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Celebrating 20<sup>th</sup>



# GALVESTON COLLEGE



**4015 Avenue Q  
Galveston, Texas 77550  
(409)763-6551**

**Galveston College is an accredited member of  
The Southern Association of Colleges and Schools  
Texas Association of 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***

American Association of Community/Junior Colleges  
Southern Association of Community and Junior Colleges  
Texas Public Community/Junior College Association  
National Commission for Cooperative Education  
American Hotel/Motel Association  
Texas Business Educators Association  
Texas Computer Education Association  
Gulf Coast Intercollegiate Conference

**Number 17**

## **GALVESTON COLLEGE Board of Regents**

### **BOARD OF REGENTS**



Steven H. Stubbs is President and Chief Executive Officer of Securities Management & Research, Inc. SM&R is a subsidiary of the American National Insurance Company. He currently serves as Chairman of the Galveston Community College District Board of Regents.



Janice D. Stanton is the College Coordinator for Jobs For Progress - Operation SER. Active on the Board since 1983, she is the immediate past Secretary of the governing body and now serves as Vice Chairman.



Jose M. Guerrero is a civil engineer with the Army Corps of Engineers in Galveston. In 1986, he was selected to serve as Secretary for the College's governing body.



Robert H. Albright is President and owner of Eiband's Department Store in Galveston. He was elected to his Board position in 1983.



Roland L. Bassett is senior partner of the law firm of Mills, Shirley, McMicken and Eckel. He was elected to the Board of Regents in 1985.



Paul J. Cunningham, M.D. is a general surgeon with Galveston Surgical Group Associates. Active on the Board since 1978, he is the immediate past Chairman of the governing board.



L.D. Edwards, a pharmacist, is co-owner of Edward's Prescriptions, Inc. He was elected to his Board position in 1970 and served as Chairman of the governing body from 1976-78.



M. Joe Helms is President of Methodist Retirement Services, Inc. He was elected to his Board position in 1984.



Rose G. Schneider, Ph.D. is a research professor of Pediatrics and Human Genetics at The University of Texas Medical Branch in Galveston. She was instrumental in the formation of Galveston College and has served as an elected regent of the Community College District since the College opened its doors in 1967. In 1980-82, Dr. Schneider was elected to serve as Chairman of the governing board.

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### NON-DISCRIMINATION POLICY

It is the policy of Galveston College to provide equal 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 opportunity may be directed to the Director of Personnel, the Equal Opportunity/Affirmative Action Officer for Galveston College.

*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION COLLEGE IN EDUCATION  
AND EMPLOYMENT.*



## **PRESIDENT'S MESSAGE**

I am pleased to have this opportunity to extend a warm welcome to the students of Galveston College as we celebrate our twentieth anniversary. The true measure of our progress over the past two decades and in the years to come is the success we help create in the lives of our students.

As a community college, Galveston College provides a wide range of learning experiences for many individuals. These include the coursework of the freshman and sophomore years leading to the bachelor's degree at a four-year college or university; occupational training for individuals desiring to attain new skills for a new job; retraining of workers who need additional skills in technical fields; avocational courses which contribute to special learning interests; and recreational and cultural activities which contribute to a person's total enrichment.

Part of our "winning" approach is the commitment to quality and the dimension of caring that the faculty and staff offer to our students. We are a student-centered institution believing that students are the reason for our existence and the focus of all our efforts.

We hope that your learning experience at Galveston College will lead to a lifetime of growth and development. My door is always open and I welcome the opportunity to assist you.

Best Wishes,

A handwritten signature in cursive script, reading "John E. Pickelman". The signature is written in dark ink on a white background.

John E. Pickelman  
President



# CALENDAR

<b>1987</b>	<b>1988</b>
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S M T W T F S	S M T W T F S
<b>JANUARY</b>	<b>JULY</b>
1 2 3	1 2 3 4
4 5 6 7 8 9 10	5 6 7 8 9 10 11
11 12 13 14 15 16 17	12 13 14 15 16 17 18
18 19 20 21 22 23 24	19 20 21 22 23 24 25
25 26 27 28 29 30 31	26 27 28 29 30 31
<b>FEBRUARY</b>	<b>AUGUST</b>
1 2 3 4 5 6 7	1
8 9 10 11 12 13 14	2 3 4 5 6 7 8
15 16 17 18 19 20 21	9 10 11 12 13 14 15
22 23 24 25 26 27 28	16 17 18 19 20 21 22
	23 24 25 26 27 28 29
	30 31
<b>MARCH</b>	<b>SEPTEMBER</b>
1 2 3 4 5 6 7	1 2 3 4 5
8 9 10 11 12 13 14	6 7 8 9 10 11 12
15 16 17 18 19 20 21	13 14 15 16 17 18 19
22 23 24 25 26 27 28	20 21 22 23 24 25 26
29 30 31	27 28 29 30
<b>APRIL</b>	<b>OCTOBER</b>
1 2 3 4	1 2 3
5 6 7 8 9 10 11	4 5 6 7 8 9 10
12 13 14 15 16 17 18	11 12 13 14 15 16 17
19 20 21 22 23 24 25	18 19 20 21 22 23 24
26 27 28 29 30	25 26 27 28 29 30 31
<b>MAY</b>	<b>NOVEMBER</b>
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3 4 5 6 7 8 9	8 9 10 11 12 13 14
10 11 12 13 14 15 16	15 16 17 18 19 20 21
17 18 19 20 21 22 23	22 23 24 25 26 27 28
24 25 26 27 28 29 30	29 30
31	<b>DECEMBER</b>
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# CALENDAR

<b>1988</b>	<b>1989</b>
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S M T W T F S	S M T W T F S
<b>JANUARY</b>	<b>JULY</b>
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<b>MARCH</b>	<b>SEPTEMBER</b>
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<b>APRIL</b>	<b>OCTOBER</b>
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28 29 30 31	<b>DECEMBER</b>
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25 26 27 28 29 30	31

# ACADEMIC CALENDAR

## FALL SEMESTER, 1987

Pre-Enrollment Counseling, Placement Testing and Academic Advising .....	June-July-August
Deadline for Receipt of Financial Aid Forms for 1987-88 Academic Year .....	July 1
Registration (Registration Ends at 2 p.m. on Aug. 29).....	August 25-29
Orientation .....	(9 a.m. & 6 p.m.) August 27
Faculty Workshop .....	August 24-28
Classes Begin .....	August 31
Labor Day Holiday.....	September 7
Late Registration & Schedule Changes (Classes may be added) .....	August 31-September 3
Late Registration Ends (7 p.m.) .....	September 3
Last Day to File for Fall Graduation.....	September 3
Mid-Semester.....	October 23
College and Career Information Night.....	November 19
Last Day to Drop Courses or Totally Withdraw .....	November 20
Thanksgiving Holidays (Classes dismiss at 2:00 p.m. on November 25th) .....	November 26-27
Classes Resume .....	November 30
Final Examinations .....	December 9-10-11-14-15
Grades Due by 9:00 a.m. in Admissions Office .....	December 17
Semester Ends.....	December 18

## SPRING SEMESTER, 1988

College Offices Open .....	January 4
Registration (Registration Ends at 2 p.m. on Jan. 16).....	January 12-16
Faculty Workshop .....	January 11-15
Orientation .....	(9 a.m. & 6 p.m.) January 14
Classes Begin .....	January 18
Martin Luther King Day Program (Classes will be held) .....	January 18
Late Registration & Schedule Changes (Classes may be added).....	January 18-21
Late Registration Ends (7 p.m.) .....	January 21
Last Day to File for Spring Graduation .....	January 21
Faculty Development Day (No Classes).....	February 26
Mid-Semester.....	March 11
Mid-Semester Holidays.....	March 14-18
Classes Resume .....	March 21
Good Friday (No Classes) .....	April 1
Classes Resume .....	April 4
Deadline for Receipt of Financial Aid Forms for Summer Semesters .....	April 15
Last Day to Drop Courses or Totally Withdraw .....	April 15
Final Examinations .....	May 4-5-6-9-10
Grades Due by 9:00 a.m. in Admissions Office .....	May 11
Semester Ends.....	May 12
Commencement.....	May 12

**FIRST SIX WEEKS SUMMER SEMESTER, 1988**

See Counselors for Summer Scheduling.....	March 1
Deadline for Receipt of Financial Aid Forms	
for Summer Semesters.....	April 15
Registration.....	May 21, May 23-27
Memorial Day Holiday.....	May 30
Classes Begin for Summer Semester I.....	May 31
Late Registration & Schedule Changes (Classes may be added).....	May 31-June 1
Late Registration Ends (7 p.m.).....	June 1
Last Day to File for Summer Semester I Graduation (Noon).....	June 3
Last Day to Drop Courses or Totally Withdraw.....	June 23
Independence Day Holiday.....	July 4
Final Examinations for Summer Semester I.....	July 6
Grades Due by 6:00 p.m. in Admissions Office.....	July 7
Semester Ends.....	July 7

**SECOND SIX WEEK SUMMER SEMESTER, 1988**

Registration.....	July 7-9
Classes Begin for Summer Semester II.....	July 11
Late Registration & Schedule Changes (Classes may be added).....	July 11-12
Late Registration Ends (7 p.m.).....	July 12
Last Day to file for Summer Semester II Graduation (Noon).....	July 15
Last Day to Drop Courses or Totally Withdraw.....	August 4
Final Examinations for Summer Semester II.....	August 17
Grades Due by 6:00 p.m. in Admissions Office.....	August 18
Semester Ends.....	August 18

**NINE WEEK SUMMER SEMESTER, 1988**

Registration.....	May 21, May 23-27
Classes Begin.....	May 31
Late Registration & Schedule Changes (Classes may be added).....	May 31-June 1
Late Registration Ends (7 p.m.).....	June 1
Independence Day Holiday.....	July 4
Last Day to Drop Courses or Totally Withdraw.....	July 14
Final Examinations.....	July 28
Grades Due by 6:00 p.m. in Admissions Office.....	July 29
Semester Ends.....	July 29

**TWELVE WEEK SUMMER SEMESTER, 1988**

Registration.....	May 21, May 23-27
Classes Begin.....	May 31
Late Registration & Schedule Changes (Classes may be added).....	May 31-June 1
Late Registration Ends (7 p.m.).....	June 1
Independence Day Holiday.....	July 4
Last Day to Drop Courses or Totally Withdraw.....	August 4
Final Examinations.....	August 17
Grades Due by 6:00 p.m. in Admissions Office.....	August 18
Semester Ends.....	August 18

**\*COLLEGE HOLIDAYS  
1987-1988**

Labor Day .....	September 7, 1987
Thanksgiving (Classes Dismiss at 2 p.m. on Nov. 25).....	November 26-27, 1987
Christmas - Semester Break .....	December 23, 1987-January 1, 1988
(College offices open January 4, 1988)	
Mid-Semester Holidays.....	March 14-18, 1988
Good Friday .....	April 1, 1988
Memorial Day.....	May 30, 1988
Independence Day Holiday .....	July 4, 1988

\*College Offices will be closed on these dates

**FALL SEMESTER, 1988**

Pre-Enrollment Counseling, Placement Testing and Academic Advising .....	June-July-August
Deadline for Receipt of Financial Aid Forms for 1987-88 Academic Year .....	July 1
Faculty Workshop .....	August 22-26
Registration (Registration Ends at 2 p.m. on Aug. 27).....	August 23-27
Orientation .....	(9 a.m. & 6 p.m.) August 25
Classes Begin .....	August 29
Late Registration & Schedule Changes (Classes may be added) .....	August 29-September 1
Late Registration Ends (7 p.m.) .....	September 1
Labor Day .....	September 5
Classes Resume .....	September 6
Last Day to File for Fall Graduation.....	September 9
College and Career Information Night.....	TBA
Mid-Semester.....	October 21
Last Day to Drop Courses or Totally Withdraw .....	November 11
Thanksgiving Holidays (Classes Dismiss at 2 p.m. on Nov. 23).....	November 24-25
Classes Resume .....	November 28
Final Examinations .....	December 7-8-9-12-13
Grades Due by 9:00 a.m. in Admissions Office .....	December 15
Semester Ends.....	December 16

**SPRING SEMESTER, 1989**

College Offices Open .....	January 3
Registration (Registration Ends at 2 p.m. on Jan. 14).....	January 10-14
Faculty Workshop .....	January 9-13
Orientation .....	(9 a.m. & 6 p.m.) January 12
Classes Begin .....	January 16
Martin Luther King Day Program (Classes will be held) .....	January 16
Late Registration & Schedule Changes (Classes may be added).....	January 16-19
Late Registration Ends (7 p.m.) .....	January 19
Last Day to File for Spring Graduation .....	January 19

Faculty Development Day (No Classes).....	February 24
Mid-Semester.....	March 10
Mid-Semester Holidays.....	March 20-24
Classes Resume.....	March 27
Deadline for Receipt of Financial Aid	
Forms for Summer Semesters.....	April 14
Last Day to Drop Courses or Totally Withdraw.....	April 14
Final Examinations.....	May 3-4-5-8-9
Grades Due by 9:00 a.m. in Admissions Office.....	May 10
Semester Ends.....	May 11
Commencement.....	May 11

#### **FIRST SIX WEEK SUMMER SEMESTER, 1989**

See Counselors for Summer Scheduling.....	March 1
Deadline for Receipt of Financial Aid Forms	
for Summer Semesters.....	April 15
Memorial Day Holiday.....	May 29
Registration (Registration Ends at 2 p.m. on June 3).....	May 30-June 3
Classes Begin for Summer Semester I.....	June 5
Late Registration & Schedule Changes (Classes may be added).....	June 5-6
Last Registration Ends (7 p.m.).....	June 6
Last Day to File for Summer Semester I Graduation (Noon).....	June 8
Last Day to Drop Courses or Totally Withdraw.....	June 29
Independence Day Holiday.....	July 4
Final Examinations for Summer Semester I.....	July 11
Grades Due by 6:00 p.m. in Admissions Office.....	July 12
Semester Ends.....	July 13

#### **SECOND SIX WEEK SUMMER SEMESTER, 1989**

Registration.....	July 13-15
Classes Begin for Summer Semester II.....	July 17
Late Registration & Schedule Changes (Classes may be added).....	July 17-18
Late Registration Ends (7 p.m.).....	July 18
Last Day to file for Summer Semester II Graduation (Noon).....	July 20
Last Day to Drop Courses or Totally Withdraw.....	August 10
Final Examinations for Summer Semester II.....	August 23
Grades Due by 6:00 p.m. in Admissions Office.....	August 24
Semester Ends.....	August 24

#### **NINE WEEK SUMMER SEMESTER, 1989**

Registration (Registration Ends at 2 p.m. on June 3).....	May 30-June 3
Classes Begin.....	June 5
Late Registration & Schedule Changes (Classes may be added).....	June 5-6
Late Registration Ends (7 p.m.).....	June 6
Independence Day Holiday.....	July 4
Last Day to Drop Courses or Totally Withdraw.....	July 16
Final Examinations.....	August 1
Grades Due by 6:00 p.m. in Admissions Office.....	August 2
Semester Ends.....	August 3

**TWELVE WEEK SUMMER SEMESTER, 1989**

Registration (Registration Ends at 2 p.m. on June 3).....	May 30-June 3
Classes Begin .....	June 5
Late Registration & Schedule Changes (Classes may be added).....	June 5-6
Late Registration Ends (7 p.m.) .....	June 6
Independence Day Holiday .....	July 4
Last Day to Drop Courses or Totally Withdraw .....	August 10
Final Examinations .....	August 23
Grades Due by 6:00 p.m. in Admissions Office .....	August 24
Semester Ends.....	August 24

**\*COLLEGE HOLIDAYS  
1988-1989**

Labor Day .....	September 5, 1988
Thanksgiving (Classes Dismiss at 2 p.m. on Nov. 23).....	November 24-25, 1988
Christmas - Semester Break .....	December 21, 1988-January 2, 1989
(College offices open January 3, 1989)	
Mid-Semester Holidays.....	March 20-24, 1989
Memorial Day.....	May 29, 1989
Independence Day Holiday .....	July 4, 1989

\*College Offices will be closed on these dates

## COLLEGE DIRECTORY

(409) 763-6551

	<b>Office Number</b>	<b>Telephone Extension</b>
Admissions	M-147	230,231,232
Assistant Deans of Instruction:		
Business and Community Education	FC-114	113
Health Occupations	FC-115	112
Humanities	N-230	315
Mathematics and Sciences	M-308	269
Social Sciences	N-345	250
Bookstore	M-117	205
Business Office	M-122	210,211
Community Education	M-137	225,226,262
Computer Science Lab	N-210	261
Cooperative Education	FC-262	137
Counselors	M-142	224,227,228
Educational Services	SC-100	287,288
Financial Aid Office	M-130	220,335
Library (Fort Crockett)	FC-209	155
Library (Main Campus)	M-230	240
Media (Fort Crockett)	FC-215	151
Media (Main Campus)	M-316	264
Minority Affairs and Special Services Office	N-216	280
Physical Fitness Center		106
President	M-104	200
Public Affairs Office	FC-231	143,144,145
SER Office	N-232	256
Skills Enrichment Center	N-213	311
Student Center (Main Campus) Snack Bar	SC-106	337
Student Senate	SC-102	286
Security	M-122	210
Tennis Courts (Fort Crockett)		744-2457
Testing Center		155
Upper Deck Theatre (Fort Crockett)		744-9661
Vice President for Business Services	M-122	212
Vice President and Dean of Instruction	M-109	204
Vice President of Planning and Development	FC-232	149



# COLLEGE ORGANIZATION

## BOARD OF REGENTS

Steven H. Stubbs, Chairman  
 Janice D. Stanton, Vice Chairman  
 Jose M. Guerrero, Secretary  
 Robert H. Albright  
 Roland L. Bassett  
 Paul J. Cunningham, M.D.  
 L.D. Edwards  
 M. Joe Helms  
 Rose G. Schneider, Ph.D.

## ADMINISTRATION

JOHN E. PICKELMAN, President

B.A., Albion College  
 M.A., University of Missouri at Kansas City  
 Ph.D., The University of Texas at Austin

MARC A. NIGLIAZZO, *Vice President and Dean of Instruction*

B.A., The University of Texas at Austin  
 M.A., Texas A & M University  
 Ph.D., University of New Mexico

DOYLE MIMS, *Vice President for Business Services*

A.A., San Jacinto College  
 B.B.A., Southwest Texas State University  
 Graduate Study, University of Houston at Clear Lake

C.B. RATHBURN, *Vice President of Planning and Development*

A.A., Gulf Coast Community College  
 B.A., Huntingdon College  
 Ph.D., University of Florida

VACANT, *Vice President and Dean of Student Development Services*

GENE MOORE, *Dean of Admissions and Student Records*

B.S., Texas Lutheran College  
 M.Ed., Southwest Texas State University  
 Graduate Study, University of Houston, University of Miami

JACQUELINE ADDINGTON, *Assistant Dean of Instruction, Business and  
 Community Education*

B.S., University of Houston at University Park  
 M.A., Michigan State University  
 Ph.D., Michigan State University

NANCY STEWART, Assistant Dean of Instruction, Health Occupations  
B.S.N., University of Wisconsin  
M.S.N., Marquette University

GAYNELLE HAYES, Assistant Dean of Counseling  
B.A., Lamar University  
M.Ed., University of Houston at University Park  
Ed.D., Nova University

SYED MOIZ, Assistant Dean of Instruction, Mathematics and Sciences  
B.S., Osmania University  
M.S., University of Houston at University Park  
M.S., Clarkson College of Technology  
Doctoral Study, University of Houston at University Park

SANDRA W. TOMLINSON, Assistant Dean of Instruction, Humanities  
B.A., Texas Tech University  
M.A., Texas Tech University  
Ph.D., The University of Texas at Austin

FRANK J. WETTA, Assistant Dean of Instruction, Social and Behavioral Sciences  
B.S., St. Louis University  
M.A., St. Louis University  
Ph.D., Louisiana State University

GARY WILSON, Assistant Dean of Library and Media Services  
B.A., Texas Wesleyan College  
M.A., North Texas State University  
M.L.S., North Texas State University  
Ph.D., North Texas State University

MARY BROOM, Assistant to the Vice President for Business Services/Comptroller  
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# GENERAL INFORMATION

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## 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.

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 the 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 nursing 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 Northern 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.

The second floor of the Shearn Moody Plaza was opened for selected programs in September 1981. This facility accommodated the following programs: mid-management, mini-course in clerical occupations, nurse assistant, surgical technology, unit clerk and vocational nursing. In addition, photography, metals and printmaking were taught on this campus.

With a generous gift from the Meadows Foundation, the College dedicated the Eudine Meadows Cheney Student Center in October of 1982.

In September of 1984, the College's decision to move from the Shearn Moody Plaza location required maximum utilization of all campus facilities with the majority of management and health care courses being located at the Fort Crockett campus.

In addition, the Fort Crockett campus facilities were expanded to accommodate the arts, photography, metals and printmaking. The Fall of 1984 also provided the opening of new physical education facilities in the renovated basement of the Fort Crockett building and a newly constructed annex complete with racquetball courts, showers, weight training facility and exercise areas.

The Fall of 1984 marked the beginning of the College's new hotel/restaurant management curriculum which received an overwhelming response from the hospitality industry in Galveston and interested students. During the same time period, an expanded emphasis was put on Adult/Continuing Education to offer a multitude of courses for community interests and individual development.

In the Fall of 1985 Galveston College continued its commitment to develop programs to provide marketable job skills for local industry. The Food Service Management/Culinary Arts program opened classes in September to complement further the Island's growing tourism and hospitality industry. In the Spring of 1986 a state-of-the-art laboratory for food preparation and culinary training was opened in the Mary Moody Northern Center at the College's Main Campus.

Over 2,000 students registered for credit courses in the Fall of 1986, giving the College its largest single semester enrollment in twenty years. New programs of Landscaping and Ornamental Horticulture, Fast Food Service Management, Criminal Justice and Microcomputer Applications were introduced along with others. Plans were beginning to be conceptualized for the College's facilities expansion to accommodate a much needed library and teaching auditorium and a new campus atmosphere at the Main Campus at 4015 Avenue Q.

An expansion of the college's Adult and Continuing Education program increased enrollments in specialized contract training with local businesses and leisure learning opportunities.

The College's new Skills Enrichment Center continued to offer tutoring, testing, honors programs and development studies to enhance or improve the experience of individual learners. The Office of Minority Affairs and Special Services opened and with the aid of an advisory board, explored new directions of aid and assistance to special and primary target student groups.

As evidenced by its largest enrollments ever, Galveston College's progressive approach in providing educational opportunities to meet individual and community needs is working well as it celebrates its twentieth anniversary.

### **GALVESTON COLLEGE MISSION STATEMENT**

Galveston College is a center for educational opportunity for all the citizens of the community it serves regardless of social, economic status and exists to enhance the quality of life, learning and livelihood of individuals by fostering their personal growth in a student-centered environment. Because Galveston College believes that all individuals have the potential and the need for learning throughout life, the College is committed to an open-admissions policy and a variety of offerings. Galveston College seeks to cultivate in students those attributes which contribute to a productive life. Among those attributes are:

- A commitment to excellence
- Persistence of endeavor
- Ability to communicate effectively
- Critical thinking and intellectual maturity
- Effective decision-making
- Responsible citizenship
- Respect for self and others
- Flexibility
- Commitment to wellness

## GOALS

- I. **Educational Resources**  
Galveston College will develop and deliver educational programs for its diverse community.
- II. **Organizational Processes.**  
Galveston College will develop a positive organizational climate by cultivating an open communication network and by involving appropriate personnel in a process of logical decision making.
- III. **Human Resources**  
Galveston College will establish and maintain a system of acquiring and developing its human resources to meet both organizational and individual objectives.
- IV. **Social Responsibility**  
Galveston College will seek active involvement in activities and relationships to promote the general welfare, health and growth of the community.
- V. **Financial Responsibility**  
Galveston College will meet its financial responsibilities through the development and efficient management of financial resources.
- VI. **Physical Resources**  
Galveston College will provide and maintain adequate physical resources to support the educational program.

## THE FOUNDATION OF GALVESTON COLLEGE, INC.

The Foundation of Galveston College, Inc. is a separate non-profit corporation which receives, holds, and disburses funds for the advancement of Galveston College. The Foundation was incorporated in 1982 to allow former students and individuals in the community to participate in the support of the College. The primary goal of the Foundation of Galveston College is to provide funds to insure the continued development of quality educational programs. The Foundation is empowered to solicit and receive gifts from individuals, partnerships, corporations, or other sources. Such gifts may be directed for specific purposes or may be given without restrictions to be used as determined by the Foundation Board of Directors and the College Board of Regents. Now more than ever Galveston College must rely upon private support to provide financial assistance to deserving students and provide funds necessary to give our educational programs that "margin of excellence" that our students and community deserve. For further information regarding the Foundation of Galveston College, Inc., please contact Dr. C.B. Rathburn, Executive Director at 763-6551.

## GLOSSARY OF TERMS

**Add:** To enroll in additional course(s) after regular registration.

**Admission:** Formal application and acceptance as a student.

**Academic advisor:** A member of the College staff who assists students in planning appropriate academic programs.

**Concurrent College Enrollment:** Enrollment by a student in more than one college during a semester. A student who wishes to enroll concurrently at Galveston College must notify the Admissions Office and Business Office at the time of registration to participate in tuition reduction. Proof of concurrent enrollment must be verified by paid tuition receipt. 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.



**Course load:** The number of hours or courses in which a student is enrolled in any given semester.

**Credit:** A unit of measure assigned to each course. See credit hours.

**Credit hours:** This is normally equal to the number of hours a course meets per week. For example, a three credit hour lecture course will meet three hours per week. Courses involving laboratory time typically meet additional hours. Credit hours are sometimes referred to as semester hours.

**Credit/Non-credit:** Credit classes are those which award academic credit and apply toward a degree. Non-credit classes do neither and are usually offered through Community Education.

**Campus class schedule:** A booklet which is published prior to each semester listing all classes, sections, dates, times, instructors' names, and meeting places and which is used by students to prepare their personal class schedules each semester.

**Drop:** The act of officially withdrawing from a particular course.

**Early Admissions:** Enrollment by a high school student in Galveston College while still enrolled in high school.

**Elective:** A course chosen by the student that may or may not meet student's degree requirements.

**Fee:** A charge which the College requires for services or equipment beyond tuition charges.

**Full-time student:** A student who is enrolled in at least 12 credit hours during a semester or for 6 credit hours during a summer session.

**GPA:** Grade Point Average.

**Grade points:** See Catalog section entitled Grading System.

**Grades:** See Catalog section entitled Grading System.

**Lab hours:** The number of hours a student spends each week in a laboratory or other learning environment.

**Lecture hours:** The number of hours a student spends each week in a classroom other than a laboratory.

**Major:** The subject or field of study in which the student plans to specialize. For example, one "majors" in Business, Microcomputer Applications, etc.

**Part-time student:** A student who is enrolled for less than 12 credit hours during a semester or less than 6 credit hours in a summer session.

**Performance grade:** A grade of A, B, C, D, or F.

**Prerequisite:** A requirement which must be met BEFORE enrolling for a specific course. For example, the prerequisite for English 1302 is 1301.

**Registration:** The official process for enrolling in courses which includes selection of times as well as payment of fees and tuition.

**Semester:** A term denoting the length of time a student is enrolled in a specific course. For example, there are two long semesters (Fall and Spring) which last approximately 16 weeks. There are usually summer sessions or "semesters" which vary in length.

**Technical/Occupational courses:** Courses which lead to a certificate or two-year degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be utilized in the job market.

**Transfer courses:** Courses which are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor about the transferability of specific courses. Because a course will transfer does not mean it will apply toward a specific major or degree at a four-year college or university.

**Transcript:** An official copy of a student's academic record which can be obtained through the Admissions Office. An *official* transcript must have the seal of the College affixed and the signature of the Registrar.

**Withdrawal:** The act of officially dropping all courses for which a student is enrolled in a given semester or session.

## FACILITIES

### MOODY HALL

Moody Hall is a three-story brick building facing Avenue Q. It was the College's first permanent building and houses administrative offices, the Library, the Bookstore and multi-purpose classrooms.



### Library

The David Glenn Hunt Memorial Library, the Fort Crockett Library, and Media Services are part of the Galveston College instructional system. The Library is located on the second floor of Moody Hall, Main Campus, and the second floor, north, Fort Crockett Campus. The Library serves all educational program areas of the College including university parallel, occupational education, and adult/continuing education.

The David Glenn Hunt Memorial Library in Moody Hall and the Library 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. The Library has a book collection of over 37,000 volumes and 350 periodicals. The mediated software collection includes video tapes, motion pictures, filmstrips, audio tapes, microforms, and slides. Special subject collections include Texana, Galveston History, and health occupations materials.

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

The Fort Crockett Library contains current print and nonprint instructional materials which support nursing, health occupations, music, art and other scheduled classes at the facility. At the Fort Crockett Campus materials may be prepared for video use. The television studio complements video production.

At both Library locations, copying machines for students and teachers are available at a nominal fee. All materials copied are subject to the copyright law (Title 17, U.S. Code). Both campus facilities also provide typewriters for student use free of charge. Additionally, the Main Campus Library has a Career Center, a group study room, and Apple computers. The Library provides Galveston College with a broad range of services which support students, faculty, and staff.

An ID card provides students with borrowing privileges and allows them to use the Library. The ID card must be left at the circulation desk when borrowing reserve and audiovisual materials. Most materials are borrowed for three weeks. Renewals may be requested. Damaged, mutilated or lost materials will be subject to fines and/or replacement costs. Official records and grades will be held until obligations are cleared at the end of each term.

Out of consideration for others, a quiet and orderly behavior is expected. Smoking, food or drinks are not allowed in the Library area.

### **Bookstore**

For the convenience of the student body the Galveston College Bookstore is located on the first floor at the east end of Moody Hall.

Required textbooks and supplemental study aids are available, as well as school supplies and the college variety items and gifts.

All transactions are on a cash or check basis. Check cashing requires a valid State of Texas I.D., and the check be preprinted and drawn on a local bank. No two party checks are accepted.

To expedite service during the registration rush, have a readable copy of your schedule available. Store personnel are on hand to assure you get the correct books. Both new and used books are available.

### **Refund Policy**

The Bookstore refund policy requires a **receipt** to be presented for a **full** refund. Full refunds are made within the first twelve class days of the Fall and Spring semesters and the first five class days of the Summer semesters. Thereafter, full refunds are given within three

days of purchase. **EXCEPTION:** No refunds are made on items purchased the week prior to or the week of final exams.

**ALL NEW BOOKS MUST BE IN NEW CONDITION FOR A FULL REFUND** - Students must not mark in books until they have been to class, or they are sure the class has not been cancelled, and that they have the correct books.

#### **Buy Back**

The Bookstore buys back books year around; prices are determined by need and whether or not the book has been adopted for the upcoming semester.

#### **MARY MOODY NORTHEN CENTER**

Mary Moody Northen Center is a three-story building of red brick and glass. It houses many of the Technical-Vocational and General Academic classes, multi-purpose classrooms, and the Skills Enrichment Center. The building faces north on the campus. Avenue R is directly south of the building.

**Skills Enrichment Center:** Galveston College's Skills Enrichment Center (SEC) is located on the second floor of the Northen Center. It offers remediation, testing, and enrichment courses and services, and functions as a comprehensive support service for faculty, administrators, students, and the community. Courses, workshops, and services provided by SEC help Galveston College meet its mission by bringing post-secondary educational opportunities within the physical, psychological, and financial reach of all who seek them. Participation in SEC programs improves students' chances of succeeding in college level courses. The SEC further enhances the College's outreach efforts to improve over-all adult literacy in the community at large.

#### **Eudine Meadows Cheney Student Center**

The Eudine Meadows Cheney Student Center is located east of Moody Hall on the main campus. It houses a snack bar, a student lounge with television, the Student Government office, a small conference room, restrooms, and the Office of the Dean of Educational Services.

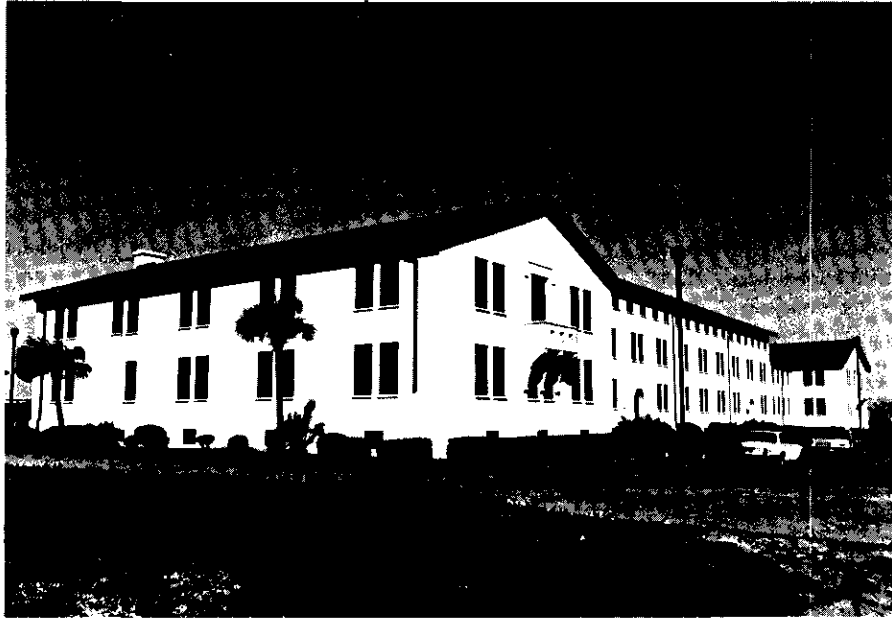
##### **Student Center Rules and Regulations:**

1. The Student Center will normally be open during the dates regularly scheduled classes are in session as outlined in the Galveston College Calendar.
2. All students using the Center are expected to help keep it clean. The furnishings should be cared for by the students. Children should not be left unattended in the Center.
3. Behavior specifically prohibited on College-owned or College-controlled property includes disorderly conduct, gambling, illegal possession of, distribution of, or being under the influence of drugs or narcotics.
4. All personnel using the Student Center are subject to all rules, regulations and policies of Galveston College.
5. *Students may be requested to show ID cards at any time.*
6. Students or visitors who fail to take proper care of the facilities, equipment or furniture in the Student Center or whose conduct is improper will be subject to disciplinary action and may be requested to leave the facility.

#### **FORT CROCKETT**

Fort Crockett is a three-story tan masonry building located at 5001 Avenue U. It houses administrative and faculty offices, multi-purpose classrooms, the television studio, a branch of the Library and the Theatre.

The Galveston College Community Theatre, the Upper Deck, is located on the third floor of the Fort Crockett building. A full-time student may pick up a complimentary season ticket within the first two weeks of a semester. Students failing to pick up tickets during that time will be required to pay the general admission fee.



#### **PHYSICAL FITNESS CENTER**

A Physical Fitness Center is located in the north portion of the Fort Crockett building. The Center houses an activity room, weight training area, and shower facilities. Racquetball courts are located directly west of the facility. The Fitness Center is available for use by students, faculty or special guests with valid ID cards free of charge when classes are not scheduled. Reservations may be made by calling 744-2457.

**Physical Fitness Center Rules and Regulations:** Galveston College Fitness Center facilities are for the use and enjoyment of Galveston College students who are asked to assist the College in the operation and maintenance of the facilities by complying with the following rules and regulations:

1. Individuals must sign in at the registration desk.
2. No food or drinks are allowed in the racquetball courts, weight room, or activity room.
3. All bicycles are kept on racks in designated area. No bicycles will be allowed in the facility at any time.
4. Proper attire is required for various activities:
  - a. Eye protector glasses
  - b. Proper (approved) racquetball shoes
  - c. Proper exercise shoes in the weight room
  - d. Shirts
  - e. Appropriate exercise clothing
5. The use of tobacco in any form is prohibited in the Physical Education facilities.

The following rules and regulations apply specifically to the racquetball courts:

1. Courts are for handball, racquetball, or wallyball only.
2. Proper court shoes are required (no black soled or cleated shoes).
3. All racquets must have bumper guards.
4. Eye guards are required.
5. No chewing gum or tobacco allowed in courts.
6. No spitting on floors or walls.
7. Hitting walls with racquet should be avoided.
8. Valuables should not be left unattended. The College is not responsible for articles lost or stolen. Articles should not be left outside the courts.
9. No food or beverages allowed in courts.

Violators of these rules and regulations will be barred from the facilities.

**Tennis Courts at Fort Crockett:** The primary use of the tennis courts is to fulfill the instructional needs of the College. When instructional needs have been met, maximum use of the courts will be afforded to the public at no cost. Operational procedures will be maintained by the administration. The following rules and regulations govern the use of courts:

1. The courts will be open to tennis players only.
2. Tennis shoes must be worn on the courts.
3. Bicycles, roller skates, skate boards or other type of vehicles will not be allowed on the courts.
4. Glass containers will not be allowed on the courts.
5. Play will be limited to 1 ½ hours if other players are waiting. A court may not be used for individual practices if others are waiting to use the courts.

The College presently holds some classes at community facilities such as the municipal golf course, YMCA, T-Marina, and the hospitals.

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**Room Symbols:** These symbols are used in the class schedules that are printed for distribution each semester. An explanation is as follows: M-222 means Moody Hall, Room 222; N-240 means Mary Moody Northen Center, Room 240; F.C. means Fort Crockett; SC means Eudine Meadows Cheney Student Center.

**First Aid Facilities:** The First Aid Room is located on the second floor of the Mary Moody Northen Center. To obtain entry, you must notify Educational Services during the normal daytime hours or the evening supervisor during the normal evening hours. In the event of serious illness or severe injury, the family and/or family doctor and/or hospital will be notified by the supervising personnel.

Commercial first aid kits are kept in SC-100 on the Main Campus and the Fitness Center at the Fort Crockett Campus.

**Facilities for Handicapped:** Special facilities are available to the handicapped which include wheelchair ramps to all buildings (handrails on stairs and ramps), elevators that will accommodate wheelchairs in all multi-story buildings, toilets and drinking fountains for handicapped, and reserved parking spaces.

**Phones:** There are pay phones in the east stairway and the west stairway of Moody Hall, in the elevator lobby (ground floor) of the Mary Moody Northen Center and in the north stairway on the Fort Crockett Campus. No messages will be accepted at the College switchboard for students unless it is an emergency.

**Lost and Found:** Personal items, articles or books left in the classrooms, etc. should be turned into the lost and found department (M-146), the mail-information room. All persons wishing information on lost or found items should contact M-146.

**Security Services:** Uniformed security personnel provide continuous coverage on the campus areas at 41st and Ave. Q and at Fort Crockett between 5:00 p.m. and 11:00 p.m. Monday through Friday and 24 hours each day on Saturdays, Sundays and official holidays. The security force is duly authorized to perform policing functions, including parking and traffic control, and may request identification of any person on the campus.

**Housing:** The College does not operate dormitories of any kind or maintain listings of available housing for students. Students who do not reside in the area must make their own arrangements for housing.

**Drinking, Eating and Smoking:** There will be no smoking, eating or drinking in classrooms. Cigarettes should not be put out on the floors. There are ash receptacles throughout the College. The use or possession of intoxicating beverages or drugs is prohibited in buildings and all other public campus areas.

**Posting of Notices:** No public notice of any kind will be posted in College buildings or on College property without prior approval of the Dean of Educational Services.

Notices will be posted on bulletin boards or other appropriate fixtures. Notices will not be posted on walls, doors or windows, or any other surface or area not specifically approved by the Dean of Educational Services.

**Parking Regulations:** Speed limit on the College campus is 10 miles per hour. All parking spaces at Galveston College are clearly marked by yellow paint lines on the pavement. Parking is not permitted other than in spaces described below:

Automobile and truck parking spaces are marked by parallel yellow lines approximately 10 feet apart for angle and head-in parking and approximately 20 feet apart for parallel parking. These spaces will not be used for parking motorcycles and bicycles.

Motorcycles and bicycles may be parked in the odd-shaped areas marked by yellow, parallel lines approximately 3 feet apart. Automobiles and trucks will not park here.

Handicapped parking spaces are marked with "Handicap" signs. These are the only "reserved" spaces and are to be used only by people who use wheelchairs. If you are handicapped, report to Educational Services to obtain a parking permit to be displayed on the left-hand of your dashboard when using these spaces.

All vehicles parked in parking spaces must be parked within the described boundaries.

Any person who violates provisions of these Parking Regulations is guilty of a misdemeanor and on conviction is punishable by a fine of not more than \$200.00. Vehicles parked in violation of these rules are subject to being removed (towed away) at the expense of the violator or ticketed with a traffic ticket or summons of the type issued by the Texas Highway Patrol.

A traffic ticket is usually issued on the first violation. A second violation may result in the vehicle being towed away.

A vehicle will be towed away on first violation if it is parked in an area reserved for the handicapped, parked on a walk or crosswalk, parked in a way which seriously impedes traffic or is parked in a way which prevents ready access to College machine/equipment rooms or trash containers.

Inquiries concerning parking rules and regulations or violations may be made at the Business Office — M-122.

**Emergency Announcements:** In any emergency situations such as a hurricane or flooding, students and employees are to follow these directions:

*If dismissal or cancellation of activities occurs during the time classes are in session, the announcement will be made on each campus as appropriate.*

Any other emergency announcements of cancellations and/or of reopening of the College activities will be made on the following radio stations:

- Galveston ..... KGBC (1540 AM on the dial)  
KILE (1400 AM on the dial)
- Brazosport/Freeport ..... KBRZ (1460 AM on the dial)

The decision to dismiss classes and to reopen Galveston College will rest with the President.

All students should follow the national weather advisory regarding evacuation of the area by listening to the above radio stations.

In addition to the radio stations listed above, the following radio and TV stations may broadcast information regarding local conditions and advisability on returning to the area after a hurricane:

- Austin..... KLBJ (590 AM on the dial)
- College Station..... WTAW (1150 AM on the dial)
- Dallas..... WFAA (570 AM on the dial)
- Fort Worth..... WBAP (820 AM on the dial)
- Houston ..... KPRC (950 AM on the dial)  
KTRH (740 AM on the dial)
- San Antonio ..... WOAI (1200 AM on the dial)
- KTBC — TV Channel7
- KTRK — TV Channel 13
- KPRC — TV Channel2
- KHOU — TV Channel 11
- KMOL — TV Channel4

**Bulletin Boards:** Bulletin boards are located throughout the campus. Please contact the Educational Services Office for information on posting.

**Equal Educational and Employment Opportunity Policy**

Galveston College is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, national origin, or handicap. The District provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission, recruitment, extra-curricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services, and athletics. Existing administrative procedures of the College are used to handle student grievances. When a student believes a condition of the College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. Appeals to high administrative authority are considered on the merits of the case.

**Family Educational Rights and Privacy Act of 1974**

In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes (1) student name, (2) student address, (3) telephone number, (4) dates of attendance, (5) educational institution most recently attended, and (6) other information, including major field of study and degrees and awards received.



A student may request that all or any part of the directory information be withheld from the public by giving written notice to the Admissions Office during the first 12 class days of a Fall or Spring Semester or the first four class days of a summer session. If no request is filed, information is released upon inquiry. No telephone inquiries are acknowledged; all requests must be made in person. No transcript or academic record is released without written consent from the student stating the information to be given, except as specified by law.

#### **Student Consumer Information Services**

Pursuant to Public Law 178, the College provides all students with information about its academic programs and financial aid available to students.

#### **Alcohol and Drug Abuse Education Program**

In compliance with the reauthorization of the Higher Education Act Program Participation Agreement required by institutions participating in programs of student financial assistance authorized under Title IV of the Act, Galveston College provides an alcohol and drug abuse program.

The Alcohol and Drug Abuse Education Program is designed to provide an institution-wide program to aid students, faculty and staff. The major emphasis is focused on education and prevention activities. Assistance is also provided to students and employees through meaningful and helpful referral services to local community agencies. For more information contact the Coordinator of Minority Affairs and Special Services (N-216).

#### **Administrative Interpretation and Change**

The administration of Galveston College reserves the right to act as final interpreter of all catalog content. Furthermore, the College reserves the right to change without notice tuition, fees and other charges, and related requirements and regulations as necessitated by College or legislative action.

Galveston College does not guarantee that courses listed in this catalog will be offered in any given term or year, or on a specific campus. Registration for a particular course, section of a course, or, in some cases, a program may be limited by the College. Galveston College reserves the right to cancel any course or section of a course, to change the instructor of a course, or to delete or change a program in keeping with prudent instructional and financial management.



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# ADMISSION POLICIES AND PROCEDURES — Credit Courses

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## GENERAL ADMISSIONS

General admission to the College, but not necessarily to specific courses or programs, may be achieved by one of the following methods:

1. Graduation from an accredited high school.
2. Graduation from a non-accredited high school with the condition of scholastic probation imposed on the student for one semester.
3. Successful completion of the General Educational Development (GED) Test, as certified by the State of Texas.
4. Transfer "in good standing" (student is eligible to re-enroll for coursework) from another college or university.
5. Individual approval by the Assistant Dean of Counseling for early admission and for certain students 18 years old or older. Specific requirements for each of these categories are listed below:

- (a) 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 graduating from high school.

The program is available to high school students subject to the following provisions:

- \* Credit for college hours will not be granted until the student has successfully completed all high school graduation requirements and a high school transcript documenting graduation is submitted to the Admissions Office. (Approval may be requested by the student for dual credit.)
  - \* While attending Galveston College, the student will be expected to adhere to all policies of the College.
- (b) Persons who do not hold a high school diploma or G.E.D. (but who are 18 years of age or older and whose high school class has graduated) may be admitted by giving evidence of an ability to benefit from college instruction. Such admission will be on a probationary basis.
6. Authorization from Galveston College to enroll as a non-resident international student. All correspondence relating to admissions for international students should be addressed to the Admissions Office; Galveston College; 4015 Avenue Q; Galveston, Texas; 77550; U.S.A. (Refer to Admissions Procedure).

## **ASSESSMENT AND PLACEMENT**

Before enrolling in credit courses at Galveston College, students must submit appropriate ACT or SAT scores, take the ASSET examination (an option may be provided to take a departmental mathematics exam as well), or meet one of the exemptions listed below. Test scores are used to determine placement in English, Reading, and Mathematics. Exceptionally low scores may limit a student's course selection. The charts on pages 43 and 44 list specific scores and corresponding placement.

The following prospective students are exempt from formal Assessment and Placement procedures:

1. Any student who holds a Baccalaureate or higher degree.
2. Transfer students having completed or received credit for the equivalent of ENG 1301 (to satisfy English and Reading requirements) and MTH 1301 (to satisfy Mathematics requirements) with a grade of C or higher. Evidence of course completion must be verified on an official transcript.
3. Students receiving special permission from an appropriate Assistant Dean, or a faculty advisor designated by an Assistant Dean, to take courses in a single discipline.

PLACEMENT TEST REQUIREMENTS								
1. Placement Test Requirements for English and Reading								
ENGLISH								
ACT	SAT/TSWE	ASSET	ACT	SAT/TSWE	ASSET	ACT	SAT/TSWE	ASSET
1-10	0-28	0-40	11-15	29-38	41-49	16+	39+	50-64
ENG 0301 IS REQUIRED READING			STUDENTS MUST COMPLETE ENG 0302 TO BECOME ELIGIBLE FOR ENROLLMENT IN ENG 1301.			STUDENT MAY ENROLL IN ENG 1301 IF NOT RESTRICTED BY READING SCORE.		
ACT*	SAT	ASSET	READING			READING		
1-10	**	0-20	ACT*	SAT	ASSET	ACT*	SAT	ASSET
			11-13	**	21-29	14+	**	30-40
RDG 0301 IS REQUIRED Students placing into either ENG 0301 or RDG 0301, or both, are restricted to the following course selection until eligibility for ENG 0302 and RDG 0302 have been established: ART 1301, 1302 1303, 1304, 1307, 1308 2301, 2302 DRM 1101, 1102 1306, 1307 ENG 0302 (If ENG 0301 is not required or has been completed) HUD 0301 MTH 0402, 0301, 0303, 1300 MUS (Any applied, including Chorus) OFT 1101, 1102, 1103, 1104, 1301 PED (Any activity) PSY 1100 RDG 0302 (If RDG 0301 is not required or has been completed) SPH 1301, 1306 SSB 0301 Exceptions must be approved by the appropriate Assistant Dean.			STUDENT MUST COMPLETE RDG 0302 TO BECOME ELIGIBLE FOR ENROLLMENT IN ENG 1301.			STUDENT MAY ENROLL IN ENG 1301 IF NOT RESTRICTED BY ENGLISH SCORE.		

\* Reading placement is determined by using the Social Science ACT score.

\*\* No equivalent SAT.

## 2. Placement Test Requirements for Mathematics

### MATH

ACT	SAT	ASSET	ACT	SAT	ASSET
1-14	200-440	0-20	15 +	450 +	21-32
MTH 0402 IS REQUIRED BEFORE STUDENT MAY ATTEMPT ANY OTHER MTH			Placement into MTH 0303, 1300, or 1301 as determined by departmental exam, review of high school transcript, or a combination of exam and review.  All students who have not taken a mathematics course within the last five years will be required to take the ASSET exam and/or departmental exams.		

## ADMISSIONS PROCEDURE

The procedures for admission into a College credit program of study are as follows:

- Obtain application forms from the Admissions Office.
- Return completed forms to the Admissions Office.
- Arrange for official transcripts from all schools (high school and colleges) attended to be sent to the Admissions Office. Returning students who have not attended Galveston College within the last 5 years will be required to again furnish official copies of coursework completed at other schools attended.
- Submit appropriate ACT or SAT scores, or arrange to take the ASSET examination. (See exemptions under Assessment and Placement).
- Arrange a counseling interview prior to formal registration.

**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 ADMISSIONS OFFICE.**

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

### RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

The responsibility of 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 non-resident at any time by virtue of a change of legal residence by a personal action or by the person controlling the student's domicile, is required to notify the proper administrative officials of this institution at once. Please contact the Admissions Office for complete residency information.

## INTERNATIONAL STUDENTS

The procedures for admission into a college credit program of study for a student with an F-Visa are as follows:

- (a) Complete the Galveston College Application for Admissions forms.
- (b) Furnish all official high school and college transcripts.
- (c) Submit a Statement of Financial Support which must be signed by a parent, relative, or sponsor.
- (d) Provide a Certification of Immunizations. (Use forms provided by the Office of Admissions.)
- (e) Furnish National Test Score of Test of English as a Foreign Language (TOEFL). A minimum score of 550 required of all students whose native language is not English. English speaking international students should submit ACT or SAT scores, or arrange to take the ASSET examination.
- (f) Provide evidence of U.S. medical insurance coverage.

### ADDITIONAL ADMISSIONS REQUIREMENTS FOR OCCUPATIONAL/TECHNICAL PROGRAMS WHICH HAVE LICENSING AND/OR ACCREDITING AGENCY REQUIREMENTS.

Because licensing and/or accrediting agencies periodically change their requirements, Galveston College may have to change both admissions and curricula 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 cannot guarantee "future entrance requirements" for these programs. For admissions requirements to specific occupational/technical programs, please refer to the sections of this catalog devoted to a description of each instructional division.

## PERSONAL INFORMATION

1. **Change of Address:** Any student with a change of mailing address and/or place of residence must notify the Admissions Office as soon as possible.
2. **Change of Name:** The listing of a student's name at Galveston College is originally recorded from the admission application. A legal document confirming change of name must be submitted to the Admissions Office before a change will be affected.

## REGISTRATION

The formal registration of students is held prior to the beginning of classes each semester. The registration is simplified if students have completed admission procedures before registration begins. Details for registration procedures and course offerings are published each semester.

## TUITION AND FEES

### General Information

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 following 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.

A student who is enrolled in a public university or a public community college may be eligible to receive a reduction in tuition charges upon concurrently enrolling in another public institution of higher education. This adjustment will be in accordance with Section 54.062 of the Education Code. In order to qualify, the student must bring a copy of the receipt for payment of tuition from the institution in which enrollment was first made.

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.

### **TUITION**

<b>No. of Semester Hours</b>	<b>Residents of Texas</b>	<b>Non-Resident of Texas</b>
1	\$50.00	\$200.00
2	50.00	200.00
3	50.00	200.00
4	50.00	200.00
5	50.00	200.00
6	50.00	200.00
7	56.00	200.00
8	64.00	200.00
9	72.00	200.00
10	80.00	200.00
11	88.00	220.00
12	96.00	240.00
13	104.00	260.00
14	112.00	280.00
15	120.00	300.00
16	128.00	320.00
17	136.00	340.00
18	144.00	360.00
19	152.00	380.00
20	160.00	400.00
21	168.00	420.00
22	176.00	440.00



**Lab Fees**

ACR 1301	24.00	FFS 1302	16.00	MUS 2221	60.00	PED 1170	10.00
ART 1307	10.00	FPM 1304	24.00	MUS 2222	60.00	PED 1175	10.00
ART 1308	10.00	FPM 2301	24.00	MUS 2223	60.00	PED 1180	10.00
ART 2301	10.00	FPM 2301	24.00	MUS 2224	60.00	PED 1185	10.00
ART 2302	10.00	FPM 2304	24.00	MUS 2225	60.00	PED 1190	10.00
ART 2303	10.00	FRN 1401	5.00	MUS 2226	60.00	PED 1195	20.00
ART 2304	10.00	FRN 1402	5.00	NMT 1401	8.00	PHY 2401	8.00
ART 2307	10.00	FRN 2301	5.00	NUR 1503	8.00	PHY 2402	8.00
ART 2308	10.00	FRN 2303	24.00	NUR 1601	24.00	PHY 2403	8.00
ART 2309	10.00	FPM 2304	24.00	NUR 1602	16.00	PHY 2404	8.00
ART 2310	10.00	FRN 1401	5.00	NUR 2502	16.00	PHY 2405	8.00
ART 2313	10.00	FRN 1402	5.00	NUR 2601	16.00	RDT 1202	16.00
ART 2314	10.00	FRN 2302	5.00	NUR 2604	16.00	RDT 1206	16.00
BIO 1401	16.00	GRM 1401	5.00	NUR 2605	16.00	RDT 1207	16.00
BIO 1402	16.00	GRM 1402	5.00	OFT 1101	10.00	RDT 1304	16.00
BIO 1403	16.00	GRM 2301	5.00	OFT 1102	10.00	RDT 1307	16.00
BIO 1404	16.00	GRM 2302	5.00	OFT 1103	10.00	RHS 1302	8.00
BIO 1408	16.00	HOR 1301	16.00	OFT 1104	10.00	RHS 1304	8.00
BIO 2300	16.00	HOR 1302	16.00	OFT 1105	15.00	RTT 2301	8.00
BIO 2405	16.00	HOR 1303	16.00	OFT 1106	15.00	RHS 2302	8.00
BUS 1403	20.00	HOR 1401	16.00	OFT 1301	20.00	RTT 2301	8.00
CHM 1401	16.00	HOR 2301	16.00	OFT 1401	20.00	RTT 2302	8.00
CHM 1402	16.00	HOR 2302	16.00	OFT 1402	24.00	SPN 1401	5.00
CHM 1403	16.00	HOR 2402	16.00	OFT 2301	15.00	SPN 1402	5.00
CHM 1404	16.00	HOR 2403	16.00	OFT 2401	24.00	SPN 2301	5.00
CHM 2403	16.00	HOR 2404	16.00	OFT 2402	24.00	SPN 2302	5.00
CHM 2404	16.00	HOR 2405	16.00	OFT 2403	10.00	SUT 1001	5.00
CSC 1301	8.00	MUS 1121	30.00	PED 2301	10.00	SUT 1003	5.00
CSC 1302	8.00	MUS 1122	30.00	PED 2304	10.00	SUT 1008	10.00
CSC 1401	16.00	MUS 1123	30.00	PED 1100	10.00	SUT 1010	10.00
CSC 1402	16.00	MUS 1124	30.00	PED 1105	10.00	TLV 1301	5.00
CSC 2401	16.00	MUS 1125	30.00	PED 1108	20.00	TLV 1302	5.00
CSC 2403	16.00	MUS 1126	30.00	PED 1110	20.00	TLV 1304	5.00
CSC 2404	16.00	MUS 1221	60.00	PED 1115	20.00	TLV 1403	5.00
CST 2202	16.00	MUS 1222	60.00	PED 1120	24.00	TLV 1404	5.00
CST 2203	16.00	MUS 1223	60.00	PED 1125	10.00	TLV 2301	5.00
CST 2204	16.00	MUS 1224	60.00	PED 1130	10.00	TLV 2302	5.00
CST 2205	16.00	MUS 1225	60.00	PED 1135	10.00	TLV 2303	5.00
CST 2401	16.00	MUS 1226	60.00	PED 1140	10.00	VNR 1002	10.00
CST 2402	16.00	MUS 2121	30.00	PED 1145	10.00	VNR 1008	5.00
CST 2403	16.00	MUS 2122	30.00	PED 1150	20.00	VNR 1010	10.00
CST 2404	16.00	MUS 2123	30.00	PED 1155	20.00	VNR 1012	5.00
CST 2408	16.00	MUS 2124	30.00	PED 1160	24.00		
FFS 1301	24.00	MUS 2125	30.00	PED 1165	10.00		
		MUS 2126	30.00				

*Building Use Fee* - \$1.00 per semester credit hour.

*Health Fee* - \$12.00 per semester for all students in health related programs.

*Identification Card Fee* - \$2.00

*Insurance Fee* - Charged for all students in health related programs. \$10.00 for those students starting in the Fall semester, 8.50 for those students starting in the Spring semester.

*Student Activity Fees* - \$10.00 for 1-8 semester hours, \$15.00 for 9 semester hours and above.

#### *Certificate Programs*

	Tuition	Lab Fee	Other Fees	Total
<i>Licensed Vocational Nursing</i>				
Resident Students				
Spring	\$120.00	\$16.00	\$52.50	\$183.50
Summer	72.00	16.00	25.00	108.00
Fall	120.00	16.00	62.00	193.00
Nonresident Students				
Spring	\$300.00	\$16.00	\$52.50	\$363.00
Summer	200.00	16.00	25.00	236.00
Fall	300.00	16.00	62.00	373.00

	Tuition	Lab Fee	Other Fees	Total
<i>Surgical Technology</i>				
Resident Students				
Fall	\$120.00	\$10.00	\$54.00	\$179.00
Spring	120.00	10.00	42.00	167.00
Summer	88.00	10.00	36.00	129.00
Nonresident Students				
Fall	\$300.00	\$10.00	\$54.00	\$359.00
Spring	300.00	10.00	42.00	347.00
Summer	220.00	10.00	36.00	261.00
<i>Refrigeration Mechanics</i>				
Resident Students	\$120.00	\$10.00	\$54.00	\$167.00
Nonresident Students	300.00	10.00	54.00	367.00

#### **Community Education**

Tuition and fees for Community Education courses depend largely upon:

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

#### **Bad Checks**

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

## Refund Policy

### 1. College Credit and Certificate Program Courses

- A. Students who officially withdraw from the institution will have their tuition and fees refunded (except fees for Identification Cards which will not be refunded) according to the following schedule:

#### Fall and Spring Semesters

Prior to the first class day	100%
During the first five class days	80%
During the second five class days	70%
During the third five class days	50%
During the fourth five class days	25%
After the fourth five class days	NONE

#### Summer Semesters

Prior to the first class day	100%
During the first, second or third class day	80%
During the fourth, fifth or sixth class day	50%
After the sixth class day	NONE

- B. Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at the institution will have applicable tuition and fees refunded according to the following schedule:

#### Regular Session

During the first twelve class days	100%
After the twelfth class day	NONE

#### Summer Session

During the first four class days	100%
After the fourth class day	NONE

- C. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

### 2. Community Education Courses

- A. Full (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.
- B. All refund requests and questions will be handled by the Admissions Office.

## 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, (5) short-term loans and (6) over payment of financial assistance.

**Student Activity Fees**

Funds accumulated by the College through student activity fees are used to support or partially underwrite student extracurricular functions, such as equipment and supplies for student activities; school dances and entertainment; membership in state and regional associations; travel for delegates to state and regional meetings; partial funding for approved clubs and organizations; student government elections; and cultural activities (films, speakers, etc.).

**Professional & Personal Liability Insurance for Health Related Majors**

In October of 1972 the Board of Regents of The University of Texas System announced that effective in the Fall Semester of 1972, all "...allied health and nursing students will be required prior to official registration to show evidence of professional liability (malpractice) insurance coverage in a minimum amount determined by the chief administrative officer of that component..." As Galveston College uses the facilities of The University of Texas Medical Branch, our students in the health related fields come under this ruling.

The minimum amount of coverage acceptable to UTMB is \$200,000/\$600,000. Galveston College will provide a Blanket Student Liability Insurance Program for a \$10.00 premium for those starting in the Fall Semester and \$8.50 for those starting in the Spring Semester. New "health-related majors" will be assessed this fee as a part of the registration procedures.

Students may have their own individual policies if they wish, but a copy of such a policy or other adequate proof of insurance must be provided to the College at the time of registration. Such a policy must have a minimum of \$200,000/\$600,000 coverage.

Students who do not meet this requirement cannot be given clinical assignments.

**Transcripts**

All requests for transcripts must be made in writing by the student either by completing the request form in the Admissions Office or by letter. No requests can be taken over the telephone. The first transcript is furnished free of charge. Additional copies thereafter may be obtained at a cost of \$2.00 each. Allow 2-4 days for processing transcript requests.

Students with an outstanding debt to Galveston College will not be issued a transcript until the indebtedness is cleared by the Business Office.

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# ACADEMIC STANDARDS

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## CREDIT FOR COURSES

The semester hour is the unit of measurement at Galveston College and is defined generally as one clock hour of class 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.

## CREDIT BY EXAMINATION

A person who believes he 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 approval from the appropriate Assistant Dean 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 Assistant Dean.

Administering these examinations will be the responsibility of the appropriate Assistant Dean or his designated representative. Scoring and grade determination procedures will be identified by the Assistant Dean. The Assistant Dean 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 Assistant Dean. Credit will be granted for a grade of "A" or "B." The student's transcript will carry the notation "credit by examination."

### 2. Advanced Placement in English 1301

Students scoring at least 26 on the ACT in English, 630 on the SAT verbal, or 57 on the TSWE are eligible for advanced placement in English 1301. They must request consideration for advanced placement through the Counseling Office and then write a short essay to be evaluated by either the Assistant Dean of Humanities or the Vice President/Dean of Instruction.

If advanced placement is approved, it will be granted with a grade of A or B.

### 3. 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 Score	Course	Semester Hrs.	Grade
English Composition	620*	ENG 1301	3	A
English Composition	550*	ENG 1301	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.



## 4. 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 Score	Course	Semester Hrs.	Grade
General Biology	60	BIO 1401-1402	8	A
General Biology	55	BIO 1401-1402	8	B
American Government	54	GOV 2301	3	A
American Government	50	GOV 2301	3	B
General Psychology	65	PSY 1301	3	A
General Psychology	55	PSY 1301	3	B
Intro. to Sociology	64	SOC 1301	3	A
Intro. to Sociology	59	SOC 1301	3	B
American History	60	HIS 1301	3	A
American History	54	HIS 1301	3	B
English Composition or Freshman English	55*	ENG 1301	3	A
English Composition or Freshman English	50*	ENG 1301	3	B

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

CLEP Achievement Test	Minimum Score	Course	Semester Hrs.	Grade
Introductory Accounting	60	ACT 1401	4	A
Introductory Accounting	55	ACT 1401	4	B
Intro. Micro-Macro Eco.	60	ECO 2301 & 2302	6	A
Intro. Micro-Macro Eco.	54	ECO 2301 & 2302	6	B
General Chemistry	65	CHM 1402	4	A
General Chemistry	50	CHM 1401	4	B
College Algebra	60	MTH 1301	3	A
College Algebra	55	MTH 1301	3	B
Trigonometry	60	MTH 1302	3	A
Trigonometry	55	MTH 1302	3	B
Calculus with Elem. Functions	60	MTH 1409	4	A
Calculus with Elem. Functions	55	MTH 1409	4	B

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

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

APP Achievement Test	Minimum Score	Course	Semester Hrs.	Grade
Biology	4	BIO 1401-1402	8	A
Biology	3	BIO 1401-1402	8	B
American History	4	HIS 1301	3	A
American History	3	HIS 1301	3	B
Spanish	4	SPN 1401 & 1402	8	A
Spanish	3	SPN 1401 & 1402	8	B
French	4	FRN 1401 & 1402	8	A
French	3	FRN 1401 & 1402	8	B
Language & Comp.	5*	ENG 1301	3	A
Language & Comp.	4*	ENG 1301	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	CHM 1401 & 1402	8	A
Chemistry	3	CHM 1401 & 1402	8	B
Calculus AB	4	MTH 1409	4	A
Calculus AB	3	MTH 1409	4	B
Calculus BC	4	MTH 2401	4	A
Calculus BC	3	MTH 2401	4	B
Physics Form B	4	PHY 2401 & 2402	8	A
Physics Form B	3	PHY 2401 & 2402	8	B

6. Licensed Vocational Nurses and Hospital Corpsmen who meet the admission requirements of the Associate Degree Nursing Program may be eligible for credit by examination.

ACT PEP Exam	Minimum Score	Course	Semester Hrs.	Grade
Fundamentals of Nursing	60	Nur 1601	6	A
Fundamentals of Nursing	50	Nur 1601	6	B

Specific information for other nursing courses is available from the Assistant Dean of Health Occupations or the Counseling Office.

## EXPLANATION OF THE COURSE NUMBER SYSTEM

The courses offered by Galveston College 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 and fourth numerals give specific course identification and often indicate the sequence in which the course should be taken (for example, English 1301 is understood to precede English 1302).

## CLASSIFICATION OF STUDENTS

A student who has completed less than 30 semester 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.

**NOTE:** Students are classified as freshman or first year students when enrolled in a course with a Nursing prefix and a course number starting with one. Sophomore or the second year classification begins when a student enrolls in a course with a Nursing prefix and a course number starting with two.

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 of 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. A student registered for six (6) or more semester hours each term is defined as a full-time student by Galveston College.
  - b. See Veterans Information for classification of veterans.

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 Terms:
  - a. A student registered for less than six (6) semester hours is defined as a part-time student by Galveston College.
  - b. See Veterans 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 a student's 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 hours or less.

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

**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."

Students are expected to report to class on time. At the discretion of the instructor, tardiness may be treated the same as an absence and the AWF policy may be applied.

If an AWF is processed before a student completes the drop procedures, the AWF will become the grade of record.

The student, instructor and financial aid office will receive copies of the AWF notice.

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.



## **STUDENT ABSENCE ON RELIGIOUS HOLY DAY**

Under Texas Education Code 51.911, a student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by student and instructor. The student must give written notice to the instructor, prior to the anticipated absence, of the intent to be absent because of a religious holy day. The written notice of the intent to be absent must be made within the first fifteen class days of the semester.

## **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.

## **SCHOLASTIC INTEGRITY**

Each student is charged with the responsibility of maintaining scholastic integrity. In preparing written assignments, students find it helpful to include excerpts from the material published by others. To avoid any possibility of plagiarism, the student should give full credit to the author for such material that he includes.

Sharing of knowledge on an exam is not only unethical, but in most cases penalizes students by giving an unfair estimate of his preparation and progress. Violation of instructions concerning exams is properly within the area of student/faculty relations and as such is subject to such recommendations as the faculty may propose. These recommendations may range from loss of credit for the unit work involved, failure in the course, to dismissal from the College.

## **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 the 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 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 accuracy of his 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 Admissions Office during the first 12 days of Fall or Spring Semester or the first four 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.

### GRADING SYSTEM

Each instructor will announce the approved grading standard 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 letters: "A," "B," "C," "D," "F," "I," "SP," "W," "WX," and "AWF." These letters have the following significance.

Final grades are reported for each student for every course according to the following grading system:

Grade	Interpretation	Grade Point
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 (Not computed in grade point average) *Note 1	
W	= Official Withdrawal (Not computed in grade point average) *Note 2	
WX	= Progress (Not computed in grade point average) *Note 3	
SP	= Satisfactory Progress (Not computed in grade point average) *Note 4	

The grading system for Vocational Nursing is different from the above (See Course Syllabus).

\*Note 1: Incomplete work must be completed by 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: Students who do not complete course requirements may receive a "WX" grade when the instructor determines that reasonable progress has been made and when

the student can re-enroll for course completion prior to the certification date in the next regular semester. If the student re-enrolls and completes the course requirements, the "WX" remains for the first enrollment; a performance grade is given for the second enrollment. If the student does not complete the course requirements, the "WX" is converted to a performance grade.

\*Note 4: Grade of "SP" is restricted to "0" level courses and MTH 1300. "SP" indicates that the student has made satisfactory progress but the required level of proficiency has not been attained.

**Repeated Courses:** If a student repeats a course at Galveston College, the hours and grade earned on only the last enrollment will be used in computing the cumulative grade point average for graduation requirement, even when the last grade earned is lower. This is a Galveston College Policy. This policy is not necessarily honored at other colleges.

**Adding and Dropping of Courses:** Students who add courses will be subject to any additional tuition and fees as outlined in the current Galveston College Catalog. Refund information should be obtained from the Business Office.

Courses may be added on the dates outlined in each semester schedule. Courses may be dropped without notation on the student's record before the permanent recording date of each semester. After that day, courses will be dropped with a grade of "W" (Withdrawn). The last day to drop a course with a "W" is listed in each semester's published schedule.

If an AWF is processed before a student completes the drop procedures, the AWF will become the grade of record.

Forms for dropping or adding courses may be obtained from the Counselor's Office. A drop form requires the signature of the instructor or the appropriate Assistant Dean. The drop form does not become official until it is received in the Admissions Office with the required signatures.

**Administrative Withdrawal:** A student who registers and does not attend class in accordance with Galveston College attendance policy will be administratively withdrawn upon written recommendation of the instructor. A grade of AWF will be assigned to the student. The grade of AWF will have a grade point value of "0" and WILL be computed in a student's grade point average.

If an AWF is processed before a student completes the drop procedures, the AWF will become the grade of record.

The student, instructor, and financial aid officer will receive copies of the AWF 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 cards to the Counselor's 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.

**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," "WX," and "W" are not assigned grade point values.

For repeated courses, only the latest grade earned is included in cumulative grade point averages. Transcripts do, however, indicate all work completed, even if the latest grade is lower than a preceding grade.

A student's grade point average is computed by adding the total grade point values for all courses and dividing by the number of credit hours attempted during the same period. For example, a student who takes the following courses and earns the following grades has a grade point average of 2.52:

Courses	Grade	Grade Points
BIO 1403	A	16
ENG 1301	B	9
HIS 1301	B	9
SPH 1301	C	6
PSY 1301	D	3
<u>PED 1118</u>	F	<u>0</u>
Total Credit Hours: 17	Total Grade Points: 43	

$$43 \div 17 = 2.52$$

**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.

**Academic Probation and Suspension**

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 succeeding summer term for which the student is registered.

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 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 Dean of Educational Services or the Committee on Student Status.

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

#### **GRADE APPEAL**

Students who wish to appeal a final grade must do so through petition to the appropriate instructor and/or the Assistant Dean **WITHIN** two weeks of the end of the term in which the grade was assigned. After that time period, the grade is considered final and not open to further appeal.

#### **GRADE REPORTS**

A grade report is issued to each student at the end of each semester and gives the grade earned in each course that semester. A transcript is the official record of college work and gives all grades earned throughout the college career. Transcripts are withheld from students who have not met financial or other obligations to the College.

## HONOR STUDENTS

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

An Honors List for Part-Time students is published each Fall and Spring semester listing the names of students taking between 6 and 11 semester credit hours who achieve a grade point average of 3.5 or better.

An Honors list is not compiled for the summer semesters.

## DEGREES

Galveston College offers three degree plans: 1) Associate of Arts, 2) Associate of Science, and 3) Associate of Applied Science. 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, terminal programs which may require one semester to one year of study, i.e. Surgical Technology). Galveston College now offers Post-Associate degree programs in Computerized Tomography Technology, Magnetic Resonance Imaging, Special Procedure Technology, and Radiation Dosimetry. For specific programs granting the Certification of Graduation, please refer to the sections of this catalog devoted to a description of each instructional division.

The basic requirements for each of the three degree plans offered at Galveston College are described below:

<i>Associate of Arts</i>		
<i>Category</i>	<i>Course Selection</i>	<i>Min Hrs</i>
a. Communications	ENG 1301 and 1302	6
	SPH 1301, 1305, 1306 or 2308	3
b. Science/Mathematics	Courses to be selected from Natural Science, Mathematics or Computer Science	9
c. Social Science	HIS 1301, 1302 or 2303	6
	GOV 2301 and 2303	6
d. Behavioral Science	A course to be selected from Anthropology, Psychology, or Sociology	3
e. Humanities	Sophomore English (Literature)	3
	Courses to be selected from Art, Drama, English (Literature), Foreign Languages, Humanities, Philosophy, or Music	9
f. Physical Education	To be selected from available activity courses	2
g. Electives	Other courses to be selected by student to total a minimum of 60 hrs for the degree	

*Associate of Science*

<i>Category</i>	<i>Course Selection</i>	<i>Min Hrs</i>
a. Communications	ENG 1301 and 1302 SPH 1301, 1305, 1306 or 2308	6 3
b. Science/Mathematics	Courses to be selected from Natural Science, Mathematics or Computer Science, with at least one course from each	20
c. Social Science	HIS 1301, 1302, or 2303 GOV 2301 and 2303	6 6
d. Behavioral Science	A course to be selected from Anthropology, Psychology, or Sociology	3
e. Humanities	Sophomore English A course to be selected from Art, Drama, English, Foreign Languages, Humanities, Philosophy, or Music	3 3
f. Physical Education	To be selected from available activity courses	2
g. Electives	Other courses to be selected by student to total a minimum of 60 hrs for the degree	

NOTE: Alternative course choices within an academic category and elective choices should be selected with the assistance of a Galveston College counselor or faculty advisor. Students planning to transfer may have to select specific courses to meet the requirements of the transfer institution.

*Associate of Applied Science*

The Associate of Applied Science Degree is awarded to students who successfully complete an approved curriculum for a two-year occupational program. For specific programs, please refer to the sections of this catalog devoted to a description of each instructional division.

**PHYSICAL EDUCATION REQUIREMENTS**

A student is *exempt* from the physical education requirements under the following conditions:

1. If the student is a veteran of the armed forces.
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.

An *excess* of 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 Dean of Educational Services.

## REQUIREMENTS FOR GRADUATION

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

The last 18 semester hours prior to graduation must be completed in residence at Galveston College. Exceptions will be considered by special petition made to the Dean of Educational Services. A minimum grade point average of 2.0 ("C") is required on all course work applying toward a degree and/or a certificate. **DEVELOPMENTAL COURSES MAY NOT BE APPLIED TOWARD DEGREES.**

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 sought. Any variation from the requirements of a specific degree program must be approved by the appropriate Assistant Dean and the Vice President and Dean of Instruction.

## GRADUATION PROCEDURES

The procedures for graduation are enumerated below:

1. An application for graduation form must be filed with a counselor. This is NOT the same thing as filing a degree plan.
2. Students registering for the semester in which they will complete the requirements for graduation must file in the Counselor's Office and pay their graduation fee at the time of registration. NOTE: A late fee of \$10.00 will be charged to students who do not file for graduation during registration.
3. Students may apply for graduation under existing catalog requirements or under the catalog requirement in effect when entering Galveston College (exception: Associate Degree Nursing, Radiography, Radiation Therapy Technology and Nuclear Medicine Technology students).
4. All GRADUATING STUDENTS MUST ATTEND GRADUATION EXERCISES unless specifically excused IN WRITING by the Dean of Educational 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 NCLEX - RN and licensure fee to the Nursing Office.
8. Any student who does not graduate because of academic deficiencies must repeat steps 1-7 when they do become eligible.

Associate Degree Nursing, Radiography, Radiation Therapy Technology and Nuclear Medicine Technology students must apply under existing catalog requirements or under catalog requirements in effect when *officially accepted and enrolled* in the ADN program.

## GRADUATION WITH HONORS

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 must complete at last 18 semester hours at Galveston College to be eligible for "Graduation with Honors" listing.*





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# EDUCATIONAL SERVICES

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The College is committed to providing opportunities for each individual student's total educational development. Educational Services are provided by the Admissions Office, Financial Aid and Placement, Counseling, Minority Affairs and Special Services, Library and Media Services, and the Dean of Educational Services. Educational Services are integrated with the programs of the College to address the individual needs for educational, personal, social, cultural, and career development.

## COUNSELING SERVICES

The Counseling Office 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.

Individuals may find the counseling services helpful as they make plans and decisions in various phases of their development. For example, counselors can assist students in selecting courses of study, determining transferability of courses, choosing or changing careers, gaining independence, and confronting problems of daily living. Assistance is provided by the counseling staff in the following areas:

1. Career counseling to explore possible vocational directions, occupational information, and self appraisals of interests, personality and abilities.
2. Academic advisement to examine appropriate choices of courses, educational plans, study skills, and transferability of courses.
3. Confidential personal counseling to make adjustment and life decisions about personal concerns.
4. Workshops and seminars conducted by counselors focusing on such areas as choosing a major, job search techniques, and resume writing. Counselors will consider offering a workshop on any topic for which there is a demand.

The Counseling Office is located in Moody Hall.

## OFFICE OF MINORITY AFFAIRS AND SPECIAL SERVICES

**Purpose:** The Office of Minority Affairs and Special Services is responsible for recruitment and retention of minority, handicapped, and other special populations of students. This office is also responsible for providing student support services that will impact on retention.

**Special Services Program:** The special service program is designed to provide support services for students who need counseling or other assistance to successfully complete their college education. The goal of the program is to increase the admission, retention and graduation rate of students who by traditional academic, social and cultural measures, would have difficulty succeeding in college.

Any student enrolled at Galveston College is recognized as economically or educationally disadvantaged, or physically handicapped, is eligible to participate in the activities of this program.

Physically handicapped students are requested to notify the Coordinator of Minority Affairs and Special Services regarding any assistance they will need in class. Students who have certain disabilities qualify for special services such as:

1. Note takers
2. Mobility facilitators
3. Tutors
4. Registration assistance
5. Readers for the Blind
6. Special instructional media

An information and referral service is also provided to students with special needs. This is accomplished by referring students to social service agencies in the community.

#### **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 each registration.

#### **FINANCIAL AID**

**General Information:** The financial aid program at Galveston College attempts to provide financial assistance to those students, who without such aid, would not be able to pursue a higher education. The primary responsibility for financing an education rests with the student and his family, and Galveston College is aware that assistance beyond the family's resources sometimes becomes necessary. In cases wherein financial need for eligible students is documented, Galveston College will assist, as far as possible, using all available local, state and federal funds.

Financial assistance is offered in many forms, such as grants, scholarships, loans and both on-and-off campus employment, or a combination of these aids.

**Eligibility Requirements:** To be eligible for financial assistance, a student must (1) be accepted for enrollment (if new student) in an eligible program; or if presently enrolled be making satisfactory academic progress in an eligible program; (2) not be in default on any state or federal government loan; (3) not owe a refund on a grant previously received for attendance at any institution, (4) be enrolled for a minimum of 6 semester credit hours in an academic program and (5) must have file completed in the Admissions Office.

Eligible program is defined as a program of education or training that (1) leads to an associate, graduate or professional degree; (2) is at least a 2-year program that is acceptable for full credit toward a bachelor's degree; and (3) is at least a 1-year program leading to a certificate or degree that prepares a student for gainful employment in a recognized occupation.

NOTE: Technical-Vocational programs which take less than six months to complete are not eligible.

**Selective Service Requirement:** Students who are born after December 31, 1959, and who are required under the Military Selective Service Act to register for the draft, are required to file a statement of compliance. Failure to comply constitutes ineligibility to receive any grants, loans, or work assistance under Title IV of the Higher Education Act of 1965.

**Application Procedure:** Each student requesting consideration for financial assistance must:

1. Make sure all Galveston College entrance requirements have been met and academic transcripts are on file in the Admissions Office. Please check with the Counselor's Office



regarding test(s) you may be required to take, i.e., ACT, PSB, OTIS, READING, or ASSET.

2. Complete and file appropriate need analysis form as provided by the Financial Aid Office of Galveston College.
3. Request that a financial aid transcript be submitted to the Financial Aid Office from each college you have attended (other than Galveston College), even if you received no financial aid. Financial aid transcript forms are available in the Financial Aid Office.
4. Submit a copy of your degree plan/educational objective.
5. Be making satisfactory progress as outlined on page 60.
6. Complete Galveston College Financial Aid Office institutional application and sign a *Statement of Educational Purpose/Registration Compliance*. Be prepared, upon request, to show documentation that you are registered with the Selective Service, if applicable.
7. Submit signed income tax return (IRS 1040, 1040A, 1040EZ . not W-2), non-taxable income verification and other documentation as required for verification of grants and loans.

All required forms are available in the Financial Aid Office.

Information obtained from the financial aid application forms is used to determine the student's need and the types of awards for which he qualifies. Awards made through this office fall into two categories: (1) gift aid, which includes grants and/or scholarships, and (2) self-help funds from College Work-Study and guaranteed student loans. (Also, for Associate Degree Nursing students, long-term educational loans are available.) The amount offered as a financial aid award plus the student's resources and those of his parents (if applicable) cannot exceed the educational budget for a student as determined by the Financial Aid Office.

**DEADLINES**—Applications for financial aid should be completed, processed and received in the Financial Aid Office by the following dates:

	Priority Deadline	Last Date To Complete Financial Aid File
Summer Sessions	April 15	May 15
Academic Year (Fall/Spring)	July 1	August 1

NOTE: Allow a minimum of SIX WEEKS PRIOR TO DEADLINE date to process the financial aid application forms.

## **Types of Financial Aid**

### **Guaranteed Student Loans (GSL):**

The Higher Education Act of 1965 provided for student loans from private commercial lending agencies such as banks, savings and loan associations, credit unions and insurance companies. As an undergraduate, the student may borrow up to \$2,625 per school year, a maximum of \$17,250 for all years of undergraduate study. The actual loan amount may be limited to less than this, depending on the cost of attendance, other financial aid, and family financial condition.

The interest rate is set by Congress and is currently 8% per year simple interest on loans to new borrowers. Borrowers do not pay interest until six months after ceasing at least half-time enrollment. The U.S. Department of Education pays to the interest during the time the

student is enrolled and during the grace period of six months following enrollment. The minimum payment will be \$50.00 per month, and the loan must be repaid within 10 years.

Lenders may charge 5.5% origination fee on each loan in addition to the insurance premium charged on the loan. These charges will be deducted from the proceeds of the loan.

The Higher Education Amendments of 1980 authorized PLUS loans to parents of dependent undergraduate students through the Guaranteed Student Loan Program. Self-supporting undergraduate and graduate students are now eligible under the Supplemental Loans for Students Program (SLS). Parents must begin repaying the loan within 60 days after the loan is made. Self-supporting students, on the other hand, may defer repayment while enrolled in school.

The Financial Aid Office will be able to supply additional information on how to apply for the Guaranteed Student Loan. A new application must be submitted each year.

*Pell Grant:*

The Pell Grant is a federally funded program designed to help undergraduate pre-baccalaureate students continue their education. The purpose of this program is to provide eligible students with a foundation of financial aid to assist with the costs of attending college.

All students applying for financial assistance through the College must apply for a Pell Grant. Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for Pell Grant is based on financial need and satisfactory academic progress. Applications and additional information concerning the Pell Grant Program are available in the Financial Aid Office and in the counseling offices of most high schools. The application process takes approximately 6-8 weeks. In response to the Pell Grant application, a Student Aid Report (SAR) will be mailed directly to the student. The student should immediately review the SAR to make sure it is correct and bring all copies to the Financial Aid Office. The exact amount of the Pell Grant award will depend upon the aid index on the SAR and the number of hours for which the student enrolls. In order to be eligible, a student must enroll for at least six credit hours each semester. Students must apply each year.

*Supplemental Educational Opportunity Grant (SEOG):*

The SEOG program provides assistance for eligible undergraduate students who show financial need, are making satisfactory progress toward their educational goal and are enrolled for at least six credit hours. The maximum award for an academic year is \$2,000; however, the actual amount of the grant may be limited to less than this, depending on the availability of funds at the school, the student's family financial condition and other financial aid the student is receiving. Students must apply each year for the SEOG.

*Texas Public Educational Grant (TPEG):*

The TPEG program is a state financial aid program to assist students attending state-supported colleges. To be eligible students must show financial need and be making satisfactory progress toward their educational goal. The actual amount of the grant will vary depending on the availability of funds at the school, the student's family financial condition and other financial aid the student is receiving. Students must apply each year for the TPEG.

*Texas Public Educational-State Student Incentive Grant (TPE-SSIG):*

The TPE-SSIG is a state program. To qualify, students must enroll for at least six credit hours per semester, make satisfactory progress toward their educational goal, be a Texas resident, and have financial need. Grants are awarded by eligibility on a first-come, first-served basis. Students must apply each year for the TPE-SSIG.

*Student Employment:*

The College Work/Study Program is a federal program to assist students through jobs both on-and-off campus. To be eligible, students must demonstrate financial need, be enrolled in six or more credit hours, and make satisfactory progress toward their educational goal. Students will generally work less than 20 hours per week.

The Student Employment Program provides some jobs on campus for students who do not meet the financial need requirement of the College Work/Study Program. Students generally work 19 hours per week.

*Bureau of Indian Affairs:*

The Bureau of Indian Affairs offers educational benefits to American Indian students. Students need to contact the regional Bureau of Indian Affairs Office regarding eligibility.

Bureau of Indian Affairs  
1100 Commerce – Room 2C44  
Dallas, Texas 75202

*Vocational Rehabilitation:*

The Texas Rehabilitation Commission offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information, contact:

Texas Rehabilitation Commission  
6000 Broadway  
Galveston, Texas 77550

*Veterans Benefits Program*

The Veterans Benefits Program is coordinated by the Veterans Affairs Assistant in the Admissions Office of the College. Services of this office include counseling the veteran concerning benefits, Veterans Administration loans, Veterans Administration work/study programs, financial problems, career counseling, and other areas related to the veteran's general welfare. When testing indicates that a veteran should enroll in developmental courses such as reading, writing, or math, the student may pursue these courses with no charge to his benefits. Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects. The veteran student should be aware of some of the Veterans Administration guidelines. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits.

1. Class attendance is mandatory. Failure to attend class results in suspension from class.
2. A veteran student who plans to enroll in developmental courses must be tested and show a need in basic skills before enrolling in these courses.
3. A veteran student enrolled in television courses must be pursuing more on-campus credit hours than hours taken by television.
4. A veteran student who has successfully completed credit hours at another college or university must submit a transcript from that college or university before applying for V.A. benefits. The transcript is evaluated and credit granted when applicable.
5. A veteran student must enroll in courses required for a degree program. Information on degree requirements may be obtained from the Admissions Office.
6. A veteran student who withdraws or who is dropped from all courses attempted during a semester is considered as making unsatisfactory progress by the V.A. and may lose

future benefits. A veteran student must also maintain a satisfactory grade point average as outlined in the catalog.

The above V.A. regulations are subject to change without notice. Students should contact the Veterans Affairs Assistant in the Admissions Office in order to be aware of current regulations and procedures.

*Hazelwood Act:*

Under the Hazelwood Act certain veterans who have exhausted remaining educational benefits from the Veterans Administration can attend Texas state-supported institutions and have some fees waived. To be eligible, students must have been residents of Texas at the time they entered the service, have an honorable discharge, must now be residents of Texas, and be ineligible for federal financial aid. Applications are available in the Financial Aid Office and may take possibly 4-6 weeks to process. To apply, students must submit a Hazelwood Act application, a copy of their discharge papers and a Student Aid Report stating ineligibility to the Financial Aid Office.

*Institutional Scholarships:*

Departmental scholarships are offered to qualified students in the following disciplines: speech, drama, music. Students interested in these scholarships should contact the Assistant Dean for information concerning the process and the criteria on which they are awarded. Amounts vary from \$150 per semester to an amount equivalent to, but not to exceed, tuition, fees and books.

*Scholarships From Private Donors:*

Various individuals, civic clubs and organizations have provided funds to assist Galveston College students who want to further their education. Students must complete a Scholarship Application in the Financial Aid Office and plan to enroll as a FULL-TIME student. Awards vary from \$100 to \$250 per year, depending upon the corpus of the various scholarship funds, for the long terms only. Application deadlines are August 1 for Fall and December 1 for Spring. The Galveston College Scholarship Committee will review all applications and select recipients for the following scholarships:

Sister Mary Agnesita  
 Claire Singleton Craft  
 Mrs. Bennie Mae Dean (Galveston West End Lions)  
 Laura Mae Elrod  
 Galveston County AFL-CIO  
 Professional Secretaries International (Bea Helman)  
 Ingrid Greenwood  
 Lambdin Scholarship  
 Dr. John McGivney  
 Margaret L. Mills  
 George P. Mitchell  
 Jean Morgan Memorial  
 Mr. & Mrs. Jesse Murillo  
 Noon Optimist Club  
 Mary Pattinson Memorial  
 Theta Delta Beta (Alpha Chapter)  
 Union Carbide  
 UTMB Secretaries Club

Galveston College Women's Club  
 Galveston Attractions Association  
 Galveston Restaurant Association  
 Galveston Hotel - Motel Association

*Scholarship for Theatre Majors*

The Joan Cannady Scholarship is restricted to theatre majors and will be awarded to students in acting and set design. See Division for applications.

*Loans From Private Donors*

Moody Short Term Loan

**STATE TUITION EXEMPTION PROGRAMS:**

The State of Texas offers a number of tuition exemption programs. Information for some of these are as follows:

*Highest Ranking High School Graduate:*

The highest ranking graduate of each accredited high school in the State is exempt from the payment of tuition at public colleges for two semesters of the first regular session following graduation. This program is known as the Valedictorian Scholarship.

*Blind, Deaf Students:*

Certain blind and deaf persons are exempt from the payment of tuition and fees at publicly supported colleges. To be eligible, a student must present certification to the enrolling educational institution from the appropriate state vocational rehabilitation agency of deafness or blindness and be a client of the agency, have a high school diploma or its equivalent, and meet entrance requirements of the educational institution.

*Military Personnel and Dependents:*

Members of the Armed Forces assigned to duty in Texas, their spouses and their children may register in a state educational institution by paying tuition and fees charged of Texas residents without regard to the length of time in the state.

Texas residents who are orphans of members of the National Guard and Texas National Guard are exempt from payment of tuition and general use fee at publicly supported colleges and universities.

*Children of Disabled Firemen and Peace Officers:*

Children of deceased or disabled firemen, peace officers, custodial employees of the Department of Corrections, or game wardens, whose death or disability was sustained in the line of duty, are exempt from the payment of tuition and general use fee at publicly supported colleges and universities.

*Employees of Institutions of Higher Education Other Than Students:*

Faculty and Dependents: A teacher or professor of an institution of higher education, and the spouse and children of such a teacher or professor, are (is) entitled to register in an institution of higher education by paying the tuition fee and other fees or charges required for Texas residents without regard to the length of time the teacher or professor has resided in Texas. A teacher or professor of an institution of higher education and the teacher's or professor's family are entitled to the benefit of this section if the teacher or professor is

employed at least one-half time on a regular monthly salary basis by an institution of higher education. Section 54.059.

**Scholarship Student:** A student who holds a competitive *academic* scholarship of at least \$200 for the academic year or summer for which *the student* is enrolled and who is either a nonresident or a citizen of a country other than the United States of America is entitled to pay the fees and charges required of Texas residents without regard to the length of time *the student* has resided in Texas. *The student* must compete with other students, including Texas residents, for the *academic* scholarship and the scholarship must be awarded by a scholarship committee officially recognized by the administration *and be approved by the Coordinating Board, Texas College and University System, under criteria developed by the Board.* Section 54.064

***Mature Citizen Students:***

All United States Citizens who are residents of Galveston Community College District who have attained the age of 65 years are entitled to attend any class held by Galveston College for credit or continuing education on a "seats available" basis without paying tuition or any laboratory fees except Individual Instruction Fees (when applicable) and without paying any Special Fees except those listed hereafter (when applicable): Health Insurance; Professional and Personal Liability Insurance and testing fees.

**Outside Aid Sources**

***Veterans Administration Educational Benefits:***

The purpose of this program is to assist veterans, widows or children of certain deceased or disabled veterans. For specific information, contact the nearest Veterans Administration Field Office, or the Veterans Affairs Assistant in the Admissions Office.

***Students With Physical Handicaps (Vocational Rehabilitation):***

The State Board for Vocational Education through the Vocational Rehabilitation Division offers assistance on tuition to students who have certain physical disabilities provided the vocational objective selected by the disabled person has been approved by a representative of the Division. Applications for vocational rehabilitation assistance should be made to the nearest Vocational Rehabilitation Office.

***The Service Employment Redevelopment – Job Training Partnership Act (SER - JTPA)***

***Operation SER***

Jobs for Progress is the subcontractor and administers the adjunct program of the Job Training Partnership Act of 1982 (JTPA) at Galveston College under sponsorship of the Houston-Galveston Area Council (HGAC) Private Industry Council (PIC). JTPA is federal legislation authorizing job training programs for economically disadvantaged individuals who face serious barriers to employment. JTPA replaces the Comprehensive Employment and Training Act (CETA).

Under this program eligible persons are provided with all training costs – tuition, fees, books, supplies, uniforms and tools as required. The SER-JTPA Counselor is provided office space on campus and is available for counseling and supportive services necessary to enable individuals to participate in the program.

## Academic Progress Requirements

1. Submit a copy of a Degree Plan, indicating proposed major or course of study, to the Financial Aid Office.
2. Make "satisfactory academic progress," which means completing a specific portion of the courses for which financial aid is received, and **MAINTAIN A SEMESTER AND CUMULATIVE GRADE POINT AVERAGE OF 2.0.**
  - a. **FULL TIME** students (enrolled for 12 or more hours) should remain enrolled in, and receive credit for, at least 9 hours during a semester.
  - b. **THREE-QUARTER TIME** students (enrolled for 9, 10, or 11 hours) should remain enrolled in, and receive credit for, at least 6 hours during a semester.
  - c. **ONE-HALF TIME** students (enrolled for 6, 7, or 8 hours) should remain enrolled in, and receive credit for, at least 3 hours during a semester.

**NOTE:** Credits earned and GPA will be reviewed at the end of each grading period. The following shall be considered as credits earned: "A" through "D" grades. The following shall NOT be considered as credits earned: "F" grades, "I" incompletes, "SP" satisfactory progress, "W," "WX" or "AWF" withdrawals.

A student who fails to make satisfactory academic progress will be placed on **FINANCIAL AID SUSPENSION** and not receive financial aid funds until suspension is removed.

If enrolled in a full-time-equivalent program, the student must maintain satisfactory progress as specified by that department. Failure to maintain satisfactory progress, or complete withdrawal, will cancel eligibility for further financial aid, unless the student is counseled and re-establishes satisfactory progress.

## Reinstatement of Financial Aid Eligibility

To be removed from Financial Aid Suspension, a student must enroll for a minimum of *6 semester hours on his degree plan and fulfill the satisfactory academic progress requirements.*

## Appeals Procedures for Reinstatement of Financial Aid Eligibility

Exceptions to above requirements may be made upon concurrence of the Director of Financial Aid for mitigating circumstances for which the cause has been eliminated. Proof or documentation will be required.

A student who wishes to appeal financial aid suspension may present a written request within the first 10 class days of the semester to the Financial Aid Office for consideration by the Financial Aid Office and Scholarship Committee. The Financial Aid Office will respond within 10 days with a written answer to the appeal.

## Transfer Students

Transfer students, who are admitted on academic probation, may not receive financial aid until the probation is removed (i.e., earn a semester and cumulative 2.0 grade point average at Galveston College while enrolled for a minimum of 6 semester credit hours).

A "Financial Aid Transcript" is also required from previous institution(s), whether or not aid was received. Forms are available in the Financial Aid Office. A separate transcript

must be completed for each school previously attended. Failure to do so will cause a delay in receiving financial aid funds.

### **Foreign Students**

Students holding permanent visas (I-151 or Vietnamese refugees holding endorsed I-94 cards) are eligible to receive financial aid. Non-citizens holding only student visas are not eligible for financial aid through this office.

### **Time Limit on Financial Aid Eligibility**

The maximum time frame for which a student can receive financial aid will be based on each student's degree plan. A student will be allowed the number of hours required to obtain his degree plus 25% in determining how many semester hours a student may receive financial aid. In the event that remedial coursework is required, an additional one academic year may be granted to complete the required remedial subjects. (NOTE: This only applies to remedial coursework.)

Students who have completed a one year certificate program or received a degree must petition to the Financial Aid and Scholarship Committee for consideration for any additional financial aid.

### **VETERANS INFORMATION**

Veterans who wish to apply for educational benefits should see the Veterans Affairs Assistant in the Admissions Office prior to the time of registration. Although Galveston College does very few advance certifications, most necessary paperwork can be completed prior to registration.

As Galveston College submits advance certifications on an exceptional basis as opposed to the rule, the veteran is responsible for payment of all fees, tuition, and books at the time of registration.

Certification requests must be made each semester, and it is the responsibility of the veteran to contact the Veterans Affairs Assistant in the Admissions Office.

#### **Special Classification of Students for Veterans Purposes:**

##### *Fall and Spring Semesters:*

Full-time	12 or more semester hours
$\frac{3}{4}$ time	9, 10, or 11 semester hours
$\frac{1}{2}$ time	6, 7, or 8 semester hours
Less than $\frac{1}{2}$ time	5 hours or less

##### *Summer Semesters:*

Classification is based on standard class sessions. (A standard class session is defined as 1 hour of academic instruction, 2 hours of laboratory instruction, or 3 hours of workshop training.) See the Veterans Affairs Assistant for more information.

### **SERVICEMEN'S OPPORTUNITY COLLEGE**

In cooperation with other community colleges in the United States, Galveston Community College District participates in the Servicemen's Opportunity College. Through this program, students can plan an educational experience regardless of location requirements of the military. For further information, contact the Admissions Office.



## STUDENT ACTIVITIES

### Purposes and General Information

Galveston College promotes various types of student organizations which offer training in responsible leadership.

Information about participation in any student organization may be obtained through the Office of the Dean of Educational Services. Copies of procedures for establishing a new *student organization, student organization rules and regulations, and student organization advisory guidelines* are also available in the Office of the Dean of Educational Services. The development of student organizations is determined by student interest. Categories of organizations include:

Co-curricular organizations which are pertinent to the educational goals and purposes of the College.

Social organizations which provide an opportunity for friendships and promote a sense of community among students.

Service organizations which promote student involvement in the community.

Pre-professional and academic organizations which contribute to the development of students in their career fields.



**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. Copies of the Student Government Constitution are available in the Student Senate office and the Office of the Dean of Educational Services. 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 is a member of the Gulf Coast Intercollegiate Conference which provides competition on an extramural level. Each Fall and Spring, this conference hosts a Bowling Tournament as well as a Sports Day. Sports Day competition includes such activities as tennis, co-ed volleyball, table tennis, softball, basketball, racquetball, etc. Intramural competition at the College includes such activities as tennis tournaments, co-ed volleyball tournaments, table tennis tournaments and fun runs.

**Behavioral Sciences Club:** This club was organized in the Spring of 1986. It consists of students with interest in the behavioral sciences – psychology and sociology – and provides an opportunity for the exchange of ideas and a means of keeping informed in their fields.

**The Computer Science Club:** This club was organized in April of 1987. The purpose of the club is to keep students informed about the computer industry, by inviting guest speakers, to establish communications between computer science students and faculty for improved advisement, registration and degree planning. The club, which will meet monthly and charge dues, will also encourage the members to join local, state and national computer organizations.

**Delta Epsilon Chi:** First organized in October 1970 and is associated with Texas Collegiate and National level D.E.C.A. This association was organized for management majors in order to promote strong business leadership, gain understanding of management problems and seek solutions of same, and to advance the status of management in the community. It also develops social consciousness, civic responsibility, and vocational understanding.

**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 contributes to the theatre activities of the Upper Deck Theatre, plans social activities and arranges field trips. Students who are not involved with the theatre other than as an audience may join THE UPPER DECK THEATRE CLUB. This organization, formed in 1984, will join the members of Delta Psi Omega field trips and may volunteer to aid the UPPER DECK THEATRE BOARD by doing various in-house duties on a nightly or per-show basis.

**Galveston College Hotel Sales & Marketing International Association:** This organization was established in the Spring of 1987. The purpose of the student chapter is to acquaint its members with the basic concepts and philosophies of sales and marketing in the hospitality industry. The association meets monthly and dues are charged.

**Galveston College Metalsmith's Club:** This club was organized in February of 1984. The purpose of this organization is to further the advancement of the art of metalsmithing through the education of its members, fostering public knowledge and appreciation of the art of metalsmithing through sponsorship of educational activities and promoting cooperation among metalsmiths at Galveston College and the community. Meetings are held monthly with no dues.

**Island Potters:** This organization was established in October of 1981. It is composed of students enrolled in ceramic courses who are interested in selling their works, taking educational trips, bringing guest artists to the College, and sponsoring social activities. Meetings are held monthly and dues are charged.

**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.

**Nuclear Medicine Technology Club:** This club was organized in February of 1984. The purpose of this organization is to promote professionalism as a health care team; enhance comradery; encourage involvement in professional endeavors; and stimulate an appreciation for all health care disciplines. Meetings are held biweekly and dues are charged.

**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.

**Photography Forum:** This organization was established in the Spring of 1987 to promote interest and education of photography in the community of Galveston. Meetings are held monthly with 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.

**Society of Surf Enthusiasts:** This organization was established in the Spring of 1987 to promote surfing as a worthy sport for college students. Members of the organization subscribe to the National Scholastic Surfing Association aims and objectives, have called meetings, and charge dues.

**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 professional role, and his 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.

**Zeta Alpha Rho:** This organization, established in March of 1982 is composed of dedicated Radiography students and is devoted to the furthering of Radiologic education. These students are actively involved in local and state Radiological societies and professional activities. Zeta Alpha Rho promotes leadership, community activity and citizenship. Meetings are held monthly.





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# STUDENT RIGHTS AND RESPONSIBILITIES

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**APPEALS FROM DECISION OF COLLEGE AUTHORITIES:** (as excerpted and appropriate to students from "Galveston College Policy and Procedures Manual," #92.49)

Official complaints against decisions of any supervisory employee of the College should be made in writing and signed by the complainant. The complainant should be forwarded to the immediate supervisor of the person whose decision is being complained against.

The supervisor should convene the persons involved and attempt to resolve the issue(s) being contested. If a decision satisfactory to both parties concerned cannot be reached, the supervisor should forward the complaint to the next higher person in the administrative structure who, in a like manner, should attempt to reach an agreement between the parties concerned.

Following the procedure each successively higher administrator should seek a solution to the complaint.

Should the complainant be a student, his complaint should first be addressed to the immediate supervisor or Assistant Dean of the alleged offender.

The appeal route for student complaints is through normal organizational channels except that they will be referred to the Dean of Educational Services prior to reaching the Office of the President.

If and when a solution cannot be reached and the complaint reaches the Office of the President of the College, he will initiate the following procedure:

The President will review the findings and recommendations of the subordinate administrators concerned and attempt to resolve the issue(s) involved.

The attempt to resolve the issue will be performed in an informal meeting of all persons involved.

If an agreement cannot be reached at this meeting, the President will appoint a responsible administrator to conduct an investigation of the matter(s) involved and this person will report his findings and recommendation to the President.

The President will then make a decision concerning his intent in the matter and so notify the parties concerned.

If the party concerned is not willing to accept the decision of the President, he may request a formal hearing by a Hearing Committee by submitting a written request to the President within ten days requesting such hearing.

The President, upon receipt of such request, will convene a Hearing Committee.

In the case of a student as complainant, the Student Status Committee will act as a Hearing Committee.

The person requesting the hearing will be officially notified by the President in writing of the time and place of the Hearing Committee meeting.

The Hearing Committee is not a court of law; however, in promulgating its rules of procedure all Elements of Due Process as defined below in #92.53 will be strictly observed.

Should the complaint still not be resolved, the complainant may appeal to the Board of Regents through the President. Procedures will then be according to the "Individual Rights Assured" policy, (#91.49). Elements of Due Process (#92.53)

1. Right to be present at the hearing.
2. The right to representation by legal counsel or other persons of his own choosing.
3. Right to examine evidence to be used against him.
4. Right to cross-examine witnesses.
5. Right to present evidence or witnesses in his own behalf.
6. Choice of public or closed hearing.
7. Right to examine transcript or other record, if any, made or kept as a result of the hearing.

**INDIVIDUAL RIGHTS ASSURED:** (as excerpted from Galveston College Policy and Procedures Manual, #91.49).

In any instance involving the expulsion, demotion, change in position classification, suspension, or discharge of any student or employee of Galveston Community College District, should such student or employee, after having traveled the appropriate appeal route as stated in section 92.49, "Appeals from Decisions of College Authorities," and after having first sought and obtained a hearing before the President of the College, assert to the President that such expulsion, demotion, change in position classification, suspension, or discharge, or other action or decision was improper, unjust, or illegal, or make known to the President his dissatisfaction therewith, then it shall be the right of such person to appeal to the Board of Regents. The President of the College shall in writing, within 10 days, inform such right to appeal. Should such person desire to appeal to and be heard by the Board of Regents, he may do so in compliance with the following sections of this policy governing such appeal:

1. He shall notify the President of the College, in writing, within 10 days after receiving notice of his desire to appeal and contest the action complained of.
2. Upon receipt of the notice referred to in the preceding section, the President of the College shall, as soon as practicable, prepare a memorandum setting forth the appealing party's alleged conduct, actions, or events which prompted the action complained of, designating one or more specific rule or policy of Galveston College alleged to have been violated, and, on a separate sheet, setting forth the names of the principal witness or witnesses and the nature of their expected testimony in support of the action complained of by the appealing party. A copy of this memorandum, and of the separate sheet above referred to, together with a copy of this Individual Rights Assured Policy, shall be sent by the President of the College by certified mail, or in person delivered to the appealing party.
3. The President of the College shall promptly deliver a copy of the notice of appeal referred to in Section A above and of the memorandum referred to in Section B above, but not of the sheet listing the names of the principal witnesses and the nature of their expected testimony, to the Chairman of the Board of Regents, and to each member of the Board of Regents.
4. Upon receipt of such notice and memorandum, the Chairman of the Board of Regents shall, as soon as practicable, fix a date, time and place for the hearing of such appeal, complying with the provisions of Paragraph E.1 below, and in writing notify the appealing party and the President of the College thereof, and convene the Board of Regents to hear such appeal. If the appealing party deems that the date and time set for such



hearing does not afford the appealing party sufficient time to prepare for such hearing, or desires an earlier hearing, the appealing party shall in writing notify the Chairman of the Board of Regents suggesting an alternate time and date for such hearing and thereupon the Chairman of the Board of Regents shall consult with the Board of Regents and the appealing party in endeavoring to arrange a mutually acceptable time and date, failing which the Chairman of the Board of Regents shall set a time, date and place for such hearing complying with the provisions of Paragraph E.1 below.

5. The hearing of such appeal shall be conducted in accordance with the following rules and requirements:
  - a. The party appealing shall be afforded a reasonable time upon receipt of notice of the date set for such hearing, not exceeding 10 calendar days in the absence of *substantial reasons requiring additional time, within which to prepare for such hearing* and the right to obtain copies of any written instruments, communications or other memoranda reasonably calculated to be pertinent to the preparation and presentation of such appeal.
  - b. The party appealing shall have the right to be personally present at any hearing of his appeal, and to be represented at such hearing by counsel or such other person as he desires to act in his behalf at the hearings.
  - c. *The party appealing, or his counsel or representative, shall have the right to interrogate any witness who testifies at any hearing of his appeal, and shall have the right to call witnesses in his own behalf.*
  - d. The hearing of such appeal shall be closed to the public unless a public hearing is requested in writing by the party appealing, in which case it will be held at a public meeting.
  - e. The person or persons of whose actions or decisions the appealing party is complaining shall have the rights accorded the appealing party by this Item E of this section.
  - f. Any hearing of such appeal must be heard by at least a majority of the Board of Regents, unless the appealing party in writing, in advance of such hearing, specifically agrees to such hearing before a lesser number.
  - g. The decision of the Board of Regents shall be by affirmative vote of a majority of the Board of Regents, unless the appealing party has agreed to a hearing by a lesser number, in which event a decision by a majority of the lesser number agreed to shall constitute the decision of the Board of Regents, and if adverse to the appealing party must be based on substantial evidence that the appealing party did violate one or more specific rules or policies of Galveston College as alleged in the memorandum referred to in Section B above. If a member of the Board of Regents is absent from any part of the evidentiary portion of the evidence received during his absence which by written agreement between the presiding officer at the hearing and the person appealing or his authorized representative, substantially reflects the nature and content of such evidence for the said Board member's review prior to deliberation on the merits of the appeal. However, if in the opinion of a majority of those members of the Board of Regents who were present and heard the evidence in question presented, refusal by the appealing party or his authorized representative to agree that the record of the evidence in question substantially reflects the nature and content of such evidence is arbitrary, capricious or not based on good faith, then, in that event, the officer presiding at the hearing shall allow the Board member who has reviewed the record of that portion of the evidence

received during his absence to participate in the balance of the hearing and deliberate on the merits of the appeal.

- h. When the Board of Regents determines that the facts involved in the appeal have been fully developed, it shall render a final decision at the conclusion of the hearing, or it may defer its decision for a reasonable time in order to deliberate or study the matter before reaching a decision. Such deliberation and study may be conducted in executive session, but the appealing party and his counsel shall have the right to be present when the Board of Regents makes its final decision on the appeal, and if the appealing party has requested a public hearing such final decision shall be made in public meeting.
- i. When the final decision on the appeal has been reached by the Board of Regents, that decision shall be reduced to writing, together with a statement of the ultimate fact or facts found by the Board of Regents, and a true copy thereof, certified by the Secretary of the Board of Regents, shall promptly be forwarded by registered mail by the Chairman of the Board of Regents to the appealing party and the President of the College. If such decision is adverse to the appealing party, that party shall be notified in the letter transmitting such decision of his right to seek judicial determination of his rights in relation thereto.
- j. The hearing and all matters pertaining thereto shall be conducted in such a manner as to ensure that the party appealing is accorded all of the rights guaranteed him by the constitution and laws of this state and of the United States, although it need not be conducted with the same formality as a judicial or quasi-judicial proceeding so long as it meets basic requisites of fairness and impartiality.

**STUDENT-FACULTY CLASSROOM RELATIONSHIP:** The student-teacher relationship is a very delicate one and normally should be treated as one adult to another in face-to-face dealing. However, any disruptive influences exhibited by a student in a classroom may be cause for his being barred from further attendance in the class. This is strictly a determination by the teacher and good judgment should be exercised in this action. When in the teacher's judgment it becomes necessary to bar a student from further class attendance, the facts of the situation should be reported to the Dean of Educational Services for possible investigation or disciplinary action. Normally, the College expects such difficulties to be handled by the instructor without resort to such measures.

**STUDENT STATUS COMMITTEE:** The Student Status Committee consists of faculty members, professional staff members, one student, and the Dean of Educational Services. This appeal board may consider cases dealing with student discipline, residential status, academic suspension, admission and other general student policies. Generally, the committee will not consider a grade appeal (see section on "Grade Appeal" in this catalog) as that is an area of departmental policy and individual teacher's evaluation of a student's work. A student may file a written appeal to the committee on a form available from the Office of the Dean of Educational Services. The appeal form must be filed by the student with the Dean of Educational Services prior to the regularly scheduled meeting of the committee. The Student Status Committee regularly meets during the late registration periods if there are appeals to be heard.

**HAZING:** Student hazing is prohibited according to the Articles 1152-1155 (inclusive) of the Texas Criminal Law Code.

**STANDARD OF CONDUCT:** The College student is considered a responsible adult. Behavior specifically prohibited on College owned or College controlled property includes disorderly conduct, gambling, illegal possession of, distribution of, or being under the

influence of drugs or narcotics. All local and state laws apply to individuals and organizations holding activities both on-campus and off-campus. The possession and use of alcoholic beverages at off-campus functions is governed by state and local law. However, any approved College organization that allows alcoholic beverages to be served must insure that the state and local laws and Galveston College regulations are strictly enforced. Any student or guest attending the function who violates either state or local law will be subject to appropriate legal action. Also, any Galveston College student who violates the law or Galveston College regulations (also see: prohibited conduct above) will be subject not only to legal action, but also to Galveston College disciplinary action. Appropriate disciplinary action will be determined by the Dean of Educational Services. The student's enrollment indicates acceptance of the standards of conduct published in this catalog.

**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.



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# DIVISION OF BUSINESS AND COMMUNITY EDUCATION

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## BUSINESS

Students exploring the business course offerings will find numerous areas of interest. Innovative coursework in accounting, business, and management offers the student the latest training with microcomputer support from various business software packages. The Management Development, Banking and Finance, and Real Estate Management degree programs integrate theoretical knowledge with application-oriented casework, group projects and community-based activities to assist the student in developing the knowledge and skills necessary to enter the world of work. The Banking and Finance coursework is coordinated directly with diploma requirements from the American Institute of Banking with which the local Galveston AIB Chapter is affiliated.

Likewise, the Real Estate Management degree has been developed and is offered in conjunction with educational requirements from the Texas Real Estate Commission. These programs are reevaluated on an annual basis by staff and advisory committees to maintain the most updated curriculum available.

Students wishing to major in Office Technology may choose from two degree options: an Associate of Applied Science degree in either Information Processing or the General Secretarial program. A one semester Clerk Typist certificate program is available for students interested in a brief training program in the clerical skills area. In addition, an Associate of Applied Science degree program in Medical Transcription Technology is being developed.\*

Hospitality Management also offers numerous programs. The Hotel/Restaurant Management degree program offers an Associate of Applied Science degree to students pursuing entry and middle management positions in the hotel and restaurant area. Two new one-year certificate programs are available in Hospitality Sales and Marketing, and Food and Beverage Management. These certificate programs are for students who have special interests in training/retraining in only these specific areas. Food Service Management/Culinary Arts is one of the most rapidly growing career areas in the United States and three training options are possible. One option is the one semester certificate program in Food Preparation Training which offers training in introductory and specific food preparation areas. A second option is the one-year certificate program in Fast Food Service Management. The third option is an Associate of Applied Science in Food Service Management/Culinary Arts which integrates the academic training from a manager's perspective with specific laboratory coursework in the culinary preparation areas. Galveston College offers a state of the art culinary laboratory for training which is used by each student pursuing the Food Service Management/Culinary Arts Field.

\*Along with a one-year Health Information Processor Certificate.

## **COMMUNITY EDUCATION**

Community Education provides courses in three program areas; Vocational/Training, Adult Education, and General Interest/Leisure Learning. The major purpose of these programs is to provide opportunities for lifelong learning in personal development, cultural enrichment, improvement of basic life skills, and vocational or career-related training.

The Vocational/Training program area includes courses which lead to acquisition of a specific skill or occupational goal and training designed for business and industry. In-house programs are regularly conducted for local business and new programs will, upon request, be created to specifically address a business training need. The Small Business Development Center is administered through this instructional division and is designed to provide training in critical areas of business management, including microcomputer applications, financial planning and marketing of products and services. Individual business counseling is available on request.

The Adult Education Program includes three components: Adult Basic Education, General Educational Development (GED) and English as a Second Language. In the Adult Basic Education component, the adult studies reading, writing and arithmetic in preparation for successful completion of the GED, Galveston College is approved by the American Council on Education as an official GED Test Center. English as a Second Language component stresses learning to speak, read and write the English language for those for whom English is not a native language.

## **REGISTRATION AND CERTIFICATION**

Community Education designs classes which begin frequently throughout the year. Continuous registration may be completed weekdays in the Admission's Office. Because the Community Education is self-supporting and does not use tax dollars, course costs depend upon actual instructor and material fees. The program operates as a non-profit entity of the College and offers courses at the minimum fee level possible. Continuing Education Units (CEU's) are provided as certification for course completion. Students desiring courses not presently offered should contact the division at 763-6551 to discuss their needs.

## PROGRAMS OF STUDY

Within the Division of Business and Community Education, students may pursue an Associate of Arts (A.A.) or an Associate of Science (A.S.) degree with a concentration in:

### Business Administration

The programs of study for the Associate of Arts and Associate of Science degree parallel the first two years required for the Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. However, because degree requirements sometimes vary among colleges and universities, students should select courses with the assistance of a Galveston College counselor or faculty advisor. General degree requirements are listed on page 64. One suggested program of study for Business Administration follows:

#### *Business Administration (A.S.)*

#### *FIRST YEAR*

##### *First Semester*

<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ENG 1301	College Composition	3
HIS 1301	United States History to 1877	3
PSY 1301	Introduction to Psychology	3
MTH 1304	Finite Business Mathematics	3
BIO 1401 or CHM 1401	General Biology I or General Chemistry I	4
PED (Activity)		<u>1</u>
		17

##### *Second Semester*

ENG 1302	Composition and Rhetoric	3
HIS 1302 or 2303	United States History from 1877 or History of Texas	3
MTH 1305*	Analysis for Business Decisions	3
BIO 1402 or CHM 1402	General Biology II or General Chemistry II	4
SOC 1301	Introduction to Sociology	3
PED (Activity)		<u>1</u>
		17

\*See a Galveston College counselor for mathematics requirement at selected college/university. (The University of Houston at Clear Lake will accept MTH 1301 or 1305.)

**SECOND YEAR**

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ACT 2401	Principles of Accounting I	4
ECO 2301	Principles of Economics I	3
ENG 2301, 2304, or 2306	Survey of British Literature I Masterpieces of World Literature I	
	Introduction to Literature: The Short Story and Novel	3
GOV 2301	Federal Government	3
CSC 1301	Introductory Computing	<u>3</u>
		16
<i>Second Semester</i>		
ACT 2402	Principles of Accounting II	4
SPH 1305	Business and Professional Speaking	3
ENG 2302, 2305, or 2307	Survey of British Literature II Masterpieces of World Literature II	
	Introduction to Literature: Drama and Poetry	3
ECO 2302	Principles of Economics II: Microeconomics	3
GOV 2303	Texas Government	<u>3</u>
		16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....66

The Division of Business and Community Education also offers Associate of Applied Science (A.A.S.) degrees in the following areas:

Accounting	Medical Transcription
Banking and Finance	Technology
Food Service Management/ Culinary Arts	Office Technology
Hotel/Restaurant Management	Information Processing
Management Development	Real Estate Management

These programs are intended to prepare students for immediate employment and, in many cases, they are designed to meet state and national licensing and certification requirements. However, they also offer a degree of transferability to senior colleges and universities. For information on transferability, students should see a Galveston College counselor or faculty advisor.

### ACCOUNTING\*

Business and industry are controlled largely through the financial results determined by adequate accounting systems. Accounting is the analytical recording of financial transactions and the related interpretations of the resulting data. Discussions and policies of significance are based on information obtained from accounting procedures and practices.

The program in accounting prepares students to assume a professional position in that field with a curriculum designed to follow the accounting laws and rules of the Texas Board of Accountancy, as preparation for the CPA examination.



In the Accounting A.A.S. degree program the first two semesters are nearly all core courses while the last two semesters concentrate on accounting courses. Nearly all of the first two semesters are transferable for credit to four-year institutions of study.

**FIRST YEAR**

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ACT 2401	Principles of Accounting I	4
ECO 2301	Principles of Economics: Macroeconomics	3
ENG 1301	College Composition	3
MGT 2301	Human Behavior and Motivation	3
MTH 1304	Finite Business Mathematics	<u>3</u>
		16
<i>Second Semester</i>		
ACT 2402	Principles of Accounting II	4
BAD 2301	Business Law	3
MGT 1302	Supervision and Human Resource Management	3
ECO 2302	Principles of Economics: Microeconomics	3
ENG 1302	Composition and Rhetoric	<u>3</u>
		16

**SECOND YEAR**

<i>First Semester</i>		
ACE 2401	Accounting Cooperative Work Experience and Seminar I	4
ACT 2304	Intermediate Accounting I	3
ACT 2306	Federal Income Tax I	3
ACT 2308	Cost Accounting	3
ACT 2310	Computerized Accounting Applications	<u>3</u>
		16
<i>Second Semester</i>		
ACT 2309	Accounting Information Systems	3
ACT 2305	Intermediate Accounting II	3
ACT 2307	Federal Income Tax II	3
ACT 2409	Auditing	4
MGT 2308	Principles of Marketing	<u>3</u>
		16
TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....		64

\*Program pending Coordinating Board approval.

### BANKING AND FINANCE\*

The A.A.S. degree program in Banking and Finance provides students with basic competency in banking and financial institution operations, as well as additional training in more specialized coursework for the more advanced students wishing to enter management. These courses are also coordinated with the local American Institute of Banking to allow students to successfully complete required coursework for a diploma.

#### *FIRST YEAR*

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ACT 2401	Principles of Accounting I	4
ECO 2301	Principles of Economics: Macroeconomics	3
ENG 1301	College Composition	3
MGT 2301	Human Behavior and Motivation	3
MTH 1304	Finite Business Mathematics	<u>3</u>
		16

<i>Second Semester</i>		
ACT 2402	Principles of Accounting II	4
BAD 2301	Business Law	3
CSC 1402	Microcomputer Systems and Their Applications	4
ECO 2302	Principles of Economics: Microeconomics	3
ENG 1302	Composition and Rhetoric	<u>3</u>
		17

#### *SECOND YEAR*

<i>First Semester</i>		
ACT 2304	Intermediate Accounting I	3
BFC 2401	Banking and Finance Cooperative Education I	4
BNK 1301	Principles of Bank Operations	3
BNK 1302	Money and Banking	3
FIN 2301	Principles of Finance	3
SPH 1305	Business and Professional Speaking	<u>3</u>
		19

<i>Second Semester</i>		
BFC 2402	Banking and Finance Cooperative Education II	4
BNK 1304	Consumer Lending	3
BNK 2305	Analyzing Financial Statements	3
BNK 2306	Financing Business Enterprise	3
FIN 2302	Credit and Collections	3
FIN 2304	Investments	<u>3</u>
		19

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....71

\*Program pending Coordinating Board approval.

## FOOD SERVICE MANAGEMENT/CULINARY ARTS

The food service industry is the country's second largest employer, and one of the fastest growing industries in the country. Latest survey data from the U.S. Government and industry estimates are predicting that 250,000 new food personnel will be needed annually. The single greatest need is for trained chefs and cooks; an estimated minimum of 80,000 will be needed annually through the 1980's.

In the tradition of the world's finest haute cuisines, the Culinary Arts student will receive practical culinary training and develop expertise in the entire field of food handling, preparation, restaurant management, and service.

Typical positions for which graduates may qualify are: Assistant Chef, Managing Chef, Stewart Chef, Working Chef, Assistant Pastry Chef, Assistant Garde Manger, Banquet Chef, Vegetable Cook, Broiler Cook, Fry Cook, and Restaurant Assistant Manager.

### *FIRST YEAR*

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ACT 2401	Principles of Accounting I	4
ENG 1301	College Composition	3
FSM 1301	Introduction to Restaurants and Food Service	3
HRM 1302	Health and Safety in the Hospitality Industry	3
MGT 1301	Introduction to Management and Supervision	3
PSY 1301	Introduction to Psychology	<u>3</u>
		19
<i>Second Semester</i>		
CST 1402	Microcomputer Systems and Their Applications	4
ENG 1302	Composition and Rhetoric	3
FCE 1401	Food Service Management Cooperative Education I	4
FPM 1304	Food Preparation Management I: Culinary Preparation-Hot Food	3
FSM 1303	Hospitality Management Law	3
HRM 2403	Principles of Hospitality Accounting	<u>4</u>
		21

### *SECOND YEAR*

<i>First Semester</i>		
FCE 2401	Food Service Management Cooperative Education II	4
FPM 2301	Food Preparation Management II: Baking	3
FSM 2302	Restaurant Purchasing and Inventory Control	3
FSM	Approved Elective*	3
GOV 2301	Federal Government	3
MGT 2301	Human Relations in Business	<u>3</u>
		19

<i>Second Semester</i>		
FCE 2402	Food Service Management Cooperative Education III	4
FPM 2303	<i>Food Preparation Management III:</i> Garde Manger and Pantry	3
FPM 2304	<i>Food Service Management IV:</i> Banquets and Catering	3
FSM 2305	Restaurant Merchandising	3
SPH 1305	Business and Professional Speaking	<u>3</u>
		16
TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....		75

\*Approved Electives; FSM 2306, FSM 2307, HRM 1304, MGT 1302, and MGT 2306.

### **Hotel/Restaurant Management**

This A.A.S. degree program prepares students for mid-management positions in the hotel/restaurant industry, with emphasis on both lodging and food. Graduates of this program are prepared for employment as assistant managers, front office managers, auditors, dining room managers, assistant sales managers, and they may advance to executive positions.

Galveston College's Hotel/Restaurant Management program is designed to serve persons currently employed in the hospitality industry seeking a degree for advancement potential, persons desiring a career change for a more rewarding future, and recent high school graduates in need of training and education to enter the hospitality job market. An articulation agreement with the Conrad Hilton School of Hotel/Restaurant Management at the University of Houston has been developed.

#### **FIRST YEAR**

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ENG 1301	College Composition	3
HRM 1301	Introduction to the Hospitality Industry	3
HRM 1303	<i>Health and Safety in the Hospitality Industry</i>	3
PSY 1301	Introduction to Psychology	3
SPH 1305	Business and Professional Speaking	<u>3</u>
		15

<i>Second Semester</i>		
BAD 2301	Business Law	
or		
MGT 2301	<i>Human Behavior and Motivation</i>	3
CSC 1402	Microcomputer Systems and Their Applications	4
ENG 1302	Composition and Rhetoric	3
HRM 1302	Lodging Management	3
HRM 1304	<i>Beverage Management and Mixology</i>	3
MGT 1302	Supervision and Human Resource Management	<u>3</u>
		19

*SECOND YEAR*

<i>First Semester</i>		
ACT 2401	Principles of Accounting I	4
FBM 1301	Food and Beverage Management	3
FPM 1304	Food Production and Training I: Culinary Preparation-Hot Food	3
GOV 2303	Texas Government	3
HCE 2401	Hotel/Restaurant Cooperative Education I	4
HRM 2301	Facilities Management	<u>3</u>
		20
<i>Second Semester</i>		
FBM 1302	Food and Beverage Control	3
FPM 2303	Food Production Training III: Garde Manger and Pantry	3
FSM 2307	The Management of Service	3
HCE 2402	Hotel/Restaurant Cooperative Education II	4
HRM 2302	Sales and Marketing Principles for the Tourism and Hospitality Industries	3
HRM 2403	Hospitality Accounting	<u>4</u>
		20
TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....		74

**Management Development**

This A. A. S. degree program offers basic and practical course instruction preparing students for management career opportunities in business and industry. The program offers current entry level or middle managers the opportunity to further develop their managerial skills for present position or career advancement.

*FIRST YEAR*

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
BUS 1403	Business Mathematics and Calculating Machines	4
ENG 1301	College Composition	3
MGT 1301	Introduction to Management	3
PSY 1301	Introduction to Psychology	3
SPH 1301	Beginning Public Speaking	
or		
SPH 1305	Business and Professional Speaking	<u>3</u>
		16

100

*Second Semester*

CSC 1301	Introductory Computing	3
ENG 1302	Composition and Rhetoric	3
GOV 2303	Texas Government	3
MGT 1302	Supervision and Human Resource Management	3
MGT 2402	Management Development Cooperative Education I	<u>4</u>
		16

**SECOND YEAR**

*First Semester*

ACT 2401	Principles of Accounting I	4
BAD 2301	Business Law	3
MGT 2301	Human Behavior and Motivation	3
MGT 2306	Small Business Management	
or		
MGT 2308	Principles of Marketing	3
MGT 2403	Management Development Cooperative Education II	4
Elective	Approved by Assistant Dean*	<u>3</u>
		20

*Second Semester*

ACT 2402	Principles of Accounting II	4
ECO 2301	Principles of Economics: Macroeconomics	3
MGT 2303	Retail Management	3
MGT 2307	Financial Management	3
MGT 2404	Management Development Cooperative Education III	<u>4</u>
		17

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....69

\*Approved electives may be specified according to career goals.

**MEDICAL TRANSCRIPTION TECHNOLOGY\***

**FIRST YEAR**

*First Semester*

<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ENG 1301	College Composition	3
OFT 1401	Intermediate Typewriting	4
PSY 1301	Introduction to Psychology	3
RHS 1102	Medical Terminology	1
SPH 1305	Business and Professional Speaking	<u>3</u>
		14

	<i>Second Semester</i>		
BUS 2301	Business Communications		3
MTC 1401	Medical Transcription		
	Cooperative Education I		4
OFT 1310	Fundamentals of Medical Transcription		3
OFT 1402	Principles of Information Processing		4
ENG 1302	Composition and Rhetoric		<u>3</u>
			17
 <i>SECOND YEAR</i>			
	<i>First Semester</i>		
BIO 1403	Anatomy and Physiology I		4
Elective	Approved Elective		3
HUM 1301	Introduction to Humanities		3
MGT 1301	Introduction to Management		3
OFT 1410	Advanced Medical Transcription		<u>4</u>
			17
	<i>Second Semester</i>		
BIO 1404	Anatomy and Physiology II		4
GOV 2303	Texas Government		3
MGT 2301	Human Behavior and Motivation		3
MTC 2402	Medical Transcription		
	Cooperative Education II		<u>4</u>
			14
<b>TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....62-63</b>			

\*Program pending Coordinating Board approval.

### **OFFICE TECHNOLOGY**

In Office Technology, two Associate of Applied Science Degree programs are offered with one certificate program designed to prepare persons for entry-level requirements in the public and private sector firms.

The Information Processing degree plan is for persons interested in automated information/word processing careers, while the General Secretary Program degree plan is for persons interested in secretarial/administrative careers.

Cooperative education internships are an integral offering of both degree plans during which a person attends college courses in Office Technology and trains concurrently at a regular, paid or unpaid, part-time position in a sponsoring business firm.

*GENERAL SECRETARIAL PROGRAM**FIRST YEAR*

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
BUS 1403	Business Mathematics and Calculating Machines	4
CSC 1301	Introductory Computing	3
ENG 1301	College Composition	3
MGT 1301	Introduction to Management	3
OFT 1401	Intermediate Typing*	<u>4</u>
		17
<i>Second Semester</i>		
ACT 1401	Elementary Accounting	4
CSC 1402	Microcomputer Systems and Their Applications	4
ENG 1302	Composition and Rhetoric	3
OFT 1402	Principles of Information Processing	<u>4</u>
		15

*SECOND YEAR*

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ACT 2401	Principles of Accounting I	4
OCE 2401	Office Technology Cooperative Education I	4
OFT 2301	Office Procedures	3
OFT 2401	Intermediate Information Processing	4
OFT 2403	Speedwriting	<u>4</u>
		19
<i>Second Semester</i>		
BUS 2301	Business Communications	3
OCE 2402	Office Technology Cooperative Education II	4
OFT 2402	Advanced Information Processing	4
PSY 1301	Introduction to Psychology	3
SPH 1305	Business and Professional Speaking	<u>3</u>
		17
TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....		68

\*Requires prerequisite of OFT 1301 or equivalent.



*INFORMATION PROCESSING PROGRAM*

*FIRST YEAR*

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
BUS 1403	Business Mathematics and Calculating Machines	4
CSC 1301	Introductory Computing	3
ENG 1301	College Composition	3
MGT 1301	Introduction to Management	3
OFT 1401	Intermediate Typing*	<u>4</u>
		17

<i>Second Semester</i>		
ACT 1401	Elementary Accounting	4
CSC 1402	Microcomputer Systems and Their Applications	4
ENG 1302	Composition and Rhetoric	3
OFT 1402	Principles of Information Processing	<u>4</u>
		15

*SECOND YEAR*

<i>First Semester</i>		
ACT 2401	Principles of Accounting I	4
BUS 2301	Business Communications	3
OCE 2401	Office Technology Cooperative Education I	4
OFT 2301	Office Procedures	3
OFT 2401	Intermediate Information Processing	<u>4</u>
		18

<i>Second Semester</i>		
OCE 2402	Office Technology Cooperative Education II	4
OFT 2302	Office Automation	3
OFT 2402	Advanced Information Processing	4
PSY 1301	Introduction to Psychology	3
SPH 1305	Business and Professional Speaking	<u>3</u>
		17

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....67

\*Requires prerequisite of OFT 1301 or equivalent.

### **Real Estate Management**

The Real Estate Management Program is a two-year program designed to offer Real Estate students courses required for both the Real Estate Sales Licensure and Real Estate Brokers Licensure accepted by the Texas Real Estate Commission. Included in the courses offered are core real estate courses, related real estate courses, and approved elective courses by the Texas Real Estate Commission. All students are required to complete a mathematics assessment with a minimum score of 70 percent or above and a reading comprehension assessment score which meets the minimum college credit programs—general admissions standards.

#### Educational Requirement to Satisfy the Texas Real Estate Commission Texas Real Estate Licensure

##### *SALESMAN*

Current Requirements	12 semester hours (180 classroom hours) 2 semester hours of Principles 4 semester hours of core real estate courses 6 semester hours of related courses
Second Annual Certification	2 semester hours (30 classroom hours) (Must have total of 8 semester hours in core real estate courses.)
Third annual Certification	2 semester hours (30 classroom hours) (Must have total of 10 semester hours in core real estate courses.)
Fourth Annual Certification	2 semester hours (30 classroom hours) (Must have a total of 12 semester hours in core real estate courses.)

##### *BROKER*

January 1, 1985 and Thereafter	60 semester hours (900 classroom hours) 9 semester hours of core real estate courses minimum Equivalent to a two-year Associate Degree plan in Real Estate Two years apprenticeship required.
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Core real estate courses: Principles, Appraisal, Law, Finance, Marketing, Mathematics, Brokerage, Property Management, Investments.

Related courses: Those approved by the Texas Real Estate Commission (i.e. Business Math, Government, Economics, Basic Marketing.)

Includes other fields of study, specified electives, Sociology, Geology, Education.

*FIRST YEAR*

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
BUS 1403	Business Math and Calculating Machines	4
ENG 1301	College Composition	3
REM 1301	Principles of Real Estate	3
REM 1303	Real Estate Marketing	3
SPH 1301	Beginning Public Speaking	
or		
SPH 1305	Business and Professional Speaking	<u>3</u>
		16

<i>Second Semester</i>		
ENG 1302	Composition and Rhetoric	3
PSY 1301	Introduction to Psychology	3
REM 1302	Real Estate Finance	3
REM 1304	Real Estate Regulation and Taxation	3
REM 1305	Real Estate Mathematics	3
Elective	See approved Electives below*	<u>3-4</u>
		18-19

*SECOND YEAR*

<i>First Semester</i>		
ECO 2301	Principles of Economics: Macroeconomics	3
RCE 2401	Real Estate Cooperative Education II	
or		
REM 2301	Real Estate Appraisal	3
REM 2303	Real Estate Brokerage	3-4
Electives	See approved Electives below*	<u>6-7</u>
		15-17

<i>Second Semester</i>		
GOV 2303	Texas Government	3
REM 2302	Real Estate Law	3
REM 2304	Real Estate Property Management and Investment	3
Electives	See approved Electives below*	<u>6-7</u>
		15-16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....63-67

\*Approved Electives: ACT 1401, 2401, 2402, CSC 1301, MGT 1301, 1392, 2301, RCE 1401, REM 2303, SOC 1301.

## CERTIFICATE PROGRAMS

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

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

### CLERK-TYPIST (One Year Certificate Program)

Office Technology offers a two-semester certificate program geared to satisfy students interested in short-term clerical training for entry-level office positions. At the completion of this coursework, a student may apply for a clerk typist certificate at the Counseling Office.

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
BUS 1403	Business Mathematics and Calculating Machines	4
ENG 1301	College Composition	3
HUD 0301	College Study Skills, Career Planning and Job Search	3
OFT 1105	Word Processing I	1
OFT 1401	Intermediate Typing	<u>4</u>
		15
<i>Second Semester</i>		
ACT 1401	Elementary Accounting	4
BUS 2301	Business Communications	3
MGT 1301	Introduction to Management	3
OFT 1106	Word Processing II	1
OFT 2301	Office Procedures	<u>3</u>
		14
TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....		29

**FAST FOOD SERVICE MANAGEMENT  
(One Year Certificate Program)**

Within the food service industry, Fast Food is one of the largest in volume and fastest growing job opportunities available. This two semester certificate program offers students the opportunity to complete theoretical coursework as well as cooperative education internships with local businesses in the field.

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
FCE 1401	Food Service Management Cooperative Education I	4
FFS 1301	Fast Food Service Management I	3
Elective	*Approved FFS Elective	3
MGT 1301	Introduction to Management	3
PSY 1301	Introduction to Psychology	<u>3</u>
		16
<i>Second Semester</i>		
FCE 2401	Food Service Management Cooperative Education II	4
FFS 1302	Fast Food Service Management II	3
FSM 2302	Restaurant Purchasing and Inventory Control	3
MGT 1302	Supervision and Human Resource Management	3
MGT 2301	Human Behavior and Motivation	<u>3</u>
		16
TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....		32

\*Approved Electives: BUS 1403, SPH 1301, SPH 1305, MGT 2306, HDV 1301 (non-credit)

**FOOD AND BEVERAGE MANAGEMENT\*  
(One Year Certificate Program)**

The Food and Beverage Department is the most important and challenging department of the hotel industry. This one year certificate program has been developed for individuals to learn how to manage the food and beverage operations of hotels and restaurants. The program covers every aspect of food and beverage operations.

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
FBM 1301	Food and Beverage Management	3
FPM 1304	Food Preparation Training I- Culinary Preparation-Hot Foods	3
HRM 1301	Introduction to the Hospitality Industry	3
HRM 1303	Health and Safety in the Hospitality Industry	3
MGT 1032	Supervision and Human Resource Management	<u>3</u>
		15

*Second Semester*

FBM 1302	Food and Beverage Controls	3
FPM 2303	Food Preparation Training III- Garde Manger and Pantry	3
FSM 2302	Restaurant Purchasing and Inventory Control	3
HCE 2401	Hospitality Cooperative Education I	4
HSM 1302	Convention Management and Service	<u>3</u>
		16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....31

\*Program Pending Coordinating Board Approval.

**FOOD PREPARATION TRAINING**

To qualify for admission to this program, the applicant must:

- 1) Be committed to a career in Food Service Management/Culinary Arts.
- 2) Be a high school graduate or have successfully completed the G.E.D.
- 3) Meet admission requirements set for Food Service Management Degree Program.

The required curriculum for completion of the Food Preparation Program includes:

FPM 1304	Food Preparation I - Culinary Preparation-Hot Food
FPM 2301	Food Preparation II - Baking
FPM 2303	Food Preparation III - Garde Manger and Pantry
FPM 2304	Food Preparation IV - Banquets and Catering
FSM 1301	Introduction to Restaurant and Food Services

**HEALTH INFORMATION PROCESSOR\*  
(One Year Certificate Program)***First Semester*

<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ENG 1301	College Composition	3
OFT 1401	Intermediate Typewriting	4
PSY 1301	Introduction to Psychology	3
RHS 1102	Medical Terminology	1
SSB 0301	Study Skills in Biology	<u>3</u>
		14

*Second Semester*

BUS 2301	Business Communications	3
HIC 1401	Health Information Cooperative Education I	4
OFT 1310	Fundamentals of Medical Transcription	3
OFT 1402	Principles of Information Processing	4
SPH 1305	Business and Professional Speaking	<u>3</u>
		17

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....31

\*Program pending Coordinating Board approval.

**HOSPITALITY SALES AND MARKETING MANAGEMENT\***  
**(One Year Certificate Program)**

The 1980's have shown a great demand for professional Hospitality Sales and Marketing Managers. The program has been developed to serve the hospitality industry by providing professionally trained sales and marketing executives. Individuals completing this program will have developed advanced level competencies in sales and marketing experience, education, and service.

**PREREQUISITE:** Hospitality Sales and Marketing Management Certificate Program

- a. A student must meet a minimum of one of the following prerequisites for admission to this certificate program:
1. Minimum of one year management experience in the hospitality industry.
  2. Previous working experience in the sales, marketing, or other business related field, other than the hospitality industry.
  3. An Associate or Advanced Degree.
  4. 12 hours completed in Management Development Program
  5. Previous working experience in a sales and marketing office of the hospitality industry.

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ENG 1301	College Composition	3
HSM 1301	Hospitality Promotions	3
HRM 1301	Introduction to the Hospitality Industry	3
MCE 1401	Hospitality Sales and Marketing Cooperative Education I	4
SPH 1305	Business and Professional Speaking	<u>3</u>
		16
<i>Second Semester</i>		
BUS 2301	Business Communications	3
HRM 1302	Lodging Management	3
HRM 2302	Sales and Marketing Principles	3
HSM 1302	Convention Management and Service	3
MCE 1402	Hospitality Sales and Marketing Cooperative Education II	4
MGT 1302	Supervision and Human Resource Management	<u>3</u>
		19
TOTAL SEMESTER HOURS IN PROGRAM .....		35

\*Program pending Coordinating Board approval.





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# DIVISION OF HEALTH OCCUPATIONS

Instruction within the Division of Health Occupations includes several health disciplines: Associate Degree Nursing, Nuclear Medicine Technology, Radiation Therapy Technology, Radiography, Respiratory Care, Surgical Technology, and Vocational Nursing.

Students interested in Health Occupations will find a variety of opportunities. Courses are offered at the certificate and degree levels. All of the health programs have specific entrance requirements. Cooperative efforts through the University of Texas Medical Branch with the School of Allied Health Science, the University of Texas Hospitals as well as St. Mary's Hospital, Shriners Burns Institute and Brazosport College ensure a broad-based exposure for students enrolled in the health fields. All of the degree programs in health occupations are nationally accredited.

## PROGRAMS OF STUDY

Within the Division of Health Occupations, students may pursue an Associate of Applied Science (A.A.S.) degree with a concentration in:

Associate Degree Nursing	Radiographic Technology
Nuclear Medicine	Respiratory Care
Radiation Therapy Technology	

In addition, advanced, post-associate degree certification is possible in:

- Computerized Tomography Technology
- Magnetic Resonance Technology
- Radiation Dosimetry
- Special Procedure Technology

These programs are primarily intended to prepare students for immediate employment and are designed to meet state and national licensing and certification requirements. Students desiring information on the transferability of courses within these programs to senior colleges or universities should see a Galveston College counselor or faculty advisor.

## Associate Degree Nursing

Approved by the Board of Nurse Examiners for the State of Texas Accredited by the National League of Nursing

Nursing is a service to individuals and to families and, 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 patient/clients while maintaining the integrity of said patients/clients. 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 nursing curriculum is organized around four basic concepts or ideas:

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

Students are scheduled to begin their program in the summer and must complete all courses in the curriculum to meet requirements to take the National Council Licensure Examination-Registered Nurse. Previous college credits may apply to the program.

#### *Brazosport Cooperative Program*

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. Brazosport Memorial Hospital 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 Admissions at Brazosport College.

#### *Cooperating Clinical Facilities*

St. Mary's Hospital	Galveston, Texas
The University of Texas Medical Branch Hospital	Galveston, Texas
Shriners Hospital Crippled Children Burns Institute	Galveston, Texas

### **Admissions**

#### *All Admissions:*

1. Submit a physical examination form from a physician if under continuing care for any health problem.
2. Consult with division Assistant Dean of Instruction prior to admission to the program if previously convicted of a crime other than minor traffic violations.
3. Show evidence of certification in Basic Cardiac Life Support (CPR) prior to the beginning of clinical experience. Certification must be maintained throughout the time the student is enrolled in the program.
4. Show evidence of satisfactory completion of high school chemistry, or the equivalent, within the past five years.

#### *Standard Admissions:*

1. Have ACT, SAT, SAT/TSWE or ASSET scores which permit enrollment in college level courses. See Placement Test Requirements for English, Reading and Mathematics on pages 43 and 44 of the current catalog for specific scores.
2. Meet the prerequisites stated for courses required in the curriculum.
3. Meet Academic Progression Requirements of the Associate Degree Nursing Program on general education courses if such have been taken during previous college enrollment.

#### *Alternative Admissions:*

1. If scores are below the limits adopted by Galveston College as satisfactory achievement of admission to college level courses, complete the requirements to remedy the deficiency.
2. Complete the prerequisites stated for courses required in the curriculum as necessary.
3. Have a G.P.A. 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 repeat is allowed.

## ASSOCIATE DEGREE NURSING DEGREE PLAN

### *Academic Progression Requirements*

All nursing and science courses must be completed in sequence and within a period of five years. The minimum acceptable grade in a nursing or science course is a "C." Students may repeat one nursing and one science course. Additional repeats require permission. Courses dropped after the 12th class day will be considered a course repeat. Students without previous coursework in chemistry will be required to take Physical Science 0302.

### *FIRST YEAR*

<i>Summer Session</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ENG 1301	College Composition ✓	3
PSY 1301	Introduction to Psychology ✓	<u>3</u>
		6
<i>Fall Semester</i>		
NUR 1601	Introduction to Nursing	6
BIO 1403	Anatomy and Physiology I	4
SOC 1301	Introduction to Sociology ✓	3
PSY 2301	Child Growth and Development ✓	<u>3</u>
		16
<i>Spring Semester</i>		
NUR 1602	Nursing Care of Adults with Medical Surgical Problems I	6
BIO 1404	Anatomy and Physiology II	4
BIO 2405	Microbiology	4
ENG 1302	Composition and Rhetoric ✓	<u>3</u>
		17

### *SECOND YEAR*

<i>Summer Session</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
NUR 1503	Nursing Care of Patients with Impaired Interpersonal Relationships	5
GOV 2303	Texas Government*	<u>3</u>
		8
<i>Fall Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
NUR 2103	Nursing Seminar	1
NUR 2502	Nursing Care of Adults with Medical Surgical Problems III	5
NUR 2601	Nursing Care of Adults with Medical Surgical Problems II	<u>6</u>
		12

*Spring Semester*

NUR 2604	Nursing Care of the Childbearing Family	6
NUR 2605	Nursing Care of Children	<u>6</u>
		12
TOTAL CREDIT HOURS IN PROGRAM.....		71

**RADIOLOGIC HEALTH SCIENCES**

Radiologic Health Science courses are part of the interdisciplinary curriculum designed to provide educational experiences which are common to the imaging and therapeutic modalities of radiology.

The Radiologic Health Science programs are divided into two categories—associate degree programs and certificate programs. The Radiologic Health Science programs that lead to an Associate in Applied Science degree are in Nuclear Medicine Technology, Radiation Therapy Technology and Radiography. The Radiologic Health Science programs that lead to a certificate of completion are in Computerized Tomography, Dosimetry, Magnetic Resonance Imaging and Special Procedures. These are advanced programs which require satisfactory completion of one of the associate degree programs as a prerequisite.

Students interested in Radiologic Health Science courses must meet individual program entry requirements.

**NUCLEAR MEDICINE TECHNOLOGY**

The Nuclear Medicine Program is nationally accredited by the Committee on Allied Health Education and Accreditation through the Joint Review Committee on Educational Programs in Nuclear Medicine Technology.

Nuclear Medicine is the clinical field of medicine concerned with the diagnostic and therapeutic use of radioactive materials called radiopharmaceuticals to help diagnose and treat a wide variety of diseases and disorders.

The Nuclear Medicine Technologist (NMT) is a skilled allied health professional who performs varied diagnostic procedures under the supervision of a licensed physician. The NMT is trained in the use and control of radioactive pharmaceutical agents, in the safe administration of these agents to patients, in research techniques applying to nuclear medicine and in administrative procedures such as maintenance of adequate records.

Students enroll in the Nuclear Medicine Technology program in July and must complete twenty-four months of study with laboratory experience to meet eligibility requirements to take the Nuclear Medicine Technology Certification Board examination in September of the year of graduation. Upon completion of the two-year curriculum, graduates will be awarded the Associate in Applied Science Degree in Nuclear Medicine Technology, and upon passing the N.M.T.C.B. examination, will be registered as a Certified Nuclear Medicine Technologist (CNMT).

## Admission

### *All Admissions:*

1. Applicant must meet General Admission requirements and be at least 18 years of age.
2. After all other admission requirements are met, the applicant will schedule an appointment for a personal interview with the Program Director.
3. Applicant must consult with the Program Director if previously convicted of a crime other than minor traffic violations.

### *Alternative Admissions:*

1. Have ACT, SATSWE, or ASSET scores which permit enrollment in college level courses. See Placement Test Requirements for English, Reading and Mathematics on pages 43 and 44 of the current catalog for specific scores.
2. Meet the prerequisites stated for courses required in the curriculum.
3. Have completed one year of high school biology. Additional courses in the natural and physical sciences are recommended. Only those courses where the student earned a grade of "C" or better will be considered in fulfilling this requirement.
4. Applicant must have a cumulative grade point average of 2.0 on a 4.0 scale for all previous college coursework.

### *Alternative Admissions:*

1. If scores are below the limits adopted by Galveston College as satisfactory achievement of admission to college level courses, complete the requirements to remedy the deficiency.
2. Complete the prerequisites stated for courses required in the curriculum as necessary.
3. Those applicants who are registered in Radiography, Medical Technology or Nursing and/or possess a Bachelor's or Associate degree in a science, may not be required to take an aptitude test. This decision will rest with the Program Director upon recommendation of the Galveston College Counseling Office. These applicants will be notified of the decision after the personal interview.
4. Where exceptional circumstances necessitate variations from normal admission requirements, applicants are referred to the Program Director. If it is determined that the request is reasonable, an exception may be authorized.

### *Transfer Admissions:*

1. Those applicants who are transferring course credits from another Associate Degree Program in Nuclear Medicine Technology will be evaluated on an individual basis as to their entry status by the Program Director.
2. Transfer must be in good standing. Good standing means the student should be eligible to re-enroll for coursework in the institution from which he is transferring.

## NUCLEAR MEDICINE TECHNOLOGY DEGREE PLAN

### *Progression Requirements:*

It is required that all academic and technical coursework be completed with a grade of "C" or better. Students failing to complete coursework at the acceptable level must apply to the Program Director for permission to continue in the program. Permission, if granted, will be probationary in nature. All courses must be completed in sequence unless otherwise approved.

*FIRST YEAR*

<i>Summer Semesters</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
RHS 1103	Radiation Protection	1
RHS 1206	Introduction to Patient Care	2
ENG 1301	College Composition	<u>3</u>
		6
<i>Fall Semester</i>		
RHS 1101	Medical Ethics	1
RHS 1102	Medical Terminology	1
RHS 1202	Radiological Physics I	2
RHS 1301	Introduction to Radiological Health Science	3
RHS 1302	Radiologic Anatomy and Physiology I	3
RHS 1303	Data Analysis	<u>3</u>
		13
<i>Spring Semester</i>		
RHS 1304	Radiologic Anatomy and Physiology II	3
RHS 1305	Radiological Physics II	3
NMT 1101	Nuclear Medicine Clinical Practicum I	1
NMT 1301	Nuclear Medicine Methodology I	3
NMT 1401	Nuclear Medicine Instrumentation	<u>4</u>
		14

*SECOND YEAR*

<i>Summer Semesters</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
GOV 2303	Texas Government	3
RHS 1104	Introduction to Computer Literacy	1
NMT 1102	Nuclear Medicine Clinical Practicum II	1
NMT 1201	Radiopharmacology	2
NMT 1302	Nuclear Medicine Methodology II	<u>3</u>
		10
<i>Fall Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ENG 1302	Composition and Rhetoric	3
NMT 2301	Nuclear Medicine Methodology III	3
NMT 2601	Nuclear Medicine Clinical Practicum III	<u>6</u>
		12
<i>Spring Semester</i>		
RHS 2301	Pathology	3
NMT 2302	Nuclear Medicine Methodology IV	3
NMT 2602	Nuclear Medicine Clinical Practicum IV	<u>6</u>
		12
<i>Summer Semesters</i>		
RHS 2201	Clinical Management and Administration	2
RHS 2302	Radiation Biology	3
NMT 2303	Nuclear Medicine Methodology V	3
NMT 2403	Nuclear Medicine Clinical Practicum V	<u>4</u>
		12

## RADIATION THERAPY TECHNOLOGY

The Radiation Therapy Program is nationally accredited by the Committee on Allied Health Education and Accreditation in cooperation with the Joint Review Committee on Education in Radiologic Technology.

The Radiation Therapy Technologist assists in the treatment of patients with malignant diseases (cancer). Radiation is directed at the tumor site under strictly controlled circumstances in an attempt to cure or palliate the disease. The technologist positions the patient for treatment, performs the necessary mathematical calculations to determine the radiation dosage and under the supervision of a physician, delivers the radiation utilizing highly sophisticated equipment.

Because of sustained contact with the patients, the Radiation Therapy Technologist is given considerable responsibility in patient nursing care, dietary counseling and treatment evaluation. In addition, the Radiation Therapy Technologist must appreciate the tremendous psychological impact that cancer has on the patients and their families.

There is a tremendous demand nationwide for skilled, registered Radiation Therapy Technologists that is expected to increase in the coming years. With advanced training/education, Radiation Therapy Technologists also have opportunities to pursue careers in dosimetry, medical physics, teaching and administration.

Upon completion of the two-year curriculum, graduates will be awarded the Associate in Applied Science Degree in Radiation Therapy Technology and will be eligible to sit for the Registry Examination.

### Admission

#### *All Admissions:*

1. Applicant must meet General Admission requirements and be at least 18 years of age.
2. After all other admission requirements are met, the applicant will schedule an appointment for a personal interview with the Program Director.
3. Applicant must consult with the Program Director if previously convicted of a crime other than minor traffic violations.

#### *Standard Admissions:*

1. Have ACT, SATTSWE or ASSET scores which permit enrollment in college level courses. See Placement Test Requirements for English, Reading and Mathematics on pages 43 and 44 of the current catalog for specific scores.
2. Meet the prerequisites stated for courses required in the curriculum.
3. Have completed one year of high school biology. Additional courses in the natural and physical sciences are recommended. Only those courses where the student earned a grade of "C" or better will be considered in fulfilling this requirement.
4. Applicant must have a cumulative grade point average of 2.0 on a 4.0 scale for all previous college coursework.

#### *Alternative Admissions:*

1. If scores are below the limits adopted by Galveston College as satisfactory achievement of admission to college level courses, complete the requirements to remedy the deficiency.
2. Complete the prerequisite stated for courses required in the curriculum as necessary.

*Transfer Curriculum:*

1. Applicant must submit documents from an accredited radiation therapy technology program.
2. Applicant must have completed all previous coursework with a grade of "C" or better.

## RADIATION THERAPY TECHNOLOGY DEGREE PLAN

*Progression Requirements*

It is required that all academic and technical coursework be completed with a grade of "C" or better. Students failing to complete coursework at the acceptable level must apply to the Program Director for permission to continue. Permission, if granted, will be probationary in nature. All courses must be completed in sequence unless otherwise approved.

*FIRST YEAR*

<i>Summer Semester I</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
RHS 1104	Introduction to Computer Literacy	1
RTT 1502	Intermediate Technical Skills I	<u>5</u>
		6
<i>Summer Semester II</i>		
ENG 1301	College Composition	3
RHS 1103	Radiation Protection	1
RHS 1206	Introduction to Patient Care	<u>2</u>
		6
<i>Fall Semester</i>		
RHS 1101	Medical Ethics	1
RHS 1102	Medical Terminology	1
RHS 1202	Radiological Physics I	2
RHS 1301	Introduction to Radiological Health Science	3
RHS 1302	Radiologic Anatomy and Physiology I	3
RHS 1303	Data Analysis	<u>3</u>
		13
<i>Spring Semester</i>		
RHS 1203	Radiologic Equipment, Processing and Exposure Principles	2
RHS 1304	Radiologic Anatomy and Physiology II	3
RHS 1305	Radiological Physics II	3
RTT 1503	Intermediate Technical Skills II	5
RHS 2301	Pathology	<u>3</u>
		16



## SECOND YEAR

<i>Summer Semester (12 weeks)</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
RHS 2302	Radiation Biology	3
RTT 2201	Oncology I	2
RTT 2301	Dosimetry I	3
RTT 2601	Advanced Technology Skills I	<u>6</u>
		14
<i>Fall Semester</i>		
RTT 2202	Oncology II	2
RTT 2302	Dosimetry II	3
RTT 2303	Radiotherapy Physics	3
RTT 2602	Advanced Technical Skills II	<u>6</u>
		14
<i>Spring Semester</i>		
ENG 1302	Composition and Rhetoric	3
GOV 2303	Texas Government	3
RTT 2603	Advanced Technical Skills III	<u>6</u>
		12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....81		

### **RADIOGRAPHIC TECHNOLOGY (X-RAY TECHNOLOGY)**

The Radiographic Technology Program is nationally accredited by the Committee on Allied Health Education and Accreditation in cooperation with the Joint Review Committee on Education in Radiologic Technology.

The Radiographer is a health professional specially educated to utilize x-rays to produce images in the diagnosis of disease. By virtue of its capability to render visible otherwise hidden internal structures of the human body, Radiography is a vital part of modern medical science and the healing arts. Continuing discoveries in the field make Radiography one of the most exciting and challenging health care specialties.

The Radiographer positions the patient, provides for patient comfort and protection, and selects the proper radiation exposure levels to obtain diagnostic images which are then interpreted by the physician. In the course of these normal duties, the Radiographer deals directly with the patient, the equipment and the physician.

Frequently, the Radiographer works independently, exercising initiative and judgment in obtaining the needed radiographs which have been requested by a physician. Radiographers may operate a wide variety of photographic and electronic imaging equipment and computers.

During this course of study, students will receive instruction in both classroom and clinical settings. Classes are held at The University of Texas Medical Branch and St. Mary's Hospital in Galveston and a number of out-patient facilities in the immediate medical center area.

Graduates of the two-year program are eligible to apply to the American Registry of Radiologic Technologists for necessary testing for certification. Upon passing the tests the graduate is nationally certified.

## RADIOGRAPHIC TECHNOLOGY ADMISSION REQUIREMENTS

### *All Admissions:*

- (1) Applicant must meet General Admission requirements and be at least 18 years of age.
- (2) After all other admission requirements are met, the applicant will schedule an appointment for a personal interview with the Program Director.
- (3) Applicant must consult with the Program Director if previously convicted of a crime other than minor traffic violations.

### *Standard Admissions:*

- (1) Have ACT, SAT/TSWE or ASSET scores which permit enrollment in college level courses. See Placement Test Requirements for English, Reading and Mathematics on pages 43 and 44 of the current catalog for specific scores.
- (2) Meet the prerequisites stated for courses required in the curriculum.
- (3) Have completed one year of high school biology. Additional courses in the natural and physical sciences are recommended. Only those courses where the student earned a grade of "C" or better will be considered in fulfilling this requirement.
- (4) Applicant must have a cumulative grade point average of 2.0 on a 4.0 scale for all previous college coursework.

### *Alternative Admissions:*

- (1) If scores are below the limits adopted by Galveston College as satisfactory achievement of admission to college level courses, complete the requirements to remedy the deficiency.
- (2) Complete a qualifying curriculum as listed. These courses must be taken as a block during the same long semester. Should a person have already completed a course, the Program Director will designate another to take its place. This will ensure valid reaction to a full semester load. All courses must be completed with a grade of at least "C." One repeat is allowed for no more than one course in the curriculum. Upon completion of the qualifying curriculum, the applicant will be admitted to the next starting class of the Radiography Program.

### *Qualifying Curriculum:*

MTH 0301	Mathematical Applications in Physical Sciences	Credit 3
MTH 0402	Basic Mathematics	Credit 4
ENG 1301	College Composition	Credit 3
SPH 1306	Interpersonal Communications	Credit 3
*BIO 1403	Anatomy and Physiology I	Credit 4
*BIO 1401	General Biology I (may be substituted)	Credit 4

### *Transfer Admissions:*

- (1) Students may not be admitted on a transfer basis if on academic probation or suspension at a current school.
- (2) ACT scores are not considered in the transfer situation. Motivation has been shown, or not shown, at the current school.
- (3) The student is transferred using the current degree plan. If discrepancies exist, the student must take the lacking course. It may be possible that arrangements can be made with individual instructors to facilitate a grade for a course.

## RADIOGRAPHIC TECHNOLOGY DEGREE PLAN

### *Progression Requirements:*

It is required that all academic and technical coursework be completed with a grade of "C" or better. Students failing to complete coursework at the acceptable level must apply to the Program Director for permission to continue in the program. Permission, if granted, will be probationary in nature. All courses must be completed in sequence unless otherwise approved.

### *FIRST YEAR*

<i>Summer Semester II</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
RHS 1103	Radiation Protection	1
RHS 1206	Introduction to Patient Care	2
ENG 1301	College Composition	<u>3</u>
		6
<i>Fall Semester</i>		
RHS 1101	Medical Ethics	1
RHS 1102	Medical Terminology	1
RDT 1201	Hospital Externship I	2
RHS 1301	Introduction to Radiological Health Science	3
RHS 1302	Radiologic Anatomy and Physiology I	3
RHS 1303	Data Analysis	3
RDT 1304	Radiographic Positioning I	<u>3</u>
		16
<i>Spring Semester</i>		
RHS 1203	Radiologic Equipment, Processing and Exposure Principles	2
RHS 1304	Radiologic Anatomy and Physiology II	3
RDT 1305	Hospital Externship II	3
RDT 1307	Radiographic Positioning II	3
GOV 2303	Texas Government	<u>3</u>
		14
<i>Summer Semester (12 Weeks)</i>		
RHS 1104	Introduction to Computer Literacy	1
RDT 1206	Radiographic Technique and Exposure	2
RDT 1207	Radiographic Positioning II	2
RDT 1208	Hospital Externship III	2
RHS 2302	Radiation Biology	<u>3</u>
		10

**SECOND YEAR**

<i>Fall Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ENG 1302	Composition and Rhetoric	3
RHS 1202	Radiological Physics I	2
RDT 2200	Quality Assurance	2
RDT 2201	Trauma Radiography	2
RDT 2303	Hospital Externship IV	<u>3</u>
		12
<i>Spring Semester</i>		
RHS 1305	Radiological Physics II	3
RDT 2305	Radiographic Special Procedures	3
RHS 2301	Pathology	3
RDT 2304	Hospital Externship V	<u>3</u>
		12
<i>Summer Semester I</i>		
RDT 2301	Radiologic Technology Registry Review	3
RDT 2302	Hospital Externship VI	<u>3</u>
		6
TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....		76

**RESPIRATORY CARE**

The Program in Respiratory Care offers students extensive exposure to the theoretical as well as the experiential aspects involved in the delivery of respiratory care to the patient with cardiorespiratory disease. Graduates of this program are trained to assume patient care responsibilities in all aspects of respiratory care.

The Program in Respiratory Care offers the student a traditional or non-traditional component for completing curricular requirements. The specific curricula offered in these two components are identical. The differences between these components center on the requirements for admission, the methods utilized in conducting the courses, the length of time required to complete the program, and the process utilized to verify clinical proficiency.

The Program in Respiratory Care is nationally accredited by the Committee on Allied Health Education and Accreditation, in cooperation with the Joint Review Committee for Respiratory Therapy Education. Upon completion of this program and following specified work requirements, graduates are eligible to take the National Certification and Advanced Practitioner examinations administered by the National Board for Respiratory Care, Inc. In addition, graduates are also eligible for the Respiratory Care Practitioner Certification Examination administered by the Texas Department of Health (State licensing requirement).

**Admissions: Traditional Component***All Admissions:*

1. Applicant must submit a physical examination form from a physician if under continuing care for any health problem.
2. Applicant must schedule an appointment for a personal interview with the Program Director.

3. Applicant must consult with the Respiratory Care Program Director prior to admission to the program if previously convicted of a crime, other than minor traffic violations.

*Standard Admissions:*

1. Applicant must have ACT, SAT/TSWE or ASSET scores which permit enrollment in college level courses. See "Placement Test Requirements for English, Reading and Mathematics" on pages 43 and 44 of the current catalog for specific scores.
2. Applicant must meet the prerequisites stated for courses required in the curriculum.
3. Applicant must have completed high school biology and chemistry or the equivalent with a grade of "C" or better.
4. Applicants accepted into the program must have successfully completed an introductory college Algebra course with a minimum grade of "C" or have demonstrated proficiency on the Galveston College MTH 0303 Placement Test prior to beginning the second semester of the program. Accepted applicants are STRONGLY encouraged to attempt the MTH 0303 Placement Test, if necessary, prior to beginning the program to best determine course requirements.

*Alternative Admissions:*

1. If scores are below the limits adopted by Galveston College as satisfactory achievement for admission to college level courses, the applicant must complete the requirements to remedy the deficiency.
2. An applicant may be granted an exemption for placement testing and/or remedial work if a significant amount of college-level coursework has previously been completed satisfactorily. See "Assessment and Placement" on page 42 for additional information in this area.
3. An applicant must complete the prerequisites stated for courses required in the curriculum, as necessary.

*Transfer Admissions:*

1. Applicants who have completed courses in other Respiratory Care Programs may apply for transfer admissions.
2. For information to qualify for admission, the applicant must contact the Respiratory Care Program Director.

### **RESPIRATORY CARE DEGREE PLAN: *Traditional Component***

*Progression Requirements:*

All applicants accepted into the program must register for and successfully complete all required courses each semester. Program courses must be completed with a grade of "C" or better and must be completed no later than the semester in which they are stated in the curriculum. Failure to successfully complete any program course will require that the student discontinue involvement with the program at that point and apply for readmission the following year, if desired. In addition, any program or equivalent college course taken prior to admission to the program must be completed with a grade of "C" or better to be accepted for program credit.

**FIRST YEAR**

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
BIO 1403	Anatomy and Physiology I	4
REC 1201	Introduction to Respiratory Care	2
REC 1403	Orientation to Respiratory Care Science	4
REC 1504	Respiratory Care Techniques I	<u>5</u>
		15
<i>Second Semester</i>		
BIO 1404	Anatomy and Physiology II	4
REC 1306	Cardiopulmonary Physiology	3
REC 1402	Clinical Respiratory Care I	4
REC 1507	Respiratory Care Techniques II	<u>5</u>
		16
<i>Summer Semester I</i>		
REC 1205	Clinical Respiratory Care II	2
REC 1308	Respiratory Care Techniques III	3
REC 1309	Neonatal and Pediatric Respiratory Care	<u>3</u>
		8
<i>Summer Semester II</i>		
ENG 1301	College Composition	3
PSY 1301	Introduction to Psychology	<u>3</u>
		6

**SECOND YEAR**

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ENG 1302	Composition and Rhetoric	3
REC 2301	Cardiopulmonary Pharmacology	3
REC 2402	Cardiopulmonary Pathophysiology	4
REC 2403	Advanced Respiratory Care Techniques I	4
REC 2404	Clinical Respiratory Care III	<u>4</u>
		18
<i>Second Semester</i>		
BIO 2405	Microbiology	4
REC 2305	Respiratory Care Review	3
REC 2406	Advanced Respiratory Care Techniques II	4
REC 2607	Clinical Respiratory Care IV	<u>6</u>
		17

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....80

### ***Overview: Non-Traditional Component***

This component of the Program in Respiratory Care is designed to offer a means whereby currently employed respiratory care practitioners may be able to complete a therapist-level training program without relinquishing their concurrent employment status. This component is directed toward three specific groups: 1) individuals previously and currently employed in respiratory care but without any previous, formal education in this profession; 2) individuals who have successfully completed a one-year technician training program and desire to continue their education, but who are unable to enroll in a traditional program for this purpose; and 3) individuals who have had difficulty in successfully completing credentialing examinations following graduation from another program.

This component is based on the use of extensive learning modules for the majority of the non-clinical courses, with proficiency in clinical courses verified through evaluation on the UTMB campus. This component is designed to be self-paced, with all students being required to successfully complete pre-course equivalency examinations in order to accelerate in a given area, as well as post-module examinations in order to satisfactorily complete courses in which pre-course equivalency was not adequately displayed. Students enrolled in this component are allowed up to four years to complete all requirements.

In addition to the structured learning modules, weekday and/or weekend seminars are available for the student to have direct and individualized instruction and evaluation.

### **Admissions: *Non-Traditional Component***

*All Admissions:*

1. Applicant must submit a physical examination form from a physician if under continuing care for any health problem.
2. Applicant must consult with the Respiratory Care Program Director prior to admission to the program if previously convicted of a crime, other than minor traffic violations.

*Standard Admissions:*

1. Applicant must have ACT, SAT/TSWE or ASSET scores which permit enrollment in college level courses. See "Placement Test Requirements for English, Reading and Mathematics" on pages 43-44 of the current catalog for specific scores.
2. Applicant must meet the prerequisites stated for courses required in the curriculum.
3. Applicant must have completed high school biology or chemistry, if without previous college coursework in these areas.
4. Applicant must: a) have successfully completed a one-year respiratory care technician program, or b) have previously completed 2,000 hours of clinical respiratory care experience (approximately one year of full-time work)
5. Applicant must be currently employed in respiratory care a minimum of 19 hours per week.
6. Applicant must have submitted a Clinical Assessment Form, documenting previous experience as specified.
7. Applicant must show evidence of current proficiency in Basic Cardiac Life Support (CPR) prior to beginning any clinical evaluation coursework.
8. Applicants accepted into the program must successfully complete an introductory college Algebra course with a minimum grade of "C" or have demonstrated proficiency on the Galveston College MTH 0303 Placement Test prior to completion of the program. Applicants who do not achieve the minimum placement test score levels for Math may be required to complete MTH 0303 prior to formal acceptance into this program. In all cases, accepted applicants are **STRONGLY** encouraged to satisfy this course requirement in the early part of this program in order to facilitate successful completion of subsequent coursework.

*Alternative Admissions:*

1. If scores are below the limits adopted by Galveston College as satisfactory achievement for admission to college level courses, the applicant must complete the requirements to remedy the deficiency.
2. An applicant may be granted an exemption for placement testing and/or remedial work if a significant amount of college-level coursework has previously been completed satisfactorily. See "Assessment and Placement" on page 42 for additional information in this area, and discuss this directly with the Respiratory Care Program Director.
3. Complete the prerequisites stated for courses required in the curriculum, as necessary.

*Transfer Admissions:*

1. Applicants who have completed a one-year Respiratory Care Technician Program from a formally accredited college/university may receive transfer credit for certain courses in this program. This transfer credit would be granted following demonstration of proficiency through the use of pre-course equivalency testing.
2. Applicants interested in transfer credit are asked to discuss this directly with the Respiratory Care Program Director.



## **Respiratory Care Degree Plan: *Non-Traditional Component***

### *Progression Requirements:*

Courses in this component are arranged by blocks, with the requirement that each preceding block be completed successfully before continuing on to the next block or group of courses. Successful completion includes the attainment of a specified minimum score on pre-course equivalency examinations.

In addition, any program or equivalent college course taken prior to admission to the program must be completed with a grade of "C" or better to be accepted for program credit.

<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
BIO 1403	Anatomy and Physiology I	4*
REC 1201	Introduction to Respiratory Care	2
REC 1402	Clinical Respiratory Care I	4 + +
REC 1403	Orientation to Respiratory Care Science	4
REC 1504	Respiratory Care Techniques I	5
BIO 1404	Anatomy and Physiology II	4*
REC 1205	Clinical Respiratory Care II	2 + +
REC 1306	Cardiopulmonary Physiology	3
REC 1507	Respiratory Care Techniques II	5
BIO 2405	Microbiology	4*
REC 1308	Respiratory Care Techniques III	3
REC 1309	Neonatal and Pediatric Respiratory Care	3
ENG 1301	College Composition	3**
REC 2301	Cardiopulmonary Pharmacology	3
REC 2402	Cardiopulmonary Pathophysiology	4
REC 2403	Advanced Respiratory Care Techniques I	4
REC 2404	Clinical Respiratory Care III	4 + +
ENG 1302	Composition and Rhetoric	3**
PSY 1301	Introduction to Psychology	3**
REC 2305	Respiratory Care Review	3
REC 2406	Advanced Respiratory Care Techniques II	4
REC 2607	Clinical Respiratory Care IV	6 + +

**TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....80**

\* These courses are not available for completion via the non-traditional, self-paced method. They must be completed either at Galveston College or at another institution in which the equivalent courses are available and transferable to meet these specific course requirements. It is strongly encouraged that these courses be completed in the blocked sequence as shown, in order to best facilitate successful completion of the respiratory therapy course content.

\*\* These course are also not available for completion via the non-traditional, self-paced method. They must be completed either at Galveston College or at another institution in which the equivalent courses are available and transferable to meet these specific course requirements. Though these course are listed in the last two blocks of courses to be completed in this program, they may be taken at any time during the program.

+ + These clinical courses are structured differently than other respiratory therapy courses. Students are required to spend a certain amount of time at the UTMB campus in order for the evaluation of clinical proficiency to occur. This evaluation will be conducted by the Respiratory Care Program faculty at various points during the student's period of enrollment and may involve weekend evaluation sessions and/or some weekday involvement, depending upon the clinical proficiency displayed. Clinical evaluation sessions/courses will be arranged in a sequential manner as identified in the curriculum, in order to most effectively utilize previously acquired skills and information from specified courses.

## **CERTIFICATE PROGRAMS**

One year Certificate programs which are offered through the Division of Health Occupations include:

COMPUTERIZED TOMOGRAPHY TECHNOLOGY  
MAGNETIC RESONANCE IMAGING  
SPECIAL PROCEDURE TECHNOLOGY  
RADIATION DOSIMETRY

General Procedures for all Programs

1. Obtain application forms from the Registrar.
2. Present completed forms to the Registrar.
3. Arrange for official transcripts from all schools, colleges, and/or training programs attended to be sent to the Admissions Office. Transcripts presented to the Admissions Office by a student in person are not acceptable.
4. Schedule an appointment for a personal interview with the Program Director.
5. If admitted to the program, arrange a counseling interview with the Program Director prior to formal registration.

### *Computerized Tomography Technology*

Applicants must be Registered Radiologic Technologists (ARRT or equivalent) or recent graduates of an accredited program in Radiologic Technology who are registry eligible. Applicants with backgrounds in imaging modalities are preferred.

### *Magnetic Resonance Imaging*

Applicants must be Registered Radiologic Technologists (ARRT or equivalent) or recent graduates of an accredited program in Radiologic Technology who are registry eligible. Applicants with backgrounds in imaging modalities and computer applications are preferred.

### *Special Procedure Technology*

Applicants must be Registered Radiologic Technologists (ARRT or equivalent) or recent graduates of an accredited program in Radiologic Technology who are registry eligible. Applicants with backgrounds in imaging modalities are preferred.

### *Radiation Dosimetry*

Applicants must have successfully completed college level courses in Radiation Dosimetry, Medical Physics or be a Registered Therapy Technologist (ARRT). All applicants must meet Galveston College general admission requirements.

## **COMPUTERIZED TOMOGRAPHY TECHNOLOGY**

Computerized Tomography (CT) is the modality of radiology that employs specialized x-ray equipment to produce sectional images of the human anatomy which aid radiologists in diagnosing a wide variety of diseases and disorders.

The CT technologist performs various diagnostic procedures under the supervision of a licensed radiologist. The CT technologist works closely with patients to provide instruction and quality care while performing the diagnostic procedures. The procedures are varied and images of virtually all parts of the body are obtainable. The most routinely imaged parts of the body are brain, eyes, neck, lungs, liver, pancreas, spine and pelvis.

In order to acquire quality images, the CT technologist must be able to work effectively with patients and health professionals, operate sophisticated computer equipment and utilize radiation protection measures.

Applicants selected for matriculation may elect to complete the program in one semester or two by enrolling for full-time or part-time coursework. In either event, the program must be completed within one calendar year of the date of enrollment into the program. Upon completion of the curriculum, graduates will be awarded a certificate of completion by Galveston College.

<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
RHS 3201	Tomographic Anatomy	2
CTT 3301	Computerized Tomography Instrumentation and Methodology	3
CTT 3501	Computerized Tomography Clinical Applications I	5
CTT 3502	Computerized Tomography Clinical Applications II*	<u>5</u>
		15
TOTAL SEMESTER HOURS IN PROGRAM .....		15

\*CTT 3502 may be taken concurrently with CTT 3501 in the Fall Semester or consecutively in the Spring Semester.

### **MAGNETIC RESONANCE IMAGING**

Magnetic Resonance Imaging (MRI) is the modality of radiology that employs special magnetic-field-producing equipment which is used to obtain sectional images of the human anatomy that aid physicians in diagnosing diseases and disorders.

The MRI technologist performs various diagnostic procedures under the supervision of a licensed physician. The MRI technologist works closely with patients to provide instruction and quality care while performing the diagnostic procedures. The procedures are varied and images of virtually all parts of the anatomy are obtainable. This imaging modality is unique in the field of diagnostic imaging because of the way images are obtained. The patient is positioned within a magnetic field, and radio frequency signals are then used to obtain images of the internal parts of the patient's body. All of this is accomplished without using radiation.

In order to acquire quality images, the MRI technologist must be able to work effectively with patients and health professionals, operate sophisticated computer equipment, understand complicated physics principles, and employ appropriate safety measures.

Applicants selected for matriculation may elect to complete the program in one semester or two by enrolling for full-time or part-time coursework. In either event, the program must be completed with one calendar year of the date of enrollment into the program. Upon completion of the curriculum, graduates will be awarded a certificate of completion by Galveston College.

<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
RHS 3201	Tomographic Anatomy	2
MRI 3201	MRI Physics and Instrumentation	2
MRI 3302	MRI Methodology	3
MRI 3501	MRI Clinical Applications I	5
MRI 3502	MRI Clinical Applications II*	<u>5</u>
		17
TOTAL SEMESTER HOURS IN PROGRAM .....		17

\*MRI 3502 may be taken concurrently with MRI 3501 in the Fall Semester or consecutively in the Spring Semester.

### **SPECIAL PROCEDURE TECHNOLOGY**

<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
SPT 3601	Research Procedures	6
SPT 3602	Interventional Radiology	6
SPT 3603	Vascular Imaging	6
SPT 3604	Neuroradiology	<u>6</u>
		24
TOTAL SEMESTER HOURS IN PROGRAM .....		24

NOTE: Courses do not have to be taken in sequence or during any particular semester. Students must finish program within one calendar year of enrollment date. Upon completion of the curriculum, graduates will be awarded a certificate of completion by Galveston College.

### **RADIATION THERAPY DOSIMETRY**

<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
RHS 3201	Tomographic Anatomy	2
RTD 3301	Instrumentation and Methodology in Dosimetry	3
RTD 3501	Clinical Applications in Dosimetry I	5
RTD 3502	Clinical Applications in Dosimetry II*	<u>5</u>
		15
TOTAL SEMESTER HOURS IN PROGRAM .....		15

\*RTD 3502 may be taken concurrently with RTD 3501 in the Fall Semester or consecutively in the Spring Semester.

NOTE: Students must finish the program within one calendar year of enrollment date. Upon completion of the curriculum, graduates will be awarded a certificate of completion by Galveston College.

One year Certificate programs which are offered through the Division of Health Occupations include:

## SURGICAL TECHNOLOGY VOCATIONAL NURSING

Students must remember that certificate programs provide short-term training, and they are highly specialized. Consequently, they generally do not support transferability into Associate or Bachelor degree programs.

### SURGICAL TECHNOLOGY

The Surgical Technology Program is a twelve (12) month program leading to a certificate of proficiency. The curriculum is designed to prepare the student to function in an operating room, or similar setting, under the direct supervision of a registered nurse or licensed physician. Teaching of the basic skills necessary for proficiency takes place in the classroom, College laboratory and clinical setting. The dignity, worth and well-being of the individual is stressed and client-centered theory is the basic underlying thread of the curriculum.

Students who successfully complete the program are eligible to write the National Certification Examination for Surgical Technologists. Upon successful completion of this examination, the graduate receives certification as a Surgical Technologist (CST) which is recognized nationally.



*All Admissions:*

- (a) Take PSB Test.
- (b) Seventeen (17) years or older.
- (c) High School diploma or GED certificate.
- (d) Good physical and emotional health.
- (e) Submit a report of physical examination from a licensed physician prior to enrollment.
- (f) Show evidence of current proficiency in Basic Cardiac Life Support (CPR) prior to beginning of clinical experience.
- (g) Have no record of conviction of a crime other than minor traffic violations.

*Standard Admissions:*

PSB percentile scores of 40 or better.

*Alternative Admissions:*

PSB percentile scores of 20-39 require preparatory courses in specified areas:

- (a) Complete RDG 0302 with a grade of "C" or better.
- (b) Complete MTH 0402 with a grade of "C" or better.
- (c) Complete ENG 0302 with a grade of "C" or better.
- (d) Complete BIO 0301 with a grade of "C" or better.
- (e) Acceptable score(s) on retesting in mathematics and spelling.

*Individual Admissions:*

PSB scores below 20

- (a) Complete all requirements as listed under Alternative Admissions.
- (b) Complete HUD 0301 or PSY 1304.

*Transfer Admissions:*

- (a) Acceptance of transfer students and evaluation of allowable credit remain at the discretion of the Program Director with the approval of the Assistant Dean.
- (b) Admission requirements must be met.
- (c) Applicants must submit a letter of good standing from the head of the previous surgical technology program attended.

## SURGICAL TECHNOLOGY

### *Fall Semester*

<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
SUT 1001	Fundamentals of Operating Room Technique	6
SUT 1002	Medical Terminology	3
SUT 1003	Surgical Procedures I	8
SUT 1004	Microbiology for Surgical Technologists	<u>2</u>
		19

### *Spring Semester*

SUT 1005	Pharmacology	1
SUT 1006	Anesthesiology	1
SUT 1007	Surgical Procedures II	3
SUT 1008	Surgical Instrumentation I	9
SUT 1009	Anatomy and Physiology for Surgical Technologists	<u>7</u>
		21

*Summer Semester*

SUT 1010	Surgical Instrumentation II	10
TOTAL SEMESTER HOURS IN PROGRAM .....		50

**VOCATIONAL NURSING PROGRAM**

The Vocational Nursing Program is a twelve month program leading to a certificate of proficiency. The curriculum is designed to prepare qualified individuals to perform in structured settings as accountable members of the health care team. The nursing process is implemented throughout the curriculum with emphasis on basic human needs. Teaching of nursing principles and skills takes place in the classroom and clinical setting.

Vocational Nurses are prepared to work under the legal framework specified by the Texas Board of Vocational Nurse Examiners. Vocational Nursing graduates are prepared to function as members of the health care team under the supervision of nurses and physicians. The graduates are prepared to share in the care of the sick, in rehabilitation and in the prevention of illness. Vocational Nurses provide this care in multiple health care settings.

*All Admissions:*

- (a) Take PSB Test.
- (b) Seventeen (17) years or older.
- (c) High School diploma or GED certificate.
- (d) Good physical, mental and emotional health.
- (e) Submit a report of physical examination from a licensed physician prior to enrollment.
- (f) Show evidence of current proficiency in Basic Cardiac Life Support (CPR) prior to beginning of clinical experience.
- (g) Have no record of conviction of a crime other than minor traffic violations.

*Standard Admissions:*

PSB percentile scores of 40 or better.

*Alternative Admissions:*

PSB percentile scores of 10-30 require preparatory courses in specified areas:

- (a) Complete RDG 0302 with a grade of "C" or better.
- (b) Complete MTH 0402 with a grade of "C" or better.
- (c) Complete ENG 0302 with a grade of "C" or better.
- (d) Complete SSB 0301 with a grade of "C" or better.
- (e) Acceptable score(s) on retesting in mathematics and spelling.

*Individual Admissions:*

PSB scores below 20

- (a) Complete all requirements as listed under Alternative Admissions.
- (b) Complete HUD 0301 or PSY 1304.

*Transfer Admissions:*

- (a) Acceptance of transfer students and evaluation of allowable credit remain at the discretion of the Program Director with the approval of the Assistant Dean.
- (b) Admission requirements must be met.
- (c) Applicants must submit a letter of good standing from the head of the previous nursing program attended.

## VOCATIONAL NURSING

### *Spring Semester*

<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
VNR 1001	Vocational Adjustments	1
VNR 1002	Vocational Nursing Skills	9
VNR 1003	Nutrition	1
VNR 1004	Pharmacology I	2
VNR 1005	Disease Control and Prevention	2
VNR 1006	Body Structure and Function	<u>4</u>
		19

### *Summer Semester*

VNR 1007	Mental Health and Mental Illness	4
VNR 1008	Maternal Child Health Nursing	7
VNR 1009	Pharmacology II	<u>2</u>
		13

### *Fall Semester*

VNR 1010	Medical Surgical Nursing	15
VNR 1011	Geriatrics	3
VNR 1012	Pediatric Nursing	<u>7</u>
		25

**TOTAL SEMESTER HOURS IN PROGRAM .....57**







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# DIVISION OF HUMANITIES

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Instruction within the Division of Humanities includes many of the traditional humanities' disciplines (art, drama, English language and literature, foreign languages, philosophy, and speech) as well as instruction in modern media, including television production.

Students especially interested in the visual arts will find a wide range of opportunities in drawing, ceramics, jewelry and metalsmithing, painting, photography, and printmaking. Courses are offered at both beginning and intermediate levels. Those interested in music may choose from both applied and theoretical courses, finding performance opportunities within the chamber ensemble and chorale. Drama and speech courses stress both fundamentals and advanced techniques, along with the unique opportunity to participate in productions of the College's Upper Deck Theatre. This cooperative effort between Galveston College and community volunteers creates a professional atmosphere for student actors and technicians who work alongside an array of professionals during the preparation and production of four major performances each year.

Instruction in English and reading ranges from college-preparatory work for the student who must strengthen basic skills before attempting college-level writing and reading assignments, to the standard freshman composition sequence and a broad selection of courses in literature. English honors courses are offered on a periodic basis. Foreign language instruction is offered in Spanish, German, and French. Students seeking instruction in modern media will find courses in both theory and application, with opportunity to work in a well-equipped television studio while gaining experience in media production.

## PROGRAMS OF STUDY

Within the Division of Humanities, students may pursue an Associate of Arts (A.A.) or an Associate of Science (A.S.) degree with concentration in one of the following areas:

English	Speech
Music	Television
Performing Arts	Visual Arts

Programs of study for the Associate of Arts and Associate of Science degrees parallel the first two years required for Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. However, because degree requirements sometimes vary among colleges and universities, students should select courses with the assistance of a Galveston College counselor or faculty advisor. General degree requirements are listed on page 64; detailed programs of study may be obtained from the Counseling Office.

For a complete list of individual courses with descriptions, please refer to the Course Descriptions beginning on page 157.



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# DIVISION OF MATHEMATICS AND SCIENCES

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Courses taught within the Division of Mathematics and Sciences include the traditional disciplines of biology, chemistry, mathematics, and physics, along with computer science, computer science technology (microcomputers), horticulture, and air conditioning and refrigeration. Courses within the division often provide core support for programs in health sciences, medicine, and engineering, but a concentration of work toward an associate degree or certificate in a discipline from within the division is also possible.

The newest degree programs within the division are in horticulture and in microcomputer applications. Both programs are designed to prepare students for immediate employment in the workforce, but each offers a high degree of transferability should a student completing one of the programs choose to pursue a bachelor's degree. The horticulture program takes a very practical approach to instruction, employing a great deal of field work. The microcomputer program is supported by a well-equipped microcomputer laboratory.

For students who need assistance in developing college-level skills, the division offers developmental courses, including Study Skills for Biology and a range of developmental mathematics. Also available is a Mathematics and Science Clinic in the Skills Enrichment Center at no cost for Galveston College students and is staffed by full-time instructors who volunteer to tutor students in chemistry, computer science, mathematics and physics.

The division offers small classes and places emphasis on instructors maintaining a personal interest in the academic progress of each student.

## PROGRAMS OF STUDY

Within the Division of Mathematics and Sciences, students may pursue an Associate of Arts (A.A.) or an Associate of Science (A.S.) degree with concentration in one of the following areas:

<p><b>Biology</b> Pre-B.S. Nursing Chemistry Computer Science Pre-Dentistry Engineering Horticulture</p>	<p><b>Mathematics</b> Pre-Medicine Pre-Occupational Therapy Pre-Physical Therapy Pre-Physician's Assistant Physics Pre-Veterinary Medicine</p>
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Programs of study for the Associate of Arts and Associate of Science degrees parallel the first two years required for Bachelor of Arts and Bachelor of Science degrees at senior

colleges and universities. However, because degree requirements sometimes vary among colleges and universities, students should select courses with the assistance of a Galveston College counselor or faculty advisor. General degree requirements are listed on page 64; detailed programs of study may be obtained from the Counseling Office.

The Division of Mathematics and Sciences also offers an Associate of Applied Science (A.A.S.) degree in the following areas:

Landscape and Ornamental Horticulture  
Microcomputer Applications

Both programs are intended to prepare students for immediate employment, but they also offer a degree of transferability to senior colleges and universities. For information on transferability, students should see a Galveston College counselor or faculty advisor.

### Landscape and Ornamental Horticulture

The landscaping of formal gardens and the cultivation of flowers are both ancient and honorable arts. The broad field of landscape and ornamental horticulture is presently increasing at a tremendous rate providing numerous employment opportunities. Commercial establishments developing more landscaped areas, highways and industrial buildings using more shrubs and bushes, civic enthusiasm for parks and playgrounds, and public awareness of the therapeutic and recreational value of landscapes and gardens all contribute to the need for trained people in this area. Both the A.S. and A.A.S. programs are listed below:

#### (A.S. Degree)

##### *FIRST YEAR*

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
BIO 1408	General Botany	4
CHM 1401	General Chemistry I	4
ENG 1301	College Composition	3
HOR 1301	Horticulture Practice I	3
MTH 1301	College Algebra	3
PED	Activity Course	1
		18

<i>Second Semester</i>		
CHM 1402	General Chemistry II	4
CSC 1301	Introductory Computing	3
ENG 1302	Composition and Rhetoric	3
HOR 1302	Horticulture Practice II	3
HOR 1303	Landscape Trees, Vines and Shrubs	3
PED	Activity Course	1
		17

*SECOND YEAR*

<i>First Semester</i>		
GOV 2301	Federal Government	3
HIS 1301	United States History to 1877	3
HOR 1401	Landscape Plants I	4
HOR 2403	Landscape and Plant Protection	4
SPH 1301	Beginning Public Speaking	<u>3</u>
		17

<i>Second Semester</i>		
GOV 2303	Texas Government	3
HIS 1302	United States History from 1877	3
HOR 2302	Soil and Plant Nutrition	3
HOR 2402	Landscape Plants II	<u>4</u>
		13

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....65

**(A.A.S. Degree)***FIRST YEAR*

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
BIO 1408	General Botany	4
ENG 1301	College Composition	3
HOR 1301	Horticulture Practice I	3
HOR 1401	Landscape Plants I	4
MGT 1301	Introduction to Management	<u>3</u>
		17

<i>Second Semester</i>		
CHM 1403	Fundamentals of Chemistry	4
ENG 1302	Composition and Rhetoric	3
HOR 1302	Horticulture Practice II	3
HOR 1303	Landscape Trees, Vines and Shrubs	3
HOR 2402	Landscape Plants II	<u>4</u>
		17

*SECOND YEAR*

<i>First Semester</i>		
HOR 2403	Landscape and Plant Protection	4
HOR 2404	Horticulture for Homescape	4
HOR 2409	Horticulture and Landscaping	
	Cooperative Education I	4
SPH 1301	Beginning Public Speaking	<u>3</u>
		15

*Second Semester*

GOV 2303	Texas Government	3
HOR 2301	Turf Grass Management	3
HOR 2302	Soil and Plant Nutrition	3
HOR 2405	Introduction to Residential Landscape Design	4
HOR 2410	Horticulture and Landscaping Cooperative Education II	<u>4</u>
		17

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....66

**Microcomputer Applications**

The advent and application of low cost, high-powered microcomputers has revolutionized the operations of business, industry, and other organizations. Microcomputers are currently being used for word processing, decision making, instruction, research and a myriad of other applications. This is one of the fastest growing industries. Conservative estimates indicate that within the next four to five years at least 50% of business computing will be performed on microcomputers thus creating heavy demand of well-paid semiprofessionals with expertise in microcomputers.

Microcomputer technologists receive training in operating systems peripherals, various kinds of processors, languages, and software.

**(A.A.S. Degree)***FIRST YEAR**First Semester*

<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
MTH 1300	Intermediate Algebra*	3
CSC 1301	Introductory Computing	3
ENG 1302	College Composition	3
CSC 1401	Programming in BASIC Language***	4
CSC 1402	Microcomputer Systems and Their Applications	<u>4</u>
		17

*Second Semester*

ENG 1302	Composition and Rhetoric	3
MTH 1304	Finite Mathematics	3
CSC 1305	Logic and Theory	3
CST 2202	Advanced Concepts of Word Processing	2
CCE 2402	Advanced BASIC***	<u>4</u>
		15



*SECOND YEAR**First Semester*

SPH 1305	Business and Professional Speaking	3
CST 2203	Advanced Concepts of Spreadsheets	2
ENG 2303	Technical Report Writing	3
CST 2403	Fundamentals of Hardware	4
2409	Cooperative Education in Computers**	<u>4</u>
		16

*Second Semester*

CST 2204	Advanced Concepts of Database	2
GOV 2303	Texas Government	3
CST 2401	Operating Systems	4
CST 2408	Data Communications and Networking	4
CCE 2410	Cooperative Education in Computers**	<u>4</u>
		17

TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....65

\*Students desiring a more specific orientation toward business may choose to replace MTH 1300 with ACT 2401 (Principles of Accounting I).

\*\*Students may replace either the CCE 2409 or CCE 2410 requirement with CST 2205 (Special Topics in Computer Technology).

\*\*\*Students may choose to substitute CSC 1404 (PASCAL Programming) and CST 2404 (Advanced PASCAL) for CSC 1401 and CST 2402.

For a complete list of courses, refer to the Course Descriptions on page 157.

## CERTIFICATE PROGRAM

### AIR CONDITIONING AND REFRIGERATION

A two-semester certificate program is available in Air Conditioning and Refrigeration. This nine-month program includes study in methods, types of refrigeration, pressure instruments and charts, motor control, and the servicing of systems.

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.

On being admitted to this program, a student must register for a semester block of courses. Since this is a two semester certificate program, concurrent semesters must be taken for completion of the program. A student cannot register for only one class, but must be enrolled in the semester block for the Fall and Spring semesters.



*FIRST YEAR*

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ACR 1301	Basic Electric Theory	3
ACR 1302	Basic Refrigeration Theory	3
ACR 1303	Business Practices	3
ACR 1304	Applied Electricity	3
ACR 1305	Applied Refrigeration	3
ACR 1306	Window Air Conditioning	3
ACR 1315	Servicing I (Coop I)	<u>3-4</u>
		21 or 22
<i>Second Semester</i>		
ACR 1307	Central Air Conditioning	3
ACR 1308	Central Heating System	3
ACR 1309	Heat Load Estimating	3
ACR 1310	Commercial Refrigeration	3
ACR 1311	Advanced Controls	3
ACR 1316	Servicing II (Coop II)	<u>3-4</u>
		18 or 19
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		39-41



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# DIVISION OF SOCIAL SCIENCES

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The Division of Social Sciences offers introductory survey courses in the disciplines of anthropology, economics, geography, government, history, psychology, and sociology. These disciplines are eclectic in that they draw upon a variety of methods and related academic disciplines to investigate a wide range of human activities and behaviors—people living together in groups (families, tribes, and communities), the history and structure of human society, the activities of its members, and the behavior of men and women as individuals. We also offer those basic courses required by state law for all college and university graduates. More importantly, these subjects are the critical difference between simply being trained for a job and being educated for life. It is the mark of all truly educated men and women that they have developed a deeper understanding of the human condition in general and the meaning of their own lives in particular. Honors sections are offered for selected students. In addition to these traditional academic courses, the division offers programs in fire protection technology and criminal justice for students interested in advancing their careers in public service as firefighters, police officers, corrections officers, security personnel, or in related positions.

Plato, however, argued that we should develop the body as well as the mind: “The aspirant to learning must not limp in his industry, in the one half of him loving, in the other shunning, exercise. This happens when anyone is a lover of gymnastics and the labors of the body, yet is not fond of learning or of listening or inquiring. And he too is weak whose industry is one-sided in the reverse way.” Therefore, the physical education and recreation programs offered through the Galveston College Fitness Center emphasize life-long learning and those skills essential for vigorous leisure-time activities.

## PROGRAM OF STUDY

Within the Division of Social Sciences, students may pursue an Associate of Arts (A.A.), or an Associate of Science (A.S.), degree with concentration in one of the following areas:

### **Behavioral Sciences**

Anthropology  
Psychology  
Sociology

### **Social Sciences**

Economics  
Government  
History

### **Physical Education and Recreation**

Programs of study for the Associate of Arts and Associate of Science degrees parallel the first two years required of Arts and Bachelor of Science degrees at senior colleges and universities. However, because degree requirements sometimes vary among colleges and universities, students should select courses with the assistance of a Galveston College counselor or faculty advisor. General degree requirements are listed on page 64; detailed programs of study may be obtained from the Counseling Office. Because it is a specialized programs of study for the A.A. Degree in Physical Education and Recreation is listed below:

## PHYSICAL EDUCATION AND RECREATION

### FIRST YEAR

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
BIO 1403	Anatomy and Physiology I	4
ENG 1301	College Composition	3
HIS 1301	United States History to 1877	3
SPH 1301	Beginning Public Speaking	3
PED 1301	Foundations of Physical Education and Recreation	3
PED	Activity of Choice	<u>1</u>
		17

<i>Second Semester</i>		
BIO 1404	Anatomy and Physiology II	4
ENG 1302	Composition and Rhetoric	3
HIS 1302	United States History from 1877	3
PS 1301	Introduction to Psychology	
or		
SOC 1301	Introduction to Sociology	3
MTH 1301	College Algebra	3
PED	Activity of Choice	<u>1</u>
		17

### SECOND YEAR

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ENG	Sophomore English Literature of Choice	3
HUM 1301	Introduction to the Humanities	3
GOV 2301	Federal Government	3
CSC 1301	Introductory Computing	
or		
CSC 1402	Microcomputer Systems and Their Applications	3 or 4
PED 2302	Sports Officiating I	3
PED	Activity of Choice	<u>1</u>
		16 or 17

<i>Second Semester</i>		
ENG	Sophomore English Literature of Choice	3
GOV 2303	Texas Government	3
MUS 1301	Music Appreciation	3
PED 2301	First Aid and Safety	3
PED 2303	Sports Officiating II	3
PED	Activity of Choice	<u>1</u>
		16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM ... 66 or 67

The Division of Social Sciences also offers an Associate of Applied Science (A.A.S.) degree in the following:

### Criminal Justice

The A.A.S. degree in Criminal Justice may be pursued by those seeking either immediate employment or full transferability into a senior college or university.

#### *FIRST YEAR*

<i>First Semester</i>		
<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
ENG 1301	College Composition	3
Natural Science, Mathematics or Computer Science		3 or 4
HIS 1301	U. S. History to 1877	3
CRJ 1301	Crime in America	3
PED	Activity Course	2
SOC 1301	Introduction to Sociology	
or		
PSY 1301	Introduction to Psychology	<u>3</u>
		17 or 18
<i>Second Semester</i>		
ENG 1302	Composition and Rhetoric	3
Natural Science, Mathematics or Computer Science		3 or 4
CRJ 1302	Introduction to Criminal Justice	3
CRJ 1303	Fundamentals of Criminal Law	3
HIS 1302	United States History from 1877	
or		
HIS 2303	History of Texas	3
Humanities (Elective)		<u>3</u>
		18 or 19

#### *SECOND YEAR*

<i>First Semester</i>		
Sophomore English Literature		3
GOV 2301	Federal Government	3
SPH 1301, 1305, 1306 or 2308		3
CRJ (Elective)		3
Natural Science, Mathematics, or Computer Science		3 or 4
CRJ 1305	The Courts and Criminal Procedure	<u>3</u>
		18 or 19

*Second Semester*

CRJ Elective		3
CRJ Elective		3
GOV 2303	Texas Government	3
Humanities Elective		3
(Electives-2)	Humanities Electives	<u>3</u>
		15

TOTAL SEMESTER CREDIT HOURS IN PROGRAM ... 68 or 71

**Fire Protection Technology**

Because this program is intended to prepare students for immediate employment, it is not designed to be transferable to senior colleges and universities. However, some of the courses within the program are transferable. For information on the transferability of specific courses, students should see a Galveston College counselor or faculty advisor.

*FIRST YEAR**First Semester*

<i>Course</i>	<i>Description</i>	<i>Credit Hours</i>
FIR 1301	Fundamentals of Fire Protection	3
FIR 1302	Industrial Fire Protection I	3
ENG 1301	College Composition	3
CHM 1401	General Chemistry I	<u>4</u>
		13

*Second Semester*

FIR 1303	Fire Protection Systems	3
FIR 1304	Fire Prevention	3
FIR 1305	Industrial Fire Protection II	3
SPH 1301	Beginning Public Speaking	3
CHM 1402	General Chemistry II	<u>4</u>
		16

*SECOND YEAR**First Semester*

FIR 2301	Fire Administration I	3
FIR 2302	Fire and Arson Investigation	3
FIR 2303	Building Codes and Construction	3
ENG 2303	Technical Report Writing	3
GOV 2303	Survey of American and Texas Government and Constitutions	3
Approved Elective (Fire)		<u>3</u>
		18



*Second Semester*

FIR 2304	Fire Administration II	3
FIR 2305	Hazardous Materials I	3
FIR 2401	Fire Fighting Tactics and Strategy	4
Approved Elective (Fire)		3
Electives (2)	(See counselor for course selections)	<u>6</u>
		19
TOTAL SEMESTER CREDIT HOURS IN PROGRAM .....		69

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## SPECIAL INSTRUCTIONAL PROGRAMS

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### COOPERATIVE EDUCATION

#### “Beyond the Classroom”

Cooperative Education at Galveston College is an educational program which supplements a student's classroom education with practical work experience and provides opportunities to gain additional skills which enhance the possibilities for obtaining employment in their chosen career areas.

Internships are temporary, full or part-time positions developed with employers which allow students to gain on-the-job experience through the Cooperative Education Program. These internships are arranged through a team effort on the part of employers and Galveston College faculty members, staff and students.



Cooperative Education offers a variety of benefits for Galveston College students who qualify for participation in the program:

1. Provides realistic learning experiences and on-the-job training in the real world.
2. Helps students develop work-related habits and attitudes, human relations and leadership skills, feelings of independence and self-confidence.
3. Provides specific skills training in a chosen occupation.
4. May provide a financial reward for the co-op experience.
5. Assists students with the transition from the school environment to employment and in making knowledgeable career choices.
6. Assures students regular employment more quickly upon completion of co-op programs.

Students must meet the requirements for participation in Cooperative Education and have the approval of the faculty/coordinator in their division of occupational major to enroll in Cooperative Education courses. The guidelines for acceptance into the Cooperative Education Program, in addition to approval by the specific program coordinator and the meeting of divisional prerequisites, require that:

1. A student file a two-year degree plan or a one-year plan to obtain a certificate.
2. By the twelfth class day, a Coop student must have begun his/her employment at an approved training station or withdraw from the Coop course. Special permission to continue enrollment after the 12th class day may be requested from the program coordinator of the division of occupational major.

Since the educational goal of Cooperative Education is to provide learning experiences in the real world of work, the faculty and Coop staff will provide the student every possible assistance in securing an appropriate training site. However, the program is educational in focus and should not be confused with the work-study program or understood to be a placement service.

As an integral component of several degree and certificate plans, Cooperative Education must be satisfactorily completed for the degree or certificate to be awarded. Any exception must be approved by the Vice President/Dean of Instruction and the Dean of Educational Services.

Once a student enters the Cooperative Education Program, he or she works with the assigned faculty/coordinator and job supervisor to develop the work/learning objectives for the semester. The achievement of the learning objectives becomes the basis for the evaluation of the student's on-the-job performance. All Coop interns must receive related course work to reinforce training site objectives.

Applications for Coop Internships may be secured from the Office of Cooperative Education or may be obtained from the faculty/coordinator in the field of the student's major.

## SKILLS ENRICHMENT CENTER (SEC)

Galveston College recently opened its Skills Enrichment Center, a community outreach effort for recruiting and retaining enrolled students, out-of-school adults, and re-entry students.



Galveston College faculty members, exhibiting a strong commitment to academic excellence, provide one to two hours per week of tutorial assistance allowing the SEC to remain open 12 hours per day, Monday through Thursday, and four hours on Friday. Volunteers from the community with expertise in a variety of subject areas from Adult Basic Education to calculus and chemistry also help to provide tutoring services, both for GC students and for non-enrolled community residents.

In-service workshops, literacy seminars, and special subject sessions are also part of the Center's comprehensive services for the faculty, students, and the community.

Opened on September 8, 1986, SEC's goals parallel the mission of the institution:

- 1) To provide any participant, through individualized and group instruction in reading, writing, mathematics, and general education courses, the opportunity to realize his/her fullest potential.
- 2) To develop academic and service methods by which students may increase their skills at their own pace.
- 3) To serve as an outreach center for improving adult literacy in the community at large.

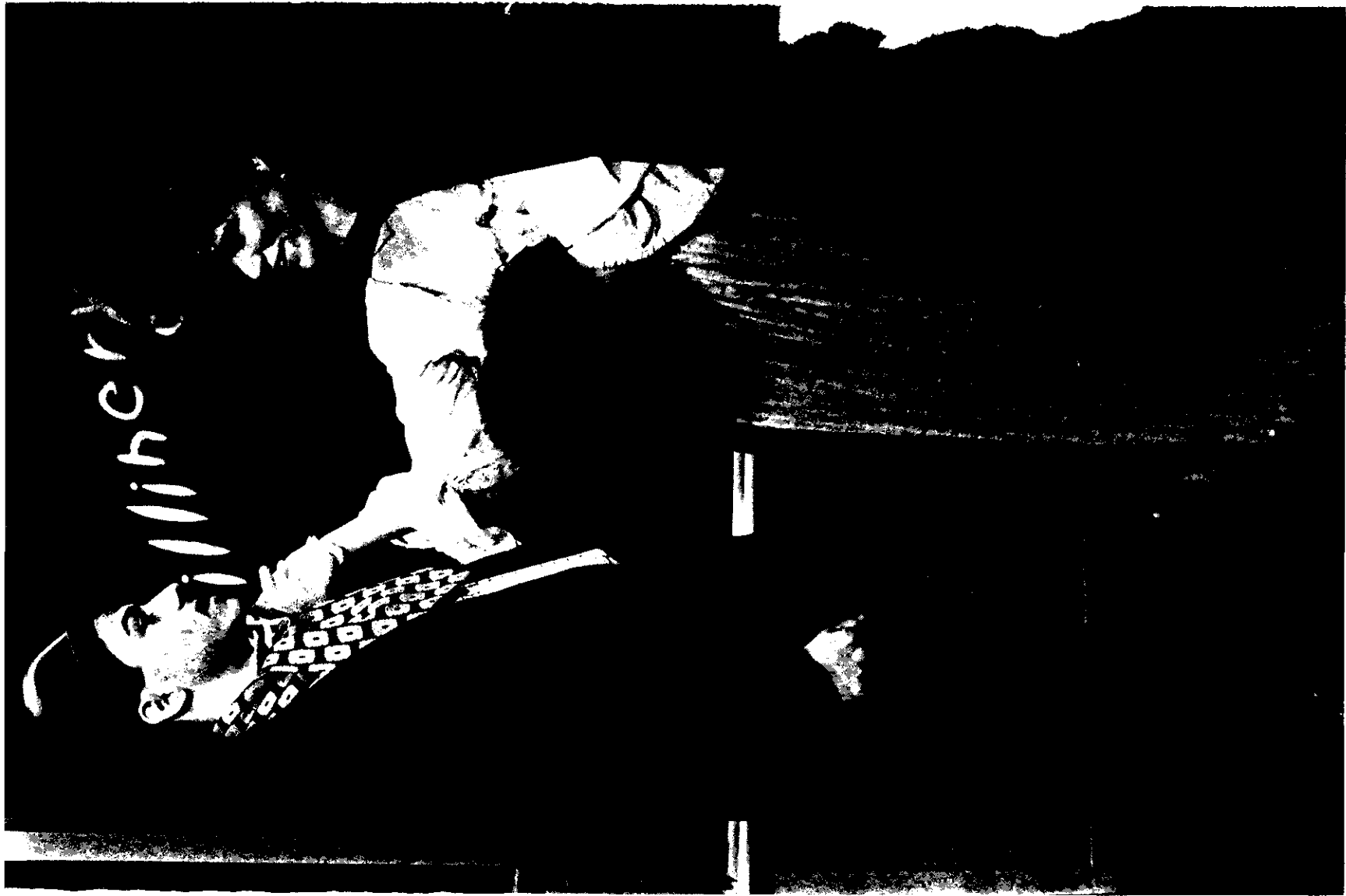
The SEC is located in room 213 on the second floor of the Mary Moody Northern Building on the Main Campus. Further information can be obtained by calling 763-6551, extension 311.

## TELEVISED INSTRUCTION

*Beginning in Fall 1987, Galveston College will initiate the delivery of televised instruction. A limited number of credit courses will be offered, beginning with the United States History sequence. Other courses will be added in 1988 and 1989. These telecourses will be broadcast via local cable television, the PBS affiliate at the University of Houston, or a combination of the two. Course viewing will also be possible in the college libraries and the Skills Enrichment Center.*

Students wishing to enroll in a telecourse must meet the same admissions requirements, including assessment and placement, as students enrolling for credit courses on campus. Telecourse students must see a counselor or faculty advisor prior to on-campus registration, and they must attend an on-campus orientation prior to the first telecourse broadcast of a semester. Information provided at orientation sessions will include course requirements and expectations, assignments, testing procedures, on campus meeting schedule, instructor's office hours and procedures for telephone tutorials, etc. Students will also be informed of college services available through the Educational Services division, the Skills Enrichment Center, and directly from the Telecourse Coordinator.

Telecourses will be listed in the semester class schedules as both a part of the regular class list and as a part of a special section within the schedules listing the telecourses to be offered and providing the details of registration and orientation.



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# COURSE DESCRIPTIONS

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## ACCOUNTING

### **ACE 2401 - Accounting Cooperative Work Experience and Seminar I**

**(1-20) Credit: 4**

*Prerequisite:* Enrollment in ACT A.A.S. Degree Program, and approval of Accounting Coordinator.

Cooperative Education offers the student college credits for practical work experience related to career goals. Each student is assigned a coordinator to work with and an employer to set individual coop objectives related to job growth, personal development, problem-solving, routine duties, and future career aspirations. The Coop Coordinator will make on-site visits to assist the student in development and in coordinating coop objectives. Enrichment seminars conducted throughout the semester will assist the student's personal and career growth.

### **ACE 2402 - Accounting Cooperative Work Experience and Seminar II**

**(1-20) Credit: 4**

*Prerequisite:* Enrollment in Accounting A.A.S. Degree Program, and approval of Accounting Coordinator.

Students will continue to work on ACE 2401 objectives or establish new career objectives with the assistance of coordinator and work supervisor. Enrichment seminars conducted by the business community will continue to be a valuable part of the coop program.

### **ACT 1401 - Elementary Accounting**

**(3-3) Credit: 4**

*Prerequisite:* None.

An introductory course to provide the clerical, management and secretarial student with a knowledge of bookkeeping procedures which may be encountered in personal service enterprises, merchandise, notes and interest, the accrual basis of accounting, periodic summaries, and adjusting and closing accounts at the end of an accounting period.

After basic accounting knowledge has been acquired, students will have the opportunity to receive hands-on experience on a microcomputer applying the accounting principles. This course is not intended for transferability or accounting coursework at a 4-year college or university.

### **ACT 2304 - Intermediate Accounting I**

**(3-3) Credit: 3**

*Prerequisite:* ACT 2402.

Theoretical foundations, concepts, and principles underlying financial statements, current assets, current liabilities, property, plant, and equipment short-term investments, present value analysis.

### **ACT 2305 - Intermediate Accounting II**

**(3-3) Credit: 3**

*Prerequisite:* ACT 2304.

Continuation of concepts and principles underlying financial statements, intangible assets, long-term liabilities, corporate capital, analysis of financial statements, financial reporting and changing prices, other subjects such as long-term investment bonds, pensions, and leases.

**ACT 2306 - Federal Income Tax I (3-0) Credit: 3**

*Prerequisite:* ACT 2401 or consent of the Assistant Dean.

Analysis of the Internal Revenue Code as it applies to individuals and sole proprietorships. Emphasis is placed on the determination of income and statutory deductions in order to arrive at the net taxable income.

**ACT 2307 - Federal Income Tax II (3-0) Credit: 3**

*Prerequisite:* ACT 2306.

This course would serve as an analysis of the principles, methods, and problems of distribution; also a study of competition, pricing, promotion, inventory control, research, motivation, and inquiry into the market strategies and the interfacing of management policies.

**ACT 2308 - Cost Accounting (3-0) Credit: 3**

*Prerequisite:* ACT 2402.

The theory and practice of accounting for a manufacturing concern. Detailed study of the measurement and control of material, labor, and factor overhead for the job order and process cost system. Budgets, variance analysis, standards costs, joint and by-products costing will be discussed.

**ACT 2309 - Accounting Information Systems (1-3) Credit: 3**

*Prerequisite:* ACT 2402 or equivalent.

Methods and procedures which provide accounting information for managerial planning and control. Emphasis on computerized accounting information systems.

**ACT 2310 - Computerized Accounting Applications (1-3) Credit: 3**

*Prerequisite:* ACT 2402.

Computerized accounting for sole proprietorships, partnerships and corporations. Emphasis on day-to-day transactions and financial statement preparation.

**ACT 2401 - Principles of Accounting I (3-0) Credit: 4**

*Prerequisite:* ACT 1401 or equivalent, or consent of the Assistant Dean.

An introductory accounting course with emphasis on the fundamentals of financial accounting. The course includes the basic structure of accounting, concepts and principles, the analysis of transactions, financial statement preparation and analysis, and equity accounting for sole proprietorships, partnerships, and corporations.

**ACT 2402 - Principles of Accounting II (3-3) Credit: 4**

*Prerequisite:* ACT 2401 with a grade of "C" or better.

An introductory accounting course with emphasis on the fundamentals of managerial accounting. Included are job order costs, process costs, and standards costs, cost control, cost behavior and cost allocation, cost/volume/profit analysis, budgeting, quantitative analysis for decision making, present values and future values, and taxes and business decisions.

**ACT 2409 - Auditing (3-0) Credit: 4**

*Prerequisite:* ACT 2402.

Auditing theory and procedures. Emphasis on generally accepted auditing standards for cash, accounts receivable, inventory, pre-pays, investments, other assets, and liabilities. Other topics include internal control, statistical sampling, vouching, and auditors' reports and opinions.



## AIR CONDITIONING AND REFRIGERATION

- ACR 1301 - Basic Electric Theory** (1½-6) **Credit: 3**  
 Study of basic wiring, wiring diagrams, and symbols; electron theory, magnetism, conductors, insulators, electric motor theory, use of electric meters and test equipment; technical math used in circuits.
- ACR 1302 - Basic Refrigeration Theory** (1½-6) **Credit: 3**  
 Principles of refrigeration terminology, thermodynamics, gas laws, heat transfer, properties of air and refrigerants; study of the refrigeration cycle, components, and operating characteristics; emphasis on soldering and brazing techniques.
- ACR 1303 - Business Practices** (3-0) **Credit: 3**  
 Principles and operation of running a service and sales type independent business; theory and related practices for business practices and management skills needed to operate a business.
- ACR 1304 - Applied Electricity** (1½-6) **Credit: 3**  
 Study of electrical circuits in house refrigerators and freezers; special emphasis on diagnosing and repairing compressors, condensers, evaporators, and metering devices, including procedures and safety in the trade.
- ACR 1305 - Applied Refrigeration** (1½-6) **Credit: 3**  
 Servicing of household refrigerators and freezers; special emphasis on diagnosing and repairing compressors, condensers, evaporators, and metering devices, including procedures and safety in the trade.
- ACR 1306 - Window Air Conditioning** (1½-6) **Credit: 3**  
 Principles of air conditioning and purpose of comfort cooling; diagnosis and repair of motors, compressors, condensers, evaporators, and metering devices in self-contained air conditioners; selector switches, thermostats, relays, capacitors, and heat pumps.
- ACR 1307 - Central Air Conditioning** (1½-6) **Credit: 3**  
 Servicing and installing split air conditioning systems in homes; condensers, evaporators, metering devices, compressors and compressor systems, fans, fan motors, compactors, relays, and other electrical devices used in residential air conditioning.
- ACR 1308 - Central Heating Systems** (1½-6) **Credit: 3**  
 Introduction to heating systems, fuel sources, combustion, venting, and heating controls, gas heating systems, electrical heating systems, and heat pump systems; emphasis on electrical circuits and heating system controls.
- ACR 1309 - Heat Load Estimating** (1½-6) **Credit: 3**  
 Study of the properties of air and results of cooling, heating, humidifying, dehumidifying; heat gain and heat loss load calculations, air distribution, duct sizing, grill selection, and balancing the air system.
- ACR 1310 - Commercial Refrigeration** (1½-6) **Credit: 3**  
 Introduction to commercial refrigeration systems, commercial compressors, condensers, evaporators, refrigerant controls, pipe sizing, accessories, and maintenance; ice machines, chilled water systems, centrifugal machines, and absorption principles.
- ACR 1311 - Advanced Controls** (1½-6) **Credit: 3**  
 Generation of three-phase power, distribution, and application; theory of three-phase motor operation, line starters, time-delay controls, safety switches, and thermal relays; pneumatic controls, motorized operators, and electronic controls.
- ACR 1312 - Servicing** (1½-6) **Credit: 3**  
 Advanced student assignment with a local refrigeration or air conditioning firm for actual trade experience and improvement of efficiency, knowledge, and personal traits.

## ANTHROPOLOGY

**ANT 1301 - 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.

## ART

**ART 1301 - Drawing I** (2-4) Credit: 3

*Prerequisite:* None.

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.

**ART 1302 - Drawing II** (2-4) Credit: 3

*Prerequisite:* ART 1301

Expansion of Drawing I stressing the expressive and conceptual aspects of drawing.

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

*Prerequisite:* None.

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

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

*Prerequisite:* ART 1303.

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

**ART 1305 - Art History I** (3-0) Credit: 3

*Prerequisite:* None.

A study of the major movements of painting, sculpture, architecture, and the minor arts from prehistoric time to the 14th century. Lectures, slides, films, discussion.

**ART 1306 - 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.

**ART 1307 - Jewelry/Metalsmithing I** (2-4) Credit: 3

*Prerequisite:* None.

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

**ART 1308 - Jewelry/Metalsmithing II** (2-4) Credit: 3

*Prerequisite:* ART 1307.

Advanced study of Jewelry/Metalsmithing I with emphasis on individual expression.

**ART 2301 - Ceramics I** (2-4) Credit: 3

*Prerequisite:* None.

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.

**ART 2302 - Ceramics II** (2-4) Credit: 3

*Prerequisite:* ART 2301.

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

**ART 2303 - Sculpture I****(2-4) Credit: 3***Prerequisite:* None.

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

**ART 2304 - Sculpture II****(2-4) Credit: 3***Prerequisite:* ART 2303.

A continuation of Sculpture I with emphasis on individual expression.

**ART 2305 - Painting I****(2-4) Credit: 3***Prerequisite:* None.

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

**ART 2306 - Painting II****(2-4) Credit: 3***Prerequisite:* ART 2305.

Continuation of Painting I with emphasis on individual expression.

**ART 2307 - Photography I****(2-4) Credit: 3***Prerequisite:* None.

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

**ART 2308 - Photography II****(2-4) Credit: 3***Prerequisite:* ART 2307.

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

**ART 2309 - Printmaking I****(2-4) Credit: 3***Prerequisite:* None.

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

**ART 2310 - Printmaking II (2-4) Credit: 3***Prerequisite:* ART 2309.

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

**ART 2313 - Drawing III (Life Drawing I) (2-4) Credit: 3***Prerequisite:* ART 1302 or consent of the Instructor. Previous drawing experience required.

A basic study of the human form with special attention to the proportion and distribution of the masses of the figure.

**ART 2314 - Drawing IV (Life Drawing II) (2-4) Credit: 3***Prerequisite:* ART 2313.

A continuation of ART 2313. A variety of drawing materials will be explored.

## BANKING

**BFC 2401 - Banking and Finance Cooperative Education I (1-20) Credit: 4***Prerequisite:* Approval of the Assistant Dean.

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 toward 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.

**BFC 2402 - Banking and Finance Cooperative Education II (1-20) Credit: 4***Prerequisite:* Approval of the Assistant Dean.

A comprehensive treatment of internship-related activities with individualized learning objectives structured to relate to the student's major field of study with the internship position. Regularly scheduled seminars concentrate on the development of a philosophy toward work, effective time management, value clarification, professional ethics and moral responsibilities encountered in the student's career choice.

**BNK 1301 - 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.

**BNK 1302 - 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.

**BNK 1304 - Consumer Lending (3-0) Credit: 3***Prerequisite:* None.

This course is designed to provide an overview of the consumer credit operation and examines the role of consumer credit in overall banking operations. Emphasis is placed on improving the understanding of the consumer credit function within the bank more than as a how-to training program.

**BNK 2305 - 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.

**BNK 2306 - 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.

**BIOLOGICAL SCIENCES****SSB 0301 - Study Skills in Biology (3-0) Credit: 3***Prerequisite:* None.

Application of reading and writing skills as they apply to basic biological principles. Emphasis on reading comprehension, time management, and study skills for examination preparation.

**BIO 1305 - Nutrition (3-0) Credit: 3***Prerequisite:* High School biology or SSB 0301 recommended.

Basic principles of nutrition in health and disease. The essentials of food selection and quality of nutrients in normal and therapeutic diets.

**BIO 1401 - General Biology I (3-3) Credit: 4***Prerequisite:* High School Biology or SSB 0301.

The first of a two semester sequence surveying basic biological principles—cell structure, fundamental cell processes photosynthesis, cellular respiration, mitosis, meiosis, evolution, genetics, basic inorganic and biochemistry will be introduced. Anatomy and physiology, botany, ecology and an introductory survey of selected living organisms will also be covered.

**BIO 1402 - General Biology II (3-3) Credit: 4***Prerequisite:* BIO 1401.

The second in a two semester study of the subjects described in BIO 1401.

**BIO 1403 - Anatomy and Physiology I (3-3) Credit: 4***Prerequisite:* High School biology or BIO 0301, or equivalent.

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 Associate Degree Nursing, Allied Health disciplines, and physical education majors.

**BIO 1404 - Anatomy and Physiology II (3-3) Credit: 4**

*Prerequisite:* BIO 1403.

A continuation of BIO 1403 with emphasis on the circulatory, respiratory, digestive, excretory, and reproductive system.

**BIO 1408 - General Botany (3-3) Credit: 4**

*Prerequisite:* None.

A general course in plant science including anatomy, ecology, morphology and physiology of plant materials is presented. This course includes plant reproduction and typical life histories of the algae, bryophytes, tracheophytes, and spermatophytes as well as plant identification and distribution, and principles of elementary taxonomy.

**BIO 2300 - Environmental Biology (3-3) Credit: 3**

*Prerequisite:* BIO 1401 and BIO 1402 or consent of the Assistant Dean.

An introduction to basic ecological principles and techniques with emphasis on ecosystems. Aquatic and terrestrial communities will be studied with emphasis upon biotic interrelationships. The lab will combine experimental studies with field investigations (1 optional weekend field trip).

**BIO 2405 - Microbiology (3-3) Credit: 4**

*Prerequisite:* BIO 1401 or BIO 1403 or equivalent.

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.

## BUSINESS

**BUS 1403 - Business Mathematics and Calculating Machines (3-2) Credit: 4**

*Prerequisite:* 12th Grade reading level. Submit appropriate ACT or SAT scores, or take the ASSET examination.

Classroom presentations will cover concepts of business mathematical computations covering such areas as bank reconciliations, discounts, markup/markdown, payroll, insurance, interest, loans, installments, depreciation and inventory. The laboratory will be used for the purpose of allowing students to develop speed/accuracy on the electronic calculator and to apply classroom concepts using the microcomputer.

**BUS 2301 - Business Communications (3-0) Credit: 3**

*Prerequisite:* ENG 1301, OFT 1301.

This course gives students the opportunity to improve their writing and speaking skills as applied to effective business letters, memos, reports, and employment communications. Emphasis is given to planning, organizing, and developing business messages; to using appropriate tone; and to preparing attractive business messages. Also included are listening and nonverbal skills along with a review of English grammar.

## BUSINESS ADMINISTRATION

**BAD 1301 - 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.

**BAD 2301 - Business Law (3-0) Credit: 3**

*Prerequisite:* Sophomore standing or consent of the Assistant Dean.

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 a counselor before enrollment.

**CHEMISTRY****CHM 1401 - General Chemistry I (3-3) Credit: 4**

*Prerequisite:* High School chemistry or MTH 0301 or consent of the Assistant Dean.

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, and a study of acids and bases.

**CHM 1402 - General Chemistry II (3-3) Credit: 4**

*Prerequisite:* CHM 1401.

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 transition of rare-earth elements, introductions to organic chemistry and radioactivity.

**CHM 1403 - Fundamentals of Chemistry (3-3) Credit: 4**

*Prerequisite:* High School chemistry or MTH 0301 or consent of the Assistant Dean.

Credit may not be earned for both CHM 1401 and CHM 1403.

A comprehensive study of the principles and laws of chemistry, with emphasis on structure of matter, the periodic table, and the behavior of solutions; introductions to equilibrium and colloids. Designed primarily for students in the health occupations.

**CHM 1404 - Introduction to Organic and Physiological Chemistry (3-3) Credit: 4**

*Prerequisite:* CHM 1401 or CHM 1403. Credit may not be earned for both CHM 1402 and CHM 1404.

Elementary organic chemistry, both aliphatic and aromatic; introduction to the chemistry of carbohydrates, proteins, fats, blood, urine, vitamins, hormones, metabolism, and nuclear chemistry. A continuation of CHM 1403, designed primarily for students in the health occupations.

**CHM 2403 - Organic Chemistry I (3-3) Credit: 4**

*Prerequisite:* CHM 1402.

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.

**CHM 2404 - Organic Chemistry II (3-3) Credit: 4**

*Prerequisite:* CHM 2403.

Organic reactions; elaboration of fundamentals presented in CHM 2403 through treatment of chemistry of natural and biological products, petroleum, polymers and other important materials.

**COMPUTER SCIENCE****CSC 1301 - 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.

**CSC 1302 - Fundamentals of Computer Science****(3-0) Credit: 3***Prerequisite:* MTH 1300 or consent of the Assistant Dean.

An introductory technical course in Computer Science. Topics include: Computer systems and operations, development of flow charting and algorithms, number system and data representations, boolean algebra, simple data structures and programming in a structured language.

**CSC 1305 - Logic and Theory****(3-0) Credit: 3***Prerequisite:* CSC 1301 or consent of the Assistant Dean.

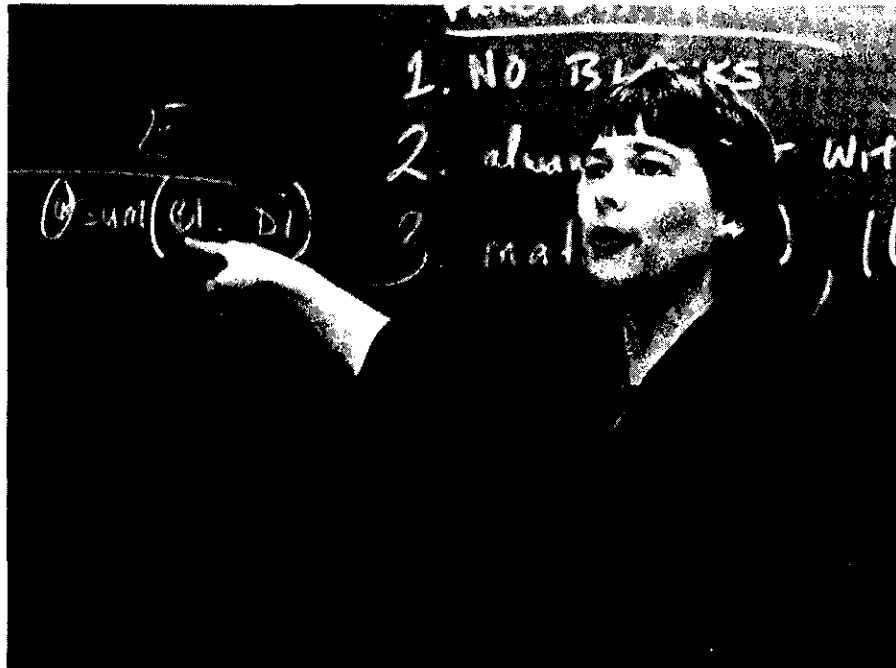
This course covers the classic, symbolic and mathematical elements of logic and their relation to computers and data processing logic and theory. Emphasis is placed on logic development through program flowcharts and structure charts.

**CSC 1401 - Programming in BASIC Language****(3-3) Credit: 4***Prerequisite:* MTH 1300 or consent of the Assistant Dean.

Introduction to a digital computer, fundamental concepts, study of BASIC programming language with applications and problem solving.

**CSC 1402 - Microcomputer Systems and Their Applications****(3-3) Credit: 4***Prerequisite:* None.

A study of microcomputer systems and their uses. Programming fundamentals of microcomputers, design, operation, and applications.

**CSC 1404 - PASCAL Programming****(3-3) Credit: 4***Prerequisite:* MTH 1300 or consent of the Assistant Dean.

An Introductory course in PASCAL programming, with applications and problem solving. This course will emphasize structured programming.



**CSC 2401 - Scientific Programming—FORTRAN (3-3) Credit: 4**

*Prerequisite:* MTH 1301 or consent of the Assistant Dean.

Basic concepts and properties of algorithms for solution of numerical and nonnumerical problems. Solution of scientific and engineering problems using the FORTRAN language.

**CSC 2403 - COBOL Programming (3-3) Credit: 4**

*Prerequisite:* CSC 1301 or consent of the Assistant Dean.

Basic Concepts of Common Business Oriented Language (COBOL) programming with applications to the solution of business-oriented problems.

**COMPUTER SCIENCE TECHNOLOGY****CCE 2409, 2410 - Cooperative Education in Computers I, II (1-20) Credit: 4**

*Prerequisite:* CSC 1305 and credit or concurrent enrollment in CST 2403.

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. Students will learn how concepts taught in the classroom are applied at work. All work will be performed under the supervision of the College and the employer.

**CST 2202 - Advanced Concepts of Word Processing (2-1) Credit: 2**

*Prerequisite:* CSC 1402 or consent of the Assistant Dean.

The course explores advanced concepts used in word processing software packages. Topics include package comparisons of design, features and user friendliness. Advanced applications will be taught as a basis for comparisons.

**CST 2203 - Advanced Concepts of Spreadsheets (2-1) Credit: 2**

*Prerequisite:* CSC 1402 or consent of the Assistant Dean.

The course explores advanced concepts used in spreadsheet software packages. Topics included are advanced features in spreadsheet management, graphics, information and database management, database-spreadsheet interaction, graphics analysis, and combinatorial probability.

**CST 2204 - Advanced Concepts of Database (2-1) Credit: 2**

*Prerequisite:* CSC 1402 or consent of the Assistant Dean.

The course explores advanced concepts used in database software packages. Topics include relational database management, applications programming for specific needs (both business and scientific) and formatting techniques.

**CST 2205 - Special Topics in Computer Technology (2-1) Credit: 2**

*Prerequisite:* Consent of the Assistant Dean.

This course is designed to provide students with the latest developments in computer technology. Topics will be chosen from recent advances or special subject matter that is generally not covered in traditional computer courses. The course may be repeated with the approval of the Assistant Dean.

**CST 2401 - Operating Systems (3-2) Credit: 4**

*Prerequisite:* CSC 1305.

An introduction to functional components of a computerized operating system. Topics include system structure, hardware usage, processing levels, resource utilization, scheduling discussions, dispatching, multitasking, and file management.

**CST 2402 - Advanced BASIC (3-2) Credit: 4**

*Prerequisite:* CSC 1401 or consent of the Assistant Dean.

The course provides advanced skills in programming techniques using the BASIC language. Topics included are creating and maintaining files, (both sequential and random), tables, lists, advanced search and sort techniques, and both internal and external subroutine handling.

**CST 2403 - Fundamentals of Hardware (3-2) Credit: 4**

*Prerequisite:* CSC 1305 and CSC 1401 or consent of the Assistant Dean.

An introduction to hardware fundamentals. Topics include constructing sample digital circuits, circuit design fundamentals, peripheral linkage design and interfaces. Operational characteristics of and implementation factors involving different computers and peripherals (graphic adapters, multifunction cards, auxiliary storage devices and alternative I/O devices). Optimal combinations of hardware and applications software in problem solving.

**CST 2404 - Advanced PASCAL (3-2) Credit: 4**

*Prerequisite:* CSC 1404 or consent of the Assistant Dean.

The course provides advanced skills in programming technique using the PASCAL language. Topics included are file handling, link lists, stacks and queues, advanced search and sort techniques, and both internal and external subroutine handling.

**CST 2408 - Data Communications and Networking (3-2) Credit: 4**

*Prerequisite:* CST 2403 and credit for or concurrent enrollment in CST 2401.

An introduction to networking techniques, systems, and problems. Topics include interfacing techniques, common peripherals, compatibility, and network design and modeling.

### COMPUTERIZED TOMOGRAPHY TECHNOLOGY

**CTT 3301 - CT Instrumentation and Methodology (3-0) Credit: 3**

This course is designed to familiarize the student with the theory and application of computerized tomographic equipment and the basic principles of patient imaging techniques performed at a facility utilizing this equipment.

**CTT 3501 - CT Clinical Applications I (0-16) Credit: 5**

This course is designed to provide the student specialized instruction and experience in the performance of the various procedures normally found in a computerized tomography facility. Students are expected to become proficient in the performance of routine CT procedures.

**CTT 3502 - CT Clinical Applications II (0-16) Credit: 5**

A continuation of CTT 3501 - CT Clinical Applications I.

### CRIMINAL JUSTICE

**CRJ 1301 - Crime in America (3-0) Credit: 3**

*Prerequisite:* None.

American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime. (Usually taught concurrently [SOC 2302]. Credit can only be earned for one of these courses. See a counselor for registration information.)

**CRJ 1302 - Introduction to Criminal Justice (3-0) Credit: 3**

*Prerequisite:* None.

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; prosecution and defense; trial process; corrections.

**CRJ 1303 - Fundamentals of Criminal Law (3-0) Credit: 3***Prerequisite:* None.

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.

**CRJ 1305 - The Courts and Criminal Procedure (3-0) Credit: 3***Prerequisite:* None.

The judiciary in the criminal justice system; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing.

**CRJ 2301 - Police Systems and Practices (3-0) Credit: 3***Prerequisite:* None.

The police profession; organization of law enforcement systems; the police role; police discretion, ethics; police-community interaction; current and future issues.

**CRJ 2302 - Criminal Investigation (3-0) Credit: 3***Prerequisite:* None.

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

**CRJ 2304 - Legal Aspects of Law Enforcement (3-0) Credit: 3***Prerequisite:* None.

Police authority; responsibilities; constitutional restraints; laws of arrest, search and seizure; police liability.

**CRJ 2305 - Correctional Systems and Practices (3-0) Credit: 3***Prerequisite:* None.

Corrections in the criminal justice system; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

**CRJ 2306 - Community Resources in Corrections (3-0) Credit: 3***Prerequisite:* None.

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.

**DRAMA****DRM 1101, 1102, 2101, 2102 - Rehearsal and Performance (0-3) Credit: 3***Prerequisite:* None.

For the student who participates in Galveston College Upper Deck Theatre productions. Crew, house, costume, wardrobe, properties, lighting experience, as well as leads, bits, and walk-ons. Credit to be granted on a point system.

**DRM 1300 - Introduction to Theatre (3-0) Credit: 3***Prerequisite:* None.

This course is designed for theatre majors 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.

**DRM 1301 - 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 Upper Deck Theatre productions is a requirement.

**DRM 1306 - 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.

**DRM 1307 - Beginning Acting II (2-3) Credit: 3**

*Prerequisite:* DRM 1306 or consent of the Assistant Dean.

This course is an extension of DRM 1306 with the emphasis placed on expanding characterization, ensemble acting and performance techniques. This course is the same as SPH 1302. Credit for both courses may not be earned.

**DRM 2306 - 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.

**DRM 2307 - Advanced Acting II (2-3) Credit: 3**

*Prerequisite:* DRM 2306 or consent of the Assistant Dean.

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.

## ECONOMICS

**ECO 2301 - Principles of Economics: Macroeconomics (3-0) Credit: 3**

*Prerequisite:* None.

A study of the principles of macroeconomics. 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, the business cycle, national income, and fiscal policy.

**ECO 2302 - Principles of Economics: Microeconomics (3-0) Credit: 3**

*Prerequisite:* None.

A study of the principles of microeconomics, of production and of distribution; the fundamentals of supply and demand, labor, capital, natural resources, international trade, economic growth and current economic problems.

## ENGLISH

**ENG 0301 - Introduction to Writing Skills (3-0) Credit: 3**

*Prerequisite:* None.

A pre-transfer level college course designed to help students develop the basic skills in grammar and composition required in the next pre-transfer level of English course (ENG 0302). The exit behavior expected of students is that they be competent in composing single paragraphs consisting of a topic sentence, coherent body development, and concluding sentence.

**ENG 0302 - Basic Writing Skills (3-0) Credit: 3**

*Prerequisite:* An English ACT score of 11-15 or an equivalent SAT/TSWE or ASSET score, or completion of ENG 0301.

A pre-transfer level college course designed to help students develop basic skills in grammar and composition required in transfer-level college courses. The exit behavior expected of students is that they be competent in composing a three-paragraph essay consisting of introduction, body, and conclusion.

**ENG 1301 - College Composition (3-0) Credit: 3**

*Prerequisite:* An English ACT score of at least 16 or an equivalent SAT/TSWE or ASSET score or completion of ENG 0302.

Analysis of selected prose models; impromptu themes; writing rhetorically effective essays, with emphasis on description, narration, and exposition.

**ENG 1302 - Composition and Rhetoric (3-0) Credit: 3**

*Prerequisite:* ENG 1301 or the equivalent.

Logical analysis; reading and writing argumentative and critical essays; summarization; writing the research paper.

*Sophomore literature courses do not have to be taken in a particular sequence. The second half of a survey course may be taken prior to the first half, or a student may choose to take any one course from a two course survey.*

**ENG 2301 - Survey of British Literature I (3-0) Credit: 3**

*Prerequisite:* ENG 1302 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.

**ENG 2302 - Survey of British Literature II (3-0) Credit: 3**

*Prerequisite:* ENG 1302 or the equivalent.

A continuation of ENG 2301. Selections from The Romantic Period, The Victorian Period, and the Modern Period; historical background for each period; literary terms; close reading of the text.

**ENG 2303 - Technical Report Writing (3-0) Credit: 3**

*Prerequisite:* ENG 1302 or the equivalent.

Reading and writing technical reports; practical English for the technical writer; basic techniques in technical writing; writing procedural instructions.

**ENG 2304 - Masterpieces of World Literature I (3-0) Credit: 3**

*Prerequisite:* ENG 1302 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.

**ENG 2305 - Masterpieces of World Literature II (3-0) Credit: 3**

*Prerequisite:* ENG 1302.

A continuation of ENG 2304; 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.

**ENG 2306 - Introduction to Literature: The Short Story and Novel (3-0) Credit: 3***Prerequisite:* ENG 1302 or the equivalent.

A study of the short story, the novella, and the novel as literary forms. Readings, chiefly modern, to develop skills required to read literary materials with most reward.

**ENG 2307 - Introduction to Literature: Drama and Poetry (3-0) Credit: 3***Prerequisite:* ENG 1302 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.

**ENG 2308 - Selected Studies in Literature (Various Topics) (3-0) Credit: 3***Prerequisite:* ENG 1302 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.

**ENG 2310 - Masterpieces of American Literature (3-0) Credit: 3***Prerequisite:* ENG 1302 or the equivalent.

Readings in American literature with selections from various genres including biography, essay, novel, drama, short story, and poetry from the Colonial Period through Post World War II. Historical and critical background; close reading of the text.

### FAST FOOD SERVICE MANAGEMENT

**FFS 1301 - Fast Food Service Management I (3-0) Credit: 3***Prerequisite:* None.

An introductory course of study in the fundamentals of Fast Food Service Management covering areas such as customer service, the operation of sanitation, quality control, floor control, image, acquisition of basic knowledge in equipment performance and how to troubleshoot. Emphasis is placed on the critical nature of Fast Food as a people business that is highly competitive.

**FFS 1302 - Fast Food Service Management II (3-0) Credit: 3***Prerequisite:* FSM 1301.

A continuation of the study of the Fast Food Management industry with emphasis on sanitation, consistency, why fast food service businesses succeed or fail, restaurant accounting, responsibilities of Federal and state inspections with specific compliances needed. Field trips to various Fast Food businesses and topic lectures by leaders in the industry will be utilized.

### FINANCE

**FIN 2301 - Principles of Finance (3-0) Credit: 3***Prerequisite:* None.

Provides an overview of the broad scope of the financial management discipline. Application of the basic principles of the financial operation of the profit-seeking firm.

**FIN 2302 - Credit and Collections (3-0) Credit: 3***Prerequisite:* None.

The study of management techniques such as credit files, statement spreading, credit analysis, loan quality control compliance, credit information exchange, and training methods.

**FIN 2304 - Investments (3-0) Credit: 3***Prerequisite:* None.

Theory and practices of investment services, covering the securities market, alternatives to securities investments, investment operations, techniques and practical applications, investment policies, and portfolio management.

## FIRE PROTECTION TECHNOLOGY

**FIR 1301 - 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.)

**FIR 1302 - Industrial Fire Protection I** **(3-0) Credit: 3**

*Prerequisite:* None.

Specific concerns and safeguard related to business and industrial organizations. A study of *industrial fire brigade organization and development, plant layout, 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.

**FIR 1303 - 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.

**FIR 1304 - 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.)

**FIR 1305 - 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.

**FIR 2301 - 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 administration 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.)

**FIR 2302 - Fire 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)

**FIR 2303 - 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.

**FIR 2304 - 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 communication 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)

**FIR 2305 - Hazardous Materials I (3-0) Credit: 3***Prerequisite:* None.

Study of chemical characteristics and behavior of various materials that burn or react violently 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.

**FIR 2306 - Legal Aspects of Fire Protection (3-0) Credit: 3***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.

**FIR 2307 - Fire Service Communications (3-0) Credit: 3***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.

**FIR 2308 - Fire Safety Education (3-0) Credit: 3***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.



**FIR 2309 - Fire Insurance Fundamentals (3-0) Credit: 3****Approved Elective***Prerequisite:* None.

The relationship 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.

**FIR 2401 - 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 manpower, 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.)

**FOOD AND BEVERAGE MANAGEMENT****FBM 1301 - Food and Beverage Management (3-0) Credit: 3***Prerequisite:* HRM 1301, 1303 or consent of the Assistant Dean.

Provides a basic understanding of the principles of food and beverage operations, food production management and services, menu planning, purchasing, storage, and food and beverage merchandising.

**FBM 1302 - Food and Beverage Controls (3-0) Credit: 3***Prerequisite:* FBM 1301 and HRM 1301.

Covers the principles and procedures involved in an effective system of food, beverage, labor and sales income controls. Emphasizes the development and use of standards and the calculation of actual costs.

**FOOD PREPARATION MANAGEMENT****FPM 1304 - Food Preparation Management I: Hot Food (1-4) Credit: 3***Prerequisite:* HRM 1301, 1303, and 1305, or consent of the Assistant Dean.

Application of the basic cooking methods and theories on meats, poultry, fish and shellfish, vegetables, grains and pasta; as well as an introduction to other regional applications. Included is the formulation of recipe detail and cost cards as well as establishing food cost percentages and its importance.

**FPM 2301 - Food Preparation Management II: Baking (1-4) Credit: 3***Prerequisite:* FSM 1301.

An introduction to the essentials of baking. Preparation and the handling of various doughs in the making of breads, rolls, croissants, cookies, and pies; as well as an introduction to classical desserts; sponge cakes, custards, mousse, tarts, puff paste and danish. Emphasis is placed on the proper handling of chocolate, cream and flavorings.

**FPM 2303 - Food Preparation Management III:  
Garde Manger and Pantry (1-4) Credit: 3***Prerequisite:* FPM 1404.

An introduction to and preparation of all pantry items to include various sandwiches, salads, breakfast and lunch items; fruit and cheese presentations as well as dressing. Emphasis is placed on garnishing, presentation mirrors for cold buffets, fruit and vegetable carving, and cold hors d'oeuvres; utilizing eye appeal, color, texture, and flavor contrasts.

**FPM 2304 - Food Service Specialities IV: Banquets and Catering (2-2) Credit: 3***Prerequisite:* FSM 1301.

An introduction to the proper techniques to present a successful convention, meeting, banquet or catered affair. Included will be analysis of proper operation, pricing techniques, menu planning and training of staff in this area.

**FOOD SERVICE MANAGEMENT/CULINARY ARTS****FCE 1401 - Food Service Management Cooperative Education I (1-20) Credit: 4***Prerequisite:* Approval of the Assistant Dean.

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 analysis of the chosen career, which includes appropriate curriculum requirements.

**FCE 2401 - Food Service Management Cooperative Education II (1-20) Credit: 4***Prerequisite:* Approval of the Assistant Dean.

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.

**FCE 2402 - Food Service Management Cooperative Education III (1-20) Credit: 4***Prerequisite:* Approval of the Assistant Dean.

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 consideration, including analysis of employee benefits, involvement in labor organizations, social security, insurance needs, retirement and a continuation of career development and evaluation.

**FSM 1301 - Introduction to Restaurant and Food Management (3-0) Credit: 3***Prerequisite:* None.

The history and development of the hospitality industry is focused on food service management, restaurant culinary art and tourism management and the interrelationship among those components of the hospitality industry.

**FSM 1303 - Hospitality Management Law (3-0) Credit: 3***Prerequisite:* FSM 1301, HRM 1301, or concurrent enrollment.

Provides an awareness of the rights and responsibilities that law grants to or imposes upon a hotel or restaurant, and illustrates the possible consequences of failure to satisfy legal obligations.

**FSM 2302 - Restaurant Purchasing and Inventory Control (3-0) Credit: 3***Prerequisite:* FSM 1301 or concurrent enrollment.

Analysis of the restaurant and fast food industry techniques of control in recordkeeping, cash management, profit margin and inventory control. Emphasis is placed on the important contribution by the employee to profitability. Effective purchasing techniques are analyzed.

**FSM 2305 - Restaurant Merchandising (3-0) Credit: 3***Prerequisite: FSM 1301.*

Promotion and effective marketing techniques needed to promote a successful food service establishment; interior decor; types and uniformity of service; food and beverage display; and menu and room styling.

**FSM 2306 - Fast Food Service Management (3-0) Credit: 3**

Explains basic background information about the fast food industry, kitchen operation, chain systems and procedures, fast food menu evaluation and planning personnel management training.

**FSM 2307 - The Management of Service (3-0) Credit: 3**

Providing a basic understanding of the principles and applications of all aspects of various types of services; American, French, Russian (Banquet), and coffee shop. The class will cover the differences between each service as it applies to table setup, menu planning, customer service, preparation, and dining room setup as well as the aesthetic and style applied to each application.

**FRENCH****FRN 1401 - Beginner's French I (3-2) Credit: 4***Prerequisite: None.*

Basic French grammar and pronunciation drills; emphasis on reading and conversation; introduction to French literature and culture.

**FRN 1402 - Beginner's French II (3-2) Credit: 4***Prerequisite: FRN 1401 or equivalent.*

Continued grammar drills with emphasis on written and oral composition; also a deeper study of French literature and culture.

**FRN 2301 - Intermediate French I (3-0) Credit: 3***Prerequisite: FRN 1402.*

Review of grammar, emphasis on French literature and composition.

**FRN 2302 - Intermediate French II (3-0) Credit: 3***Prerequisite: FRN 2301.*

Continued study of French grammar, literature and culture; oral and written composition.

**GEOGRAPHY****GEO 2301 - General World Geography (3-0) Credit: 3***Prerequisite: None.*

The development of geographical concepts; globes and maps; regional geography; place-name geography; relationship of human activities to the physical environment.

**GERMAN****GRM 1401 - Beginner's German I (3-2) Credit: 4***Prerequisite: None.*

Fundamentals of grammar, pronunciation; basic vocabulary; reading of elementary texts; written and oral exercises designed to develop conversational ability.

**GRM 1402 - Beginner's German II (3-2) Credit: 4**

*Prerequisite:* GRM 1401 or equivalent.

A continuation of GRM 1401. Specifically, more advanced grammar, expanded vocabulary, more difficult readings, increased emphasis on conversational skills.

**GRM 2301 - Intermediate German I (3-0) Credit: 3**

*Prerequisite:* GRM 1402.

Introduction to German readings of average difficulty, principally through short stories and selection from longer works. Review of grammar composition and practice in conversation. Continuation, with increased conversational material. Some scientific selections included in class readings, collateral readings and reports.

**GRM 2302 - Intermediate German II (3-0) Credit: 3**

*Prerequisite:* GRM 2301.

Introduction to German readings of average difficulty, principally through short stories and selections from longer works. Review of grammar composition and practice in conversation. Continuation, with increased conversational material. Some scientific selections included in class readings, collateral readings and reports.

## GOVERNMENT

**GOV 2301 - 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.

**GOV 2303 - Texas Government (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.

## HISTORY

**HIS 1301 - United States History to 1877 (3-0) Credit: 3**

*Prerequisite:* None.

A study of the political, economic, military, social and intellectual history of the United States from discovery of America to the end of the Reconstruction.

**HIS 1302 - United States History from 1877 (3-0) Credit: 3**

*Prerequisite:* None.

A study of the political, economic, military, social and intellectual history of the United States from Reconstruction to the present day.

**HIS 2301 - Western Civilization I (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.

**HIS 2302 - Western Civilization II****(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.

**HIS 2303 - 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, and economic developments to the modern period.

**HORTICULTURE****HOR 1301 - Horticulture Practice I****(3-2) Credit: 3***Prerequisite:* None.

A survey of the field of horticulture. It introduces students to the introductory procedures and scientific principles used in horticulture including the use, growth and fruiting habits of horticulture plants as well as an introduction to plant propagation.

**HOR 1302 - Horticulture Practice II****(3-2) Credit: 3***Prerequisite:* HOR 1301 or BIO 1408.

Study of the principles and practice of propagating commercially important ornamental plants, shrubs, vines, ground covers, trees, and fruits by sexual and asexual methods by handling and germinating seed; starting by cuttings, layers, bulbs, and other plant structures, buds and grafts. Physical, physiological, and environmental factors starting from seed and vegetative state will be emphasized. Greenhouse use, operation, and maintenance are surveyed for the propagation and production of ornamental plants.

**HOR 1303 - Landscape Trees, Vines and Shrubs****(2-3) Credit: 3***Prerequisites:* HOR 1301 or BIO 1408.

The course surveys the flora appropriate to the Texas environment. It includes identification, classification, characteristics, and landscape use of trees, shrubs, vines, ground cover, herbaceous and exotic plants. Laboratories include field trips.

**HOR 1401 - Landscape Plants I****(2-3) Credit: 4***Prerequisite:* None.

A survey of traditional types of landscapes and introductory concepts and practices used in developing and interpreting landscape plans are covered. This course acquaints the student with basic trees, shrubs, grasses, perennials, and annuals suitable for landscaping the home grounds, churches, schools, and parks. Biological classification, plant characteristics, and best combinations are emphasized.

**HOR 2301 - Turf Grass Management****(2-2) Credit: 3***Prerequisite:* HOR 1301 and HOR 1401.

This course surveys various commercially available grasses. Basic lawn and turf care will be covered; it includes seeding, sprigging, sodding, fertilization, insect and disease control.

**HOR 2302 - Soil and Plant Nutrition (3-2) Credit: 3**

*Prerequisite:* CHM 1403 or consent of Assistant Dean.

Physical, chemical, and biological properties of the soil; influences on soil by climate, parent material, topography, time and micro-organisms; methods of evaluating soil and soil use; soil, water, plant and fertilizer relationships; fertilizer composition, manufacture, distribution and application techniques.

**HOR 2402 - Landscape Plants II (2-3) Credit: 4**

*Prerequisite:* HOR 1401.

A study of installing, establishing, and maintaining a landscape project. Soil requirements, planting principles, and maintenance of ornamental plants will be emphasized. Job layout, equipment, and supervision, as well as irrigation systems, and selection and use of preventative maintenance programs for ground maintenance equipment are studied.

**HOR 2403 - Landscape and Plant Protection (3-3) Credit: 4**

*Prerequisite:* BIO 1408 and CHM 1403.

This course surveys the growth and development of insects and related arthropods; common diseases caused by bacteria, fungi, nematodes, and viruses; biology of weeds and their seeds. It also includes biological and chemical strategies for insect, disease, and weed control.

**HOR 2404 - Horticulture for Homescape (3-3) Credit: 4**

*Prerequisite:* HOR 1301.

This course surveys commonly planted varieties of fruit trees, berries, vegetables, and ornamentals for the home environment. General care, ground preparation, culture, fertility, and production of fruits and vegetables will be stressed. Hobby greenhouse construction and maintenance will also be covered.

**HOR 2405 - Introduction to Residential Landscape Design (3-3) Credit: 4**

*Prerequisite:* HOR 1401 or consent of the Assistant Dean.

This course presents basic concepts and principles in residential landscape design.

**HOR 2409, 2410 - Horticulture and Landscaping Cooperative Education I, II (1-20) Credit: 4**

*Prerequisite:* Consent of Assistant Dean.

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. Students will apply the concepts learned in the classroom to work experience. All work will be performed under the supervision of the College and the employer.

## HOTEL/RESTAURANT MANAGEMENT

**HCE 2401 - Hotel/Restaurant Management Cooperative Education I (1-20) Credit: 4**

*Prerequisite:* Approval of Assistant Dean.

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.

**HCE 2402 - Hotel/Restaurant Management Cooperative Education II (1-20) Credit: 4***Prerequisite: Approval of Assistant Dean.*

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 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.

**HRM 1301 - Introduction to the Hospitality Industry (3-0) Credit: 3***Prerequisite: None.*

The history and development of the hospitality industry is focused on food, beverage, lodging, and tourism management and the interrelationships among those components of the hospitality industry.

**HRM 1302 - Lodging Management (3-0) Credit: 3***Prerequisite: HRM 1301 or consent of the Assistant Dean.*

A study of the principles and procedures of rooms division management in lodging facilities such as hotels, motels, and hospitals.

**HRM 1303 - Health and Safety in the Hospitality Industry (3-0) Credit: 3***Prerequisite: None.*

An orientation to the economic, legal, and moral responsibilities of the hospitality manager. Case studies and role-playing activities are an integral part of the course.

**HRM 1304 - Beverage Management and Mixology (3-0) Credit: 3***Prerequisite: HRM 1301, or consent of the Assistant Dean.*

A basic understanding of the principles of beverage management and beverage services. Reviewing the beverage costs, labor costs, the beverage law, purchasing and promotions.

**HRM 2301 - Facilities Management (3-0) Credit: 3***Prerequisite: None.*

Management of a building's electrical, mechanical, fire, safety, and energy systems with emphasis on preventive maintenance, conservation, and emergency procedures.

**HRM 2302 - Sales and Marketing Principles for the Tourism and Hospitality Industries (3-0) Credit: 3***Prerequisite: HRM 1301, HRM 1303 or consent of the Assistant Dean.*

A study of the principles and procedures for effective marketing in the tourism and hospitality industries. Analysis of case studies describing successful sales approaches will provide the student ample opportunity to develop successful marketing skills.

**HRM 2403 - Principles of Hospitality Accounting (3-3) Credit: 4***Prerequisite: ACT 2401.*

The study of the accounting process as it applies to the hospitality industry. Included in the course is the adjustment of entries, closing entries, preparing financial statements, differentiation between an income statement for external users and income statements by department for management's use, liabilities and proprietorship, retained earnings, functions of accounting in the front office and night audit process, and accounting for sales in the major profit centers of a hospitality firm.

## **HOSPITALITY SALES AND MARKETING MANAGEMENT**

### **MCE 1401, 1402 - Hospitality Sales and Marketing Management Cooperative Education I, II** (1-20) Credit: 4

*Prerequisite:* Approval of the Cooperative Education Director.

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.

### **HSM 1301 - Hotel/Motel Promotions** (3-0) Credit: 3

*Prerequisite:* None.

Presents a practical understanding of the operating statement and precisely where, how, and why the sales effort fits into the total earnings and profit picture of a hospitality operation. Emphasis is on producing business at a profit. It teaches how to measure and gauge accurately the precise worth of every type of business in advance.

### **HSM 1302 - Convention Management and Service** (3-0) Credit: 3

*Prerequisite:* HSM 1301 and HRM 1301.

Defines the scope and various segments of the convention market, explains what is required to meet individual needs, and most importantly, explores methods and techniques that lead to better service.

## **HUMAN DEVELOPMENT**

### **HUD 0301 - College Study Skills, Career Planning, and Job Search** (3-0) Credit: 3

*Prerequisite:* None.

An exploration of values, interests, skills and aptitudes through group and individual exercises; vocational testing and career guidance. Improvement of academic proficiencies. Development of test-taking, study and note-taking skills. Techniques to reduce test anxiety. Skills related to successful employment including resume writing and job interviewing techniques.

## **HUMANITIES**

### **HUM 1301 - Introduction to the Humanities** (3-0) Credit: 3

*Prerequisite:* None.

An interdisciplinary, multiperspective assessment of cultural, political, philosophical and aesthetic factors critical to the formulation of those values that have shaped the historical development of the individual and of society.

## **MAGNETIC RESONANCE IMAGING**

### **MRI 3201 - MRI Physics and Instrumentation** (2-0) Credit: 2

This course is designed to familiarize the student with the concepts, theories, and equipment employed in Nuclear Magnetic Resonance (NMR). These principles will be expanded to describe NMR spectroscopy and Magnetic Resonance Imaging (MRI). Magnetism and the interaction of chemical elements of living matter in magnetic fields will also be emphasized.

### **MRI 3302 - MRI Methodology** (3-0) Credit: 3

This course is designed to familiarize the student with the use and application of magnetic resonance imaging equipment and the basic principles of patient imaging techniques performed at a facility utilizing this equipment.



**MRI 3501 - MRI Clinical Applications I (0-16) Credit: 5**

This course is designed to provide the student specialized instruction and experience in the performance of procedures normally found in a magnetic resonance imaging facility. Students will be expected to become proficient in the performance of routine MRI procedures.

**MRI 3502 - MRI Clinical Applications II (0-16) Credit: 5**

A continuation of MRI 3501 - MRI Clinical Applications I.

**MANAGEMENT DEVELOPMENT****MGT 1301 - 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.

**MGT 1302 - Supervision and Human Resource Management (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.

**MGT 2300 - Special Studies in Management (1-3) Credit: 1-3**

*Prerequisite:* Must have completed six credits in the major or consent of the Assistant Dean.

This course is an individualized study of special management topics through readings, case studies, and research. Credit offered varies according to work performed. Not more than three credit hours may be taken in any one semester. Not more than six credit hours will apply toward the associate degree.

**MGT 2301 - Human Behavior and Motivation (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. (This course replaces Management 231 - Public Relations and Marketing.)

**MGT 2302 - Industrial and Operations 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.

**MGT 2303 - 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.

**MGT 2304 - Sales Management (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.

**MGT 2306 - Small Business Management (3-0) Credit: 3**

*Prerequisite:* MGT 1301 and MGT 1302 or consent of the Assistant Dean.

A study of problems and decision making in the establishment and operation of small businesses. Course includes market determinations, organizations, financial considerations and risk management.

**MGT 2307 - Financial Management (3-0) Credit: 3**

*Prerequisite:* MGT 1301 and MGT 1302 or consent of the Assistant Dean.

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.

**MGT 2308 - Principles of Marketing (3-0) Credit: 3**

*Prerequisite:* MGT 1301 or BAD 1301 or consent of the Assistant Dean.

This course would serve as an analysis of the principles, methods, and problems of distribution; also a study of competition, pricing, promotion, inventory control, research, motivation, and inquiry into the marketing strategies and the interfacing of management policies.

**MGT 2309 - Special Topics in Management (3-0) Credit: 3**

*Prerequisite:* Approval of Assistant Dean.

The course is designed to provide students with the latest developments in the management field. Topics chosen will be new or of an innovative format and will be by prior approval by the instructor. This course is an individualized study of special management topics through readings, case studies.

**MGT 2402 - Management Development  
Cooperative Education I (1-20) Credit: 4**

*Prerequisite:* Approval of Assistant Dean.

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. Each student is assigned a coordinator to work with the student and employer to set individual coop objectives related to job growth, personal development, problem-solving, routine duties, and future career aspirations. The Coop Coordinator will make on-site visits to assist the student in developing and coordinating coop objectives. Enrichment seminars conducted throughout the semester will assist the student's personal career growth.

**MGT 2403 - Management Development  
Cooperative Education II (1-20) Credit: 4**

*Prerequisite:* MGT 2402 and approval of the Assistant Dean.

Students will reevaluate career objectives based on learning in MGT 2402, continue with previously established objectives, or establish new objectives that will assist in career development. Seminars will continue to be a valuable part of the program.

**MGT 2404 - Management Development  
Cooperative Education III (1-20) Credit: 4**

*Prerequisite:* MGT 2403 and approval of the Assistant Dean.

Students will reevaluate career objectives based on learning in MGT 2403, continue with previously established objectives, or establish new objectives that will assist in career development. Seminars will continue to be a valuable part of the program.

## MATHEMATICS

**MTH 0301 - Mathematical Applications in Physical Sciences** (3-0) Credit: 3

*Prerequisite:* None.

An introductory course to acquaint students with basic concepts of arithmetic and introductory algebra with the purpose of showing their application to problem solving in physical sciences. Topics include scientific notation, conversion of units, density, atoms, molecules, compounds, percent composition, calculations involving empirical and molecular formulas, chemical equations, calculations involving excess and limiting reagent, solutions and pH.

**MTH 0303 - Introductory Algebra** (3-0) Credit: 3

*Prerequisite:* MTH 0402 or a score of 15 or higher on ACT mathematics subtest or equivalent.

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, simple first degree equations and inequalities. Throughout the course emphasis will be placed on building operational skills.

**MTH 0402 - Basic Mathematics** (3-2) Credit: 4

*Prerequisite:* None.

A one semester course designed for students who need to develop or review basic mathematics 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.

**MTH 1300 - Intermediate Algebra** (3-0) Credit: 3

*Prerequisite:* A grade of "C" or better in MTH 0303 or a passing score in departmental placement test or consent of the Assistant Dean.

A brief review of basic algebra with emphasis on operational skills. Topics include factoring, rational exponents and radicals, fractions, inequalities, linear and quadratic equations, and graphing.

**MTH 1301 - College Algebra** (3-0) Credit: 3

*Prerequisite:* A grade of "C" or better in MTH 1300 or two years of high school algebra and a minimum score of 15 on the ACT mathematics subtest or consent of the Assistant Dean.

An introduction to the basic concepts of modern algebra. Topics are taken from set theory, the development of the number systems, relations, functions, equations, inequalities, determinants and matrices, probability, and mathematical induction.

**MTH 1302 - Plane Trigonometry** (3-0) Credit: 3

*Prerequisite:* A grade of "C" or better in MTH 1301 or consent of the Assistant Dean.

Trigonometric functions and their applications, trigonometric equations and identities, solving right and oblique triangles, radian measure.

**MTH 1304 - Finite Business Mathematics** (3-0) Credit: 3

*Prerequisite:* A grade of "C" or better in MTH 1300 or two years high school algebra and a minimum score of 16 on the ACT mathematics subtest or consent of the Assistant Dean.

An introduction to topics from college algebra from the finite point of view with applications to business. The course stresses logic, probability theory, elementary decision theory and matrices.

**MTH 1305 - Analysis for Business Decisions (3-0) Credit: 3**

*Prerequisite:* MTH 1304 or consent of the Assistant Dean.

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.

**MTH 1406 - Precalculus Mathematics (4-0) Credit: 4**

*Prerequisite:* MTH 1300 or its equivalent with a grade of "A", or High School Algebra and Trigonometry with ACT score greater than 20 on mathematics subtest or consent of the Assistant Dean.

A concise integrated treatment of the mathematical concepts necessary for calculus. Intended for students with good ability in mathematics. Elementary functions and their graphs, including polynomial, rational algebraic functions, exponential, logarithmic, geometric and trigonometric functions. Systems of equations and inequalities. Sequences, series and probability.

**MTH 1409 - Calculus with Analytic Geometry I (3-2) Credit: 4**

*Prerequisite:* A grade of "C" or better in MTH 1302 or MTH 1406, or consent of the Assistant Dean.

Inequalities, introductory topics from analytic geometry, limits and definition of the derivative, derivative of algebraic and trigonometric functions, differentials, curve sketching, applications of derivatives, maxima and minima, the mean value theorem, introduction to integration, definite and indefinite integrals, applications of integration.

**MTH 2303 - Mathematics for Elementary School Teachers I (3-0) Credit: 3**

*Prerequisite:* Credit for or registration in MTH 1301 or consent of the Assistant Dean.

Set theory, numeration, system of natural numbers, integers, rational, and real numbers with emphasis on the fundamental algorithms of arithmetic and problem solving. Designed for elementary education majors.

**MTH 2304 - Mathematics for Elementary School Teachers II (3-0) Credit: 3**

*Prerequisite:* MTH 2303 or consent of the Assistant Dean.

Informal geometry, measurements, graphing, networks, functions and relations, probability and statistics. Problem solving and development of deductive thinking is emphasized throughout the course.

**MTH 2306 - Linear Algebra (3-0) Credit: 3**

*Prerequisite:* MTH 2401 or consent of the Assistant Dean.

Vector spaces, linear transformations, matrix algebra, determinants, systems of linear equations, products and eigen-value problems.

**MTH 2307 - Differential Equations (3-0) Credit: 3**

*Prerequisite:* MTH 2401 or consent of the Assistant Dean.

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.

**MTH 2401 - Calculus with Analytic Geometry II (3-2) Credit: 4**

*Prerequisite:* MTH 1409 or consent of the Assistant Dean.

Differentiation and integration of transcendental functions, methods of integration for more complex functions, indeterminate forms and improper integrals, applications of integration, conics, polar coordinates and parametric equations.

**MTH 2402 - Calculus with Analytic Geometry III (3-2) Credit: 4**

*Prerequisite:* MTH 2401 or consent of the Assistant Dean.

Taylor polynomials, sequences, infinite and power series, vectors in a plane and in space, vector functions, vector differentiation and integration, differentiation of functions of several variables, and multiple integrals.

**MUSIC****MUS 1113, 2113 - Musical Theater (0-3) Credit: 1**

*Prerequisite:* None for MUS 1113; MUS 1113 for MUS 2113.

The study and performance of works from the musical theater repertoire. Each course may be repeated for credit.

**MUS 1301 - Fundamentals of Music (3-0) Credit: 3**

*Prerequisite:* None.

This course satisfies the music course requirement for Elementary Education majors, but is not applicable toward a music degree.

An introduction to the elements of music, including a study of the staff, clefs, key signatures, scales, time signatures, notation, rhythm and meter, sight-singing, major and minor chords, intervals, introduction to the keyboard, rhythmic, melodic and harmonic ear-training. Recommended for students desiring a basic course in musical skills.

**MUS 1401 - Music Theory I (3-3) Credit: 4**

*Prerequisite:* MUS 1301 or consent of the Instructor.

Elementary melodic patterns, sight-singing, intervals, elementary rhythmic patterns, rhythmic reading, notation, simple triads in all keys, simple cadences. Aural, written and keyboard exercises integrated.

**MUS 1402 - Music Theory II (3-3) Credit: 4**

*Prerequisite:* MUS 1401.

Intermediate aural, written and keyboard instruction to include completion of triads and dominant seventh chords and their inversions.

**MUS 2301 - Music Literature I (3-0) Credit: 3**

*Prerequisite:* None.

A chronological study of musical styles from antiquity through the sixteenth century. Listening to recorded examples and exam printed scores is integrated into the classes.

**MUS 2302 - Music Literature II (3-0) Credit: 3**

*Prerequisite:* None. May be taken *before* MUS 2301.

A chronological study of musical styles from the seventeenth century to the present. Listening to recorded examples and examining printed scores is integrated into the classes.

**MUS 2401 - Music Theory III (3-3) Credit: 4**

*Prerequisite:* MUS 1402.

Advanced instruction in aural, written and keyboard skills. More emphasis on creative composition.

**MUS 2402 - Music Theory IV (3-3) Credit: 4**

*Prerequisite:* MUS 2401.

Advanced instruction in aural, written and keyboard skills. Includes an introduction to twentieth-century techniques.

*ENSEMBLES:* (Each course listed below may be repeated for credit.)

**MUS 1111, 2111 - Choir (0-3) Credit: 1**

*Prerequisite:* None for MUS 1111; MUS 1111 for MUS 2111.

Open to all singers. Choral literature of a variety of periods and styles will be rehearsed and performed.



**MUS 1112, 2112 - Instrumental Ensemble**

**(0-3) Credit: 1**

*Prerequisite:* None for MUS 1112; MUS 1112 for MUS 2112.

Open to all instrumentalists. Literature will be determined by the variety of the instruments.

***PRIVATE INSTRUCTION:***

Private instruction in music is offered in the following fields:

Brass Instruments, Cello, Flute, Guitar, Organ, Piano,  
String Bass, Viola, Violin, Voice.

Each course requires memorization of literature, participation in student recitals and an oral examination at the end of the semester.

*First Year*

MUS 1121	Voice	(0-1)	Credit: 1
MUS 1122	Piano	(0-1)	Credit: 1
MUS 1123	Organ	(0-1)	Credit: 1
MUS 1124	Strings*	(0-1)	Credit: 1
MUS 1125	Woodwinds*	(0-1)	Credit: 1
MUS 1126	Brass*	(0-1)	Credit: 1

Any of the courses listed above may be repeated for credit.

*Prerequisite:* None (Except for Organ - Prior keyboard experience is necessary.)

The student will receive one half hour of private instruction each week (7 1/2 hours for the semester).

MUS 1221	Voice	(0-2)	Credit: 2
MUS 1222	Piano	(0-2)	Credit: 2
MUS 1223	Organ	(0-2)	Credit: 2
MUS 1224	Strings*	(0-2)	Credit: 2
MUS 1225	Woodwinds*	(0-2)	Credit: 2
MUS 1226	Brass*	(0-2)	Credit: 2

Any of the courses listed above may be repeated for credit.

*Prerequisite:* None (Except for Organ - prior keyboard experience is necessary.)

The student will receive one hour (or two half-hours of private instruction each week (15 hours for the semester.)

Each course has a practice requirement of one hour daily.

*Second Year*

MUS 2121	Voice	(0-1)	Credit: 1
MUS 2122	Piano	(0-1)	Credit: 1
MUS 2123	Organ	(0-1)	Credit: 1
MUS 2124	Strings*	(0-1)	Credit: 1
MUS 2125	Woodwinds*	(0-1)	Credit: 1
MUS 2126	Brass*	(0-1)	Credit: 1

Any of the courses listed above may be repeated for credit.

*Prerequisite:* A passing grade in two first year courses in the same field.

The student will receive one half hour of private instruction each week (7 1/2 hours for the semester). Each course has a practice requirement of one half hour daily.

MUS 2221	Voice	(0-2)	Credit: 2
MUS 2222	Piano	(0-2)	Credit: 2
MUS 2223	Organ	(0-2)	Credit: 2
MUS 2224	Strings*	(0-2)	Credit: 2
MUS 2225	Woodwinds*	(0-2)	Credit: 2
MUS 2226	Brass*	(0-2)	Credit: 2

Any of the courses listed above may be repeated for credit.

*Prerequisite:* A passing grade in two first year courses in the same field.

\*The student must supply his own instrument.

The student will receive one hour of private instruction each week (15 hours for the semester).

Each course has a practice requirement of one hour daily.

## NUCLEAR MEDICINE TECHNOLOGY

**NMT 1101 - Nuclear Medicine Clinical Practicum I (0-8) Credit: 1**

*Prerequisite:* Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director.

This laboratory course is designed to introduce the beginning nuclear medicine technology study to the clinical practice of nuclear medicine. Students will rotate within a clinical nuclear medicine facility and observe all related patient procedures. Students are expected to become proficient in the handling and instrument calibration.

**NMT 1102 - Nuclear Medicine Clinical Practicum II (0-8) Credit: 1**

*Prerequisite:* Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director.

A continuation of NMT 1101, Nuclear Medicine Clinical Practicum I.

**NMT 1201 - Radiopharmacology (2-0) Credit: 2**

*Prerequisite:* Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director.

This course covers basic concepts of radiochemistry, radiopharmaceutical production and quality assurance. Special emphasis will be placed on quality assurance and radiation safety relevant to radiopharmaceutical production, use and disposal in a nuclear medicine laboratory.

**NMT 1301 - Nuclear Medicine Methodology I (3-0) Credit: 3**

*Prerequisite:* Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director.

This course will concentrate on the basic principles involved in all diagnostic and therapeutic tests and procedures normally found in a nuclear medicine facility. Each nuclear medicine test and procedure will be studied relative to anatomy, physiology, pathology, radiopharmaceuticals, instrumentation, data analysis and diagnostic value.

**NMT 1302 - Nuclear Medicine Methodology II (3-0) Credit: 3**

*Prerequisite:* Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director.

A continuation of NMT 1301, Nuclear Medicine Methodology I.

**NMT 1401 - Nuclear Medicine Instrumentation (3-3) Credit: 4**

*Prerequisite:* Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director and successful completion of RHS 1202.

This course covers theory and application of electronic instrumentation used in the detection and analysis of ionizing radiations. Special emphasis will be placed on gamma spectrometry and quality assurance relevant to nuclear medicine instruments. A three hour per week associated laboratory will provide students with an opportunity to learn how to use radiation detection instruments relative to calibration, spectrometry and data acquisition.

**NMT 2301 - Nuclear Medicine Methodology III (3-0) Credit: 3**

*Prerequisite:* Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director and successful completion of NMT 1302.

This course is a continuation of NMT 1302, Nuclear Medicine Methodology II.



**NMT 2302 - Nuclear Medicine Methodology IV (3-0) Credit: 3**

*Prerequisite:* Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director.

This course is a continuation of NMT 2301, Nuclear Medicine Methodology III.

**NMT 2303 - Nuclear Medicine Methodology V (3-0) Credit: 3**

*Prerequisite:* Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director and successful completion of NMT 2302.

This course is a continuation of NMT 2302, Nuclear Medicine Methodology IV and in addition, includes a comprehensive review of all courses and practicums in preparation for the professional certifying boards.

**NMT 2601 - Nuclear Medicine Clinical Practicum III (0-32) Credit: 6**

*Prerequisite:* Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director and successful completion of NMT 1102.

This laboratory course will provide nuclear medicine students with highly specialized instruction and experiences in the performance of the various tests and procedures normally found in a clinical nuclear medicine facility. Students will spend 32 hours per week in a clinical nuclear medicine facility to accomplish these objectives. Students are expected to become proficient in the performance of the most routine nuclear medicine tests and procedures.

**NMT 2602 - Nuclear Medicine Clinical Practicum IV (0-32) Credit: 6**

*Prerequisite:* Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Director and successful completion of NMT 2601.

This course is a continuation of NMT 2601, Nuclear Medicine Clinical Practicum III.

**NMT 2403 - Nuclear Medicine Clinical Practicum V (0-32) Credit: 4**

*Prerequisite:* Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director and successful completion of NMT 2602.

This laboratory course is a continuation of NMT 2602. In addition, this course will allow students an opportunity to specialize in a particular area of interest. Students are expected to become proficient in the performance of all nuclear medicine tests and procedures encountered during their hospital experience with minimal supervision.

## NURSING (Associate Degree)

**NUR 1503 - Nursing Care of Patients with Impaired Interpersonal Relationships (3-6) Credit: 5**

*Prerequisite:* NUR 1602, and PSY 2301 or PSY 213\*.

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 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.

**NUR 1601 - 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*  
BIO 1403

*Brazosport College*  
BIO 144  
CHM 154

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.

**NUR 1602 - Nursing Care of Adults with Medical Surgical Problems I (3-9) Credit: 6**

*Prerequisite:* NUR 1601, BIO 1403, or BIO 144\*. A grade of "C" or concurrent enrollment in:

*Galveston College*  
BIO 1404  
BIO 1405

*Brazosport College*  
BIO 154  
BIO 214

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.

\*Brazosport College

**NUR 2103 - Nursing Seminar (1-0) Credit: 1**

*Prerequisite:* A grade of "C" or better in or concurrent enrollment in NUR 2502.

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 are discussed. Methods used by the staff nurse in providing care for groups of patients over a period of time are explored.

**NUR 2502 - 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 NUR 2601.

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 II. 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.

**NUR 2601 - Nursing Care of Adults with Medical Surgical Problems II (3-9) Credit: 6**

*Prerequisite:* NUR 1503, BIO 1404 or BIO 154\* and BIO 2405 or BIO 214\*.

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 student with opportunities to expand knowledge not only of general but also specific bio-psycho-social problems of hospitalized adults.

**NUR 2604 - Nursing Care of Childbearing Families (3-9) Credit: 6***Prerequisite:* NUR 2103, 2502, and 2601.

This course focuses on the application of the nursing process in the care of patients 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.

**NUR 2605 - Nursing Care of Children (3-9) Credit: 6***Prerequisite:* NUR 2103, 2502, 2601, and PSY 2103 or PSY 213\*.

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 child care. 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 as 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.

\*Brazosport College

**OFFICE TECHNOLOGY****OCE 2401 - Office Occupations Cooperative Education I (1-20) Credit: 4***Prerequisite:* Sophomore level standing. Courses taken must include: OFT 1401, OFT 1402, BUS 1403, and approval by the 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.

**OCE 2402 - Office Occupations Cooperative Education II (1-20) Credit: 4***Prerequisite:* OCE 2401 and the approval by the 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.

**OFT 1101 - Personal Typewriting I (5-Week Course) (3-2) Credit: 1***Prerequisite:* None.

Introduction to the keyboard. Development of basic machine operation skills, fundamental techniques and beginning speed.

**OFT 1102 - Personal Typewriting II (5-Week Course) (3-2) Credit: 1***Prerequisite:* OFT 1101 or equivalent.

Development of greater speed and practical techniques for centering, tabulations, memorandums, personal and business letters.

**OFT 1103 - Personal Typewriting III (5-Week Course) (3-2) Credit: 1**

*Prerequisite:* OFT 1101 or equivalent.

Refinement of skills in producing outlines, manuscripts, tables and business letters. Further speed development.

**OFT 1104 - Computer Keyboarding for Non-Degree Seekers (3-2) Credit: 1**

*Prerequisite:* None.

A beginning course designed to teach students to type by the touch system in the development of correct techniques through sentence and paragraph drills on a microcomputer. Concentrated touch keyboarding practice for both speed and accuracy is the primary objective.

**OFT 1105 - Word Processing I for Non-Degree Seekers (1-2) Credit: 1**

*Prerequisite:* Typing skill of 25 wpm.

Hands on introduction to the basic functions of a word processing system—creating, revising, and printing documents.

**OFT 1106 - Word Processing II for Non-Degree Seekers (1-2) Credit: 1**

*Prerequisite:* OFT 1105 or equivalent.

Provides students with hands-on instruction in the advanced functions of word processing package and its application in the business environment.

**OFT 1301 - Beginning Typewriting (3-2) Credit: 3**

*Prerequisite:* None.

Touch typewriting. Learning basic skills involved in organizing and typing material centered both vertically and horizontally, typing business letters, tables, reports, rough drafts and short manuscripts.

**OFT 1310 - Fundamentals of Medical Transcription (1-3) Credit: 3**

*Prerequisite:* OFT 1301, RHS 1101.

An introductory course in medical transcription designed to introduce students to the field of medical transcription. Instruction and practice on acquiring machine operations, formatting styles and medical terminology applicable in the transcribing of medical documents commonly used in health care facilities. Instruction to include grammar mechanical skills.

**OFT 1401 - Intermediate Typewriting (3-2) Credit: 4**

*Prerequisite:* OFT 1301 or equivalent.

Improvement of basic skills, typing of tabulations with special features, business forms, business letters in various styles and with special features, technical and statistical reports and employment communications.

**OFT 1402 - Principles of Information Processing (3-2) Credit: 4**

*Prerequisite:* OFT 1401 or equivalent typing speed of 40 wpm.

This course gives hands-on experience in the basic operation of word processing on micro-computers. Course also covers theory, concepts, word processing system components and business applications necessary to develop proficiency-level skills.

**OFT 1410 - Advanced Medical Transcription (2-3) Credit: 4**

*Prerequisite:* OFT 1310, OFT 2301.

A medical transcribing specialty course designed for students majoring as medical transcribers. Continued instruction and practice on further development of transcribing skills by using a word processing applications package. Emphasis is placed on accurate medical terminology, proper formatting and application of editing procedures in the transcribing of medical documents relating to medical transcriber. Instruction to continue developing grammar mechanics.

**OFT 2105 - Special Topics in Office Technology I (1-0) Credit: 1***Prerequisite:* Consent of the Assistant Dean.

Selected topics in office automation with emphasis on integrated office technologies.

**OFT 2301 - Office Procedures (3-2) Credit: 3***Prerequisite:* OFT 1402.

Study of modern office procedures. The student will acquire skill in machine transcription using word processing software, telephone and office etiquette, reprographics, preparing reports and itineraries, and of handling mail and filing. Emphasis is placed on developing traits and characteristics necessary for success in current office practices.

**OFT 2302 - Office Automation (3-0) Credit: 3***Prerequisite:* OFT 2401.

An overview of integrated office systems technologies. Areas to be studied include data, voice, word, graphics, and voice processing.

**OFT 2305 - Special Topics in Office Technology II (3-0) Credit: 3***Prerequisite:* Consent of the Assistant Dean.

Additional selected topics in office automation with emphasis on integrated office technologies.

**OFT 2401 - Intermediate Information Processing (3-2) Credit: 4***Prerequisite:* OFT 1402, CSC 1402, ACT 1401.

Advanced information processing applications in a networked environment. Students will learn to use advanced word processing applications in addition to learning practical applications of a spreadsheet, data base, and graphics; learn how to handle electronic mail and files.

**OFT 2402 - Advanced Information Processing (3-2) Credit: 4***Prerequisite:* OFT 2401.

Capstone course in which students apply their information processing skills in a simulated office environment.

**OFT 2403 - Speedwriting (3-2) Credit: 4***Prerequisite:* OFT 1401.

An alphabetical shorthand system designed to give students an employable skill or a note-taking ability.

**PHILOSOPHY****PHL 1301 - 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.

**PHL 2303 - 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.

**PHL 2304 - 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.

### PHYSICAL EDUCATION AND RECREATION THEORY COURSES

**PED 1301 - Foundation of Physical Education and Recreation (3-0) Credit: 3***Prerequisite:* None.

This course is an orientation to physical education aimed at providing prospective teachers and coaches of physical education with a general concept of the total physical education program. This course includes historic development and educational values as well as personal and professional qualifications.

**PED 1302 - Personal Health (3-0) Credit: 3***Prerequisite:* None.

This course is designed to investigate and address personal and community health problems. Emphasis is upon improved styles of living.

**PED 2301 - First Aid and Safety (3-0) Credit: 3***Prerequisite:* None.

This course is a study of emergency first aid and safety procedures as established by the American Red Cross. Instruction includes Standard First Aid and Personal Safety, Cardio-pulmonary Resuscitation (CPR), and the Standard First Aid and Personal Safety Instructor's course. Upon successful completion of the course, American Red Cross Certifications are awarded.

**PED 2302 - Sports Officiating I (2-3) Credit: 3***Prerequisite:* None.

This course is designed to investigate the techniques, fundamentals and rules of volleyball, football, and basketball. Laboratory experiences may be required in intramural programs, municipal programs or private agencies.

**PED 2303 - Sports Officiating II (2-3) Credit: 3***Prerequisite:* None.

This course is designed to investigate the techniques, fundamentals and rules of baseball/softball and soccer. Laboratory experiences may be required in intramural programs, municipal programs or private agencies.

**PED 2304 - Physical Education for Elementary Education Majors (3-0) Credit: 3***Prerequisite:* None.

This course is a study of theory, principles, content, and program planning for physical education in elementary schools. The course includes instruction in motor skills, games, rhythms, sports and recreational activities with emphasis on methods of presentation. The course is designed for the elementary education major.

### PHYSICAL EDUCATION AND RECREATION ACTIVITY COURSES

The activity courses in Physical Education and Recreation are designed to: (1) promote vigorous mental, emotional, social, and physical health; (2) develop motor skills; and (3) prepare the student for desirable leisure-time activities. Nearly all senior colleges require at

least two semesters of physical education for graduation. A minimum of two (2) semester hours credit is required for an Associate in Arts or an Associate in Science degree from Galveston College. Each course may be repeated a maximum of four times for credit. Courses may be repeated thereafter with the understanding that the additional credits may not be applied to a specific degree plan. The physical education requirement may be waived if the student has on file in the Registrar's Office a physician's certification of inability to take physical education, proof of two year's military service, or an excuse from the Vice President and Dean of Instruction.

It is recommended that students who will be enrolled in courses requiring vigorous physical activity have medical clearance. Those courses where medical clearance is required are followed by an asterisk (\*).

PED 1100	Aerobics	(1-2)	Credit: 1
PED 1105	Archery/Badminton	(1-2)	Credit: 1
PED 1108	Backpacking and Camping	(1-2)	Credit: 1
PED 1110	Bowling	(1-2)	Credit: 1
PED 1115	Canoeing	(1-2)	Credit: 1
PED 1120	Divemaster*	(1-2)	Credit: 1
	Prerequisite: PE 1160		
PED 1125	Foundations of Fitness	(1-2)	Credit: 1
PED 1130	Introduction to Golf	(1-2)	Credit: 1
PED 1135	Aerobic-Jogging*	(1-2)	Credit: 1
PED 1140	Leisure Time Activities	(1-2)	Credit: 1
PED 1145	Life Saving	(1-2)	Credit: 1
	Prerequisite: Must be able to pass a swimming test or consent of instructor.		
PED 1150	Racquetball	(1-2)	Credit: 1
PED 1155	Sailing	(1-2)	Credit: 1
	Prerequisite: Must be able to pass a swimming test or consent of instructor.		
PED 1160	Scuba Diving	(1-2)	Credit: 1
	Prerequisite: Must be able to pass a swimming test.		
PED 1165	Social Dance	(1-2)	Credit: 1
PED 1170	Swimming	(1-2)	Credit: 1
PED 1175	Team Sports	(sports will be seasonal)	
	Fall - flag football, volleyball, soccer Spring - basketball, softball		
PED 1180	Tennis	(1-2)	Credit: 1
PED 1185	Wallyball	(1-2)	Credit: 1
PED 1190	Weight Training	(1-2)	Credit: 1
PED 1195	Wind Surfing	(1-2)	Credit: 1
	Prerequisite: Must be able to pass a swimming test.		

## PHYSICS

### PHY 2401 - General Physics I (3-3) Credit: 4

*Prerequisite:* MTH 1301 or equivalent.

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.

### PHY 2402 - General Physics II (3-3) Credit: 4

*Prerequisite:* PHY 2401.

Continuation of PHY 2401. Optics, reflection, refraction, interference, diffraction and polarization; electric charges and fields, potential, resistance, capacitance, electric currents and circuits, magnetic fields; selected topics in modern physics.

**PHY 2403 - Mechanics (3-3) Credit: 4**

*Prerequisite:* Credit for or registration in MTH 1409.

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; gravitation; fluid mechanics; heat and thermodynamics.

**PHY 2404 - Electricity and Magnetism (3-3) Credit: 4**

*Prerequisite:* PHY 2403.

Charge, electric field and potential, capacitance, dielectrics, resistance, electric circuits, magnetic field and induction, inductance, radiation.

**PHY 2405 - Oscillations, Waves and Modern Physics (3-3) Credit: 4**

*Prerequisite:* PHY 2403.

Oscillations and waves with application to light and sound, interference, diffraction and polarization of waves; selected topics in modern physics.

## PSYCHOLOGY

**PSY 1100 - Orientation to College (1-0) Credit: 1**

*Prerequisite:* None.

Designed to acquaint students with the higher education system, including purpose and requirements, college and university catalogs, grading systems, programs, student rights and responsibilities, and the College's services and facilities.

**PSY 1301 - 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.

**PSY 1304 - Behavior Modification (3-0) Credit: 3**

*Prerequisite:* None.

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 economics and self-reinforcement.

**PSY 2301 - Child Growth and Development (3-0) Credit: 3**

*Prerequisite:* PSY 1301 or consent of the Instructor.

Human psychological development from birth to adulthood. The birth of the baby, from organism to person; the infant; the toddler; the preschool child, the middle years of childhood, adolescence; disturbances in development; the study of children.

**PSY 2302 - Adult Development (3-0) Credit: 3**

*Prerequisite:* PSY 1301 and PSY 2301 or consent of the Instructor.

Physical changes and psychological development from the end of adolescence to senescence.



**PSY 2303 - Psychology of Personality (3-0) Credit: 3**

*Prerequisite:* PSY 1301 or consent of the Instructor.

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.

**PSY 2304 - Statistical Methods in Psychology (3-0) Credit: 3**

*Prerequisite:* PSY 1301 or consent of the Instructor.

Measures of central tendency and variability; statistical inference; correlations and regression.

**PSY 2305 - Social Psychology (3-0) Credit: 3**

*Prerequisite:* None.

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 areas.

**PSY 2306 - Human Sexuality (Formerly SSC 2301) (3-0) Credit: 3**

*Prerequisite:* None.

The study of the physiological and psychological aspects of human sexuality.

**PSY 2307 - Applied Psychology (3-0) Credit: 3**

*Prerequisite:* PSY 1301 or consent of Instructor.

A survey of the applications of psychological concepts, principles and methods in the field of business, industry, and related areas. Emphasis is on the development of a set of behavior management skills and their use in various organizational settings.

## **RADIOGRAPHIC TECHNOLOGY**

**RDT 1201 - Hospital Externship I (0-14) Credit: 2**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

Students are introduced to the clinical areas of instruction in this course. The student also applies the skills of routine procedures and related studies in a clinical situation under the direct supervision of a registered technologist.

**RDT 1202 - Radiographic Processing and Technique (1-1) Credit: 2**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

This course permits practice in radiographic technique and sensitometry. Laboratory measurements and written reports on film latitude and speed gamma and validity of the reciprocity law are included. The resolving power and exposure time with screens is demonstrated by student experiments.

**RDT 1206 - Radiographic Technique and Exposure (2-0) Credit: 2**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

*This course includes the formulating of radiographic techniques and exposure with emphasis on the essential factors that control the image formation.*

**RDT 1208 - Radiographic Positioning III (1-1) Credit: 2**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

This course includes demonstration and laboratory practice of radiographic positions. Emphasis is on positioning of the skull in routine and trauma situations and includes demonstration and practice of special purpose views of the skeleton and viscera.

**RDT 1304 - Radiographic Positioning I (1-3) Credit: 3**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

This course is designed for first year students to demonstrate and practice positioning of the extremities, pelvis, chest and abdominal cavity. Students are introduced to the terminology and anatomy used in radiographic positioning.

**RDT 1305 - Hospital Externship II (0-22) Credit: 3**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

This course includes practice in positioning, radiographic exposure, patient care and film critique in the radiology department of cooperating hospitals. Instruction is under direct supervision of a radiologist and/or qualified registered technologist.

**RDT 1208 - Hospital Externship III (0-15) Credit: 2**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

This course continues the practice of radiography emphasizing mobilis, surgical and trauma radiography. Students will perform patient examinations under the supervision of a registered radiology technologist.

**RDT 1307 - Radiographic Positioning II (1-3) Credit: 3**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

This course is designed for the first year of instruction and practice in the positioning of the spine, digestive, urinary and biliary systems. The student is introduced to the terminology and anatomy used in the procedures listed above.

**RDT 2200 - Quality Assurance (2-0) Credit: 2**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

This course will introduce the student to the evaluation of radiographic systems to assure consistency in the production of quality images. The components involved in the radiography system will be identified. Tests and procedures to evaluate these components will be discussed. State and Federal impacts will be described.

**RDT 2201 - Trauma Radiography (2-2) Credit: 2**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

This course is the study of the special positioning skills required in radiography of the severely injured patient. Special emphasis is placed on the tube/part/film relationship and technical methods.

**RDT 2301 - Radiologic Technology Registry Review (3-0) Credit: 3**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

This course presents a comprehensive review of all information covered in the field of radiography up to this point in the program. The review will include positioning, radiographic technique, radiation protection, radiation physics, anatomy and physiology.

**RDT 2302 - Hospital Externship VI (0-9) Credit: 3**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

This course includes continued practice of radiography under the indirect supervision of a registered technologist. The student will continue with a shift schedule of training during this final course of the program.

**RDT 2303 - Hospital Externship IV (0-23) Credit: 3**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

This course includes continued practice of radiography under the direct supervision of a registered radiologic technologist. Included in the course is a session of radiographic evaluation conducted by a senior radiographer or radiologist.

**RDT 2304 - Hospital Externship V (0-24) Credit: 3**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

This course includes the application of radiographic principles and patient care in the Radiology Department of cooperating hospitals. This clinical experience is under the indirect supervision of a registered technologist and will introduce the student to a shift schedule of training, and includes sessions of radiographic evaluation.

**RDT 2305 - Radiographic Special Procedures (3-0) Credit: 3**

*Prerequisite:* Enrollment in the Radiographic Technology Program.

This course is an introduction to angiography, venography, lymphography, tomograms, CT scans, various contrast studies, cystography, hystero-graphy, cineradiography and other special procedures. The course consists of lecture and, where possible, demonstration of the procedure emphasis on principles and methods employed.

## RADIOLOGIC HEALTH SCIENCE

**RHS 1101 - Medical Ethics (1-0) Credit: 1**

*Prerequisite:* Enrollment in a Radiological Health Science Program or permission of the RHS Program Director.

This core course emphasizes contemporary legal, ethical, moral and professional concepts and issues relevant to the practice of a medical technology.

**RHS 1102 - Medical Terminology (1-0) Credit: 1**

*Prerequisite:* Enrollment in a Radiological Health Science Program or permission of a RHS Program Director.

This core course will present the basic language of the medical profession including word construction, definitions and use of terms related to all areas of patient care, hospital service and allied health professions.

**RHS 1103 - Radiation Protection (1-0) Credit: 1**

*Prerequisite:* Enrollment in the Radiography Program.

The study of radiation protection that pertains to both the patient and the radiological health science student. Material covered in the course includes dosage units, factors employed by the technologist to limit exposure to the patient and himself, protection devices and safety standards.

**RHS 1104 - Introduction to Computer Literacy (1-1) Credit: 1**

*Prerequisite:* Enrollment in a Radiological Health Science Program or permission of a RHS Program Director.

This core course will introduce the Radiological Health Science student to fundamental principles in computer technology, basic computer concepts, and terminology. Computer applications in RHS will be identified.

**RHS 1202 - Radiological Physics I (2-1) Credit: 2**

*Prerequisite:* Enrollment in a Radiological Health Science Program or permission of a RHS Program Director.

This core course provides a comprehensive foundation for specialized instrumentation courses which will follow. Included in this course are the following topics: basic concepts of electricity, Ohm's Law, circuits, electrical components and general measurement devices. A one-hour per week associated laboratory will provide an opportunity for RHS students to relate course content to specific applications in their particular discipline.

**RHS 1203 - Radiologic Equipment, Processing and Exposure****Principles****(2-1) Credit: 2**

*Prerequisite:* Enrollment in a Radiological Health Science Program or permission of the RHS Program Director.

The study of the production of radiographs, from tubes to trabeculli. The course includes analysis of modern radiographic equipment, accessories, processing techniques and exposure factors. A one hour per week laboratory will allow the student to research the production of radiographs.

**RHS 1206 - Introduction to Patient Care****(1-2) Credit: 2**

*Prerequisite:* Enrollment in a Radiological Health Science Program or permission of a RHS Program Director.

This core course emphasizes general patient care concepts. Special emphasis will be placed on patient handling and nursing procedures relevant to diagnostic and therapeutic procedures within a Radiological Health Science facility. A two hour per week associated laboratory will provide students with an opportunity to learn and practice proper body mechanics and other techniques relevant to patient care.

**RHS 1301 - Introduction to Radiological Health Science****(2-4) Credit: 3**

*Prerequisite:* Enrollment in a Radiological Health Science Program or permission of a RHS Program Director.

This core course traces the history of Radiology, Nuclear Medicine, Radiation Therapy and Ultrasound from the discovery of X-rays to the present time. Emphasis will be placed on commonalities that exist among these medical specialties and on the complementary nature of their application to patient care. A four hour per week associated laboratory is designed to acquaint Radiological Health Science students with the various medical specialties mentioned above and will also introduce students to specific skills and knowledge relative to their own areas of specialization.

**RHS 1302 - Radiologic Anatomy and Physiology I****(2-2) Credit: 3**

*Prerequisite:* Enrollment in a Radiological Health Science Program or permission of a RHS Program Director and successful completion of a course in general biology.

This core course presents an in-depth study of the structure and function of the human body. The muscular, nervous, circulatory, respiratory, digestive, endocrine, reproductive and skeletal systems will be emphasized. A two hour per week associated laboratory will offer students an opportunity to learn human anatomy through the use of various models and audio visual materials.

**RHS 1303 - Data Analysis****(3-0) Credit: 3**

*Prerequisite:* Enrollment in a Radiological Health Science Program or permission of a RHS Program Director and successful completion of a course in basic algebra.

This core course concentrates on mathematical concepts relevant to a Radiological Health Science specialty. Topics to be covered include general concepts of fractions, proportions, geometry, scientific notation, algebra, logarithms, exponential functions, statistics and data analysis.

**RHS 1304 - Radiologic Anatomy and Physiology II****(2-2) Credit: 3**

*Prerequisite:* Enrollment in a Radiological Health Science Program or permission of a RHS Program Director and successful completion of RHS 1302.

This core course is a continuation of RHS 1302, Radiologic Anatomy and Physiology I. This course will concentrate on the requirements of each individual Radiological Health Science specialty. A two hour per week associated laboratory will facilitate the acquisition of specialized knowledge and skills required by each discipline.

**RHS 1305 - Radiological Physics II (3-0) Credit: 3**

*Prerequisite:* Enrollment in a Radiological Health Science Program or permission of a RHS Program Director and successful completion of RHS 1202.

This core course will concentrate on basic concepts of classical, atomic and nuclear physics. Radiations and their interactions with matter will be emphasized.

**RHS 2201 - Clinical Management and Administration (2-0) Credit: 2**

*Prerequisite:* Enrollment in a Radiological Health Science Program or permission of a RHS Program Director.

This core course covers general principles involved in the operation of a clinical department. Record maintenance, statistics, fiscal management and procedures, personnel management and operational efficiency and effectiveness will be emphasized as relevant to a Radiological Health Science department.

**RHS 2301 - Pathology (3-0) Credit: 3**

*Prerequisite:* Enrollment in a Radiological Health Science Program or permission of a RHS Program Director.

This course presents introductory physiopathology including definitions, nature and cause of disease as well as lesions affecting organs and systems. The related radiographic examinations where pathological conditions exist will be discussed.

**RHS 2302 - Radiation Biology (3-0) Credit: 3**

*Prerequisite:* Enrollment in a Radiological Health Science Program or permission of a RHS Program Director.

This core course concentrates on the effects of ionizing radiations on biological and chemical systems. Particular importance will be placed on genetic and subcellular interactions. Relevancy to technologists who are occupationally exposed to ionizing radiations is stressed.

**RHS 3201 - Tomographic Anatomy (2-0) Credit: 2**

*Prerequisite:* Certification in a Radiological Health Science Program or permission of a RHS Program Director.

This core course is designed to familiarize students with the anatomic relationships that are present under various tomographic orientations as depicted by computerized tomography (CT) and magnetic resonance (MR) imaging devices. Conferences, assigned references, and audio visual materials will be utilized.

## **RADIATION THERAPY DOSIMETRY**

**RTD 3301 - Instrumentation and Methodology in Dosimetry (3-0) Credit: 3**

This course is designed to familiarize the student with equipment and methods currently utilized in modern medical dosimetry to include, but not be limited to, afterloading techniques, patient monitoring, TLD usage and measurements, blockmaking and advance computer/hand dosimetry methods.

**RTD 3501 - Clinical Applications in Dosimetry I (0-16) Credit: 5**

This course is designed to provide the student specialized instruction and experience in the performance of dosimetry procedures normally found in a radiotherapy facility. Students will be expected to become proficient in the performance of routine dosimetry procedures.

**RTD 3502 - Clinical Applications in Dosimetry II (0-16) Credit: 5**

A continuation of RTD 3501 - Clinical Applications in Dosimetry I.

## RADIATION THERAPY TECHNOLOGY

**RTT 1502 - Intermediate Technical Skills I** **(2-16) Credit: 5**

*Prerequisite:* Permission of the Program Director.

This course is designed to help develop the clinical skills the student will need for entry into a staff technological position.

**RTT 1503 - Intermediate Technical Skills II** **(2-16) Credit: 5**

*Prerequisite:* Permission of the Program Director.

A continuation of RTT 1502, Intermediate Technical Skills I.

**RTT 2201 - Oncology I** **(2-0) Credit: 2**

*Prerequisite:* Permission of the Program Director.

This course is an introduction to the cancerous process in humans. Students will be presented with information regarding the presentation, diagnosis, treatment and progression of cancers for specific sites and organ systems in the human body.

**RTT 2202 - Oncology II** **(2-0) Credit: 2**

*Prerequisite:* Permission of the Program Director.

A continuation of RTT 2201, Oncology I.

**RTT 2301 - Dosimetry I** **(2-2) Credit: 3**

*Prerequisite:* Permission of the Program Director.

The principles, aims and techniques of applying ionizing radiation to the human body are presented in this course. The course will include practical instruction in the treatment and planning rooms, and allow students the opportunity to demonstrate these principles and techniques.

**RTT 2302 - Dosimetry II** **(2-2) Credit: 3**

*Prerequisite:* Permission of the Program Director.

A continuation of RTT 2301, Dosimetry I.

**RTT 2303 - Radiotherapy Physics** **(2-2) Credit: 3**

*Prerequisite:* Permission of the Program Director.

This course presents the physical principles of therapeutic radiology, including a study of ionizing radiation, radioactive decay, interaction of radiation with matter, units of radiation and shielding as it applies to this specialty.

**RTT 2601 - Advanced Technical Skills I** **(2-24) Credit: 6**

*Prerequisite:* Permission of the Program Director.

This course is designed to help refine the skills the student will need for entry into a staff technologist position.

**RTT 2602 - Advanced Technical Skills II** **(2-24) Credit: 6**

*Prerequisite:* Permission of the Program Director.

A continuation of RTT 2601, Advanced Technical Skills I.

**RTT 2603 - Advanced Technical Skills III** **(2-24) Credit: 6**

*Prerequisite:* Permission of the Program Director.

A continuation of RTT 2602, Advanced Technical Skills II.

## READING

### **RDG 0301 - Reading Improvement**

**(3-2) Credit: 3**

*Prerequisite:* None.

A very basic developmental course which is designed to reinforce the underlying principle of decoding and reading communications skills and techniques. This is to be accomplished by phonetic analysis of word structure, with emphasis on blends, diphthongs, vowel and consonant sounds. The course is tailored to lead into the College Reading class.

### **RDG 0302 - College Reading**

**(3-2) Credit: 3**

*Prerequisite:* An ACT score of 11 or higher on the Social Science subtest or an equivalent score on the ASSET examination, or credit for RDG 0301.

A balanced and all-inclusive program designed to provide systematic, sequential training in building the important competencies of word analysis, comprehension, study skills and functional reading skills. Related instructional materials will be provided for purposes of extending reading interests in many subject areas. Meaningful practice on various skills will be a part of the total instructional package.

## REAL ESTATE MANAGEMENT

### **RCE 1401 - Real Estate Management Cooperative Education I**

**(1-20) Credit: 4**

*Prerequisite:* Approval of the Assistant Dean.

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 on analysis of the chosen career, which includes appropriate curriculum requirements.

### **RCE 2401 - Real Estate Management Cooperative Education II**

**(1-20) Credit: 4**

*Prerequisite:* Approval of the Assistant Dean.

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.

### **REM 1301 - Principles of Real Estate**

**(3-0) Credit: 3**

A general introduction to real estate as a profession to include an overview of licensing as a real estate salesman and broker, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics.

### **REM 1302 - Real Estate Finance**

**(3-0) Credit: 3**

This course is designed to provide the student with the basic knowledge of real estate finance practices to include monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity acts, community reinvestment acts, and state housing agency.

**REM 1303 - Real Estate Marketing (3-0) Credit: 3**

Introduces the student to marketing of real estate and shall include an overview of real estate as a profession, ethics, time management, psychology of marketing, listing procedures, advertising, negotiating and closing procedures, financing, Deceptive Trade Practices-Consumer Protection Act, Business and Commerce Act, and the characteristics of successful salesmen and brokers.

**REM 1304 - Real Estate Regulation and Taxation (3-0) Credit: 3**

A study of regulations and procedures of real estate licensing, taxation and transaction including titles, abstracts, and closing procedures.

**REM 1305 - Real Estate Mathematics (3-0) Credit: 3**

This course exposes the student to concepts and formulas used in computing basic arithmetic skills and a review of mathematical logic, percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statements.

**REM 2301 - Real Estate Appraisal (3-0) Credit: 3**

Designed to acquaint the student with the appraisal process and includes the central purposes and functions of an appraisal, social and economic determinant of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting.

**REM 2302 - Real Estate Law (3-0) Credit: 3**

A study of principles of law which govern interest in real estate including legal concepts of real estate, land description, real property, rights and estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, evidence of titles, and three class hours devoted to fair housing laws.

**REM 2303 - Real Estate Brokerage (3-0) Credit: 3**

A study of the factors necessary in the establishment and operation of a real estate brokerage office, including planning and organization, operational policies and procedures, law of agency, recruiting, selection and training of personnel, records and controls, and real estate firm analysis and expansion of criteria.

**REM 2304 - Real Estate Property Management and Investment (3-0) Credit: 3**

This course explores the principles and practices involved in property management and investment and shall include the role of property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, the Fair Housing Act, investment characteristics, investment analysis, time-valued money, discounted and non-discounted investment criteria, leverage, tax shelters, depreciation, and the applications of property tax.

## **RESPIRATORY CARE**

**REC 1201 - Introduction to Respiratory Care (2-1) Credit: 2**

*Prerequisite:* Admission to Program or permission of the Program Director.

This course provides the student with an introduction to the field of respiratory therapy and to this specific program. In addition, emphasis is placed on basic patient care principles, medical terminology and the psychology of patient care. Topics to be addressed include introduction to program and policies; responsibilities, functions, and services of respiratory care practitioners; history, organizations and agencies in respiratory therapy; ethics of respiratory therapy and medical care; measurement of vital signs; patient positioning and transfer techniques; body mechanics; isolation techniques; charting; surgical asepsis and sterile gloving; medical terminology and abbreviations; psychology of death and the dying patient; and psychology of the elderly, pediatric, and mentally or physically handicapped patient.



**REC 1205 - Clinical Respiratory Care II****(0-6) Credit: 2***Prerequisite:* REC 1402 or permission of the Program Director.

This clinical course is designed to emphasize and reinforce those procedural areas addressed in REC 1507 and to introduce the students to intensive patient care activities. The clinical areas of emphasis include the use of manual resuscitators; nasotracheal and endotracheal suctioning; the insertion of oropharyngeal airways; oral and nasotracheal intubation; securement of endotracheal tubes; and the management of artificial airways, including tracheal tube cuff care. In addition to these specific areas, students will continue to perform the various therapeutic modalities initiated in REC 1402.

**REC 1306 - Cardiopulmonary Physiology****(3-0) Credit: 3***Prerequisite:* REC 1403 or permission of the Program Director.

This course provides the student with an in-depth study of the pulmonary and cardiovascular system. Topics addressed include basic respiratory function; cardiorespiratory symbols and terms; pulmonary volumes and capacities; basic introduction to pulmonary function testing; static and dynamic mechanics of ventilation; cardiac and systemic vascular function; pulmonary circulation; diffusion, gas exchange and ventilation-perfusion relationships; oxygen and carbon dioxide transport; acid-base balance; blood gas interpretation; regulation of respiration; exercise and adaptation; and pulmonary defense mechanisms.

**REC 1308 - Respiratory Care Techniques III****(2-1) Credit: 3***Prerequisite:* REC 1507 or permission of the Program Director.

This course is a continuation of the previous techniques courses and is devoted to the principles and application of continuous mechanical ventilation (CMV) in critical care settings. Included in this course are indications, contraindications, and hazards of CMV; protocols for initial ventilator setup; monitoring, physiologic effects, management, adjunctive support techniques, and weaning from continuous ventilatory support. Also addressed are the classification of mechanical ventilators and an in-depth study of various mechanical ventilators.

**REC 1309 - Neonatal and Pediatric Respiratory Care****(2-1) Credit: 3***Prerequisite:* REC 1306 or permission of the Program Director.

This course is designed to address the concerns of the respiratory care practitioner in caring for the neonatal and pediatric patient. Emphasis will be placed on pre and post natal cardiopulmonary growth and development; labor and delivery processes, including physical assessment at birth; comparative anatomical and physiological considerations; methods of heat loss and thermo-regulation; vital signs, including blood gas interpretation; suctioning the newborn; infant transport; considerations with the high risk mother; and basic respiratory care and ventilatory management techniques with the pediatric and neonatal patient. Included in this latter component will be an in-depth study of the various infant ventilators.

**REC 1402 - Clinical Respiratory Care I****(0-16) Credit: 4***Prerequisite:* REC 1504 or permission of the Program Director.

This first clinical course is designed to expose the student to the hospital environment and function, in addition to practicing and reinforcing the concepts so outlined in REC 1504 and REC 1507. These clinical areas of emphasis include the use of compressed gases; oxygen administration, including analysis, aerosol and humidity therapy, aerosol treatment therapy; incentive spirometry and breathing exercises; IPPB therapy; postural drainage, percussion, and vibration; and basic cardiac life support.

**REC 1403 - Orientation to Respiratory Care Science (4-0) Credit: 4**

*Prerequisite:* Admission to Program or permission of the Program Director.

This course is designed to provide the student with basic chemical, physical and anatomical concepts which are essential for the understanding of future technical and science-related coursework. Topics to be included are as follows: air, humidity and the atmosphere, states and characteristics of matter, characteristics of liquids and gases; energy, transfer of energy; solutions and suspensions; measurement (metrics and conversions); temperature; gas measurement and gas laws; physical, chemical and pharmacological properties of oxygen, nitrogen, carbon dioxide and helium; sources of oxygen and its production; and an emphasis on selected aspects of thoracic, pulmonary, cardiovascular, and fetal anatomy. Emphasis in all of these topic areas will be placed on their specific relevancy and application in pulmonary and cardiovascular care.

**REC 1504 - Respiratory Care Techniques I (4-2) Credit: 5**

*Prerequisite:* Admission to Program or permission of the Program Director.

This course provides an extensive introduction to basic respiratory therapy equipment and therapeutic modalities, including procedural and basic interpretive aspects of electrocardiography; cleaning, disinfection and sterilization; compressed gases and bulk storage systems; regulators, flowmeters and connection systems; humidity and aerosol administration; oxygen administration; oxygen controlling devices and procedures; and medical gas mixtures.

**REC 1507 - Respiratory Care Techniques II (4-2) Credit: 5**

*Prerequisite:* REC 1504 or permission of the Program Director.

This course is a continuation of REC 1504, providing intensive examination into a variety of equipment and therapeutic modalities. Included in these topic areas are aerosol treatment therapy; incentive spirometry and related modalities; breathing exercises and coughing instruction; IPPB therapy procedure and equipment; mechanical aspiration of secretions; postural drainage; percussion and vibration; pulmonary rehabilitation and home care; respiratory aerosolized medications; airway management; resuscitation adjuncts and thoracic drainage systems; and respiratory physical assessment.



**REC 2301 - Cardiopulmonary Pharmacology (3-0) Credit: 3**

*Prerequisite:* REC 1306 or permission of the Program Director.

This course is designed to cover a cross-section of pharmacologic agents with emphasis on the principles and effects of medications as they apply to the respiratory patient. Topical areas for this course include general principles of pharmacology; autonomic nervous system functions; dosage calculations; adrenergic bronchodilators; anticholinergic bronchodilators; xanthines, adrenocorticosteroids; cromolyn sodium and prostaglandins; mucokinetics, mucolytics and antitussives; antibiotics, narcotics and sedative-hypnotics; muscle relaxants; diuretics; and cardiovascular agents.

**REC 2305 - Respiratory Care Review (3-0) Credit: 3**

*Prerequisite:* Permission of the Program Director.

This course is designed to provide the student an insight into the National Board for Respiratory Care credentialing process, including an emphasis on the type and content of the *Entry-level and Advanced Practitioner examinations*. Students will complete a series of review examinations in preparation for the subsequent credentialing process, and extensive feedback will be provided in order to assess strong and weak content areas.

**REC 2402 - Cardiopulmonary Pathophysiology (4-0) Credit: 4**

*Prerequisite:* REC 1306 or permission of the Program Director.

This course is designed to provide the student with a broad knowledge base with a variety of cardiopulmonary disease entities and treatment approaches utilized. Included in this course are: categories and manifestations of respiratory disease; viral and bacterial pulmonary infection; TB and pulmonary mycoses; A.R.D.S.; pneumoconioses; restrictive disease states; pulmonary neoplasia; pulmonary vascular disease; chronic obstructive pulmonary disease; cystic fibrosis; bronchiectasis; thoracic trauma and chest wall deformities; burns, aspiration and near-drowning; central and peripheral neurologic dysfunction; congenital and acquired cardiovascular disease; hyaline membrane disease; and a variety of neonatal and pediatric pulmonary disease states.

**REC 2403 - Advanced Respiratory Care Techniques I (4-0) Credit: 4**

*Prerequisite:* REC 1309 or permission of the Program Director.

This course is designed to provide the student with an in-depth knowledge of a variety of content areas essential for function at an advanced respiratory therapy practitioner level. Included in these topic areas are chest x-ray interpretation; hemodynamic support and monitoring; *qualitative and quantitative assessment of ventilation and oxygenation*; procedures and equipment utilized for arterial blood gas analysis; expired gas analysis; and transcutaneous oxygen and carbon dioxide analysis. In addition, additional adult ventilators not addressed in REC 1303 will be included.

**REC 2404 - Clinical Respiratory Care III (0-16) Credit: 4**

*Prerequisite:* REC 1205 or permission of the Program Director.

This clinical course is designed to emphasize and reinforce those procedural areas previously addressed in REC 1308, REC 1309 and concurrently in REC 2403. The clinical areas of emphasis include the initiation and monitoring of patients receiving continuous mechanical ventilation; pediatric respiratory care procedures; practice in the performance of electrocardiograms; and exposure and involvement in a blood gas (and related studies) laboratory. Students will continue to utilize those skills acquired in previous clinical courses as they rotate through various patient care units.

**REC 2406 - Advanced Respiratory Care Techniques II (4-0) Credit: 4**

*Prerequisite:* REC 2403 or permission of the Program Director.

This course is a continuation of REC 2403 and is designed to provide the student with an in-depth knowledge of various advanced-level topic areas. Included in this course are the areas of pulmonary function testing; high frequency ventilation; synchronous independent lung ventilation; specialized procedures such as bronchoscopy and thoracentesis, fluid and Electrolyte balance; and an examination of a numerous variety of additional continuous mechanical ventilators utilized in respiratory therapy.

**REC 2607 - Clinical Respiratory Care IV (0-24) Credit: 6**

*Prerequisite:* REC 2404 or permission of the Program Director.

This final clinical course is designed to allow the student to rotate through a variety of intensive and special care areas, with the emphasis on reinforcing continuous ventilatory support management skills and developing new skills and knowledge in other related areas. Students will rotate through the following intensive care units: infant, pediatric, neurological, burn, medical, coronary, and surgical. In addition, students will be assigned to the recovery room, the emergency room, the pulmonary function laboratory, the operating room, the hyperbaric medicine unit; and they will also participate with emergency medical personnel to gain exposure to this aspect of patient care.

## SOCIOLOGY

**SOC 1301 - 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 organizations, socio-cultural change, and current social problems.

**SOC 1303 - Social Problems (3-0) Credit: 3**

*Prerequisite:* None.

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.

**SOC 2301 - Marriage and Family (3-0) Credit: 3**

*Prerequisite:* SOC 1301 or consent of the Assistant Dean.

A study of the problems of courtship, mate selection, and marriage adjustments.

**SOC 2302 - Criminology (3-0) Credit: 3**

*Prerequisite:* None.

Current theories and empirical research pertaining to crime and criminal behavior; its causes, methods of prevention, systems of punishment and rehabilitation. (Usually offered concurrently with Crime in America [CRJ 1301]. Credit can only be earned for one of these courses. See a counselor for registration information.)

## SPANISH

**SPN 1401 - Beginner's Spanish I (3-2) Credit: 4**

*Prerequisite:* None.

Fundamentals of grammar, basic vocabulary, pronunciation, conversation, reading of elementary texts, emphasis on development of audiolingual skills.

**SPN 1402 - Beginner's Spanish II (3-2) Credit: 4***Prerequisite:* SPN 1401 or equivalent.

A continuation of more advanced grammar, continued emphasis on the spoken language; acquisition of vocabulary and idioms; reading of short stories in Spanish; composition.

**SPN 2301 - Intermediate Spanish I (3-0) Credit: 3***Prerequisite:* SPN 1402.

Intensive review of grammar, reading of short stories and plays in Spanish; composition and oral reports based on a variety of topics.

**SPN 2302 - Intermediate Spanish II (3-0) Credit: 3***Prerequisite:* SPN 2301.

Continuation of reading in Hispanic culture and civilization; completion of grammar review; composition and conversation.

**SPECIAL PROCEDURE TECHNOLOGY****SPT 3601 - Research Procedures (5-15) Credit: 6**

Introduction to special procedure imaging techniques, basic research methods and practice, and nursing practices required of the special procedure technologist. Students will be assigned and expected to complete one major research project in this course as well as mastery of essential elements of special imaging equipment, advanced life support practices, and fundamental principles of special procedure technology.

**SPT 3602 - Interventional Radiology (5-15) Credit: 6**

Exploration of anatomy and physiology of the peripheral vasculature and viscera, clinical application of theory of special imaging techniques and the practice of interventional radiologic procedures. The course includes a detailed program of instruction in anatomy, physiology and pathology and utilizes a preceptor to guide and direct the student toward attaining technical proficiency in the area of interventional radiology.

**SPT 3603 - Vascular Imaging (5-15) Credit: 6**

Instruction and practice in vascular imaging methods. The course consists of instruction in vascular anatomy, physiology and clinical applications of various imaging techniques. Emphasis is placed on acquired pathologic conditions. A preceptor is used and students are assigned to numerous case study projects.

**SPT 3604 - Neuroradiology (5-15) Credit: 6**

Theoretical instruction and clinical practice in various imaging modalities used in diagnosis and treatment of the central nervous system. In addition to an in-depth study of the required anatomy, physiology and pathology of the central nervous system, this course includes study and application of advanced imaging techniques commonly used to diagnose disorders of the central nervous system. Modalities studied are Computerized Tomography, Magnetic Resonance, and Digital Radiology.

**SPEECH****SPH 1101, 1102, 2101, 2102 - Forensics (0-3) Credit:1***Prerequisite:* Consent of the Instructor.

Laboratory course for students who participate extensively in forensic activities, including speech tournaments.

**SPH 1301 - Beginning Public Speaking (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.

**SPH 1302 - Oral Interpretation (3-0) Credit: 3***Prerequisite:* None.

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. This course is the same as DRM 1307. Credit for both courses may not be earned.

**SPH 1304 - 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.

**SPH 1305 - 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.

**SPH 1306 - Interpersonal Communication (3-0) Credit: 3***Prerequisite:* None.

A course to introduce the student to the process of creating a meaning between two or more people. The principles of self concept, body language, non-verbal communication, perception, listening, defensiveness, and language are practically applied in this quality of life improvement course.

**SPH 1307 - 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.

**SPH 2308 - 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.

**SURGICAL TECHNOLOGY****SUT 1001 - Fundamentals of Operating Room Technique (6-3) Credit: 6**

This course is designed to introduce the student to the basic skills necessary to function effectively in the surgical suite environment. Principles of aseptic techniques, sterilization, instrumentation, ethics, legal aspects and communication skills are emphasized.

**SUT 1002 - Medical Terminology****(3-0) Credit: 3**

This course is designed to introduce the student to the special language of the health professions, specifically the surgical environment, in order to enable the student to communicate professionally as a significant member of the health care team. Skills emphasized are *pronunciation, spelling and writing using medical terms commonly used in the surgical areas.*

**SUT 1003 - Surgical Procedures I****(5-0) Credit: 8**

This course introduces the student to the surgical procedures performed in the surgical suite. Emphasis is directed toward the patient as the principle concern during surgical intervention. Patient advocacy is emphasized in conjunction with the current approaches to surgical treatment of the disabled, diseased or cosmetic surgical patient. A surgical specialties approach is employed in the design of this course. The student is given the opportunity to learn to identify and describe the principles and techniques used to aid the surgeon in the diagnosis and surgical treatment of the patient in each of the recognized surgical specialty areas.

**SUT 1004 - Microbiology for Surgical Technologists****(2-0) Credit: 2**

This course is designed to introduce the student to microbiology. Basic microbiology with emphasis on disease prevention, disease control programs, causative organisms in various *communicable diseases as well as community health resources are covered.*

**SUT 1005 - Pharmacology****(1-0) Credit: 1**

This course is designed to introduce the student to the basic principles of pharmacology and to the drugs used in the treatment of the patient in the surgical suite. Basic mathematics skills necessary for dosage calculations, legal responsibilities of the surgical technologist related to drug therapy and the technologist's role in drug administration are also stressed.

**SUT 1006 - Anesthesiology****(1-0) Credit: 1**

This course is designed to acquaint the student with the role of the anesthesiologist in the care of the patient in surgery. The student is introduced to the various methods used to anesthetize the patient for surgery as well as the relationship between the role of the anesthesiologist and the surgical technologist in patient care in the surgical suite.

**SUT 1007 - Surgical Procedures II****(3-0) Credit: 3**

This course is a continuation of SUT 1003 - Surgical Procedures I.

**SUT 1008 - Surgical Instrumentation I****(0-9) Credit: 9**

Clinical experience is provided in the surgical suite to give the student an opportunity to apply the principles and practices studied in the classroom and laboratory settings. The student is given the opportunity to scrub on surgical procedures and assist the physician and registered nurse with patient care in the surgical suite. Experience is provided in each of the recognized surgical specialty areas as well as the areas of the hospital that serve as ancillary areas to the surgical suite.

**SUT 1009 - Anatomy and Physiology for the Surgical Technologist****(7-0) Credit: 7**

This course is designed to provide a basic understanding of anatomical and physiological principles of the human body. This course provides a basis for understanding disease processes encountered by the surgical technologist.

**SUT 1010 - Surgical Instrumentation II****(1-9) Credit: 10**

This course is a continuation of SUT 1008 - Surgical Instrumentation I.

## TELEVISION

**TLV 1301 - Introduction to Television** **(2-2) Credit: 3**

*Prerequisite: None.*

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.

**TLV 1302 - The Mass Media in American Society** **(3-0) Credit: 3**

*Prerequisite: None.*

A general survey of the mass media and their impact on our society. This course is designed to help consumers and future media professionals understand the pervasive influence of these channels of communication. Involves the examination of American mass media from its roots in colonial times to its current status, including regulation, control, organization, and development of various forms of media.

**TLV 1304 - 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.

**TLV 1305 - Television Production I** **(2-3) Credit: 3**

*Prerequisite: TLV 1301 or consent of the Assistant Dean.*

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.

**TLV 1306 - Television Production II** **(2-3) Credit: 3**

*Prerequisite: TLV 1305.*

A continuation of Television Production I.

**TLV 2301 - Television Workshop I** **(1-5) Credit: 3**

*Prerequisite: TLV 1301 or consent of the Assistant Dean.*

Lecture and laboratory instruction and participation.

**TLV 2302 - Television Workshop II** **(1-5) Credit: 3**

*Prerequisite: TLV 1301 or TLV 2301 or consent of the Assistant Dean.*

Lecture and laboratory instruction and participation.

**TLV 2303 Television Workshop III** **(1-5) Credit: 3**

*Prerequisite: Consent of the Instructor.*

A practical working involvement with participating television, radio and media production agencies. This internship will include assigned work experience outside the department and will be coordinated with local media producers.



## VOCATIONAL NURSING

**VNR 1001 - Vocational Adjustments** **Credit: 1**

This course is designed to introduce the vocational nursing student to the history of nursing and responsibilities to the future of Vocational Nursing. Concepts to be used in personal health, ethics, legal aspects, licensure and communication skills are emphasized.

**VNR 1002 - Vocational Nursing Skills** **Credit: 9**

This course is designed to introduce the student to a wide variety of nursing skills which range in levels of difficulty from very basic to complex. Emphasis is placed on the utilization of scientific concepts and principles as a guide in developing competence in the performance of these skills. The nursing process is the foundation on which classroom and clinical activities are based and provide the focus for all nursing intervention.

**VNR 1003 - Nutrition** **Credit: 1**

This course introduces the principles of good nutrition as related to health in all age groups and forms a foundation for diet therapy.

**VNR 1004 - Pharmacology I** **Credit: 2**

This course is designed to provide the student with a review of basic mathematics and methods of calculation and administration of drugs.

**VNR 1005 - Disease Control and Prevention** **Credit: 2**

This course is designed to introduce the student to microbiology. Basic microbiology with emphasis on disease prevention, disease control programs, causative organisms in various communicable diseases as well as community health and resources are covered.

**VNR 1006 - Body Structure and Function** **Credit: 4**

This course is designed to provide a basic understanding of anatomical and physiological principles of the human body. This course provides a basis for understanding disease processes encountered in nursing situations.

**VNR 1007 - Mental Health and Mental Illness** **Credit: 4**

This course is designed to define the basic concepts of positive mental health, coping mechanisms, and various aspects of emotional behavior due to illness, environmental and religious beliefs. Using the nursing process, emphasis is placed on communication skills and identifying nursing actions for deviant patterns of behavior including substance abuse.

**VNR 1008 - Maternal Child Health Nursing** **Credit: 7**

This course is designed to introduce the student to concepts related to the family as a unit. The course content will include physiological changes related to pregnancy, fetal development, prenatal care, nursing care of the mother during labor and delivery, the puerperium, and care of the infant during the neonatal period. Students will be introduced to community resources available to the family during the reproductive process.

**VNR 1009 - Pharmacology II** **Credit: 2**

Pharmacology II deals with the administration of drugs and updated drug information on therapeutic dosages and effects, untoward reactions, and classification of drugs.

**VNR 1010 - Medical Surgical Nursing** **Credit: 15**

This course is designed using the nursing process as a focus in the care of adult patients requiring medical or surgical intervention. Application of principles from the biological, physical, social and behavioral sciences are incorporated. Principles of nutrition, pharma-

ology and rehabilitation are integrated in providing total patient care. First aid and basic principles of emergency nursing are included.

**VNR 1011 - Geriatrics**

**Credit: 3**

This course is designed to introduce the student to the special needs of the geriatric patient. Emphasis will be placed on the use of the nursing process, an understanding of the normal physical changes due to the aging process, pathological variations from normal functioning and application of the principles from the biological, physical, social and behavioral sciences.

**VNR 1012 - Pediatric Nursing**

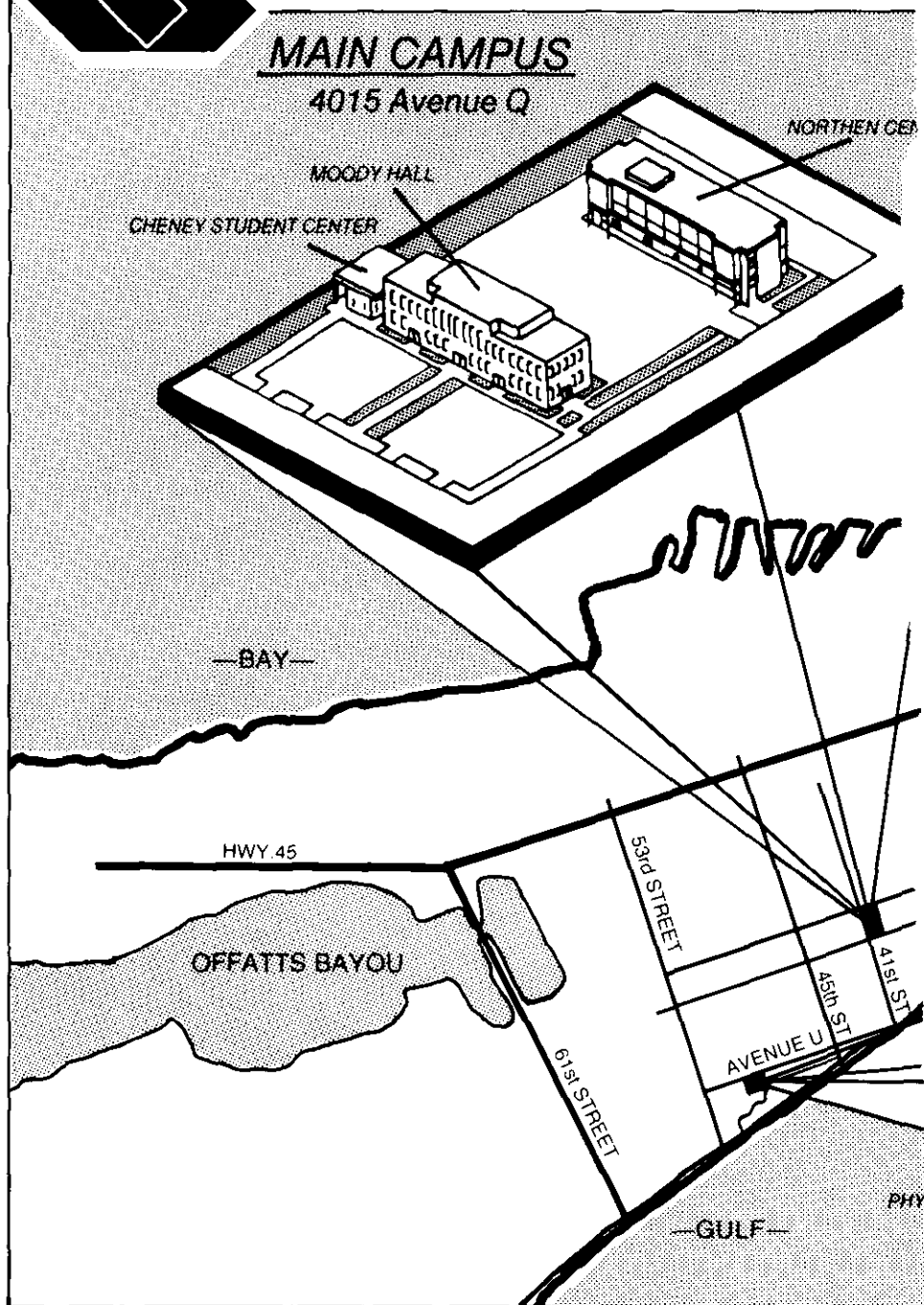
**Credit: 7**

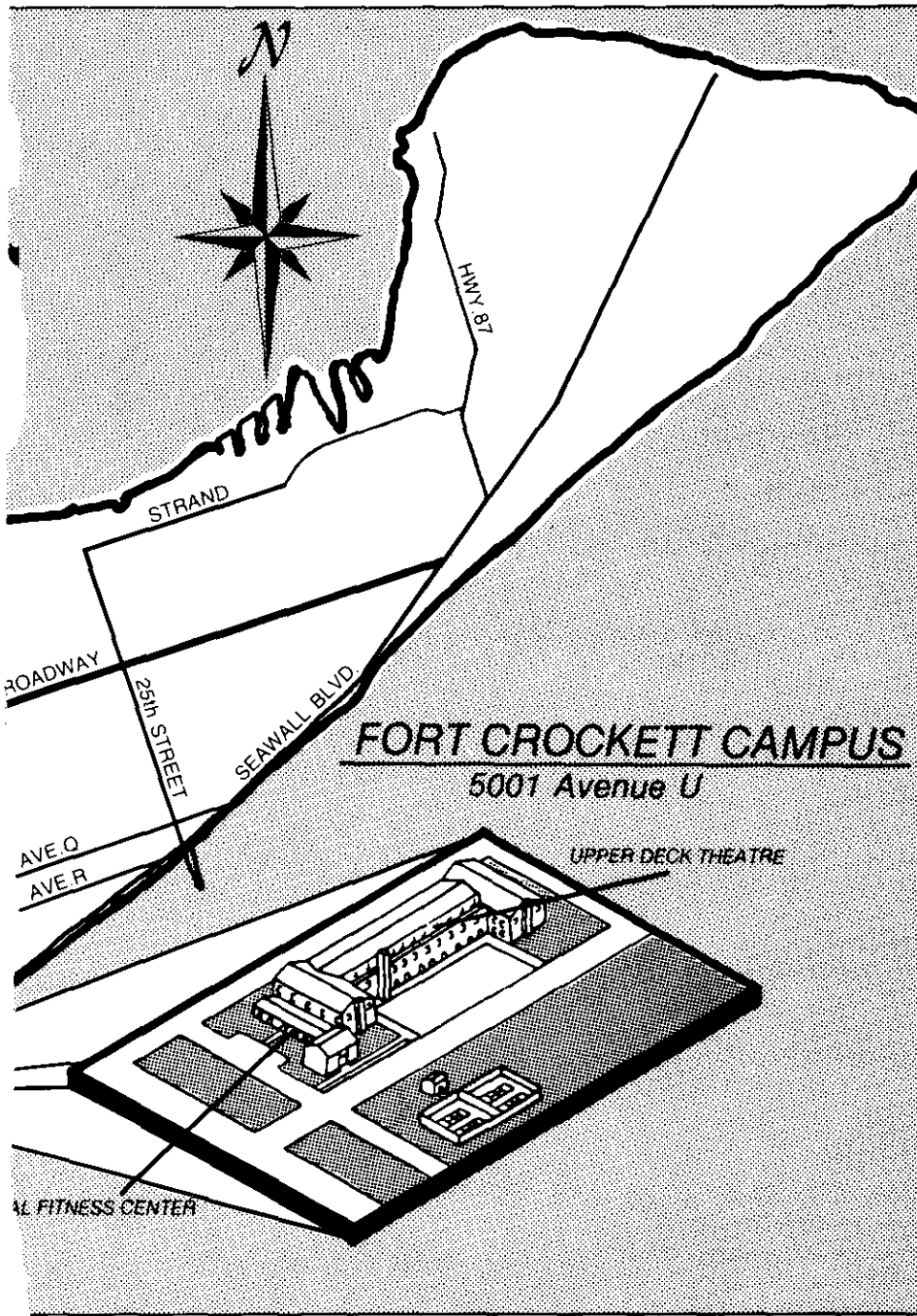
This course is designed to introduce the student to the special needs of the pediatric patient and his family. Emphasis is placed on the nursing process as it applies to the nursing of children with childhood diseases. The study of growth and development and the effects of diseases on growth and development is incorporated. Specific drug and diet therapy is also included.





# Galveston College





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