(Various Topics) (3-0) Credit: 3.

*Prerequisite: English 132 or the equivalent.*

Intensive reading in single areas unified by period, genre, or theme to develop skills required to read literary materials with most reward. May be repeated for credit when topics change. (150307)

**ENGLISH 239** — Creative Writing (3-0) Credit: 3.

*Prerequisite: English 131.*

The writing of short stories, essays, poetry, and short drama. Survey of the publishing market for freelance writers. Procedure for preparing and submitting queries and manuscripts for publication. (150313)

## **FIRE PROTECTION TECHNOLOGY**

(68)  
(6821)

**FIRE 131** — Fundamentals of Fire Protection (3-0) Credit: 3.

*Prerequisite: None.*

History and philosophy of fire protection; review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organizations; a discussion of current related problems and review of expanding future fire protection problems. (Formerly Fire 134.) (6821)

**FIRE 132** — Industrial Fire Protection I (3-0) Credit: 3.

*Prerequisite: None.*

Specific concerns and safeguards related to business and industrial organizations. A study of industrial fire brigade organization and development, plant lay-out, fire prevention programs, extinguishing factors and

techniques, hazardous situations and prevention methods. Gaining cooperation between the public and private fire department organizations. Study of elementary industrial fire hazards in manufacturing plants. (6821)

**FIRE 133 — Fire Protection Systems** (3-0) Credit: 3.

*Prerequisite: None.*

Study of the required standard for water supply; special hazards protection systems; automatic sprinklers and special extinguishing systems; automatic signaling and detection systems; rating organizations and underwriting agencies. (Formerly Fire 133.) (6821)

**FIRE 134 — Fire Prevention** (3-0) Credit: 3.

*Prerequisite: None.*

The objectives and views of inspections, fundamental principles, methods, techniques, and procedures of fire prevention administration. Fire prevention organization; public cooperation and image; recognition of fire hazards; insurance problems and legal aspects; development and implementation of systematic and deliberate inspection program. Survey of local, state, and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards. Formerly Fire 231. (6821)

**FIRE 135 — Industrial Fire Protection II** (3-0) Credit: 3.

*Prerequisite: None.*

Development of fire and safety organizations in industry; relation between private and public fire protection organizations; current trends, deficiencies and possible solutions for industrial fire problems; role of insurance and other special organizations; an in-depth study of specific industrial processes, equipment, facilities and work practices to understand the potential hazards and techniques to detect and control such hazards. Field trips to selected plants and demonstration of new techniques, equipment and innovations. (6821)

**FIRE 231 — Fire Administration I** (3-0) Credit: 3.

*Prerequisite: None.*

An in-depth study of the organization and management as related to a fire department, including budgeting, maintenance of records and reports, and management of fire department officers. Personnel adminis-

tration and distribution of equipment and personnel and other related topics, including relation to various government agencies to fire protection areas. Fire Service Leadership as viewed from the Company officer's position. Formerly Fire 131. (6821)

**FIRE 232 — Fire and Arson Investigation** (3-0) Credit: 3.

*Prerequisite: None.*

A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussion of laws, decisions and opinions; kinds of arsonists, interrogation procedures, cooperation and coordination between fire fighters and arson investigators and other related topics. (Formerly Fire 234.) (6821)

**FIRE 233 — Building Codes and Construction** (3-0) Credit: 3.

*Prerequisite: None.*

Fundamental consideration and exploration of building construction and design, with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; review of related statutory and suggested guidelines, both local and national in scope. Review of Model Building Codes and Life Safety Code. (6821)

**FIRE 234 — Fire Administration II** (3-0) Credit: 3.

*Prerequisite: None.*

Study to include insurance rates and ratings, preparation of budgets, administration and organization of training in the fire department, city water requirements, fire alarm and communications systems; importance of public relations, report writing and record keeping; measurements of results, use of records to improve procedures, and other related topics; legal aspects relating to fire prevention and fire protection with stress on municipal and state agencies; design and construction of fire department buildings. Formerly Fire 132. (6821)

**FIRE 235 — Hazardous Materials I** (3-0) Credit: 3.

*Prerequisite: None.*

Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, and gases. Emphasis on emergency situations and most favorable methods of handling fire fighting and control. (6821)

**FIRE 236 — Legal Aspects of Fire Protection** (3-0) Credit: 3.

*Approved Elective*  
*Prerequisite: None.*

A study of legal rights and duties, liability concerns and responsibilities of the fire department while carrying out their duties. Introduction and basic concepts of Civil and Criminal law, the Texas and Federal judicial structure, and cities' liability for acts of the fire department and fire prevention bureaus. An in-depth study of various cases concerning fire fighters, fire departments, and municipalities. (6821)

**FIRE 237 — Fire Service Communications** (3-0) Credit: 3.

*Approved Elective*  
*Prerequisite: None.*

The development of fire alarm systems, the various types of systems, installation, operation and testing of the most common systems; receiving, dispatching, and radio communication procedures; F.C.C. regulations, the fire alarm operations office, mutual aid systems, fire station communications and facilities, response and fire ground procedures, emergency operations, code and numbering systems, required records and reports; technological advances. (6821)

**FIRE 238 — Fire Safety Education** (3-0) Credit: 3.

*Approved Elective*  
*Prerequisite: None.*

A survey of physical, chemical, and electrical hazards and their relationship to loss of property and/or life. Study of codes, laws, problems, and cases. Detailed examination and study of the physical and psychological variables related to the occurrence of casualties. Safe storage, transportation and handling techniques are stressed to eliminate or control potential risks. (6821)

**FIRE 239 — Fire Insurance Fundamentals** (3-0) Credit: 3.

*Approved Elective*  
*Prerequisite: None.*

The relationships between fire defenses, fire losses and insurance rates are studied. Basic insurance principles, fire loss experience, loss ratios, state regulations of fire insurance, key rate system, applying the I.S.O. grading schedule and other topics are stressed. Relationship of insurance to modern business; principles of property and casualty insurance contracts; corporate structure of insurance companies. (6821)



**FIRE 241** — Fire Fighting Tactics and Strategy (4-0) Credit: 4.

*Prerequisite: None.*

Essential elements in analyzing the nature of fire and determining the requirements. Efficient and effective utilization of man-power, equipment and apparatus. Emphasis to be placed on pre-planning, study of conflagration problems, fire ground organization problem solving related to fire ground decision making and attack tactics and strategy. Use of Mutual Aid and large scale command problems. Formerly Fire 232. (6821)

## FRENCH

**FRENCH 141** — Beginner's French (3-2) Credit: 4.

*Prerequisite: None. Lab Fee: \$5.00*

Basic French grammar and pronunciation drills; emphasis on reading and conversation; introduction to French literature and culture. (110201)

**FRENCH 142** — Beginner's French (3-2) Credit: 4.

*Prerequisite: French 141. Lab Fee: \$5.00*

Continued grammar drills with emphasis on written and oral composition; also a deeper study of French literature and culture. (110201)

**FRENCH 241** — Intermediate French (3-2) Credit: 4.

*Prerequisite: French 142. Lab Fee: \$5.00*

Review of grammar; emphasis on French literature and composition. (110202)

**FRENCH 242** — Intermediate French (3-2) Credit: 4.

*Prerequisite: French 241. Lab Fee: \$5.00*

Continued study of French grammar, literature and culture; oral and written composition. (110202)

## GEOGRAPHY

**GEOGRAPHY 231** — General World Geography (3-0) Credit: 3.

*Prerequisite: None.*

A study of the various peoples in other parts of the world; the relationship of human activities to the physical environment; map making and map interpretation. (220603)

## GOVERNMENT

**GOVERNMENT 231** — Federal Government (3-0) Credit: 3.

*Prerequisite: None.*

Study of the government of the United States, its theory, principles and institutions. Political institutions and ideas, origins and development of the Constitution, principles, political parties, legislative, executive and judicial branches, administration, financing, foreign relations and national defense. (220701)

**GOVERNMENT 233** — Survey of American and Texas Government and Constitutions (3-0) Credit: 3.

*Prerequisite: None.*

THIS COURSE MEETS THE GOVERNMENT REQUIREMENT FOR TEXAS TEACHER CERTIFICATION AND THE GOVERNMENT REQUIREMENT FOR STUDENTS REGISTERED IN VOCATIONAL-TECHNICAL PROGRAMS. (A.A.S. Degree)

Study of the institutions of government and their functions from the local level to the national with particular emphasis on the city, county, and state governments. Examines in detail and on a comparative basis the United States and Texas Constitutions. (220701)

## HISTORY

**HISTORY 131** — United States History to 1865 (3-0) Credit: 3.

*Prerequisite: None.*

A study of the political, economic, social and intellectual history of the United States from discovery of America to the end of the Civil War. (220501)

**HISTORY 132** — United States History from 1865 (3-0) Credit: 3.

*Prerequisite: None.*

A study of the political, economic, social and intellectual history of the United States from Reconstruction to the present day. (220501)

**HISTORY 231** — Western Civilization (3-0) Credit: 3.

*Prerequisite: None.*

The political, economic, social and intellectual development of ancient, medieval and early modern civilizations; the ancient East, the contributions of Greece and Rome, the Church, feudalism, the commercial revolution, the Reformation and the early colonial movements. (220503)

**HISTORY 232** — Western Civilization (3-0) Credit: 3.

*Prerequisite: None.*

The political, economic, social and intellectual developments of modern Western civilization through the changes resulting from expansion and conflict with culture and civilizations native to Asia, Africa, and the New World; the development of nationalism, the industrial revolution, democracy, socialism and the conflicts of the twentieth century. (220503)

**HISTORY 233** — History of Texas (3-0) Credit: 3.

*Prerequisite: None.*

A survey of Texas history from Colonization to the present day. Exploration and rivalry, Anglo-American Colonization, relations with Mexico, the Texas Revolution, Texas as a republic, annexation, statehood, Civil War and Reconstruction, and the political, social, economic and intellectual developments to the modern period. (220502)

**HISTORY 234** — Mexican American History  
and Culture (3-0) Credit: 3.

*Prerequisite: None.*

The historical, economic, social, cultural, and political development of the Mexican-American people with particular emphasis upon their contribution to American society. (221301)

## HUMAN DEVELOPMENT

**H.D. 131** — Career and Educational Planning (3-0) Credit: 3.

*Prerequisite: None.*

Designed to assist the student to identify career interests, personal strengths, and to develop approaches to problems solving in relation to educational and career decision making. (200091)

## INDUSTRIAL ELECTRONICS

Industrial Electronics  
(960 Contact Hours)

## INDUSTRIAL ENGINE MECHANICS

Industrial Engine Mechanics  
(960 Contact Hours)

## JOURNALISM

**JOURNALISM 141** — Introduction to Journalism (2-3) Credit: 4.

*Prerequisite: None.*

An introductory survey of the principles and practices of the journalistic profession and its career possibilities. Emphasis will be placed on recognizing, gathering, and writing news for the print media. (060201)

## LAW ENFORCEMENT

**LAW ENFORCEMENT 131** — Introduction to Law Enforcement (3-0) Credit: 3.

*Prerequisite: None.*

History, development and philosophy of law enforcement in a democratic society; introduction to agencies involved in the administration of criminal justice; career orientation. (7021)

**LAW ENFORCEMENT 132** — Police Organization and Administration (3-0) Credit: 3.

*Prerequisite: None.*

Principles of organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior. (7021)

**LAW ENFORCEMENT 133** — Police Role in Crime and Delinquency (3-0) Credit: 3.

*Prerequisite: None.*

Study of deviant behavior and current criminological theories, with emphasis on police applications; crime prevention and the phenomena of crime as it relates to juveniles. (7021)

**LAW ENFORCEMENT 134 — Criminal Investigation (3-0) Credit: 3.**

*Prerequisite: None.*

Introduction to the fundamentals of criminal investigation, including theory and history, conduct at crime scenes, collection and preservation of evidence. (7021)

**LAW ENFORCEMENT 135 — Legal Aspects  
of Law Enforcement (3-0) Credit: 3.**

*Prerequisite: None.*

History and philosophy of modern criminal law, including the structure, definition and application of statutes and leading case law; the elements of crimes and penalties; general provisions of the Penal Code. (7021)

**LAW ENFORCEMENT 231 — Criminal Procedures  
and Evidence (3-0) Credit: 3.**

*Prerequisite: None.*

Introduction to the rules governing the admissibility of evidence and types of evidence; criminal procedure in various courts, review of Texas Code of Criminal Procedure, including laws of arrest, search and seizure, and leading case law on each topic. (7021)

**LAW ENFORCEMENT 232 — Patrol Administration (3-0) Credit: 3.**

*Prerequisite: None.*

Basic philosophy and history of systems dealing with patrol functions, to study the principles of organization and function of the patrol operation and to relate these problems to current operational activities. In-depth study into operational analysis to give students an overview of the role of the patrol function in today's society. Patrol administrative problems are studied and analysis of alternate solutions made. (7021)

**LAW ENFORCEMENT 233 — Penology (3-0) Credit: 3.**

*Prerequisite: None.*

Punishment, treatment and prevention of criminality. Sociological analysis of probation, parole and prison administration. (7021)

**LAW ENFORCEMENT 234 — Traffic Law (3-0) Credit: 3.**

*Prerequisite: None.*

Knowledge of the basic principles of traffic control, traffic law enforce-

ment and traffic court procedures in the context of Texas traffic laws. Emphasis is placed upon the need for a professional approach in dealing with traffic law violators, the police role in accident prevention and investigation, and the principles of education, enforcement and engineering; traffic supervision. (7021)

**LAW ENFORCEMENT 235** — Police-Community Relations (3-0) Credit: 3.

*Prerequisite: None.*

The role of the individual officer in achieving and maintaining positive public response; inter-group relations and public information. (7021)

## MANAGEMENT

**MANAGEMENT 131** — Introduction to Management (3-0) Credit: 3.

*Prerequisite: None.*

Introduction to the fundamentals of supervision. Personal adjustment, human relations and techniques applicable to middle-level management career objectives. (5621)

**MANAGEMENT 132** — Supervision and Personnel Administration (3-0) Credit: 3.

*Prerequisite: None.*

A study of the methods used in business and industry to select and develop middle-level managers. Employee evaluation, placement and follow-up in meeting organizational objectives. (5621)

**MANAGEMENT 231** — Human Relations in Management (3-0) Credit: 3.

*Prerequisite: None.*

A study of internal and external human relations and their effects on the growth and success of all organizations, both public and private. This course seeks the why, what and the how of establishing and maintaining favorable public image in business and management. (5621) (This course replaces Management 231 — Public Relations and Marketing.)

**MANAGEMENT 232** — Industrial Management (3-0) Credit: 3.

*Prerequisite: None.*

Designed to explore key concepts in production and service industries.

Areas of study include standardization, specialization, plant location and layout, purchasing and labor-relations. Actual case studies are presented for analysis and decision-making. (5621)

**MANAGEMENT 233 — Retail Management** (3-0) Credit: 3.

*Prerequisite: None.*

A study of supervisory problems in retail marketing, employee-retention, advertising media and market analysis. Extensive use of case studies and role-playing. (5621)

**MANAGEMENT 234 — Salesmanship** (3-0) Credit: 3.

*Prerequisite: None.*

A study of promotional techniques used in the sale of products and services, with major emphasis on personal selling at a retail and wholesale level. Course will focus on job opportunities in sales management. (5621)

**MANAGEMENT 235 — Hospitality Management** (3-0) Credit: 3.

*Prerequisite: Management 131 and 132, or consent of the Departmental Chairperson.*

Deals with personnel recruitment and turnover, training techniques and moral. Keyed to materials and concepts emphasized by national and state professional organizations, with special emphasis on case studies and role-playing. (5621)

**MANAGEMENT 236 — Management of Small Business** (3-0) Credit: 3.

*Prerequisite: Management 131 and 132 or consent of the Departmental Chairperson.*

A study of problems and decision making in the establishment and operation of small businesses. Course includes market determinations, organization, financial considerations and risk management. (5621)

**MANAGEMENT 237 — Financial Decision Making  
in Management** (3-0) Credit: 3.

*Prerequisite: Management 131 and 132 or consent of the Departmental Chairperson.*

Introduction to the various methods of financial aspects involved in management decision-making. Course includes financial statement analysis, budgeting, interpreting variances, taxes, and inventory control. (5621)

**MANAGEMENT 113 and 114 — Management Seminar (1-0) Credit: 1.**

*Prerequisite: Consent of the Departmental Chairperson.*

Encompasses student's on-the-job training and group discussions related to work experience. Designed to bridge the gap between the theory of the classroom and application on-the-job. Meets one hour per week. (5621)

**MANAGEMENT 121 and 122 — Management Training (0-20) Credit: 2.**

*Prerequisite: Consent of the Departmental Chairperson.*

On-the-job training and implementation under supervision of the employer in conjunction with the college coordinator of the skills, principles, and understanding obtained in the classroom. At least 20 laboratory hours a week. (5621)

**MANAGEMENT 213 and 214 — Management Seminar (1-0) Credit: 1.**

*Prerequisite: Management 113 and 114.*

A continuation of Management 113 and 114.

**MANAGEMENT 221-222 — Management Training (0-20) Credit: 2.**

*Prerequisite: Management 121 and 122.*

A continuation of Management 121 and 122. At least 20 laboratory hours a week. (5621)

## MATHEMATICS

**MATHEMATICS 033 — Introductory Algebra (3-0) Credit: 3.**

*Prerequisite: None.*

A one semester course covering the topics of high school algebra for the student who did not take algebra in high school or needs a review of basic algebraic concepts. Topics covered will include signed numbers, laws of exponents, operations with polynomials and factoring. Throughout the course emphasis will be placed on building operational skills. (170091)

**MATHEMATICS 034 — Intermediate Algebra (3-0) Credit: 3.**

*Prerequisite: Math 033 or a passing score in departmental placement test or consent of the Departmental Chairperson.*

A brief review of basic algebra with emphasis on operational skills. To-



pics include factoring, rational exponents and radicals, fractions, linear and quadratic equations, and graphing. (170107)

**MATHEMATICS 042** — Basic Mathematics (3-2) Credit: 4.

*Prerequisite: None.*

One semester course designed for students who need to develop or review basic mathematical skills. Topics covered are operations with fractions and decimals; percent, ratio and proportion and their applications; conversion of units, basic geometry and working with formulas. Construction and interpretation of graphs; scientific notation and selected topics from algebra. (170091)

**MATHEMATICS 134** — Finite Business Mathematics (3-0) Credit: 3.

*Prerequisite: Mathematics 034 or two years high school algebra and a minimum score of 16 on the ACT Math sub-test or consent of the Departmental Chairperson.*

An introduction to topics from college algebra from the finite point of view with numerous applications to business. The course stresses logic, probability theory, elementary decision theory and matrices. (170113)

**MATHEMATICS 135** — Analysis for Business Decision (3-0) Credit: 3.

*Prerequisite: Mathematics 134 or consent of the Departmental Chairperson.*

An introduction to topics from analytic geometry and calculus as applied to business and economics. Maxima and minima of functions, non-linear curves, linear programming and difference equations. (170113)

**MATHEMATICS 138** — Analytic Geometry (3-0) Credit: 3.

*Prerequisite: Mathematics 143 or consent of the Departmental Chairperson.*

Introductory concepts, the straight line, circle, conics, transformation of coordinates, curve sketching, polar coordinates, parametric equations and an introduction to three dimensions. (170109)

**MATHEMATICS 141** — College Algebra (3-2) Credit: 4.

*Prerequisite: Mathematics 034 or two years high school algebra and a minimum score of 16 on the ACT Math sub-test or consent of the Departmental Chairperson.*

An introduction to the basic concepts of modern algebra. Topics are taken from logic and set theory, the development of the number systems,

relations, functions, equations, inequalities, determinants and matrices, probability and mathematical induction. (170108)

**MATHEMATICS 143 — Plane Trigonometry** (3-2) Credit: 4.

*Prerequisite: Mathematics 141 or consent of the Departmental Chairperson.*

The trigonometric functions and their application, equations and identities; solution of the right triangle and oblique triangle; radian measure and introduction to complex numbers. (170104)

**MATHEMATICS 144 — Technical Mathematics I** (3-2) Credit: 4.

*Prerequisite: None.*

**SUGGESTED FOR STUDENTS REGISTERED IN TECHNICAL-VOCATIONAL PROGRAMS.**

A course in basic algebra with problems applied to technology. Topics will be taken from basic algebra, linear and quadratic equations, radicals, logarithms and exponentials. (9421)

**MATHEMATICS 149 — Calculus I** (3-2) Credit: 4.

*Prerequisite: Mathematics 138 or consent of the Departmental Chairperson.*

Limits, definition of the derivative, derivatives of algebraic functions, differentials, applications of derivatives, maxima and minima, the mean value theorem, introduction to integration, definite and indefinite integrals. (170110)

**MATHEMATICS 233 — Mathematics for Elementary**

School Teachers (3-0) Credit: 3.

*Prerequisite: Mathematics 042 or a score of 15 or above on the ACT Mathematics Sub-test.*

Set theory, history of numeration, system of natural numbers, integers and rational numbers with emphasis on the fundamental algorithms of arithmetic. Designed for elementary education majors. (170117)

**MATHEMATICS 234 — Mathematics for Elementary**

School Teachers (3-0) Credit: 3.

*Prerequisite: Mathematics 233.*

A continuation of Mathematics 233 completing the real number system. Deductive and inductive proof. Metric geometry with emphasis on con-

struction. Congruence relations, groups, rings, integral domains and fields. Introduction to function theory. (170117)

**MATHEMATICS 236** — Linear Algebra (3-0) Credit: 3.

*Prerequisite: Calculus II or permission of Departmental Chairperson.*

Vector spaces, linear transformations, matrix algebra, determinants, products, systems of linear equations, products and eigen-values problems. (170115)

**MATHEMATICS 237** — Differential Equations (3-0) Credit: 3.

*Prerequisite: Mathematics 231 or consent of Departmental Chairperson.*

Differential equations of the first order and degree. Linear differential equations of higher order and degree, solution and applications, solution using graphical and numerical methods, Laplace transforms, non-linear equations, series methods. (170116)

**MATHEMATICS 241** — Calculus II (3-2) Credit: 4.

*Prerequisite: Mathematics 149 or consent of the Departmental Chairperson.*

Differentiation and integration of transcendental functions, methods of integration for more complex functions, hyperbolic functions, and introduction to vectors and partial differentiation. Applications of integration, polar coordinates. (170110)

**MATHEMATICS 242** — Calculus III (3-2) Credit: 4.

*Prerequisite: Mathematics 241.*

Partial differentiation, line integrals, multiple integrals, infinite series and an introduction to differential equations. (170110)

## **MINI-COURSE IN CLERICAL OCCUPATIONS**

(Three Month Certificate Program)

### **MUSIC**

(Applied Courses)

Individual instruction will be offered in the following areas:

**MUSIC 111-112** — Applied Voice (100421) (0-1) Credit: 1.

**MUSIC 113-114** — Applied Piano (100420) (0-1) Credit: 1.

- MUSIC 117-118 — Applied Organ (100420) (0-1) Credit: 1.  
 MUSIC 1105-1106 — Applied Brass (100416) (0-1) Credit: 1.  
 (Trumpet, Trombone, French Horn, Tuba, Baritone, Sousaphone, and others)  
 MUSIC 1107-1108 — Applied Woodwinds (100419) (0-1) Credit: 1.  
 (Flute, Oboe, Clarinet, Saxophone, Piccolo, and Others)  
 MUSIC 1109-1110 — Applied Strings (100417) (0-1) Credit: 1.  
 (Violin, Viola, Cello, Bass, Harp, Guitar, and others)

*Prerequisites: None — Except for Organ (prior keyboard experience is necessary.) Courses are to be taken in numerical sequence. Individual Instruction Fee: \$30.00 per course.*

Each course requires memorization of literature and an oral jury at the end of the semester. May be taken for non-credit upon approval of instructor.

- MUSIC 121-122 — Applied Voice (100421) (0-2) Credit: 2.  
 MUSIC 123-124 — Applied Piano (100420) (0-2) Credit: 2.  
 MUSIC 127-128 — Applied Organ (100420) (0-2) Credit: 2.  
 MUSIC 1209-1210 — Applied Strings (100417) (0-2) Credit: 2.  
 (Violin, Viola, Cello, Bass, Harp, Guitar, and others)

*Prerequisite: None — Except for Organ (prior keyboard experience is necessary). Courses to be taken in numerical sequence. Individual Instruction Fee: \$60.00 per course.*

A greater quantity of literature is to be studied and memorized.

- MUSIC 211-212 — Applied Voice (100421) (0-1) Credit: 1.  
 MUSIC 213-214 — Applied Piano (100420) (0-1) Credit: 1.  
 MUSIC 217-218 — Applied Organ (100420) (0-1) Credit: 1.  
 MUSIC 2109-2110 — Applied Strings (100417) (0-1) Credit: 1.

*Prerequisites: Two semesters of freshman level applied courses must be passed. Courses to be taken in numerical sequence. Individual Instruction Fee: \$30.00 per course.*

An advanced degree of difficulty and greater quantity of new literature to be studied and memorized.

- MUSIC 221-222 — Applied Voice (100421) (0-2) Credit: 2.  
 MUSIC 223-224 — Applied Piano (100420) (0-2) Credit: 2.  
 MUSIC 227-228 — Applied Organ (100420) (0-2) Credit: 2.  
 MUSIC 2209-2210 — Applied Strings (100417) (0-2) Credit: 2.

*Prerequisite: Two semesters of freshman level applied courses must be passed. Courses to be taken in numerical sequence. Individual Instruction Fee: \$60.00 per course.*

An advanced degree of difficulty and greater quantity of new literature to be studied and memorized.

(Ensembles)

**MUSIC 115, 116, 215, 216** — Instrumental Ensemble (0-3) Credit: 1.

*Prerequisite: None. Required of music majors. Others by audition.*

Open to all instrumentalists. Group will vary from band to stage band to dance band to combo to orchestra as number and competence of players changes. Could be taken for non-credit upon approval of instructor. (100423)

**MUSIC 1101, 1102, 2101, 2102** — Choir (0-5) Credit: 1.

*Prerequisite: None. Required of music majors. Others by audition.*

Open to all singers. Choral literature of all periods and styles rehearsed and performed in concert. Also performs for various campus and community functions. (100424)

**MUSIC 1103, 1104, 2103, 2104** — Opera Workshop (0-3) Credit: 1.

*Prerequisite: None. Required of music majors. Others by audition.*

A course established to give the singing actor practical operatic experience in the performance of portions of/or complete operas; study of integration of music, acting and staging an opera from a practical approach. (100407)

**MUSIC 1111, 1112, 2111, 2112** — Grand Chorus (0-3) Credit: 1.

*Prerequisite: None.*

Open to all singers. Major choral literature will be rehearsed and performed in concert. (100424)

(Academic Courses)

**MUSIC 1301** — Music Appreciation (3-0) Credit: 3.

*Prerequisite: None.*

For the non-music major. Chronological survey of musical highlights from antiquity to the present. Listening to recorded examples. Attendance at local concerts required. (100601)

**MUSIC 1302** — Basic Music for  
Elementary Education Majors (3-0) Credit: 3.

*Prerequisite: None.*

The study of fundamentals of music, including major and minor scales, rhythm, chords, singing, listening, conducting patterns, instrumental accompaniments, and selection of materials for the teacher in the self-contained classroom. (083201)

**MUSIC 1303** — Fundamentals of Music (3-0) Credit: 3.

*Prerequisite: None.*

An introduction to the elements of music, including a study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm, sight-singing, major and minor chords, intervals within the octave, application of theory at the piano keyboard and rhythm, melodic and harmonic eartraining. Recommended for students desiring a basic course in musical skills. Required of music majors deficient in these basic skills. (100501)

**MUSIC 141** — Music Theory I (3-3) Credit: 4.

*Prerequisite: None.*

Elementary melodic patterns, sight singing, intervals; elementary rhythmic patterns, rhythmic reading; notation; simple triads in all keys, their inversions, simple cadences. Aural, written and keyboard exercises integrated. (100401)

**MUSIC 142** — Music Theory II (3-3) Credit: 4.

*Prerequisite: Music 141.*

Intermediate sight singing, rhythmic reading; completion of triads and dominant seventh chords, their inversions. Melodic and harmonic dictation, all scales; beginning partwriting. (100403)

**MUSIC 231** — Music Literature I (3-1) Credit: 3.

*Prerequisite: None.*

For the Music Major. A chronological study of musical styles from antiquity through the sixteenth century. Listening to recorded examples. Attendance at local concerts required. (100602)

**MUSIC 232 — Music Literature II** (3-1) Credit: 3.

*Prerequisite: None.*

A continuation of Music 131. From the seventeenth century to the present. Listening to recorded examples. Attendance at local concerts required. (100602)

**MUSIC 241 — Music Theory III** (3-3) Credit: 4.

*Prerequisite: Music 142.*

Advanced partwriting, keyboard, sight-singing and ear training. A continuation of the study of the fundamentals of music. (100404)

**MUSIC 242 — Music Theory IV** (3-3) Credit: 4.

*Prerequisite: Music 241.*

A continuation of materials covered in Music 241. (100404)



## NURSE ASSISTANT

(480 Clock Hours)

### NURSING — ASSOCIATE DEGREE

**NURSING 161** — Introduction to Nursing (3-9) Credit: 6.

*Prerequisite: Admission into the Associate Degree Nursing Program. A grade of "C" or better in or concurrent enrollment in:*

**Galveston College**

Chemistry 144

Biology 143

**Brazosport College**

Chemistry 134

Biology 144

*Lab Fee: \$8.00*

This course relates the concept of man as a bio-psycho-social being to nursing. Maslow's theory is utilized in assessing the basic needs of man. Nursing principles and technical skills taught in the classroom, college and clinical laboratories are confined to basic overt observations and actions. Nursing process is introduced with theoretical and clinical emphasis on activities of daily living, nutrition, administration of medications, communication skills and nursing accountability. (8021)

**NURSING 162** — Nursing Care of Adults with Medical/Surgical Problems I (3-9) Credit: 6.

*Prerequisite: Nursing 161, Chemistry 144 or 134, Biology 143 or 144. A grade of "C" or better in or concurrent enrollment in:*

**Galveston College**

Biology 144

Biology 245

**Brazosport College**

Biology 154

Biology 214

*Lab Fee: \$8.00*

Nursing Care of Adults with Medical/Surgical Problems I is designed to provide the student with theoretical and clinical learning experiences in the utilization of the nursing process as it relates to the nursing care of hospitalized adults. The content presented is organized around general and specific bio-psycho-social problems of hospitalized adults. (8021)



**NURSING 153** — Nursing Care of Patients with Impaired Interpersonal Relationships (3-6) Credit: 5.

*Prerequisite: Nursing 162 and Psychology 231 or Psychology 213. Lab Fee: \$8.00.*

This course includes both a theoretical and clinical emphasis on utilization of the nursing process in the care of patients whose interpersonal relationships are perceived as unacceptable by individuals and/or their society.

In this endeavor, the student is introduced to various historical psychiatric approaches and treatments, theories of personality, interviewing techniques and analysis of communicative behavior. Also, the various steps of the nursing process are related to nursing care of psychiatric patients within specific diagnostic categories and problem areas. Finally, the legal aspects of admission and treatment are considered. (8021)

**NURSING 261** — Nursing Care of the Adult II (3-9) Credit: 6.

*Prerequisite: Nursing 153, Biology 144 or Biology 245. Lab Fee: \$8.00*

Nursing Care of Adults with Medical/Surgical Problems II is a continuation of Nursing Care of Adults with Medical/Surgical Problems I. In this course the student is provided with opportunities to build on the knowledge and skills acquired in the previous courses in the utilization of the nursing process as it relates to the care of hospitalized adult patients with specific health problems. The content presented provides the students with opportunities to expand their knowledge not only of general but also specific bio-psycho-social problems of hospitalized adults. (8021)

**NURSING 252** — Nursing Care of Adults With Medical/Surgical Problems III (2-9) Credit: 5.

*Prerequisite: A grade of "C" or better in or concurrent enrollment in: Nursing 261. Lab Fee: \$8.00.*

Nursing Care of Adults with Medical/Surgical Problems III builds on the theoretical knowledge and clinical skills achieved in Nursing Care of Adults with Medical/Surgical Problems I. The course is designed to provide the student with theoretical knowledge and clinical experience in the nursing care of hospitalized patients with complex health problems. The primary focus of the course is the utilization of the nursing process, not only in caring for patients with complex health problems but also in caring for more than one patient. (8021)

**NURSING 213 — Nursing Seminar** (1-0) Credit: 1.

*Prerequisite: A grade of "C" or better in or concurrent enrollment in: Nursing 252.*

This course delineates the role and function of the staff nurse. Standards of practice; societal forces affecting the past, present and future of nursing; and functions of nursing organizations discussed. Methods used by the staff nurse in providing care for groups of patients over a period of time are explored. (8021)

**NURSING 264 — Nursing Care of Child Bearing Families** (3-9) Credit: 6.

*Prerequisite: Nursing 261, 252, 213. Lab Fee: \$8.00*

This course focuses on the application of the nursing process in the care of parents and neonates during the phases of the childbearing cycle. Based on an understanding of the bio-psycho-social well-being of families, nursing care of mothers and neonates will be explored in both theory and clinical settings. Family planning, care of high risk patients and use of anticipatory guidance principles are included. (8021)

**NURSING 265 — Nursing Care of Children** (3-9) Credit: 6.

*Prerequisite: Nursing 252, 261, 213 and Psychology 231 or Psychology 213. Lab Fee: \$8.00*

Nursing Care of Children focuses on the nursing care of the child and the family during the child rearing years. Emphasis is placed on implementing the nursing process in children. Care for the child is based on an understanding of the bio-psycho-social well-being of children which includes growth and development. This course also promotes an understanding of the health-illness continuum and the need for health maintenance. Care of children from infancy (including neonatal congenital anomalies) through adolescence will be explored both in theory and in the clinical setting). (8021)

**NURSING — VOCATIONAL**

(Vocational Nursing Program)

(1 Year Program)

## OFFICE OCCUPATIONS

### OFFICE MACHINES 131 — Office Machines I (3-0) Credit: 3.

*Prerequisite: Business Mathematics 133, or consent of the Departmental Chairperson. Lab Fee: \$5.00*

A course designed to teach the student to learn the touch system on the electronic calculator, including addition, subtraction, multiplication, and division, and how to apply the operational theory of the electronic calculator to solving business problems. A laboratory type course. (5824)

### OFFICE MACHINES — Office Machines II (3-0) Credit: 3.

*Prerequisite: Office Machines 131, or consent of the Departmental Chairperson. Lab Fee: \$5.00*

Development of speed and accuracy at vocational level on all business machines. Practical application of theory to business problems in student's area of specialization by use of practice sets and projects. A laboratory type course. (5824)

### MACHINE TRANSCRIPTION 231 — Machine Transcription (3-0) Credit: 3.

*Prerequisite: Typewriting 231, or equivalent, or consent of the Departmental Chairperson. Lab Fee: \$5.00*

Production of mailable copy from information recorded on magnetic tapes and belts at the level of skill required for most business offices. Emphasis is placed on material in student's area of specialization. A laboratory type course. (5824)

### OFFICE PROCEDURES 234 — Special Problems (2-2) Credit: 3.

*Prerequisite: Consent of Departmental Chairperson. Lab Fee: \$4.00*

A course designed to provide the student with an opportunity to develop additional experience and skills in the office field. (5824)

### OFFICE PROCEDURES 251 — Word Processing (4-2) Credit: 5.

*Prerequisite: Typewriting 141 or consent of the Departmental Chairperson. Lab Fee: \$8.00*

Basic principles of word processing, including the development of skills in using dictating and transcribing equipment for handling business communications. Learn to operate the executive typewriter. (5824)

**OFFICE PROCEDURES 252** — Reprographics and  
Electronic Calculator (4-2) Credit: 5.

*Prerequisite: Office Procedures 252 or consent of the Departmental Chairperson. Lab Fee: \$8.00*

Duplicating processes including preparing spirit masters, stencils, offset masters, and copy layout. In addition, learn to operate duplicating equipment. Learn the touch system on the electronic calculator, including addition, subtraction, multiplication, and division, and how to apply the operational theory of the electronic calculator to solving business problems. (5824)

**OFFICE PROCEDURES 253** — Secretarial Procedures and  
Administrative Support Services (4-2) Credit: 5.

*Prerequisite: Typewriting 141 or consent of the Departmental Chairperson. Lab Fee: \$8.00*

A course designed to incorporate the fundamentals of filing procedures, records management, mailing procedures, telecommunications. Personal development, human relations, and job finding as they apply to the business world. (5824)

## PHILOSOPHY

**PHILOSOPHY 131** — Introduction to Philosophy (3-0) Credit: 3.

*Prerequisite: None.*

A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with the methods used to deal with them. Some principle views, both ancient and modern, are examined as possible solutions. (150901)

**PHILOSOPHY 233** — Introduction to Logic (3-0) Credit: 3.

*Prerequisite: None.*

Principles of correct reasoning; use of language; material and formal fallacies; Venn diagrams; truth tables; deduction; induction; symbolic notations. (150903)

**PHILOSOPHY 234** — Introduction to Ethics (3-0) Credit: 3.

*Prerequisite: None.*

A study of basic principles of the normal life with critical examination of traditional and current theories of the nature of goodness, happiness, duty, and freedom. (150902)

## PHYSICAL EDUCATION

(Theory Courses)

**PHYSICAL EDUCATION 131** — Foundation of Physical Education and Recreation (3-0) Credit: 3.

*Prerequisite: None.*

An orientation course in physical education aimed at providing prospective teachers and coaches of physical education with a general concept of the total physical education program. Course includes historic development, educational values, as well as personal and professional qualifications. (083501)

**PHYSICAL EDUCATION 231** — Personal Health (3-0) Credit: 3.

*Prerequisite: None.*

A course in current health problems pertinent to college level individuals. Emphasis is upon improved ways of living. This course is designed primarily for students majoring in physical education. (083708)

**PHYSICAL EDUCATION 232** — First Aid and Safety (3-0) Credit: 3.

*Prerequisite: None.*

This course is designed for men and women who wish to qualify to teach the junior and standard Red Cross courses in first aid to the injured. Course content will include safety procedures for daily living. Upon successful completion of the course the American National Red Cross First Aid Instructor's Certificate will be issued. (083701)

**PHYSICAL EDUCATION 233** — Sports Officiating (3-0) Credit: 3.

*Prerequisite: None.*

Instructions in officiating football, basketball, volleyball, tennis and badminton. (083512)

## ACTIVITIES

**PHYSICAL EDUCATION 1101-1103, 2101-2103** — Archery and Badminton I, II, III, IV (1-2) Credit: 1.

*Prerequisite: None. Courses to be taken in numerical sequence or consent of Departmental Chairperson. Lab Fee: \$5.00*

Instruction and practice in the techniques and skills required for Archery and Badminton. (083521) (083522)

**PHYSICAL EDUCATION 1102-2102-2106 —**

Bowling I, II, III

(1-2) Credit: 1.

Students are required to pay their own lane fees.

*Prerequisite: None: Courses to be taken in numerical sequence or consent of Departmental Chairperson.*

Bowling I is designed for both the beginner and the advanced bowler. After a four-week instruction period, including the approach and technique of bowling, a class league will be formed. Students will receive experience in league etiquette, procedure and scoring. Bowling II and III will include supervised practice and participation in the skills of bowling. (083521) (083522)

**PHYSICAL EDUCATION 1104, 1105-2104, 2105 —**

Golf I, II, III, IV

(1-2) Credit: 1.

Students are required to pay their own green fees.

*Prerequisite: None. Courses to be taken in numerical sequence or consent of Departmental Chairperson. Lab Fee: \$5.00*

Instruction and practice in the techniques and skills required for the game of golf. (083521) (083522)



**PHYSICAL EDUCATION 1106** — Physical Education for  
Elementary School Teachers — Basic Skills (1-2) Credit: 1.  
*Prerequisite: None. Lab Fee: \$5.00*

A general orientation to physical education in the elementary school with specific instruction and participation in fundamental movements, basic skills, games, stunts, etc. (083504)

**PHYSICAL EDUCATION 1107** — Physical Education for  
Elementary School Teachers — Rhythms (1-2) Credit: 1.  
*Prerequisite: None. Lab Fee: \$5.00*

A general orientation to physical education in the elementary school with specific instruction and participation in fundamental movements, basic dance steps, movement exploration and creative rhythms. (083504)

**PHYSICAL EDUCATION 1110-1111-2110-2111** —  
Swimming I, II, III, and IV (1-2) Credit: 1.  
*Prerequisite: None. Courses to be taken in numerical sequence or consent of Departmental Chairperson. Lab Fee: \$5.00*

Swimming I includes demonstration, lectures and practice in the fundamental techniques of swimming, including breath control, prone float, back float, breast stroke and crawls. Swimming II is designed for the advanced swimmer and will include synchronized strokes, racing, games, and diving. Swimming III is a Standard Red Cross Senior Life Saving course. Upon successful completion of the course, the appropriate Red Cross Life Saving Certificate is issued. Swimming IV is designed for experienced swimmers only and will include distance swimming for strength and endurance. (083521) (083522)

**PHYSICAL EDUCATION 1112-2112-2114** —  
Team Sports I, II, III (1-2) Credit: 1.  
*Prerequisite: None. Courses to be taken in numerical sequence or consent of Departmental Chairperson. Lab Fee: \$5.00*

Team Sports will include touch football, basketball, softball, and soccer for men. Activities taught in this course for women will include volleyball, softball, soccer, and basketball. (083521) (083522)

**PHYSICAL EDUCATION 1113-2113-2116 —**  
Tennis I, II, III (1-2) Credit: 1.  
*Prerequisite: None. Courses to be taken in numerical sequence or consent of Departmental Chairperson. Lab Fee: \$5.00*  
Instruction and practice in the techniques and skills required for the game of tennis. (083521) (083522)

**PHYSICAL EDUCATION 1117-1118-2117-2118 —**  
Weight Training I, II, III, IV (1-2) Credit: 1.  
*Prerequisite: None. Courses to be taken in numerical sequence or consent of the Departmental Chairperson. Lab Fee: \$5.00*  
Weight training provides for a program of exercise with weights to improve physical development and motor skills. (083521) (083522)

**PHYSICAL EDUCATION 1120-1121-2119-2121 —**  
Slimnastics I, II, III, IV (1-2) Credit: 1.  
*Prerequisite: None. Courses to be taken in numerical sequence or consent of the Departmental Chairperson.*  
A course designed to develop figure control through exercise and diet. (083521) (083522)

**PHYSICAL EDUCATION 1123-1124-2123-2124 —**  
Varsity Tennis I, II, III, IV (1-2) Credit: 1.  
*Prerequisite: None. Courses to be taken in numerical sequence or consent of the Departmental Chairperson.*  
Varsity Tennis is designed for the skilled player who wishes to compete on a collegiate level. Emphasis will be placed on perfecting skills and techniques of the game. (083521) (083522)

**PHYSICAL EDUCATION 1125-1126-2125-2126 —**  
Varsity Golf I, II, III, IV (1-2) Credit: 1.  
*Students are required to pay their own green fees.*  
*Prerequisite: None. Courses are to be taken in numerical sequence or consent of the Departmental Chairperson.*  
Varsity Golf is designed for the skilled golfer who wishes to compete on a collegiate level. Emphasis will be placed on perfecting skills and techniques of the game. (083521) (083522)



**PHYSICAL EDUCATION 1133-1134-2133-2134** —  
Jogging (Physical Fitness) I, II, III, IV (1-2) Credit: 1.  
*Prerequisite: Medical Clearance.*

Designed to help the student become aware of the importance of developing a lifelong fitness program. (083521) (083522)

**PHYSICAL EDUCATION 2107-2108** —  
Sailing I and II (1-2) Credit: 1.

*Prerequisite: Must be able to pass a swimming test. Courses to be taken in numerical sequence or consent of the Departmental Chairperson. Individual Instruction Fee: \$10.00*

Sailing I includes the fundamentals in rigging and securing small craft, introduction to nautical terms, care of equipment, and learning to sail. Sailing II will include supervised practice in the handling of a sailboat. Racing competition will also be included. (083522)

**PHYSICAL EDUCATION 2120** — Skin and  
Scuba Diving (1-2) Credit: 1.

*Students are required to pay for their own certification card.  
Prerequisite: Must be able to pass a swimming test, or consent of the Departmental Chairperson. Individual Instruction Fee: \$15.00*

The course will include the fundamentals of skin diving and the use of scuba diving equipment. Basic skills include using the face mask, snorkel, and fins; proper form for surface diving and doffing and donning of scuba equipment. Safety procedures will be stressed. Upon completion of the written and performance requirements by the Professional Association of Diving Instructors, students will be issued a P.A.D.I. certification card. (083522)

## PHYSICAL SCIENCES

**PHYSICAL SCIENCE 032** — Introduction to  
Physical Sciences (3-0) Credit: 3.

*Prerequisite: None.*

Introductory course for those without prior training in chemistry. Covers basics of atomic and molecular structure; acids, bases, and salts; aqueous solutions; chemical reactions, including oxidation and reduction; chemical and other types of energy; organic chemistry and biochemistry. (190091)

**PHYSICAL SCIENCE 241** — Physical Science for Health Occupations (4-0) Credit: 4.

*Prerequisite: College Algebra, Grade of "B" in Basic Algebra, two years of high school algebra or consent of Departmental Chairperson.*

Theory of matter, structure of atoms and molecules, valance and binding, oxidation and reduction, nature of acids and bases, heat and the states of matter. The atmosphere, its constituents, the gas laws, diffusion, and laminar and turbulent flow of fluids. (190101)

## PHYSICS

**PHYSICS 231** — Radiologic Physics I (3-0) Credit: 3.

*Prerequisite: Mathematics 042.*

Matter, energy, basic electricity, AC and DC circuits, electrical devices, X-ray machine design and operation, X-rays and other radiation, production and interaction, radiation protection.

This course is taken concurrently with AHO 155.

**PHYSICS 232** — Radiologic Physics II (3-0) Credit: 3.

*Prerequisite: Physics 231 and AHO 155.*

Continuation of Physics 231. (6216)

This course is taken concurrently with AHO 241 and 242.

**PHYSICS 241** — General Physics I (3-3) Credit: 4.

*Prerequisite: Mathematics 141 or equivalent. Lab Fee: \$8.00*

Force and motion, work, energy and power circular motion, momentum, vibratory motion, properties of solids and liquids, fluid mechanics, heat, sound and molecular theory of matter. (190201)

**PHYSICS 242** — General Physics II (3-3) Credit: 4.

*Prerequisite: Physics 241. Lab Fee: \$8.00*

Continuation of Physics 241. Optics, reflection, refraction, interference, diffraction and polarization. Electric charges and fields, potential, capacitance, electric currents, magnetic fields and selected topics in Modern Physics. (190201)

**PHYSICS 243 — Mechanics** (3-3) Credit: 4.

*Prerequisite: Credit for, or registration in Calculus I. Lab Fee: \$8.00*  
THIS COURSE IS DESIGNED PRIMARILY FOR STUDENTS OF SCIENCE AND ENGINEERING.

Vectors, motion in one dimension, motion in a plane rotational, motion, oscillatory motion, work energy, power and momentum, conservation laws and applications—fluid mechanics—gravitation, heat. (190202)

**PHYSICS 244 — Electricity and Magnetism** (3-3) Credit: 4.

*Prerequisite: Physics 243. Lab Fee: \$8.00*

Charge, electric field and potential, capacitance, dielectrics, resistance and inductance, electric circuits, magnetic field and induction, radiation. (190202)

**PHYSICS 245 — Oscillations, Waves and Modern Physics** (3-3) Credit: 4.

*Prerequisite: Physics 243. Lab Fee: \$8.00*

Oscillations and waves with application to light and sound, interference, diffraction and polarization of waves. Selected topics in modern Physics. (190203)

### **PRINTING (Offset)**

**PRINTING 118 — Pricing and Estimating** (1-0) Credit: 1.

*Prerequisite: None.*

This course is designed to acquaint the students with usual estimating and pricing practices used in the graphic arts industry. (6238)

**PRINTING 124 — Copy Preparation I** (1-3) Credit: 2.

*Prerequisite: None. Lab Fee: \$5.00*

This course is the study of the basic operations of the Varsityper, Headliner, and IBM Composer. The student learns to select type, copy-fit, justify, proofread, correct copy and to produce camera-ready copy. (6238)

**PRINTING 132 — Offset Press Operation I** (1-6) Credit: 3.

*Prerequisite: None. Lab Fee: \$5.00*

This is a course in basic offset printing methods and applications. This

course includes studies in terminology, papers and inks, offset duplicator operation including study of the feeder mechanism, feeder set-up and adjustment, delivery system, water and ink system, printing unit and maintenance. (6238)

**PRINTING 133 — Camera, Stripping and  
Platemaking I** (2-4) Credit: 3.

*Prerequisite: None. Lab Fee: \$5.00*

This course is designed to give the student complete mastery of line and halftone negatives, a good knowledge of stripping, opaquing, scribing and platemaking. (6238)

**PRINTING 135 — Offset Press Operation II** (1-6) Credit: 3.

*Prerequisite: Printing 132, or permission of the Instructor. Lab Fee: \$5.00*

This course concentrates on the development of skill and understanding in the operation of an offset duplicator with emphasis on settings for various sizes and weights of paper, the use of pressroom tools, press problems and solutions as they pertain to paper and inks. Multiple color jobs will be produced in this course. (6238)

**PRINTING 136 — Camera, Stripping and  
Platemaking II** (2-4) Credit: 3.

*Prerequisite: Printing 133, or permission of the Instructor. Lab Fee: \$5.00*

This course is a continuation of Printing 133 to provide additional laboratory experience in the use of the photo-offset camera. The student will also gain additional experience in advanced line work, principles of halftones, stripping of multiple forms and stripping and making multiple exposure plates. (6238)

**PRINTING 137 — Copy Preparation II** (2-4) Credit: 3.

*Prerequisite: Printing 124, or permission of the Instructor. Lab Fee: \$5.00*

A continuation of Printing 124 is offered to provide additional laboratory experience. The students will be required to prepare camera-ready copy of letters, small flyers, tables, graphs, charts, reports, manuals and booklets. (6238)

**PRINTING 141** — Graphic Arts Orientation (3-3) Credit: 4.

*Prerequisite: None. Lab Fee: \$5.00*

This course offers the student an introduction to Graphic arts with a general survey of various printing processes and their uses in industry. History of printing, the study of development, production and distribution of graphic materials, kinds of printing industries and printing terminology are included. It provides an introduction to all equipment and its inter-relations. (6238)

**PRINTING 261** — Production Projects and Problems (5-25) Credit: 6.

*Prerequisite: Printing 141, 132, 133, 124, 118, 135, 136 and 137, or permission of the Instructor. Lab Fee: \$5.00*

This problem course will provide the student an opportunity to develop the skills and use the knowledge acquired during the previous basic instruction with a more in-depth study of bindery methods. This program period will aid the students in determining the areas in which they excel. As a group, the students will participate in a major project. (6238)

**PRINTING 262** — Management and Supervision,  
Offset Department (5-25) Credit: 6.

*Prerequisite: Printing 261, or permission of the Instructor. Lab Fee: \$5.00*

A thorough study in supervision including personnel, responsibilities, paper and equipment purchasing and selection, safety measures, estimating and pricing, report writing, problem solving involving the use of all equipment. (6238)

## PSYCHOLOGY

**PSYCHOLOGY 131** — Introduction to Psychology (3-0) Credit: 3.

*Prerequisite: None.*

An analysis of elementary principles of behavior, motivations, emotions, individual differences, and theories of personality. Emphasis on terminology, environmental influences, and concepts developed. Also, an introduction to adjustment procedures, human growth and development, and statistical methods. (200101)

**PSYCHOLOGY 134 — Psychology of Adjustment** (3-0) Credit: 3.

*Prerequisite: Psychology 131.*

An applied course which utilizes empirically proven techniques to demonstrate to the student methods of behavior modification in both academic and personal situations. Subject matter and programming skills include basic principles of learning, use of reinforcement, scheduling, desensitization of anxiety, token economies and self-reinforcement. (200502)

**PSYCHOLOGY 231 — Child Growth and Development** (3-0) Credit: 3.

*Prerequisite: Psychology 131.*

Human psychological development from birth to adulthood. The birth of the baby; from organism to person; the infant; the toddler; the pre-school child, the middle years of childhood, adolescence; disturbances in development; the study of children. (200901)

**PSYCHOLOGY 232 — Adult Development** (3-0) Credit: 3.

*Prerequisite: Psychology 131 and 231.*

Physical changes and psychological development from the end of adolescence to senescence. (200902)

**PSYCHOLOGY 233 — Psychology of Personality** (3-0) Credit: 3.

*Prerequisite: Psychology 131.*

A comparative approach which parallels the traditional intrapsychic, Medical Model theories with the more empirically based behavioral viewpoint. This approach considers the major variables affecting personality development, personality assessment, and behavior change techniques as related to abnormal behavior. (200503)

**PSYCHOLOGY 234 — Statistical Methods in Psychology** (3-0) Credit: 3.

*Prerequisite: Psychology 131 or consent of Departmental Chairperson.*

Measures of central tendency and variability; statistical inference; correlation and regression. (200701)

**PSYCHOLOGY 235** — Social Psychology

(3-0) Credit: 3.

*Prerequisite: Psychology 131.*

A study of the psychological principles responsible for man's interaction with others. Surveys the traditional and current topics of group behavior, conformity, attitudes and attitude changes, aggression and violence. Some topics deal mainly with theoretical issues, while others are completely empirical. Covers all the major research areas. (200501)

## **REFRIGERATION MECHANICS**

(960 Contact Hours)

### **SHORTHAND**

**SHORTHAND 132** — Intermediate Shorthand

(3-0) Credit: 3.

*Prerequisite: Shorthand 141, or shorthand writing skill of 60 words per minute and typing skills of at least 40 words per minute. Lab Fee: \$5.00.*

Principles of shorthand, word-building, phrasing, transcription skill, and sustained writing speed. Emphasis on spelling, punctuation, and grammar. A laboratory type course. (5824)

**SHORTHAND 141** — Beginning Shorthand

(3-3) Credit: 4.

*Prerequisite: Typewriting 141, or consent of Departmental Chairperson. Lab Fee: \$5.00.*

Principles of shorthand, reading, writing, and transcribing shorthand outlines; mechanics of English. (5824)

**SHORTHAND 231** — Advanced Shorthand

(3-0) Credit: 3.

*Prerequisite: Shorthand 132, or shorthand writing skill of 80 words per minute and typing skill of at least 50 words per minute. Lab Fee: \$5.00.*

Shorthand skills required for stenographic work. Emphasis is upon rapid dictation and transcription; specialized dictation in medical, legal, technical, and bilingual. A laboratory type course. (5824)

## SOCIAL SCIENCE

**SOCIAL SCIENCE 231** — Human Sexuality (3-0) Credit: 3.

*Prerequisite: None.*

Covers in substantive form the interdisciplinary field of human sexuality. Anatomical, physiological, psychological, anthropological, sociological, medical, legal, and artistic aspects of the subject are covered. (220811)

**SOCIAL SCIENCES 233** — Introduction to Multicultural Studies (3-0) Credit: 3.

*Prerequisite: None.*

An interdisciplinary approach to the study of minority cultures in America, immigration patterns, and minority assimilation with emphasis on the problems faced by minority students in the schools. (220807)

## SOCIOLOGY

**SOCIOLOGY 131** — Introduction to Sociology (3-0) Credit: 3.

*Prerequisite: None.*

The study of human society, human behavior and personality as a product of group life, human ecology and population, social organization, socio-cultural change, and current social problems. (220801)

**SOCIOLOGY 133** — Social Problems (3-0) Credit: 3.

*Prerequisite: Sociology 131 or consent of Departmental Chairperson.*

Identification and analysis of contemporary social problems. A study of the criteria for evaluating problems of social planning and a study of conventional solutions to these problems. (220802)

**SOCIOLOGY 231** — Marriage and Family (3-0) Credit: 3.

*Prerequisite: Psychology 131.*

A study of the problems of courtship, mate selection, and marriage adjustments. (220809)



## SPANISH

**SPANISH 141** — Beginner's Spanish (3-2) Credit: 4.

*Prerequisite: None. Lab Fee: \$5.00.*

Fundamentals of grammar; basic vocabulary; pronunciation; conversation; reading of elementary texts; emphasis on development of audio-lingual skills. (110501)

**SPANISH 142** — Beginner's Spanish (3-2) Credit: 4.

*Prerequisite: Spanish 141 or equivalent. Lab Fee: \$5.00.*

A continuation of more advanced grammar; continued emphasis on the spoken language; acquisition of vocabulary and idioms; reading of short stories in Spanish; composition. (110501)

**SPANISH 135** — Communicating in Spanish for  
Health - Related Professions (3-0) Credit: 3.

*Prerequisite: None.*

Basic understanding of the health-related expressions, pronunciation and speech patterns in the Spanish language. Also presented in dual language. Easy fundamentals of basic Spanish grammar and idiomatic expressions necessary for the skills of hearing, reading, and writing Spanish. (110551)

**SPANISH 241** — Intermediate Spanish (3-2) Credit: 4.

*Prerequisite: Spanish 142 or equivalent. Lab Fee: \$5.00.*

Intensive review of grammar; reading of short stories and plays in Spanish; composition and oral reports based on a variety of topics. (110502)

**SPANISH 242** — Intermediate Spanish (3-2) Credit: 4.

*Prerequisite: Spanish 241 or equivalent. Lab Fee: \$5.00.*

Continuation of readings in Hispanic culture and civilization; completion of grammar review; composition and conversation. (110502)

## SPEECH

**SPEECH 111, 112, 211, 212 — Forensics** (3-0) Credit: 1.

*Prerequisite: Approval of Departmental Chairperson.*

Laboratory course for students who participate extensively in forensic activities, including speech tournaments. (150604)

**SPEECH 131 — Fundamentals of Speech** (3-0) Credit: 3.

*Prerequisite: None.*

Fundamental speech principles; speech production — articulation and pronunciation; the attitudes and resources of the speaker; fundamentals of delivery; elements of speech preparation; the informative and persuasive use of language. (150501)

**SPEECH 132 — Oral Interpretation** (3-0) Credit: 3.

*Prerequisite: Speech 131.*

A study of the technique of effective oral reading. Attention is given to pitch, quality, pronunciation, and articulation. Includes a survey of the forensics areas of poetry reading and dramatic interpretation. (150502)

**SPEECH 134 — Voice and Diction** (3-0) Credit: 3.

*Prerequisite: None.*

A study of the voice mechanism and the International Phonetic Alphabet in order that the student may gain a basic understanding of the principles of voice production, pronunciation, accent, and phonics. (150503)

**SPEECH 135 — Business and Professional Speaking** (3-0) Credit: 3.

*Prerequisite: None.*

A practical course involving the student in a discussion of current problems by use of various approaches: round table, panel, sales conference, committee, parliamentary and lecture forms. (150603)

**SPEECH 136 — Interpersonal Communication** (3-0) Credit: 3.

*Prerequisite: None.*

A course to introduce the student to the concept of communication as a process, to demonstrate the differences between one-way and two-way communication, and to stimulate the development of a working vocabulary of communication principles. (150623)

**SPEECH 137** — Argumentation and Debate (3-0) Credit: 3.

*Prerequisite: None.*

This course is planned to set forth the principles of argumentation, so that the debater will have the necessary background for the development of individual technique. It describes the analysis of the debate subject, gives the principles of logical argument, and suggests how the case may be presented most effectively. (150606)

**SPEECH 238** — Discussion and Small Group Communication (3-0) Credit: 3.

*Prerequisite: None.*

This course involves the study of communication in the small group, including analysis of the influence of group structure, norms, roles and leadership. Special emphasis on problem solving discussion techniques. (150602)

## **SURGICAL TECHNOLOGIST**

(1552 Contact Hours)

### **TELEVISION**

**TELEVISION 131** — Introduction to Television (2-2) Credit: 3.

*Prerequisite: None. Lab Fee: \$5.00*

A general survey of the principles involved in television broadcasting, including a study of station and network organization and control. Activities in writing, acting, directing, producing, announcing, and engineering various types of television programs. (060301)

**TELEVISION 134** — Scripting for the Media (3-0) Credit: 3.

*Prerequisite: None.*

Basic course in writing for the electronic media with practice in preparing all necessary types of written material for broadcast and instruction from commercials to instructional aids. (060102)

**TELEVISION 143** — Television Production I (2-3) Credit: 4.

*Prerequisite: Television 131 or permission of Departmental Chairperson. Lab Fee: \$5.00*

A practical approach to the presentation of commercials, news films and

live programs as encountered in the daily operation of the average commercial television station. Beginning instruction in camera work, video and audio control. Survey of educational television. (060502)

**TELEVISION 144** — Television Production II (2-3) Credit: 4.

*Prerequisite: Television 143. Lab Fee: \$5.00*

A continuation of Television and Production I (060502)

**TELEVISION 231** — Television Workshop I (1-5) Credit: 3.

*Prerequisite: Television 131 or permission of Departmental Chairperson. Lab Fee: \$5.00*

Lecture and laboratory instruction and participation. (060501)

**TELEVISION 232** — Television Workshop II (1-5) Credit: 3

*Prerequisite: Television 131 and 231 or permission of the Departmental Chairperson. Lab Fee: \$5.00*

Lecture and laboratory instruction and participation. (060501)



## TYPEWRITING

**TYPEWRITING 130** — Introduction to Typing (3-0) Credit: 3.

*Prerequisite: None. Lab Fee: \$5.00*

Touch typewriting. Learning basic skills involved in organizing and typing personal business letters, simple tabulations, forms, manuscripts and term papers, footnotes, bibliographies, reports for personal use. Designed for vocational-technical students other than Office Occupations majors. (5824)

**TYPEWRITING 141** — Beginning Typewriting (3-3) Credit: 4.

*Prerequisite: None. Lab Fee: \$5.00*

Intensive, comprehensive work in building basic skills for additional courses in advanced vocational typewriting. (5824)

**TYPEWRITING 142** — Intermediate Typewriting (3-3) Credit: 4.

*Prerequisite: Typewriting 141, or typing skills of at least 35 words per minute. Lab Fee: \$5.00*

Improvement of basic skills, typing of tabulations, business forms, business letters, technical papers and business reports, memorandums and rough drafts. (5824)

**TYPEWRITING 231** — Advanced Typewriting (3-0) Credit: 3.

*Prerequisite: Typewriting 142, or typing skills of at least 45 words per minute. Lab Fee: \$5.00*

Typing of statistical reports, legal documents, manuscripts, and other business reports from printed and rough draft copy. A laboratory type course. (5824)

**TYPEWRITING 232** — Production Typewriting (3-0) Credit: 3.

*Prerequisite: Typewriting 231, or typing skills of at least 50 words per minute. Lab Fee: \$5.00*

Production of typewritten copy with exacting standards of speed and accuracy. Sustained effort required. Students may specialize in any of five areas (executive, legal, medical, technical, or bilingual). A laboratory type course. (5824)

## UNIT CLERK

(480 Contact Hours)

## VOCATIONAL NURSING

(1 Year Program)



# INDEX

Academic Calendar .....	9
Academic Information .....	61
Academic Programs (Suggested Curricula) .....	81
Art .....	82
Biology .....	83
Business Administration .....	83
Chemistry, Physics, Mathematics .....	84
Drama .....	85
Liberal Arts .....	85
Music .....	86
Physical Education .....	87
Pre-Computer Science .....	88
Pre-Dental .....	89
Pre-Elementary Education and/or Pre-Special Education .....	89
Pre-Secondary Education .....	90
Pre-Engineering .....	90
Pre-Health Care Sciences .....	91
Pre-Law .....	92
Pre-Medical Technology .....	92
Pre-Medical Record Administration .....	93
Pre-Medicine .....	94
Pre-B.S. Nursing .....	94
Pre-Oceanic Technology .....	95
Pre-Occupational Therapy .....	96
Pre-Pharmacy .....	96
Pre-Physical Therapy .....	97
Pre-Veterinary Medicine .....	97
Speech .....	98
Academic Standards .....	64
Accounting Courses .....	131
Accreditation .....	1
Admission Policies and Procedures .....	28
College Credit Programs .....	28
International Students .....	29
Special Admissions .....	29
Non-Credit Enrollment .....	35
Admission to Specific Programs .....	29
Temporary Waiver of Entrance Requirements .....	29
Early Admissions Program .....	29
Programs which have Licensing and/or Accrediting Agency Requirements .....	30
Admission to Certificate Programs .....	32

Administration . . . . .	15
Administrative Policy . . . . .	27
Administrative Withdrawal . . . . .	63
Adult Education . . . . .	127
Advanced Placement . . . . .	68
Air Conditioning and Refrigeration . . . . .	193
American College Test (ACT) . . . . .	37
Anthropology Courses . . . . .	132
Anti-Discrimination Statement . . . . .	2
Applied Music . . . . .	173
Art Courses . . . . .	133
Associate in Arts . . . . .	74
Associate in Applied Science . . . . .	74
Associate in Elective Studies . . . . .	74
Associate in Science . . . . .	74
Associate Degree Nursing . . . . .	100
Associated Health Occupations Program . . . . .	102
Athletics . . . . .	183
Banking Program . . . . .	112
Biological Science Courses . . . . .	143
Board of Regents . . . . .	6
Bookstore . . . . .	53
Business Administration Courses . . . . .	145
Business Communications Courses . . . . .	146
Business Mathematics Courses . . . . .	146
Calendar, Academic . . . . .	9
Certificate Programs . . . . .	115
Child Development Program . . . . .	115
Industrial Electronics . . . . .	117
Industrial Engine Mechanics . . . . .	118
Mini-Course in Clerical Occupations . . . . .	119
Nurse Assistant . . . . .	120
Printing (Offset) . . . . .	120
Refrigeration Mechanics . . . . .	121
Surgical Technologist . . . . .	121
Unit Clerk . . . . .	121
Vocational Nursing . . . . .	125
Change of Name or Address . . . . .	76
Change of Schedule . . . . .	62
Check Regulations . . . . .	52
Chemistry Courses . . . . .	147
Class Attendance . . . . .	63
Classification of Students . . . . .	61
Classified Staff . . . . .	22
College Level Examination Program (CLEP) . . . . .	69



College Organization .....	15
Communications Courses .....	150
Community Health Worker Program .....	104
Community Theatre .....	80
<i>Computer Science Courses</i> .....	148
Concurrent College Enrollment .....	36
Continuing Education Course Listing and Registration .....	127
Continuing Education Unit .....	130
Cooperative Education Courses .....	149
Counseling and Placement Services .....	35
Course Descriptions .....	131
Accounting .....	131
Anthropology .....	132
Art .....	133
Associated Health Occupations .....	136
Banking .....	138
Biology .....	143
Business Administration .....	145
Business Communications .....	146
Business Mathematics .....	146
Chemistry .....	147
Communications .....	150
Computer Science .....	148
Cooperative Education .....	149
Drafting .....	151
Drama .....	154
Economics .....	156
Electronics .....	117
Engineering .....	156
English .....	157
Fire Protection Technology .....	159
French .....	163
Geography .....	163
Government .....	164
History .....	164
Human Development .....	165
Industrial Electronics .....	166
Industrial Engine Mechanics .....	166
Journalism .....	166
Law Enforcement .....	166
Management .....	168
Mathematics .....	170
Mini-Course in Clerical Occupations .....	173
Music .....	173
Nurse Assistant .....	178

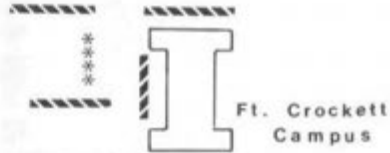
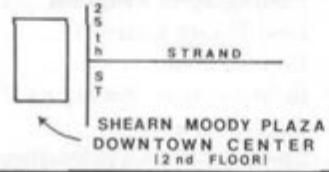
Nursing — Associate Degree . . . . .	178
Nursing — Vocational . . . . .	180
Office Occupations . . . . .	181
Philosophy . . . . .	182
Physical Education . . . . .	183
Physical Sciences . . . . .	187
Physics . . . . .	188
Printing . . . . .	189
Psychology . . . . .	191
Refrigeration Mechanics . . . . .	193
Shorthand . . . . .	193
Social Sciences . . . . .	194
Sociology . . . . .	194
Spanish . . . . .	195
Speech . . . . .	196
Television . . . . .	197
Typewriting . . . . .	199
Course Drop . . . . .	63
Course Load . . . . .	62
Course Number System . . . . .	61
Credit by Examination . . . . .	68
Credit for Courses . . . . .	61
Curricula — See Academic Programs . . . . .	82
See Occupational Programs . . . . .	100
Dean's List . . . . .	71
Degrees . . . . .	73
Associate in Arts . . . . .	74
Associate in Applied Science . . . . .	74
Associate in Elective Studies . . . . .	74
Associate in Science . . . . .	74
Degree Programs . . . . .	73
Departmental Information . . . . .	78
Biological Sciences . . . . .	78
Cooperative Education . . . . .	78
Developmental Studies . . . . .	78
English and Foreign Languages . . . . .	79
Fine Arts . . . . .	79
Mathematics and Physical Sciences . . . . .	79
Social and Behavioral Sciences . . . . .	80
Speech Communications and Theatre . . . . .	80
Dismissal, Academic . . . . .	64
Drafting/Engineering Courses . . . . .	151
Drama Courses . . . . .	154
Dropping a Course . . . . .	62
Economics Courses . . . . .	156

Electroencephalography Technologist Program . . . . .	105
Employment, Student . . . . .	45
Enforced Withdrawal . . . . .	64
Engineering/Drafting Courses . . . . .	151
Engineering/Drafting Program . . . . .	108
English Courses . . . . .	157
Entrance Requirements . . . . .	28
Evening Division . . . . .	73
Examinations, Course . . . . .	63
Expenses . . . . .	47
Faculty . . . . .	16
Fees and Expenses . . . . .	47
Financial Aid . . . . .	41
<i>Fire Protection Technology Program</i> . . . . .	109
Foreign Language Courses . . . . .	195-163
French Courses . . . . .	163
General Information . . . . .	25
Geography Courses . . . . .	163
Government Courses . . . . .	164
Grade Reports . . . . .	64
Grading System . . . . .	63
Graduation Fee . . . . .	76
Graduation Procedures . . . . .	76
Graduation Requirements . . . . .	73
Grants . . . . .	44
Health Occupations . . . . .	102
History of College . . . . .	25
History Courses . . . . .	164
Honors (Graduation) . . . . .	71
Honor Students . . . . .	71
Human Development Courses . . . . .	165
Identification Card Policy . . . . .	49
Immunization Requirements . . . . .	28
Industrial Electronics Program . . . . .	32
Industrial Engines Program . . . . .	32
Insurance . . . . .	51
International Students . . . . .	29
Journalism Courses . . . . .	166
Law Enforcement Program . . . . .	110
Learning Resources Center . . . . .	53
Loans . . . . .	41
Management Courses . . . . .	168
Mid-Management Program . . . . .	111
Mathematics Courses . . . . .	170
Medical Examination (Immunizations) . . . . .	28

Mini-Course in Clerical Occupations Program . . . . .	173
Music Courses . . . . .	173
Non-Credit . . . . .	35
Non-Discrimination Policy . . . . .	2
Non-Resident Status . . . . .	52
Nursing Programs . . . . .	100
Associate Degree Nursing . . . . .	100
Nurse Assistant . . . . .	120
Vocational Nursing . . . . .	125
Objectives of the College . . . . .	27
Occupational Education Degree Programs . . . . .	99
Associate Degree Nursing . . . . .	100
Associated Health Occupations . . . . .	102
Community Health Worker . . . . .	104
Electroencephalography Technologist . . . . .	105
Occupational Therapy Assistant . . . . .	105
Radiography . . . . .	106
Renal Dialysis Technology . . . . .	106
Respiratory Therapist . . . . .	107
Engineering Drafting . . . . .	108
Fire Protection Technology . . . . .	109
Law Enforcement . . . . .	110
Mid-Management . . . . .	111
Office Occupations . . . . .	113
Off-Set Printing Program . . . . .	120
Organizations, Student . . . . .	56
Student Government . . . . .	56
Art Club . . . . .	56
Athletics . . . . .	56
College Publications . . . . .	56
The Foreign Language Club . . . . .	56
Delta Psi Omega . . . . .	58
M.A.S.O. . . . .	58
Mid-Management Association . . . . .	58
Music Club . . . . .	58
Phi Rho Pi . . . . .	58
Phi Theta Kappa . . . . .	58
Physical Education Majors' Club . . . . .	59
Student Nurses Association . . . . .	59
Student Handbook . . . . .	59
PALS Center . . . . .	54
Philosophy and Objectives of the College . . . . .	27
Philosophy Courses . . . . .	182
Physical Education Courses . . . . .	183
Physics Courses . . . . .	188

Physical Science Courses .....	187
Professional Staff .....	22
Radiography Program .....	106
Real Estate Courses .....	130
Refund Policy .....	52
Refrigeration Mechanics Program .....	124
Registration .....	36
Renal Dialysis Technology Program .....	106
Resident Classification — Student Responsibility .....	52
Respiratory Therapist Program .....	107
Requirements for Graduation .....	73
Schedule Change .....	62
Scholarships .....	44
Scholastic Probation .....	71
Scholastic Honors .....	71
Secretarial, Office Occupations .....	113
Social Science Courses .....	194
Sociology Courses .....	194
Spanish Courses .....	195
Speech Courses .....	196
Sports (See Physical Education) .....	183
Statistics Course .....	192
Student Activities (See Organizations) .....	56
Student Records .....	66
Student Disciplinary Procedures .....	72
Summer Terms (See Academic Calendar) .....	9
Summons to Administrative Offices .....	72
Surgical Technology Program .....	124
Suspension, Academic .....	66
Technical Vocational Programs .....	108
Television .....	197
Testing Service .....	53
Transcripts .....	76
Transfer of Credit .....	75
Transfer Planning .....	75
Transfer Students .....	31
Tuition and Fees Per Semester .....	47
Unit Clerk Program .....	33
University Parallel Program .....	77
Veterans Information .....	38
Vocational Nursing Program .....	125
Withdrawal from College .....	63

# Galveston College Campuses



- Legend**
- ABCG - Portable Classroom Bldgs.
  - EF - Student Center
  - \*\*\*\* - Tennis Courts
  - //// - Parking Areas

