

GALVESTON COLLEGE CATALOG

2005-2006

It is the policy of Galveston College to provide equal opportunities without regard to age, race, color, religion, national origin, sex, disability 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 Vice President of Academic Affairs and Student Services.

Galveston College will not be held responsible for injuries sustained while participating in any credit or non-credit physical education course or for injuries sustained while using the College's physical education facilities.

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

Es la política de Galveston College proporcionar oportunidades iguales sin consideración alguna hacia edad, raza, color, religión, origen nacional, sexo, discapacidad o estado de veterano.

Esta política se extiende al empleo, admisión, y todos los programas y actividades apoyados por Galveston College. Las investigaciones referentes a oportunidades iguales se pueden dirigir al Vicepresidente Para Asuntos Académicos y Servicios al Estudiante.

UN COLEGIO CON OPORTUNIDADES IGUALES/ACCIÓN AFIRMATIVA EN LA EDUCACIÓN Y EL EMPLEO.

Accreditation:

Galveston College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree.

Southern Association of Colleges and Schools

1866 Southern Lane

Decatur, Georgia 30033-4097

(404) 679-4500 FAX (404) 679-4558

Galveston College's Health Occupations programs are accredited by the following organizations:

Associate Degree Nursing

National League for Nursing Accrediting Commission

61 Broadway

New York, New York 10006

(212) 363-5555, ext. 153

Radiography and Radiation Therapy Technology

Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 900

Chicago, Illinois 60606-2901

(312) 704-5300

Nuclear Medicine

Joint Review Committee on Educational Programs in Nuclear Medicine Technology

350 South 400 East, Suite 200

Salt Lake City, Utah 84111-2938

(801) 364-4310

Emergency Medical Services

Commission on Accreditation of Allied Health

Education Programs

35 East Wacker Drive, Suite 1970

Chicago, Illinois 60601-2208

(312) 553-9355

Approval:

Galveston College is approved by the Texas Education Agency and has complied with the standards, rules and regulations as prescribed by the Texas Higher Education Coordinating Board.

Texas Education Agency

1701 North Congress Avenue

Austin, Texas 78701-1494

(512) 463-9734

Texas Higher Education Coordinating Board

Chevy Chase Drive

Austin, Texas 78752

(512) 483-6250 FAX (512) 483-6444

Galveston College's Health Occupations programs are approved by the following organizations:

Associate Degree Nursing

Board of Nurse Examiners for the State of Texas

William P. Hobby Building

333 Guadalupe Street, Suite 3-460

Austin, Texas 78701

(512) 305-7400

Vocational Nursing

Board of Nurse Examiners for the State of Texas

William P. Hobby Building

333 Guadalupe Street, Suite 3-400

Austin, Texas 78701

(512) 305-8101

The Texas Certification Board of Alcoholism and Drug Abuse Counselors TAADAC (Provider Number 0195-88)

Member of:

American Association of Community Colleges

Southern Association of Colleges and Schools

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

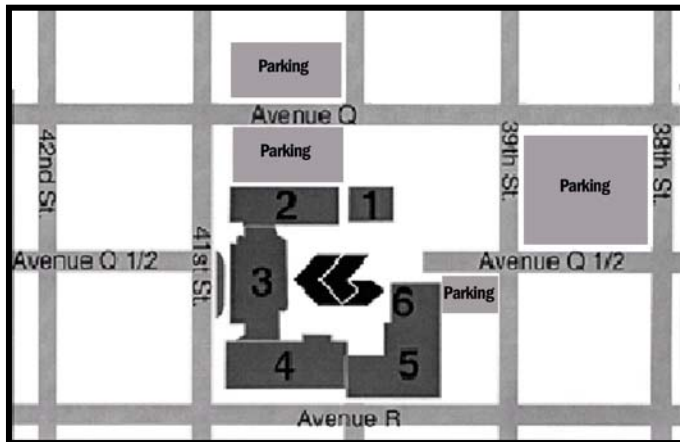
Gulf Coast Consortium

National Junior College Athletic Association

Map to Galveston College

Traveling south on I-45...

Take 61st Street exit and turn right at stop light. Travel approximately one mile to Seawall Blvd. Turn left on to Seawall. Proceed down Seawall to 39th Street. (Gaido's Restaurant is at corner of 39th and Seawall. Turn left on 39th and travel north to Avenue Q. Turn left at 39th and Avenue Q and proceed one block to Main Campus. Main Campus parking is available on Avenue Q, Avenue R and satellite Parking at 39th and Avenue Q.



LEGEND

1. Cheney Student Center
2. Moody Hall
3. Regent's Hall
4. Northern Building
5. Fine Arts Building
6. Hermes Fitness Center/Gymnasium

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TELEPHONE DIRECTORY

These offices may be reached directly by dialing:

Admissions	(409) 944-1230
Bookstore.....	(409) 944-1260
Building Bridges to Success Program.....	(409) 944-1298
Business and Industry.....	(409) 944-1396
Business Office.....	(409) 944-1211
Continuing Education	(409) 944-1344
Counseling.....	(409) 944-1220
Criminal Justice/Law Enforcement Academy.....	(409) 944-1264
Culinary Arts	(409) 944-1304
Emergency Medical Services.....	(409) 944-1371
Financial Aid	(409) 944-1235
Fitness Center	(409) 944-1308
Foundation.....	(409) 944-1303
Health Occupations.....	(409) 944-1388
Health Sciences.....	(409) 944-1490
Home Plate.....	(409) 944-1284
Human Resources	(409) 944-1280
General and Transfer Studies.....	(409) 944-1340
Information Technology	(409) 944-1352
Intercollegiate Athletics.....	(409) 944-1315
Library.....	(409) 944-1240
Math and Sciences.....	(409) 944-1277
Media.....	(409) 944-1250
President's Office	(409) 944-1200
Print Center.....	(409) 944-1249
Public Affairs.....	(409) 944-1303
Radiologic Health Sciences	(409) 944-1490
Institutional Effectiveness and Research.....	(409) 944-1284
Research and Planning.....	(409) 944-1207
Security.....	(409) 944-1364 or 0
Skills Enrichment Center	(409) 944-1290
Special Services.....	(409) 944-1227
Student Activities.....	(409) 944-1301
Surgical Technology.....	(409) 944-1493
Technical Studies and Career Education.....	(409) 944-1330
Testing Center.....	(409) 944-1290
Tutoring Center.....	(409) 944-1244
Upward Bound.....	(409) 944-1256
Vice President for Academic Affairs and Student Services	(409) 944-1203
Vice President for Administrative Services	(409) 944-1205
Workforce Education	(409) 944-1286



DR. ELVA CONCHA LEBLANC

Dr. Elva Concha LeBlanc became President of Galveston College in July of 2001.

PRESIDENTS MESSAGE

Welcome to Galveston College.

As you walk through our campus, you will note several positive changes which are evidence of our transformation into a “Learning College”. So how is a learning college different from other educational institutions? The answer is simple, **we put students first**. We want to provide a student-centered environment and to focus all college staff and resources on student learning, student development, and student success. We make students active partners in the learning process.

Our library has been transformed into a 21st Century Learning Resource Center complete with cyber café, group study rooms, testing center and thousands of online reading and research opportunities.

We are finalizing plans for the development of the College's new front door complete with a renovated South Jetty Lighthouse Cupola that will remind our citizens and visitors that Galveston College is a “beacon of light guiding lifelong learning”.

Additionally, we are making more coursework available to students through the Virtual College of Texas. For students in high school we offer early college start, dual enrollment, and tech prep.

We are implementing new strategies throughout the campus that will help students reach their educational goals. Part of these strategies has been the development and implementation of our new Quality Enhancement Program focused on “Keys to Student Success”. “Keys to Student Success” is an umbrella to cover all aspects of creating success at Galveston College for our students, for ourselves and our community. We have developed initiatives for collaborative workshops, community outreach, mentoring, new student orientations, peer study groups and a variety of student, community and employee based success. Galveston College provides the resources but you must bring the commitment. Commitment means attending classes, setting aside adequate study time, using college support services and arriving every day ready to learn.

We hope you will join us as your remarkably good community college offers you its best!
For more information about Galveston College please visit our website at www.gc.edu.

Sincerely,

Dr. Elva Concha LeBlanc

BOARD OF REGENTS

The Board of Regents of Galveston College are elected at-large by position by residents of the city of Galveston and Bolivar Peninsula. These Regents give unselfishly of their time and represent their constituents for six-year-terms.



Carl E. Kelley,
Chairman



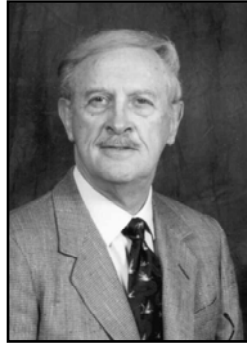
Florentino Gonzalez,
Vice Chairman



George Black,
Secretary



Roland Bassett



Paul Cunningham, M.D.



Phyllis H. Moore



F.A. Odom



John L. Sullivan



Carroll G. Sunseri

ACADEMIC CALENDAR



2005 FALL SEMESTER

Pre-Enrollment Counseling, Placement Testing and Academic Advising	June-July-August
State THEA Exam	June 11
Orientation (Required for all new students).....	July 26 & 28
Student Athletes Orientation	July 21
State THEA Exam	July 30
Early Registration	August 1-4
Early Registration	August 8-11
Faculty Workshop (General Assembly-No Registration)	August 22
Open Registration	August 23-25
Open Registration (Ends at 1:00 p.m.)	August 26
Classes Begin	August 29
Late Registration Continues & Schedule Changes (Classes may be added)	August 29-30
Labor Day (No Classes – College Closed)	September 5
State THEA Exam	TBA
Last Day to Drop without receiving a "W" (16 week courses)	September 14
Last Day to File for Fall Graduation	November 1
College and Career Information Night	TBA
Last Day to Submit AWF	November 4
Mid-Semester	November 8
Last Day to Drop or Totally Withdraw (3:00 p.m.)	November 18
Thanksgiving Holiday (College closes at 3:00 p.m. on November 23).....	November 24-25
Classes Resume	November 28
Final Examinations	December 12-13-14-15
Grades Due by 11:00 a.m. in Admissions Office.....	December 16
Semester Ends.....	December 16
College Closes (College closes at 3:00 p.m.).....	December 20

2006 SPRING SEMESTER

Pre-Enrollment Counseling, Placement Testing and Academic Advising	Begins November
Orientation (Required for all new students).....	TBA
Early Registration	November 28-30
Early Registration	December 1-2
College Re-Opens	January 4
Faculty Workshop (General Assembly-No Registration)	January 5
Open Registration	January 9-13
Open Registration (Ends at 1:00 p.m.).....	January 13
Martin Luther King Holiday (No Classes-College Closed).....	January 16
Classes Begin.....	January 17
Late Registration Continues & Schedule Changes (Classes may be added).....	January 17-18
Last Day to Drop without receiving a "W"	February 1
Last Day to File for Spring Graduation.....	March 1
State THEA Exam	TBA
Mid-Semester.....	March 10
Mid-Semester Holidays (No Classes-College Closed).....	March 13-18

Classes Resume	March 20
Career Month	April
Last Day to Submit AWF	March 31
Last Day to Drop or Totally Withdraw	April 13
College Holiday (No Classes-College Closed)	April 14
State THEA Exam	TBA
Semester Ends	May 12
Final Examinations	May 8-9-10-11
Grades Due by 11:00 a.m. in Admissions Office	May 12
Commencement Exercises	May 18

2006 SUMMER SEMESTER I

(First Six Weeks, 12 Weeks)

Pre-Enrollment Counseling, Placement Testing and Academic Advising	Begins April
Orientation (Required for All new students)	TBA
Early Registration	April 24-28
Open Registration	May 23-25
Memorial Day (No Classes-College Closed)	May 29
Classes Begin	May 30
Late Registration Continues & Schedule Changes (Classes may be added)	May 30-31
Last Day to Withdraw without receiving a "W"	June 5
Last Day to File for Summer I Graduation	June 12
Last Day to Submit AWF (First six weeks)	June 15
State THEA Exam	TBA
Last Day to Drop or Totally Withdraw (First six weeks)	June 22
Independence Day (No Classes-College Closed)	July 4
Final Examinations (First six weeks)	July 6
Grades (First six weeks) Due by 11:00 a.m. in Admissions Office	July 10
Semester Ends (First Six Weeks)	July 6
Last Day to Submit AWF (12 weeks)	July 18
Last Day to Drop or Totally Withdraw (12 weeks)	July 26
State THEA Exam	TBA
Semester Ends (12 weeks)	August 15
Final Examinations (12 weeks)	August 15
Grades (12 weeks) Due by 11:00 a.m. in Admissions Office	August 17

2006 SUMMER SEMESTER II

(Six Weeks)

Pre-Enrollment Counseling, Placement Testing and Academic Advising	Begins April
Orientation (Required for All new students)	TBA
Early Registration	April 24-28
Open Registration	July 6 & 10
Classes Begin	July 11
Late Registration Continues & Schedule Changes (Classes may be added)	July 11-12
Last Day to File for Summer II Graduation	July 24

Last Day to Submit AWF	July 27
Last Day to Drop or Totally Withdraw	August 3
Semester Ends	August 16
Final Examinations (SSII).....	August 16
Grades Due by 11:00 a.m. in Admissions Office.....	August 17

2005-2006 COLLEGE HOLIDAYS

Labor Day	September 5
Thanksgiving (College closes at 3:00 p.m. on November 23)	November 24-26
Christmas-Semester Break (College closes at 3:00 p.m. on December 20)	December 21, 2005 – January 3, 2006
Martin Luther King Day	January 16
Mid-Semester Holidays	March 13-18
Good Friday	April 14
Memorial Day	May 29
Independence Day.....	July 4

MISSION AND GOALS



MISSION AND GOALS

VISION STATEMENT

“GALVESTON COLLEGE – a beacon of light guiding lifelong learning”

GOALS

The college will:

- Provide dynamic programs of study and conduct appropriate cultural activities to meet the needs of a diverse student body that is reflective of the community and service area constituents.
- Provide comprehensive student support services that enhance student success.
- Provide effective admissions processes and financial assistance to those who qualify so that students may achieve their educational goals.
- Provide effective recruitment and retention processes.
- Provide a qualified and diverse faculty and staff, through fair hiring processes and continuous professional development.
- Provide facilities and grounds that create a physical environment conducive to learning in the 21st Century.
- Provide and continuously improve technology collect and store data, provide required information, support learning needs, and facilitate effective communications.
- Provide effective and accountable management of resources.
- Seek additional resources to support the mission of the college.
- Conduct and document comprehensive institutional research, planning, and information services that support continuous improvement of every facet of college operations.
- Meet all federal, state, local, and accreditation agency accountability standards for operations and quality.

In accordance with Texas Education Code, Section 130.003, the college shall provide:

- Technical programs up to two years in length leading to associate degrees or certificates;
- Vocational programs leading directly to employment in semiskilled and skilled occupations;
- Freshman and sophomore courses in arts and sciences;
- Continuing adult education programs for occupational or cultural upgrading;
- Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- Workforce development programs designed to meet local and statewide needs;
- Adult literacy and other basic skills programs for adults;

Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post secondary education in Texas.

PROGRAMS

- Transfer programs establish a foundation of college-level academic skills and lead to the Associate of Arts degree (A.A.); they parallel the first two years required for the baccalaureate degrees at senior colleges and universities.

- Technical-vocational programs lead to certificates of proficiency and the Associate of Applied Science degree (A.A.S.) and are primarily intended to prepare students for immediate employment through a combination of marketable employment skills and college-level academic skills; in some cases, these degree programs and classes transfer to senior colleges and universities.
- Adult vocational education programs lead to the development of marketable skills and provide specialized training as defined by business and industry for immediate employment; these programs assist non-degree seeking students with career advancement, the updating of job skills, and re-entry into the workforce.
- Adult Basic Education (ABE) programs provide basic literacy instruction and may lead to the completion of the General Educational Development (GED) diploma; developmental programs strengthen the basic skills of those persons lacking adequate preparation for college-level courses.
- Personal enrichment programs provide non-credit cultural, social, recreational and vocational activities that intended to improve the quality of life of the student and to encourage lifelong learning.
- Student activities provide opportunities for students to participate in campus life through clubs, student government, cultural and social events, and educational programs outside the classroom; athletic competition is available through campus intramurals and a program of intercollegiate athletics.

SERVICES

- Instructional support services are provided through the library, the media and copy center, the Skills Enrichment Center (learning assistance), technology within the classroom, distance learning technology, assistance with instructional computing, and secretarial assistance.
- Student-centered support services include recruitment, enrollment, assessment, retention, financial assistance, academic advisement and career exploration, academic alert, academic and personal counseling, job placement and student activities.
- Community support services include the hosting of cultural, professional, and civic events; assistance to business, industry, agencies, and organizations in defining their training needs; assistance to small business through the Small Business Development Center; and participation in the formulation of strategies for economic development.
- Administrative support services are provided through business services; accounting services; human resource services; computer services; institutional effectiveness and research; foundation and development; public affairs; physical plant and grounds maintenance; evening services and auxiliary enterprises; and secretarial assistance.

VALUES

The shared values listed below are among the beliefs which guide Galveston College in the development of its mission, goals, programs, and services:

- Integrity
- Respect
- Stewardship
- Excellence
- Achievement
- Access
- Diversity

GENERAL INFORMATION

About the College



HISTORY OF GALVESTON COLLEGE

Galveston College has served the learning interests of Galveston residents, businesses and industries for thirty-seven years. Many groups and individuals, both past and present, have played an important part in the development of Galveston 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 the taxable property within the College district.

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

During this 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 were established 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 of a million dollars, and during the summer of 1972, occupancy of the Mary Moody Northen Center for occupational education.

Enrollment for the fall semester 1972 was 1,717. During the period 1972-76, many new occupational programs were added, including offset printing, industrial engine mechanics, refrigeration mechanics, banking, 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 of Colleges and Schools.

In May 1977, the College opened its Fort Crockett campus at which some 600 students received 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 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, the food service management/culinary arts program opened classes to complement 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 Northen Center at the College's Main Campus.

During its twentieth anniversary celebration in 1987, the College enjoyed an expansion in programs, facilities and student enrollment. The College's new degree programs of horticulture, fast food management, criminal justice and microcomputer applications were accompanied by huge increases in community education students and course offerings.

In March of 1990 after two and a half years of planning and construction, the College held gala opening ceremonies for the new Regent's Hall and rededication of the David Glenn Hunt Memorial Library at the Main Campus. Soon to follow in December of 1990, the faculty, student services and administration would occupy a completely remodeled Moody Hall, the site of the old orphanage and the College's once meager beginnings.

In the course of twenty-five years, the College came full circle to better serve its constituents. In the earlier years, efforts were made to establish beginnings with strong faculty and personnel in comfortable surroundings. The next decade was spent developing strong academic and vocational programs, and the years towards the silver anniversary were marked with new programs, community service and enhancement of the College campus environment.

In the fall of 1994, Galveston College's credit headcount reached an all-time high with 2,477 enrollments. Community education non-credit student numbers also reached record highs with increased efforts in contract training with local businesses and through activities of the College's Small Business Development Center.

By early 1995, Galveston College's Board of Regents had approved campus expansion plans at the Main Campus that involved the 3.1 million dollar development of a new fine arts building and gymnasium. The increasing demand for parking due to record enrollments required the purchase of several residences for the provision of satellite parking adjacent to the Main Campus.

In August 1996, Galveston College opened its newest facilities; a fine arts complex and the relocation of the Hermes Fitness Center to the 4015 Avenue Q campus. The College's expansion plans called for the sale of the Fort Crockett Avenue U campus and the consolidation of all administrative, classroom and auxiliary facilities to the 39th Street campus.

During the fall semester of 1996, the College formed the Galveston College Foundation whose initial campaign of "Universal Access" earned Galveston College the top award for innovation in all Texas Higher Education. College and community leadership had conceived of a unique plan to enhance the human resources of the economically and socially challenged Island community. Universal Access proposed to raise \$9.3 million to provide free tuition and fees for every local high school graduate to attend Galveston College beginning in the fall semester of 2001.

The 1997 college year was a year of program development and refinement. Galveston College's Addiction Technology Transfer Center maintained its status as one of the largest training centers for addiction counselors in the

United States. The College's Leadership Institute entered its second year of reviving an adult service learning academy and workforce development programs that had gained notoriety for police academy, culinary arts and fast track health careers were joined by a truck driving school, building trades, welding classes and the creation of American National University.

In early 1998 the Board of Regents of the Galveston Community College District continued sessions for long-range planning and development of the single multi-faceted campus concept. The College celebrated its 30th anniversary with a reception for the college community and a variety of special events. A President's Report to the Community showed the remarkable evolution of a small community college that has become proactive and transformed into one of the most core elements for improvement and service to our community.

By the fall of 1998 and the early months of 1999, Galveston College had fielded its third competitive collegiate sport-the Galveston College Whitecaps women's softball team-joining the nationally recognized women's volleyball and men's baseball programs that had earned a national reputation for Galveston College.

In the fall of 1999, Galveston College unveiled the Moody Hospitality Institute and Professional Development Center at Moody Gardens that would be promoted around the world as an educational training center for students and professionals. The Institute trains local workers and Galveston College students utilizing strong partnerships with Texas Tech University interns and the Moody Gardens Hotel management.

As Galveston College headed to the year 2000, strong enrollments in credit and non-credit programs were sustained. Workforce development efforts, including the Craftsman's Institute, attracted students to building trades, welding programs, and truck driving careers. In late fall 2000, the Galveston College Board of Regents began a national search for its seventh sitting President and also introduced a nationally anticipated two-year degree Emergency Medical Services program.

As Galveston College made its way through the first year of the millennium in 2001, the seventh sitting President was hired. The College went through a period of rediscovery and reorganization. The first local high school graduating classes had their tuition and fees paid for by the Galveston College Foundation's Universal Access endowment. A new vision statement was developed-Galveston College: A beacon of light guiding lifelong learning. New emphasis was placed on continuing education and partnerships. Galveston College developed a two-year Process Technology

program with College of the Mainland, strengthened dual credit and tech prep initiatives with local high schools and announced a two-year associate degree in Biotechnology with the University of Texas Medical Branch. The University of Houston-Downtown Criminal Justice program began offering bachelors courses at the Galveston College campus. In the Spring 2003 semester, Galveston College reported 2,647 credit students enrolled, the largest enrollment in the College's history.

In the fall of 2003, the Galveston College President led an effort to transform Galveston College to a true learning college designed for the 21st century learner. By the end of 2004 despite several cutbacks in state funding the College managed to streamline its operations, lend its Fort Crockett campus to the Galveston Independent School District and complete the move of all operations to the 4015 Avenue Q campus.

The separate Galveston College Foundation reported assets of nearly 5 million dollars, the College's annual budget was over 13 million dollars and architects and builders completed renovations creating the new Health Sciences Center and the Learning Resource Center by November 2004. By June 2005 Galveston College had survived another round of state legislative cuts, began development of its new front door Beacon Square and recorded its second highest credit enrollment with a Spring 2005 headcount of 2,560.

By Summer 2005, the College's two year associate's degree program of Biotechnology was gaining notority and partners. Facilities and parking areas were being extended and utilized by a growing number of students and visitors attracted from around the region and the world.

GALVESTON COLLEGE FOUNDATION

The primary purpose of the Galveston College Foundation is to raise private funds to assist the mission and students of Galveston College. The Foundation partners with the local community and beyond in support of the institution.

The programs and services offered by Galveston College are all investments in the future of our Island. Education is the key to self-improvement, career success, and a brighter future for our residents, whether it manifests as a certificate, degree, workforce development training, or learning more about an area of interest.

Many of our students need financial assistance to gain the knowledge and skills they need for success in their lives. The Foundation offers a variety of scholarships to help these students, and more are needed. The Foundation is pleased to assist with donations to current scholarships and with starting new ones.

Because of a Galveston College scholarship program, Universal Access to higher education and workforce training at Galveston College is available to all recent Galveston Island graduates of high school, GED or home schooling. Universal Access provides graduates up to \$1,000 per year from private, state and/or federal sources to cover tuition and fees for full-time study for up to two years. The Board of Directors of the Galveston College Foundation raises private funds for the Universal Access Scholarship Endowment to provide this opportunity for higher education to Galveston youth.

In addition to scholarships, the Foundation accepts donations for support of instructional programs, including equipment and endowed faculty positions, as well as physical plant improvements, and other initiatives to directly or indirectly improve services to students.

The Galveston College Foundation is a 501(c)(3) nonprofit organization, and all gifts are fully tax-deductible. Gifts can be made in a variety of ways including annual pledges, planned gifts, and gifts of appreciated assets. Perpetual named scholarships in memory or honor of someone may be established. Each endowed Universal Access scholarship requires an investment of \$15,000; all other endowed scholarships require \$10,000. Numerous major gift and naming options are available to support the programs and students of Galveston College. Our community's support for its college, at whatever level, is critical. You can help Galveston College succeed in its vision of being a beacon of light guiding lifelong learning for all areas of our community. Please contact the Galveston College Foundation at (409) 944-1303, for further information or assistance.

FACILITIES

MAIN CAMPUS 4015 AVENUE Q

Galveston College's Main Campus, inclusive of satellite parking, occupies a full city block in the heart of one of the city's major residential areas just six blocks north of the Gulf of Mexico and Seawall Boulevard. A completely modern campus environment, with exquisite architectural design, provides classrooms and commons in a blend of new and renovated buildings. As part of Galveston College's master plan to consolidate to one campus site, new facilities housing fine arts and the Sarah H. Hermes Fitness Center were dedicated and opened in August 1996. Campus facilities are described below.

MOODY HALL

Moody Hall is the oldest of the five major buildings at the Main Campus. It was once the St. Mary's Orphanage in Galveston and it was the College's first building acquisition. It is modernly appointed and completely renovated with the following features:

ADMISSIONS

The College's Admissions Office provides admissions applications and forms to the public and houses current and former student records and transcripts. The Admissions Office is on the first floor, east wing.

BOOKSTORE

Galveston College's Bookstore is open to the public and provides required textbooks, supplies and variety items as a student service. It is located on the first floor, west wing.

BUILDING BRIDGES TO SUCCESS

The Building Bridges to Success Information Center is located on the second floor of Regents Hall.

CONTINUING EDUCATION

Continuing Education provides classes in various program areas including business and industry training, children's classes, leisure learning and physical fitness. The overall goal of Continuing Education is providing opportunities for life-long learning in personal development, skill development, cultural enrichment and recreational enjoyment. Offices are located on the first floor.

COUNSELING CENTER

Galveston College provides counseling service to students including general academic counseling, services for the disabled and special populations, job placement services and testing. The Counseling Center is on the first floor, east wing.

FINANCIAL AID

The financial aid program at Galveston College attempts to provide financial assistance to those students who, without such aid, would not be able to attend college. Financial assistance is offered in the form of grants, scholarships, loans and work. For an application, contact the Financial Aid Office which is located on the first floor, west wing.

ADMINISTRATION

The College administrative offices are located on the second floor, east wing. This area has offices of the President, Vice President for Academic Affairs and Student Services, Vice President for Administration, Director of Public Affairs and the Galveston College Foundation, and the Director of Human Resources and Risk Management.

BUSINESS OFFICE

The College's Business Office handles most daily transactions of a financial nature. The mail services, telephone operator are all in the same general location. The Business Office is located on the second floor, west wing.

LECTURE ROOM

The Moody Hall lecture room on the second floor (M-220) seats a minimum of 106 in theatre-style seating and is equipped with public address and audio-visual systems. This room doubles as a teaching auditorium and the Board of Regents meeting location.

REGENTS HALL

Regents Hall is located in the center of the College campus. A multitude of classrooms, conference rooms, faculty offices and science and computer laboratories make this flagship facility one of the College's major assets. Below are some of the Regents Hall facility highlights of interest to students and visitors:

DAVID GLENN HUNT MEMORIAL LIBRARY

The College's Library, named for its first president, was rededicated during the opening of Regents Hall in March, 1990. The facility is equipped to handle a minimum of 70,000 volumes and offers computer-assisted cataloging and search methods. The Library features attractive appointments, conference rooms, carrels and a student-use computer center.

ATRIUM

The College's Regents Hall adjoins the Mary Moody Northen Vocational Center by a three-story atrium complete with skylights, sky walk, fountain and fauna. The atrium is a common gathering place for students and visitors and features a magnificent mural done by the College's ceramics specialist and former associate professor of fine arts, Martha Denman. Both the Culinary Arts lab and the College's Community Room are accessed by the atrium but are actually on the first floor of the Northen Center.

TELECONFERENCE ROOM

The College's second floor Regents Hall is the location of a 76-seat teleconference room (R-250) that is available for lecture and community use during international, national and regional satellite teleconferences at the College.

ADVANCED COMPUTER CENTER

The College has a variety of computer-equipped classrooms. The third floor Advanced Computer Center (R-376) is but one of these rooms available for classroom/student use. It features state-of-the-art equipment stations utilized for advanced computer skills.

MARY MOODY NORTHEN VOCATIONAL CENTER

The Northen Vocational Center is a three-story major facility on the south side of the Main Campus. The Northen Center features large classrooms, faculty offices and a variety of special uses as highlighted below:

COMMUNITY ROOM

A well-appointed community room is located on the first floor of the Northen Center and is accessed by the Main Campus Atrium entrance on the campus' west side. The facility is available for student, faculty, and community-reserved use. The community room will accommodate up to 200 persons in a round table format and it is equipped with extraordinary audio-visual and public address capabilities. It is also adjacent to and serviced by the College's Culinary Arts Laboratory.

CULINARY ARTS LAB

Located on the first floor of the Northen Center and accessed by the College Atrium is a full service kitchen/instructional laboratory for the College's Culinary Arts program. The laboratory is well equipped with storage freezers, utensils, and culinary work stations and provides a small classroom on-site for student instruction and small group gatherings.

SUPERVISED PLAYROOM/STUDY HALL

The College provides supervised babysitting for children of single parents who are vocational majors with documented financial need. Eligible children must be between the ages of three and seven years. The playroom/study hall is located on the third floor, west wing of the Northen Center ().

OFFICE TECHNOLOGY LABORATORIES

The third floor is the location of several well equipped laboratories designed especially for training students in modern office technology skills.

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 and restrooms.

SARAH H. HERMES FITNESS CENTER/FINE ARTS BUILDING

The Fine Arts Building has two floors of general classrooms and laboratories. The second floor has a performing arts room and stage plus rooms specifically designed for music teaching and practice. The third floor has ceramics, photography and art labs plus an art gallery for the display of student art and other exhibits. The Sarah H. Hermes Fitness Center connected to the Fine Arts Building features a gymnasium, weight-training equipment in a mirrored exercise room, showers and locker rooms on the first floor. An aerobics room and spectator seating for viewing events in the gymnasium are located on the second floor.

GENERAL INFORMATION

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 **M**oody Hall, Room 222; N-240 means **M**ary **M**oody **N**orthern Center, Room 240; R-300 means **R**egents Hall, Room 300; FA- 207 means **F**ine **A**rts Building, Room 207; H-100 means **H**ermes Fitness Center, Room 100; and SC means **E**udine **M**eadows **C**heney Student Center.

First Aid Facilities: In the event of serious illness or severe injury, the family and/or family doctor and/or hospital of the injured party will be notified by Security. Commercial first aid kits are kept in Admissions, Business Office, Hermes Fitness Center and Security Office.

Facilities for Disabled: Special facilities are available to the disabled 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 disabled and reserved parking spaces.

Phones: 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 on College property should be turned in to the Security Office (N-105). All persons wishing information on lost or found items should contact ext. 364.

Security Services: Uniformed security personnel provide coverage for campus-wide facilities. Students, faculty, and staff can contact the Security Office by dialing the campus operator. In addition, security phones are available for immediate contact with the security dispatch in the case of an emergency.

The security force provides an escort service to the 39th Street parking lot at various times during the evening. Please contact the Security Office for an escort. The security force is duly authorized to enforce policies, including parking and traffic control and other institutional or student conduct policies.

The security force may request identification of any person on campus at any time. To contact security, please dial the operator. All emergencies or reports of inappropriate or criminal behavior should be made to the Security Office immediately.

Galveston College Marquee: The College's marquee is located on the south corner of the 39th Street Parking Lot. The marquee displays current activities and calendar events and may be scheduled through the Office of Public Affairs.

Housing: The College currently operates a small dormitory, and other housing units for student athletes. Students who do not reside in the area should plan on making their own arrangements for housing.

Drinking, Eating and Smoking: There will be no eating or drinking in classrooms. The use or possession of intoxicating beverages or drugs is prohibited in buildings and all other public campus areas. Smoking is not permitted in buildings or on campus grounds.

Posting of Notices: No public notice of any kind will be posted in College buildings or on College property without approval of the Dean of Enrollment Management and Student Success. Notices will be posted on bulletin boards or other appropriate fixtures. Notices will not be posted on walls, doors or windows.

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

Galveston College Parking Rules and Regulations

1) General Provisions

- a) Galveston College has developed regulations for the purpose of proper identification of vehicles of persons who have legitimate business with the College; to ensure safety/notification of students, faculty and staff in an emergency; to provide orderly parking, traffic and use of parking facilities; to provide for the issuance of vehicle identification permits; to ensure pedestrian safety; and to provide for enforcement in the event of violation. The operation of a motor vehicle on Galveston College property is governed by College policies and regulations.
- b) The fact that a violation notice is not issued when a violation occurs does not imply that the regulation or rule is not in effect. Each vehicle operator is responsible for knowing and following the parking rules and regulations.
- c) **Campus Security has been charged with the authority to enforce these regulations, including the right to tow vehicles for specific violations and repeat violators. The owner or operator of a towed vehicle is responsible for the cost of towing and storage fees in addition to any other fines.**
- d) Proof that a parking or traffic controls device, sign, signal, or marking was in place at any location on the campus shall constitute prima facie evidence that it was official and was installed under proper authority by College, city, state, and federal guidelines.
- e) **The College assumes no responsibility for any vehicle or its contents while the vehicle is parked or operated on College property. All vehicle operators should lock or otherwise secure their vehicles when parked on the Galveston College campus.**

2) Definitions

- a) **Abandoned Vehicle** – a motor vehicle, bicycle, or other conveyance parked on Galveston College property for more the three (3) days without being moved.
- b) **GC** – Galveston College.
- c) **Campus** – all property owned or controlled by Galveston College.
- d) **Citation** – Notification issued by a Galveston police officer which may be written to any vehicle found in violation of state law or city ordinances on GC property.
- e) **Parking for Disabled Individuals** – spaces or areas reserved for any disabled individual who has an appropriate hang tag or license plate.
- f) **Habitual Violator** – any person who has received three (3) or more violations notices within a twelve-month period.
- g) **Impound** – towing and storage of a vehicle at a towing facility.
- h) **Marked Space** – parking space defined by two parallel lines.
- i) **Motor Vehicle** – all automobiles, buses, trucks, motorcycles, motor scooters, motorbikes, mopeds, etc.
- j) **Moving Violations** – moving traffic law violations as enacted by the State of Texas.
- k) **No Parking Zones** – all areas not specifically designated for parking, including painted curbs, fire lanes, loading zones, service delivery and dumpster pads.
- l) **Parking Permit** – a temporary card, hang tag or self-adhering decal issued by GC, authorizing the motor vehicle properly displaying the permit to be lawfully parked within designated areas. The issuance and display of the permit serves as proper registration.
- m) **Reserved Parking** – parking spaces identified by signs and/or pavement markings; enforced during business hours.
- n) **Restricted Parking** – parking spaces reserved for use by holders of designated permits.
- o) **Visitors** – persons other than students, faculty members, staff members or employees of GC.
- p) **Violation Notice** – a notification issued by GC Security for violations of parking and traffic regulations. These notifications are subject to College fines and a right of students to appeal within the College.
- q) **VIP** – Vehicle Identification Permit; same as Parking Permit.

3) Parking Regulations

- a) **Registration of Motor Vehicles:** All students, faculty and staff at Galveston College are required to identify their motor vehicles on campus through the use of a Galveston College parking permit. Parking permits can be obtained during registration periods at the “Identity Card Station” or obtained from Media Services by completing the appropriate form.

- b) **Procurement of a Parking Permit by students or employees does not guarantee a specified parking space. Each driver is responsible for finding a legal parking space. Inability to locate a parking space is not an excuse for violating parking regulations.**
- c) A Parking Permit will not be issued to any person having unpaid violation charges until full payment is made to the Business Office.
- d) A Parking Permit may not be obtained for or displayed by an individual ineligible to receive the permit. The College may suspend for a period of one (1) year the parking privileges of individuals who violate this regulation.
- e) Reserved Parking Permit: GC Employees assigned to designated reserved (restricted) parking spaces will be required to display a valid parking permit and the red reserved parking hang-tag.
- f) Visitor Parking: Reserved parking spaces for short-term parking for campus visitors. Visitor parking spaces are designated with signs and are limited to one (1) hour parking. Visitor parking spaces will not be used by motor vehicles with other types of parking permits.
- g) Temporary Parking Permits: After arranging for temporary parking through the Physical Plant Director, temporary parking permits can be obtained from Campus Security to allow parking on GC property for up to six (6) weeks. Temporary permits are designed to assist temporary employees, consultants, contractors, etc., in finding a parking space to facilitate completion of assigned college business.
- h) Parking for Disabled Persons: GC will follow state law regarding parking for disabled persons. Students, faculty and staff who have qualified and obtained a license plate or placard reflecting disability from the County Tax assessor's Office will be issued a parking permit. Those individuals may park in any parking space for disabled persons as long as their license plate reflects disabled status or their placard reflecting disability is hanging in their vehicle and is clearly visible.
- i) Display of Parking Permits: Parking permits must be current and properly displayed on the motor vehicle. On automobiles and trucks, the parking permit must be prominently displayed in a manner that allows a clear view of the permit: Decals will be placed on the lower left corner of the rear window or left side of the rear bumper for convertibles. Hang-tags will be hung from the inside rear-view mirror. On motorcycles, the parking permit must be prominently displayed in a manner that allows a clear view of the permit.

4) **Enforcement**

- a) Policy and Procedures:
 - I) All laws of the State of Texas, ordinances of the City of Galveston and rules and regulations of Galveston College are in effect on the campus 24 hours a day.
 - II) The campus speed limit is ten (10) miles per hour.
 - III) Special temporary parking arrangements must be made through the Physical Plant Director.
 - IV) Reserved spaces, whether by designated "Reserved" signs or reserved by Campus Security for special events, will be enforced.
- b) Traffic and Parking Notices: GC Security may issue GC Violation Notices, which are subject to College fines and a right of students and faculty/staff to appeal within the College.
- c) **Towing of Motor Vehicles: All GC parking lots are posted with signs stating "Towing Enforced – Permit Parking Only – Unauthorized Vehicles Will Be Towed at Owner's or Operator's Expense – Towing Enforced 24 Hours a Day." Unauthorized, illegally parked and abandoned motor vehicles are subject to removal from GC parking lots by towing. Towing will be in accordance with Texas Transportation Code – Chapter 684.**
- d) Penalties: Parking privileges may be suspended for a period of up to one (1) year for habitual violators. The vehicles of habitual violators may also be towed without notice at the expense of the vehicle owner.
 - I) A person in whose name an unpaid violation exists, and no appeal is pending, shall be barred from enrollment in a subsequent semester until fines are paid.
 - II) Transcripts and refunds shall also be withheld by the Business Office from any person in whose name an unpaid violation charge exists and no appeal is pending.
 - III) In addition to the above-mentioned penalties, the Business Office will send a letter to students who receive a violation notice, and no appeal is pending, to remind them to pay their fines.

- e) Parking Violations:
 - I) Parking without a valid GC parking permit in a “Permit Parking Only” parking lot.
 - II) Failure to display parking permit. Parking on campus at any time without displaying a parking permit. (Exception will be for campus visitors using the reserved “Visitor Parking” for short-term parking.)
 - III) Improper display of parking permit. Parking permit not displayed as required.
 - IV) Displaying a parking permit that has been altered or forged. Forging or fraudulently using a parking permit.
 - V) Parking in a “No Parking” zone.
 - (1) Parking where prohibited by signs, painted curbs or lines.
 - (2) Parking where no marked space exists.
 - (3) Parking on grass, grounds, lawn, turf or any unapproved ground which has not been specifically designated for parking.
 - (4) Parking in a fire zone.
 - (5) Parking in loading zones.
 - VI) Parking in a reserved space or area.
 - (1) Parking illegally within a faculty/staff designated reserved space.
 - (2) Parking illegally in “Visitor Only” reserved spaces.
 - (3) Parking illegally within any barricaded or controlled space and/or area.
 - VII) Parking illegally in a space for disabled individuals. Parking in a space for disabled individuals without properly displaying a license plate or placard (hang-tag) for disabled individuals.
 - VIII) Blocking drives, sidewalks, exits or loading zones.
 - (1) Parking in a manner that obstructs or impairs proper usage of sidewalks, driveways, streets, curbs, ramps, loading zones, marked crosswalks, or disabled access.
 - (2) Parking in a manner to prevent, impair or obstruct other vehicles from entering or exiting parking lots, parking spaces, or access streets that enter and exit the campus.
 - (3) Parking in a manner that obstructs truck access to dumpsters.
 - IX) Parallel parking on two-way streets and roadways.
 - (1) Parking in a manner that obstructs two-way flow of traffic on any campus street or within a parking lot.
 - (2) Failure to park with right-hand wheels within eighteen (18) inches of the street curb.
 - X) Failure to park within marked space. Failure of one vehicle to park within the marked boundaries is not implied consent for others to park with any part of the vehicle over the line.
 - XI) Parking in a “double parked” fashion. Stopping or parking a vehicle on the roadway side of any vehicle parked at the edge or curb of a street or parking lot.
- f) Violation Notices:
 - I) College violation notices described in these regulations will result in charges being assessed in accordance with the following schedule:
 - Warning - \$0
 - No Parking Permit Displayed* - \$10
 - Parking Permit Improperly Displayed* - \$10
 - Not a Designated Parking Area - \$10
 - Visitor Parking Only - \$10
 - Parking a Vehicle in Motorcycle Parking Only - \$10
 - Parking in a Loading Zone* - \$10
 - Unauthorized Parking in a Reserved Parking Space* - \$15
 - Exceeding Speed Limit - \$15
 - Reckless Operation of a Vehicle - \$50
 - Driving over Grounds or Sidewalks - \$100
 - Parking in a Fire Zone* - \$20
 - Blocking/Impeding Exits, Entrances or Driveways* - \$20
 - Parking Illegally in Handicapped Parking Spaces* - \$100
 - Parking on Grounds, Drives or Walkways* - \$50
 - II) All charges are subject to change without notice.

- III) **Receiving three (3) tickets for any violation will result in vehicle being immediately towed at owner's expense.**
 - IV) **For any violation marked with an asterisk (*), the vehicle may be immediately towed at owner's expense.**
 - V) **Except as noted above, violation notices will be issued in cases where traffic can be rerouted or vehicle operators can be immediately located to move their vehicle. In all other cases, vehicles will be towed and ticketed.**
 - VI) The above fine rate is set by the College for administrative violations.
 - VII) Multiple violations can be alleged on the same Violation Notice. Charges will be assessed for each violation.
 - VIII) Violation Notice Payments:
 - (1) Payments must be made within thirty (30) days of the date the Violation Notice was issued.
 - (2) Payments must be made at the Business Office in Moody Hall during business hours.
 - (3) Payments not made within thirty (30) days will result in a hold being placed against enrollment in a subsequent semester, transcripts or refunds. It may also result in suspension of parking privileges.
 - (4) Appeals by students must be filed with the Dean of Enrollment Management & Student Success within ten (10) working days of the date the Violation Notice was issued.
 - (5) Appeals by faculty/staff must be filed with the Physical Plant Director within ten (10) working days of the date the Violation Notice was issued.
 - IX) If the student has the same family name or home address as the registered owner of a vehicle for which a Violation Notice has been issued, the Violation Notice and accompanying violation charges will be recorded in the student's name.
 - X) Unpaid charges for parking violations are recorded in either:
 - (1) The name of the person who previously purchased a parking permit.
 - (2) The name of the purchaser of the permit displayed.
 - (3) The name of the person who has previously paid violation charges on the vehicle.
 - (4) The name of the owner or driver of the vehicle.
 - g) Appeals of Violation Notices or Impounds:
 - I) A student who receives a Violation Notice, or whose vehicle has been impounded, may request an appeal. The appeal is handled through the Dean of Enrollment Management & Student Success. If the Dean of Enrollment Management & Student Success finds that vehicle was improperly impounded, the Violation Notice and towing/impounding expenses incurred by the student whose vehicle was impounded will be reimbursed by the College.
 - II) Faculty and staff who receive a Violation Notice, or whose vehicle has been impounded, may request an appeal. The appeal is handled through the Physical Plant Director. If the Physical Plant Director finds that the vehicle was improperly impounded, the Violation Notice and towing/impounding expenses incurred by the faculty/staff whose vehicle was impounded will be reimbursed by the College.
 - III) All appeals will be heard within fifteen (15) working days of the date an appeal is requested. Appeals for which the 15-working-day deadline falls within the winter break shall carry into the beginning of the spring semester.
- 5) Bicycle, Motorcycle, Motor Scooter and Moped Parking Regulations**
- a) In accordance with Texas law, operators of bicycles, motorcycles, motor scooters and mopeds shall be granted all the rights and shall be subject to all the laws and duties applicable to the driver of a motor vehicle while on the Galveston College campus.
 - b) Parking of bicycles must be restricted to designated areas or bicycle racks. Bicycle racks are located next to the Northen Building, east side.
 - c) Parking of motorcycles, motor scooters or mopeds must be restricted to areas or spaces marked or designated for these types of vehicles. Designated motorcycle parking spaces are located between the Fine Arts Building and the Northen Building and on the eastside of the Hermes Fitness Center.
 - d) Any of these vehicles found parked illegally and creating a potential safety hazard may be impounded or cited.

6) GC Security

- a) Campus Security is a public service-oriented security department charged with the responsibility of providing protection for College students, faculty, staff and property.
 - I) All incidents, thefts or other criminal offenses on GC property are to be reported to Campus Security. You can assist security by reporting:
 - (1) Crime, no matter how insignificant it may seem.
 - (2) Suspicious activity.
 - (3) Suspicious persons at any place on campus.
 - II) An individual's report may prevent a crime.
- b) Services Provided:
 - I) Safety escorts to vehicles.
 - II) Battery jumpstarts.
 - III) Assistance in locating vehicles.
- c) Campus Security is located in the Mary Moody Northen Building, room 102. Individuals are encouraged to contact Campus Security 24 hours a day, 7 days a week, as may be necessary.
 - I) Dial "0" during normal working hours for non-emergency calls.
 - II) To report a crime or emergency, members of the campus community should call (409)-944-4242, Ext. 0, from off-campus phones or Ext 0 from on-campus phones. This number is monitored by the Dispatcher during normal business hours and will automatically "roll over" to the Campus Security cell phone after normal business hours.
- d) Emergency Telephones: Several in-house emergency telephones are located throughout the campus. These telephones may be used to report any criminal activity, medical emergencies, fire, and any other type of emergency. They may also be used for non-emergency calls, such as to request an escort.

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 the campus as appropriate.

Any other emergency announcements of cancellations or reopening of the College may be accessed by calling the College's main phone number at (409) 944-GCGC to receive a message update.

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

The following radio and TV stations may broadcast information regarding local conditions and advisability of returning to the area after a hurricane.

Houston – KTRH (740 AM on the dial)	KRIV (TV Channel 26 - FOX)
KHOU (TV Channel 11 – CBS)	KPRC (TV Channel 2 – NBC)
KTRK (TV Channel 13 – ABC)	City Access Channel 16

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 disability. The District provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission, recruitment, extracurricular 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.

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, directory information is released upon inquiry. 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.

Clery Act: Galveston College complies with the federal reporting standards in regard to criminal activity, and more information can be found at <http://www.gc.edu/security/index.htm>. Information concerning registered sex offenders can be accessed from the Texas DPS Web site at <http://records.txdps.state.tx.us/soSearch/>.

Alcohol and Drug Abuse Education Program: In compliance with the re-authorization 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 Education Program. A series of lectures and activities are presented throughout the year to promote awareness of risk factors and encourage preventable measures to decrease alcohol and drug abuse.

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 in local community agencies.

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, 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.

GENERAL ADMISSION INFORMATION



GENERAL ADMISSIONS INFORMATION

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 Education Development (GED) Test, as certified by the State of Texas.
4. Transfer “in good standing” (student is eligible to re-enroll for course work) from another college or university. Students who are not in good standing may be admitted with individual approval by the Dean of Enrollment Management & Student Success.
5. Individual approval by the Dean of Enrollment Management & Student Success for early admission and for certain students 18 years old or older. Specific requirements for each of these strategies are listed below:
 - a. Early Admission Program (Concurrent Credit & Dual Credit) – Galveston area high school juniors and seniors may get a head start on earning transferable college credit at minimal cost before graduation from high school. Students enrolled in Concurrent Credit take classes outside of high school hours. Dual Credit students take classes at the high school in courses that have been approved for high school and college credit. In addition to the applications, students must submit a letter of permission from the high school principal or designee and have qualifying scores on the following tests:
 1. SAT – 1070+ combined with 500 or higher math and verbal.
 2. ACT – 23+ composite with 19 or higher math and English
 3. TAKS (exit level) – 2200+ in math and/or 2200+ with a writing subscore of at least 3 in English/Language Arts (ELA)
 4. COMPASS (THEA Alternative test) - Reading Skills 81+; Algebra – 39+; Writing Skills (objective) – 59+; and Written Essay – 6+ or 5 with objective Writing Skills of 59

After high school graduation, students must submit a second transcript showing the date of graduation. College credit earned under the Early Admission Program will not be valid until the second transcript is received by the Admissions Office at Galveston College. While attending Galveston College, the student will be expected to adhere to all policies of the College.

- b. Tech-Prep – Galveston College, in partnership with the Galveston Independent School District, have developed Technical Preparatory (Tech Prep) programs which provide high school students an unique opportunity to begin to prepare for their careers while they are still in high school. Tech Prep students complete a sequence of courses necessary for success in their chosen occupations in high school and complete the coursework for an Associate of Applied Science degree at Galveston College. For further information regarding enrollment in a Tech Prep program, students should contact the GISD Career and Technology Education Office or the Ball High School Career Center.
- c. Persons who do not hold a high school diploma or GED (but who are 18 years of age or older and whose high school class has graduated) may be admitted after demonstrating evidence of an ability-to-benefit from college instruction. Students admitted under ability-to-benefit are required to take the COMPASS test and achieve the following minimum scores: Prealgebra/Numerical (25+), Reading (62+), Writing Objective (32+). Note: students receiving a certificate of completion from high school must demonstrate the ability-to-benefit from instruction by achieving minimum scores above on the COMPASS test.
- d. Home schooled students may apply for admission by completing an Application for Admission, taking the THEA test or THEA alternative test, and submitting a high school transcript. The transcript must be official and should include, but is not limited to:

Course/class title
Grading Scale
Length of course and date completed
Student GPA

Grade in the course
Curriculum
Course description

A personal interview with the Dean of Enrollment Management & Student Success will be necessary for Early Admission home schooled students who have not completed the 10th grade.

6. Non-traditional or non-degree seeking student who may be classified:
An individual 18 years or older who wishes to enroll in a course for professional review, cultural or personal growth and achievement may be classified as a non-traditional or non-degree seeking student. Students accepted for admission as a non-traditional or non-degree seeking student must demonstrate required proficiency levels and/or pre-requisites.
How to apply:
- Complete an application at the Admissions Office.
 - Request classification as “non-traditional” or “non-degree” seeking student.
 - Furnish appropriate transcript(s) for placement or TSI status.

Notes: If a student wishes to change to a “degree-seeking status” at a later date, the student will be required to furnish all previous college transcripts and meet entrance requirements for specific courses or programs outlined in this catalog or as required by departmental testing, required placement scores, or the THEA test.

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).

SPECIAL ADMISSIONS

For admissions requirements to specific occupational/technical programs, please refer to the sections of this catalog devoted to the degree or certificate.

IMPORTANT POLICY REGARDING ADMISSION 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.

UNDERGRADUATE LIMIT

There is a limit on the number of undergraduate hours that the state will fund for a student who initially enrolls in a Texas public college or university in the Fall 1999 semester or thereafter. Universities and health related institutions may not submit for funding any hours after the student has attempted 45 non-exempt semester credit hours beyond the minimum number of hours required for completion of the student’s baccalaureate degree program. Students should be aware that an institution of higher education might charge a higher tuition rate once the extra 45 hours have been attempted. Students should check with the Registrar of their senior institution if they desire more details.

FRESH START

An applicant for admission who is a Texas resident may seek to enter this institution pursuant to the “academic fresh start” status, Texas Education Code, 51.931. If applicant informs the admissions office in writing of this election, the institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute may not receive any course credits for courses taken 10 or more years prior to enrollment.

TUTION REBATE

The Texas Legislature approved tuition rebates up to \$1000 beginning in 2001 for students who graduate from Texas public universities with a first baccalaureate degree. The tuition rebate program is authorized by Texas Education Code 54.0065.

Eligible students must be a resident of Texas at all times while pursuing their first baccalaureate degree and have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they are graduated.

Students may contact the public university awarding the degree for forms and instructions requesting tuition reimbursement at the time they apply for the baccalaureate degree.

TEXAS SUCCESS INITIATIVE

The Texas Success Initiative (TSI) was passed by the Texas State Legislature in 2003 to improve the success of students attending public colleges and universities in Texas. The Texas Success Initiative replaced the Texas Academic Skills Program (TASP). The Texas Success Initiative requires the assessment of academic skills of each entering undergraduate student to determine the student's readiness to enroll in freshman-level academic coursework. Galveston College has filed the Student Success Initiative plan with the Texas Higher Education Coordinating Board detailing compliance with the Texas Success Initiative. Sections 51.307, 51.3062, and 51.403(e) of the Texas Education Code govern the Texas Success Initiative.

The Texas Higher Education Assessment (THEA) is a state-wide administered test that assesses the academic skills of students. Galveston College administers the COMPASS test as an alternative to THEA to assess entering student's academic skills. Other tests that are considered THEA alternative are ASSET and ACCUPLACER. Information on the Texas Success Initiative, THEA test, and Compass test is available in the Counseling Center.

WHO MUST BE TESTED FOR COLLEGE READINESS?

All full and part-time students enrolling in Galveston College in Spring 2004 and thereafter, except:

- a. Students who met requirements or were exempt under the Texas academic Skill Program (TASP).
- b. Those who enroll in a level-one certificate program. (NOTE: Students may be assessed to determine placement in courses).
- c. Students who transfer from an accredited private or out-of-state institution of higher education with demonstrated college readiness in reading, writing, or mathematics.
- d. Students who received a baccalaureate or associate degree
- e. Students who have an ACT composite score of 23 or higher, and a Math and ENGLISH score of 19 (valid for five years from the date of testing).
- f. Students who have a SAT score of 1070 or higher with at least 500 on both the Math and Verbal (Critical Reasoning) sections (valid for five years from the date of testing).
- g. Students who scored at least TLI X-89 in reading, TLI X-86 in math and 1770 in writing on the exit-level TAAS test (valid for three years from the date of testing).
- h. Students who scored at least 2200 English/Language Arts (ELA) with a writing subscore of at least 3, and/or 2200 in math on the exit-level TAKS test (valid for three years from the date of testing).
- i. Students with qualifying military service (NOTE: Students may be assessed to determine placement in courses).
- j. Students who have attended any Texas public institution of higher education and have been determined to have met readiness standards by that institution
- k. Students not seeking a degree or certificate (NOTE: Students may be assessed to determine placement in courses).

WHEN MUST THE TEST BE TAKEN?

Non-exempt students and students who require assessment for placement must take the THEA or THEA alternative test prior to enrolling in any courses at Galveston College.

WHAT IF A STUDENT FAILS TO TAKE THE TEST AT THE REQUIRED TIME?

The student will not be allowed to enroll at Galveston College for courses until test scores are available.

Galveston College offers the THEA test on state-wide dates determined by NES. The COMPASS test is administered as a THEA alternative on a continuous basis throughout the semester in the Learning Resource Center. The COMPASS test is a computer based with results given upon completion. Please contact the Learning Resource Center or the Counseling Center for information on dates, times, and cost for the Compass test.

If a student is found to be in violation of TSI requirements, the student may be withdrawn.

WHAT IS COVERED ON THE TEST?

The THEA and COMPASS tests includes mathematics, reading, and writing (objective test and a writing sample) sections. Information on test content and retesting requirements can be obtained from the Counseling Center.

HOW ARE THE TESTS USED IN THE TEXAS SUCCESS INITIATIVE?

The scores from the THEA and THEA alternative tests are used for placement in developmental or college level courses and to determine college readiness (NOTE: higher test scores than the minimum test score for college readiness may be required for college level courses).

WHAT MUST A STUDENT DO TO MEET THE TSI REQUIREMENTS?

Students who are not exempt who do not achieve a college readiness score :

- a. Must enroll continuously in developmental instruction (excluding summer sessions) directly related to the section(s) of the test where the score does not meet the college readiness standard, and must give priority in course selection to the corresponding developmental course(s). **(NOTE: Students will not be permitted to withdraw from developmental instruction required because not meeting the minimum score for college readiness. Students not attending developmental classes assigned may be administratively withdrawn from ALL classes in which they are enrolled.)**
- b. Complete satisfactorily all coursework in the developmental sequence at the point of placement before enrolling in college level courses.
- c. Will face restrictions in attempting to enroll in courses requiring a performance level of 3 in mathematics or language skills, depending upon the sections of the THEA where college-readiness has not been met.
- d. Cannot graduate from an associate degree program, or from a level-two certificate program.
- e. Cannot enroll at a senior institution in upper-division courses that require the college-readiness standard to have been satisfied.

Galveston College will make every effort to prepare students for the THEA test through its own Placement testing, through formal courses, and through additional learning assistance provided by the Skills Enrichment Center and the Counseling Center. Students are encouraged to carefully monitor their own progress through Placement and THEA requirements and to consult often with counselors and faculty advisors. Students should not be fearful of THEA requirements but they must take them very seriously since their academic progress is contingent upon performance on the THEA test.

PLEASE CONTACT THE COUNSELING CENTER FOR INFORMATION ON TESTING DATES, REGISTRATION, FEES, FINANCIAL ASSISTANCE, AND TEST PREPARATION.

ALTERNATIVE TESTS USED TO SATISFY THEA REQUIREMENTS

1. Alternative tests used to satisfy THEA requirements are the ASSET, COMPASS, ACCUPLACER, MAPS, and QUICK THEA.
2. Alternative tests may be used only for initial testing. Only the THEA or Quick THEA may be used for retakes.

SCORES FOR TESTS USED TO SATISFY TSI REQUIREMENTS

(1) THEA	RDG	230	MTH 230	WRT	220
(2) ASSET	RDG	41	Elem Alg 38	WRT	6 or 5 and 40
(3) ACCUPLACER	RDG	78	Elem Alg 63	WRT	6 or 5 and 80
(4) COMPASS	RDG	81	ALG 39	WRT	6 or 5 and 59

PLACEMENT TEST

Each credit course in the Galveston College catalog has been assigned a performance level in mathematics and language skills. Students wishing to enroll in these courses must demonstrate the assigned competency level on a required placement test (COMPASS) and/or the THEA. If that competency level is not achieved on a placement test, the alternative is to pass an appropriate developmental course or courses.

PROFICIENCY LEVEL CODES

For each course in the catalog, competency levels are listed. An explanation of each competency level is listed below with the placement test score and the alternative developmental course listed for each:

MATHEMATICS COMPETENCY

0 = No assigned competency level in mathematics

1 = Pass MATH 0300, or a score of 220 on the THEA or equivalent score on THEA alternative

2 = Pass MATH 0303, or a score of 250 on the THEA or equivalent score on THEA alternative

3 = Pass MATH 0304, or a score of 270 on the THEA or equivalent score on THEA alternative

LANGUAGE COMPETENCY

0 = No assigned competency level in language

1 = Pass READ 0301 and ENGL 0301

2 = Pass READ 0302

3 = Pass Read 0302 and ENGL 0302

ADMISSIONS PROCEDURE

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

- a. Obtain application forms from the Admissions Office.
- b. Return completed forms to the Admissions Office. **Note: The submission of the application form automatically authorizes the College to access the state THEA database for the student's scores.**
- c. Arrange for appropriate 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 five years may be required to again furnish official copies of coursework at other schools attended. Transfer students with a minimum of 15 college level hours will not be required to provide high school transcripts (except for special admissions programs).
- d. Submit appropriate placement test scores.
- e. Visit the Counseling Center prior to registration.

APPLICANTS WHO HAVE NOT COMPLETED THE ADMISSIONS PROCESS PRIOR TO REGISTRATION MAY BE ADMITTED ON A PROVISIONAL BASIS FOR ONE SEMESTER. PLEASE CONTACT THE ADMISSIONS OFFICE FOR ADDITIONAL INFORMATION.

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 Director of Admissions/Registrar. 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 Director of Admissions 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 address 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.

FORMER STUDENT

A student shall not be readmitted to the College until unsettled financial debts at the College are cleared.

INTERNATIONAL STUDENT ADMISSION

Admission of international students shall be subject to the following:

- a. Statement of Financial Support (must be signed by a parent, relative, or sponsor).
 - b. Certificate of Immunizations. (Use forms provided by the Office of Admissions)
 - c. National Test Score of Test of English as a Foreign Language (TOEFL). A minimum score of 500 on the written test and on the computerized TOEFL is required of all students whose native language is not English or ELS Language Centers Level score of 109. English speaking international students should submit appropriate placement test scores.
 - d. Evidence of U.S. medical insurance coverage.
- INTERNATIONAL APPLICANTS MUST COMPLETE ALL REQUIRED ADMISSION PROCEDURES AT LEAST 30 DAYS PRIOR TO REGISTRATION.**

CHANGING INFORMATION

1. **Address:** Any student with a change of mailing address and/or place of residence must complete a Change of Address form in the Admissions Office as soon as possible or update their address on the Student Portal on-line at the Galveston College web site.
2. **Name:** The listing of a student's name at Galveston College is originally recorded from the admission application. A legal document confirming change will be required.
3. **Major:** A student's major is originally recorded from the admission application. A student wishing to change his major should complete the Change of Major form in the Admissions Office.
4. **Social Security Number:** A student must provide proof of any change from that which was reported on his original application on entry to Galveston College. Galveston College also provides a unique student identification number to each students.

REGISTRATION

The registration process to enroll in courses is held prior to the beginning of classes each semester during an Early and Open Registration. Students are encouraged to register early for best course selection. Details for registration dates, procedures and course offerings are published each semester in the Galveston College Credit Class Schedule.

TUITION AND FEES



TUITION AND FEES

Semester Hours	Resident of Texas	Non-Resident of Texas	Student Building Use Fee	Student Services Fee	Registration Fee	General Services Fee	Resident Total	Non-Resident Total
1	120	300	12	10	25	37	204	384
2	120	300	24	10	25	37	216	396
3	120	300	36	10	25	37	228	408
4	120	300	48	10	25	37	240	420
5	150	300	60	10	25	37	282	432
6	180	360	72	10	25	37	324	504
7	210	420	84	10	25	37	366	576
8	240	480	96	10	25	37	408	648
9	270	540	108	15	25	37	455	725
10	300	600	120	15	25	37	497	797
11	330	660	132	15	25	37	539	869
12	360	720	144	15	25	37	581	941
13	390	780	156	15	25	37	623	1,013
14	420	840	168	15	25	37	665	1,085
15	450	900	180	15	25	37	707	1,157
16	480	960	192	15	25	37	749	1,229
17	510	1,020	204	15	25	37	791	1,301
18	540	1,080	216	15	25	37	833	1,373
19	570	1,140	228	15	25	37	875	1,445
20	600	1,200	240	15	25	37	917	1,517

* This includes Non-Resident of Texas, out-of-state, and international students

- Minimum tuition for Resident of Texas – \$120
- Minimum tuition for Non-Resident of Texas – \$300
- Tuition per credit hour for Resident of Texas – \$30
- Tuition per credit hour for Non-Resident of Texas – \$60

2005-2006 SEMESTER

CREDIT HOUR TUITION AND FEES

IN-DISTRICT REGISTRATION:

Tuition	\$30 per hour (\$120 minimum)
Building Use Fee	\$12 per hour
Activity Fee	\$10 minimum, \$15 over 8 hours
General Fees*	\$62

OUT-OF DISTRICT REGISTRATION:

Tuition	\$60 per hour (\$300 minimum)
Building Use Fee	\$12 per hour
Activity Fee	\$10 minimum, \$15 over 8 hours
General Fees*	\$62

*General fees include registration and general services fees. The fee is charged to all students, on or off campus.

NOTE: Tuition, fees, and the refund policy listed in this catalog are accurate at the time of printing. GC reserves the right to change its tuition and fees and refund policy structure wholly or in part during the year covered in this catalog.

NON-REFUNDABLE FEES:

Registration Fee	\$25
Drop/Add Fee	\$10
Late Registration Fee	\$25
Returned Check Fee	\$35
Stop Payment Fee	\$10
Stop Payment Fee to Reissue a Refund Check Mailed to the Incorrect Address:	\$10
Installment Plan Administration Fee	\$25
Installment Plan Late Fee	\$25
Transcript Fees	\$0
Transcript Delivery Fee by Fax	\$5
Transcript Delivery Fee by Overnight Service	\$20
Reissue Diploma	\$5
Compass Test	\$29
Test Administration Fee-for Non GC test	\$25
CLEP Test Administration Fee	\$20
CLEP Test Fee	\$55

All tuition and fees are due and payable at registration. A student is not registered for any course until the full amount is paid or an installment contract is executed.

DISTANCE EDUCATION COURSE FEES

GC does not charge a fee for distance education courses.

FLEXIBLE-ENTRY COURSE FEES

The cost of courses taken in the flex-entry term is the same as for regular semester-hour courses.

LABORATORY/SUPPLY FEES

Laboratory supply fees, which help defray the cost of materials used in lab classes, vary. The maximum charge is \$24. Certain programs have program-specific fees.

REFUNDS

Refunds are processed as quickly as possible. They are generally mailed four to six weeks following the last refund date. See calendar for actual dates. If payment is by check, allow four weeks for the check to clear the bank. If payment is by credit card, credit can be issued to the card. All refund checks are mailed. Any refunds mailed to the name and address that is on record are considered delivered. A \$10 fee will be charged to reissue a refund check.

Tuition and fees paid directly to the institution by sponsor or scholarship will be refunded to the source rather than directly to the student, unless otherwise specified.

One hundred percent refund of all tuition and fees will be made only when a class does not make or a college error is involved.

Course withdrawal does not release the student from the obligation to pay any balance owed to the College. Students with unpaid balances, declined credit cards or returned checks will not be permitted to register until all claims have been cleared. **Should a student register and later be found on any list showing indebtedness to the College, the student will be administratively withdrawn.** Exceptions must be approved by the Dean of Enrollment Services.

REFUND POLICY

COLLEGE CREDIT AND CERTIFICATE PROGRAM COURSES

Students who officially withdraw from the institution will have their tuition and fees (except the registration fee) refunded according to the following schedule:

Fall and Spring Semesters (16-week courses)	
Prior to the first college class day	100%
During the first fifteen college class days	70%
During the next five college class days	25%
After the twentieth college class day	NONE

Summer Semesters (six-week courses)	
Prior to the first college class day	100%
During the first, fifth college class day	70%
During the sixth and seventh college class days	25%
After the seventh college class day	NONE

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 withdrawal schedule.

All other refunds will be processed and mailed after the official State reporting period.

CONTINUING EDUCATION COURSES

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.

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

STUDENT SERVICES FEE

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

RETURNED CHECKS

Galveston College will assess a thirty-five dollar (\$35) handling fee for each check. Each individual will be notified by certified mail and given a final settlement date. After this date, the matter will be referred to the District Attorney's office for prosecution. The student will be responsible for the payment of all collection fees. In addition, no grades or transcripts will be released and future enrollments will not be allowed until the matter is settled.

CONCURRENT ENROLLMENT

A student who is enrolled in a public university or a Texas public community college may be eligible to receive a reduction in tuition charges upon concurrently enrolling in another Texas 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. Tuition adjustments must be processed prior to the official

reporting data of that semester.

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.

PROFESSIONAL & PERSONAL LIABILITY INSURANCE FOR HEALTH OCCUPATIONS STUDENTS

Galveston College provides a Blanket Student Liability program for all students in Health Occupations programs. The insurance is required for students to participate in clinical experiences in all affiliated hospitals and agencies. The amount of liability coverage is \$1,000,000 per individual claim and \$3,000,000 per aggregate claim.

Students enrolled in Radiation Therapy programs will pay liability insurance fees on an annual basis. The cost of this coverage is currently \$149.00. Currently the cost for students enrolled in Emergency Medical Services Programs is \$ 61.00 annually. \$30.50 is paid in the fall semester and \$30.50 in the spring semester. All other Health Occupations program students will pay by the semester. The cost of this coverage is currently \$7.50 in the fall semester and \$7.50 in the spring semester.

Students must maintain this insurance coverage to participate in clinical experiences.

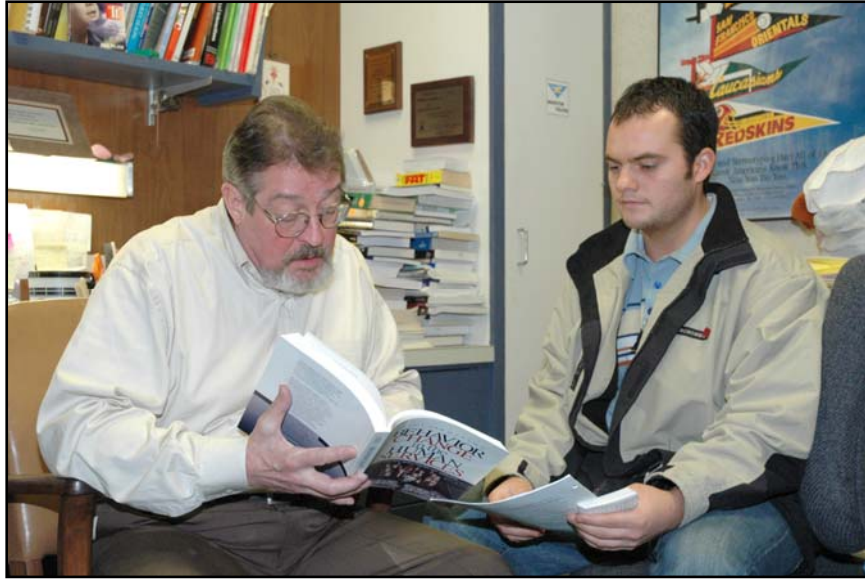
TRANSCRIPTS

All requests for transcripts must be made in writing by the student either by completing the transcript request form in the Admissions Office or by letter. The letter must include the student's name at the time of last attendance, current name (if a name change has occurred), social security number, date of birth, and signature. All requests must provide a complete address to which the transcript is to be sent.

Incomplete requests will be returned to the requestor. No requests will be taken over the telephone. Transcript services will normally be provided within 1-2 working days of receipt of the request, EXCEPT DURING REGISTRATION and SEMESTER CLOSINGS.

Students with an outstanding debt to Galveston College or who have a "hold" on their record will not be issued an official transcript until the indebtedness or the "hold" is cleared. Students who are in default on student loans obtained through Galveston College are subject to this policy.

ACADEMIC STANDARDS



ACADEMIC STANDARDS

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. Students receive a grade of "CR" on their transcript and the semester credit hours will apply toward graduation requirements but is not used in the grade point average calculation. 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 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 Dean's Office. Administering these examinations will be the responsibility of the appropriate Dean or his designated representative. Scoring and grade determination procedures will be identified by the Dean. The 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 Dean. Credit will be granted by the designation of the grade "CR" on the student's transcript. The semester credit hours will apply toward graduation requirements but is not used in the grade point average calculation.

2. The College Entrance Examination Board Achievement Tests

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

CEEB Achievement Test	Minimum Score	Course	Semester Hrs.
Composition I	620	ENGL 1301	3

Composition I	550	ENGL 1301	3
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- Students desiring to establish credit as outlined above must complete a Petition for Credit form which is available in the Counseling Office. Credit will be granted by the designation of the grade “CR” on the student’s transcript. The semester credit hours will apply toward graduation requirements but is not used in the grade point average calculation.

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. Credit will be granted by the designation of the grade “CR” on the student’s transcript. The semester credit hours will apply toward graduation requirements but is not used in the grade point average calculation.

CEEB Achievement Test	Minimum Score	Course	Semester Hrs.
General Biology	60	BIOL 1406-1407	8
General Biology	55	BIOL 1406-1407	8
American Government I	54	GOVT 2301	3
American Government I	50	GOVT 2301	3
General Psychology	65	PSYC 2301	3
General Psychology	55	PSYC 2301	3
Introductory Sociology	64	SOCI 1301	3
Introductory Sociology	59	SOCI 1301	3
American History I	60	HIST 1301	3
American History I	54	HIST 1301	3
Composition I or Freshman English	55	ENGL 1301	3
Composition I or Freshman English	50	ENGL 1301	3

CEEB Achievement Test	Minimum Score	Course	Semester Hrs.
Introductory Accounting	60	ACCT 1401	4
Introductory Accounting	55	ACCT 1401	4
Intro. Macro-Econ.	63	ECON 2301	3
	55	ECON 2301	3
Intro. Micro-Econ.	61	ECON 2302	3
	54	ECON 2302	3
General Chemistry I	65	CHEM 1411	4
General Chemistry I	50	CHEM 1411	4
College Algebra	60	MATH 1414	4
College Algebra	55	MATH 1414	4
Plan Trigonometry	60	MATH 1316	3
Plan Trigonometry	55	MATH 1316	3
Calculus with Elem. Functions	60	MATH 2513	4

Calculus with Elem. Functions	55	MATH 2513	4
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5. **The College Entrance Examination Board Advanced Placement Program Examination (APP)**

These examinations may be taken in high school which offers advanced placement courses. Credit will be granted by the designation of the grade “CR” on the student’s transcript. The semester credit hours will apply toward graduation requirements but is not used in the grade point average calculation.

CEEB Achievement Test	Minimum Score	Course	Semester Hrs.
General Biology	5	BIOL 1406-1407	8
General Biology	4	BIOL 1406-1407	8
American History I	5	HIST 1301	3
American History I	4	HIST 1301	3
Spanish	4	SPAN 1411 & 1412	8
Spanish	3	SPAN 1411 & 1412	8
French	4	FREN 1411 & 1412	8
French	3	FREN 1411 & 1412	8
Composition I	5	ENGL 1301	3
Composition I	4	ENGL 1301	3

CEEB Achievement Test	Minimum Score	Course	Semester Hrs.
Chemistry	4	CHEM 1411 & 1412	8
Chemistry	3	CHEM 1411 & 1412	8
Calculus AB	5, 4	MATH 2513	4
Calculus AB	3	MATH 2513	4
Calculus BC	5	MATH 2414	4
Calculus BC	4	MATH 2414	4
Physics Form B	5	PHYS 1401 & 1402	8
Physics Form B	5	PHYS 1401 & 1402	8

EXPLANATION OF THE COURSE NUMBER SYSTEM

The courses offered by Galveston College carry a four letter prefix and four-digit number (for example, ENGL 1301 for a course in English and HIST 1301 for a course in History).

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).

TRANSFER CREDIT

Transfer credit may be granted to students who earn college credit from institutions that are accredited by one of the following recognized accrediting agencies:

Middle States Association of Colleges and Schools/Commission on Higher Education

New England Association of Schools and Colleges

North Central Association of Colleges and Schools

Northwest Association of Colleges and Schools/ Commission on Colleges

Southern Association of Colleges and Schools/Commission on Colleges

Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges

Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

Transfer grades below “C” are not accepted for credit. Transcript evaluations are processed in the Office of Admissions and Records.

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 TO NURSING STUDENTS: 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.
 - c. See Financial Aid Information for requirements for students receiving financial aid.
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.
 - c. See Financial Aid Information for requirements for students receiving financial aid.

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.
 - c. See Financial Aid Information for requirements for students receiving financial aid.

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.
- c. See Financial Aid Information for requirements for students receiving financial aid.

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 class 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, may be withdrawn from class by the instructor with a grade of "AWF" or "AWN" (only for some developmental courses).

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/AWN policy may be applied.

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

The student, instructor and financial aid office will receive copies of the AWF/AWN form.

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, as well as those of the College. All special attendance requirements must be approved in writing by the Vice President of Academic Affairs and Student Services.

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 after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day.

A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

The notice shall be in writing and shall be delivered by the student personally to the instructor of each class, with receipt of the notice acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor of each class.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

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. When written assignments require excerpts from material published by others, the student must give full credit to the author to avoid the possibility of plagiarism. Also, see under "Students Rights and Responsibilities".

Any student violation of scholastic integrity for plagiarism or cheating falls properly within the realm of student/faculty relations and is subject to faculty recommendation to the college administration for loss of credit for a particular assignment, examination, or unit of work; failure in a course; or 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 written request to the appropriate office immediately responsible for the record.

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

Formal Review-If the Informal Review does not clarify the question of accuracy of the student’s 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 the student’s record. A written decision will be sent to all interested parties at the conclusion of the hearing.

The following categories of information in the student records are considered Directory Information and may 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 CLASS DAYS of a fall or spring semester or the FIRST 4 DAYS of a summer semester. This request will apply only to the current enrollment period. The following is 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
- (g) Dates of attendance
- (h) Degrees and awards received
- (i) Most recent and previous institutions attended
- (j) Courses currently enrolled in
- (k) Number of hours enrolled in current semester
- (l) Classification
- (m) Photographs
- (n) Sports participation
- (o) Weight/Height of athletic team

GRADING SYSTEM

Grade	= Interpretation	Grade Point Value
A	= Excellent	4
B	= Good	3
C	= Average	2
D	= Poor	1
F	= Failure	0
I	= Incomplete Work *Note 1	Not computed
IP	= In Progress-No Grade Reported Yet	Not computed
W	= Official Withdrawal *Note 2	Not computed
AUDIT	= No credit	Not computed
AWF	= Administratively withdrawn for non-attendance/failure *Note 3	0
AWN	= Administratively withdrawn for non-attendance/no credit *Note 3	Not computed
RT	= Retaken course	Computed

RP	= Repeated Course	Not computed
CR	= Credit *Note 4	Not computed
NC	= No Credit *Note 4	Not computed
WX	= Progress – Must complete next semester *Note 5	Not computed
(AP)	= Indicates grade was earned by Advanced Placement	Computed

*Note 1: Incomplete work must be completed on or before the end of the next long term semester. Work not completed by the end of the next long semester (summers do not count) will automatically be changed to a grade of “F” or “NC”. Students with grade of “I” will not be eligible for “Honors” until “I” has been completed.

*Note 2: The last day to drop a course with a grade of “W” is noted in the College Calendar.

*Note 3: See Administrative Withdrawal section in catalog.

*Note 4: Developmental courses that begin with 0 are graded as credit/no credit, and are not counted in semester or cumulative GPA or hours earned, and are not counted for honors-effective spring 1988.

*Note 5: 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” is converted to a performance grade.

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, 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/AWN is processed before a student completes the drop procedure, the AWF/AWN 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 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/AWN 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. The grade of AWN is used only for some developmental courses and is not computed in a student’s grade point average or semester hours earned.

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

The student, instructor, and financial aid officer will receive copies of the AWF/AWN form.

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 turn in identification cards to the Business 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.

Withdrawal for Military Service: If a student withdraws because he or she is called to military service, the District, at the student’s option, shall:

1. Grant a student, who is eligible under the District’s guidelines, an incomplete grade in all courses by designing “withdrawn-military” on the students transcript, or
2. As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

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 0 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 attempted (excluding developmental courses). Grades of “Audit,” “I,” “IP,” “AWN,” “CR,” “NC,” “NR,” “WX,” 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
BIOL 2401	A	16
ENGL 1301	B	9
HIST 1301	B	9
SPCH 1315	C	6
PSYC 2301	D	3
PHED 1115	F	<u>0</u>
Total Credit Hours:		17
Total Grade Points:		43÷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. No grade lower than a “C” is acceptable for 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. **VETERANS SHALL BE REPORTED TO THE VA AS MAKING UNSATISFACTORY PROGRESS AND WILL NOT BE CERTIFIED UNTIL PROBATION HAS BEEN REMOVED.**

Students who have been placed on academic probation by another institution at the close of the last semester during which they attended that institution will be placed on academic probation upon their entrance at Galveston College. Students who have been suspended for academic reasons from other colleges for at least one long-term semester will be placed on academic probation upon admission to Galveston College.

A student who has been suspended twice from any college must obtain special permission to enter Galveston College. Such permission may be granted by the Director of Admissions.

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.	Grade Pt.	Sem Hrs.	Grade Pt.	Sem Hrs.	Grade Pt.
Attempted	Requirements	Attempted	Requirements	Attempted	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

Any student at Galveston College has the right to appeal academic decisions or actions which he or she considers manifestly unjust or improper. The primary responsibility for assigning grades in a course belongs to the individual course instructor, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the instructor responsible for the course must remain determinative.

A student who believes that an improper or incorrect grade was assigned should first take informal steps to resolve the situation. The request for a grade correction must occur before the end of the long semester following the semester in which the grade was issued. The student should first discuss the matter with the instructor of record. If the matter is not resolved at this point, the student should discuss the matter with the appropriate faculty chair or director, who will attempt to resolve the grade dispute.

If these formal measures fail to satisfy the complainant and the student wishes to appeal, the following procedures will be observed:

1. The student will submit to the appropriate Dean, in writing, a request for review using a grade appeal form, which is available in the Office of the Dean.
2. The Dean, on receiving the request, will inform the instructor and faculty chair of the case and request a written response from the instructor.
3. The Dean will then appoint a committee of three persons, consisting of faculty members from within the division. The Committee's responsibility will be:
 - a. To review the complainant's request and evidence.
 - b. To consider the instructor's response; and
 - c. To call any witnesses, if appropriate, to corroborate documentary evidence. If requested to testify by either the complainant or the instructor, or both, may decline.

4. The Dean will communicate in writing the decision of the committee to the student and the instructor within ten working days following the report of the committee.
5. If the complainant wishes to appeal the case further, he or she may present a written request for review to the Vice President for Academic Affairs and Student Services. The Vice President for Academic Affairs and Student Services will review the appeal, together will review relevant documents, with the appropriate Dean and render a decision. The grade appeal due process ends with the decision of the Vice President for Academic Affairs and Student Services.

GRADE REPORTS

Final grade reports for the semester and summer term are available online thru the Students Portal at www.gc.edu. 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. Students can request up to five transcripts per week at no cost from the Admissions Office.

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.

Developmental courses are not counted for Honors. An Honors list is not compiled for the summer semesters.

Note: Students with a grade of "I" will not be eligible for any "Honors" until the "I" has been completed.

REQUIREMENTS FOR GRADUATION

All students interested in obtaining a degree from Galveston College should file a degree plan. Certificate applicants should file early in the semester for the one semester certificate and according to the published deadline for the one year certificate programs.

Eighteen (18) of the last 36 semester hours prior to graduation must be completed in residence at Galveston College. Exceptions may be considered and granted by mutual consent of the Vice President for Academic Affairs and Student Services and the Dean of Enrollment Management and Student Success. 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 proficiency-level and scholastic requirements for a degree or certificate and who have met the TSI requirements and 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 or program must be approved by the appropriate Dean, and by the Vice President of Academic Affairs and Student Services.

GRADUATION UNDER A PARTICULAR CATALOG/DEGREE PLAN

The student is responsible for all requirements of the catalog under which that student is graduating. To graduate, students must complete the course requirements of the GC Catalog in effect at the time a degree or certificate program is filed. To change majors, a new degree or certificate plan must be filed with the Counseling Center. The program of the student who changes a major within the college shall be governed by the degree requirements in effect at the time the change of major becomes effective. **These exceptions apply:**

A catalog more than 10 years old shall not be used.

The program of the student who interrupts enrollment for more than twelve months shall be governed by the catalog in effect at the time of the student's re-entrance to the College. For these purposes, enrollment shall be defined as registration for and successful completion of at least one course during an academic term.

GRADUATION PROCEDURES

FILING FOR DEGREE OR CERTIFICATE

The procedures for filing for degree or certificate and graduation are enumerated below:

PICK-UP THE DEGREE/CERTIFICATE APPLICATION FROM THE COUNSELING OFFICE. PICK-UP REQUIRED GRADUATION INFORMATION FROM THE ADMISSIONS OFFICE. WHEN COMPLETED:

1. Return to Admissions Office
 - a. degree/certificate application
 - b. degree plan

INSTRUCTIONS TO STUDENT

1. Student should have an up-to-date degree plan prepared and checked by the Counseling Office in his student record in the Admissions Office. A copy of that plan should be attached to the form. That plan should list all courses completed toward the degree with ONLY those in progress THIS semester without grades.
2. **STUDENT** is responsible to see that all requirements for graduation as outlined in the college catalog will have been met by the graduation date. These include: meeting TSI requirements or be TSI exempt, a minimum cumulative grade point average of 2.0 (C) and completion of 18 of the last 36 semester hours in residence.
3. There is a \$5 fee to cover the cost of processing and mailing diplomas for students unable to participate or pick up diplomas.
4. There is one formal graduation exercise held at the end of the spring semester. **ALL GRADUATING STUDENTS (Spring) MUST ATTEND GRADUATION** unless specifically excused **IN WRITING** by the Director of Admissions. Fall and summer graduates are encouraged to participate and should request special instructions regarding participation from the Admissions Office.
5. Students who fail to qualify for graduation must reapply.
6. Cap and Gown, invitations, and other graduation items may be purchased through the College Bookstore.

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."

Notations of such honors will be made on the student's permanent record. A student must complete at least 18 semester hours (not counting developmental courses) at Galveston College to be eligible for "Graduation with Honors" listing.

STUDENT SERVICES



STUDENT SERVICES

Galveston College is committed to providing Student Services that support the vision, mission and goals of the institution. Student Services are provided by the Admissions Office, Financial Aid, Placement Services, Counseling, Student Life, Special Services, Library and Media Services, Public Affairs, and the Dean of Enrollment Management and Student Success.

Student Services are integrated with the programs of the College to address the individual needs for educational, personal, social, cultural, and career development.

ADMISSIONS AND STUDENT RECORDS

The Admissions and Student Records Office is responsible for admitting students and the management of student records. A variety of local, state and federal reports are compiled by this office.

Admissions: Prospective students are required to complete a Galveston College Admissions Application and submit official transcripts from previously attended institutions. Information on the College is provided through an on-going distribution of college publications and web based information (Galveston College catalog; Fall, Spring, and Summer class schedules; department brochures; publicity pamphlets; and news releases on new and developing programs).

Student Records: Student records are maintained which may include: the application and student information forms, official transcripts from all schools (high school or GED and colleges), and appropriate placement tests scores. Final grades for the semester and summer term are available on-line thru the Student Portal located at www.gc.edu. Official transcripts detailing a student's academic record at Galveston College may be obtained from the Admissions Office. Information is also maintained and provided on special admissions programs, international students, veterans, and residency.

Registration: The registration of students is held prior to the beginning of classes each semester. Students are encouraged to participate in Early Registration to select courses that best fit their schedule. Details for registration dates, procedures and course offerings are published each semester in the Galveston College Credit Class Schedule.

COUNSELING CENTER

The offices of Counseling, Career Services, Placement Services and Special Services are located in the Galveston College Counseling Center on the first floor of Moody Hall.

Advising Services

The Counseling Center is responsible for advising, interpretation of TSI test scores, placement, and follow-up services at Galveston College. Academic advisement assists in the selection of majors, examine appropriate choices of courses, degree panning, and transferability of courses.

Current and prospective students may find the advising services helpful as they make plans and decisions that affect their educational goals.

Counseling Services

Seminars and workshops are presented or hosted by the Counseling Office throughout the academic year on a variety of topics related to student success. Confidential personal counseling is also provided on a short-term basis to assist students with academic as well as personal issues. The Counseling Center also maintains a list of community resources available to students who may need assistance with services not provided by the college.

Career Services

Career assistance is available for all students at Galveston College. The Career Information Center, located in the Counseling Center, provides various resources to help with career decision-making (i.e., college catalogs, occupational information, resume writing, etc.). The following career assistance is provided by the Counseling Center:

1. Career counseling to explore possible vocational directions, occupational information, and self-appraisals of interests, personality and abilities.
2. Workshops and seminars conducted or hosted by counselors focusing on choosing a career, job search techniques, and resume writing.
3. CHOICES, an interactive computerized career-planning tool, is available in the Counseling Center, the College library and terminals in selected computer labs.

Special Services

The Office of Special Services major goals are to increase the admission, retention and graduation rates of students who self-identify as having a disability, impairment, or health condition. A variety of programs, services, and related activities are designed to provide educational support such as academic advising, class scheduling, dependent care, referrals to local community agencies, mentor, and campus support groups.

Students with special needs are requested to notify the Counselor for Special Services about assistance and/or special accommodations. Students with disabilities, impairments, or other health conditions are required to provide documentation from medical physician(s), and/or referral agency, i.e., Texas Rehabilitation Commission, Texas Commission for the Blind, etc.

Special Services For Students With Disabilities

1. Brochure – This resource describes the services for students with disabilities, lists campus resources and identifies local community referral agencies.
2. Pre-enrollment advising, class scheduling, and priority registration are available. Students must notify the Counselor for Special Services about special needs or accommodations.
3. Special Orientation – is provided to familiarize students with the campus and inform them of the support services available to meet their needs.
4. Special Equipment – cassette recorders, Visual Tek machine, Kurtzwell Reading machine, and JAWS Computer Scanner are available to students with disabilities who provide appropriate documentation.
5. Sign Interpreters – In conjunction with the Texas Rehabilitation Commission, assistance is given to locating speech interpreters to translate information to the hearing impaired.
6. Tutors – Tutoring services are provided by the College's Skills Enrichment Center.
7. Personal Counseling – The Counselor for Special Services assists with referrals to appropriate local agencies and organizations, and also serves as liaison to the Texas Rehabilitation Commission, Texas Commission for the Blind, the local high schools, etc.

Services for Single Parents and Single Pregnant Women

With funds from the Carl Perkins Grant for Single Parents and Single Pregnant Women, Galveston College, in collaboration with local community agencies and organizations, other educational institutions, and the private sector, develop and implement a variety of activities to help single parents and single pregnant women, i.e., textbooks and other educational materials, child care assistance, tutoring, personal counseling, job placement, etc.

To be eligible for services and/or assistance, the student must be (1) a single parent and/or a single pregnant female, (2) economically disadvantaged, and (3) a declared vocational or technical major. Students are encouraged to apply early and need to re-apply for services each semester.

Job Placement

The main purpose of the Job Placement Services area is to develop job opportunities for Galveston College students and alumni. Employment opportunities are posted on the Job Placement Boards located in the Counseling Center and Student Center. Referral information is provided to qualified candidates who have applied to receive job placement assistance from the College.

Job Placement Services provides a comprehensive job placement service in coordination with the Counseling Center to the following groups of students, former students, and alumni:

- All students currently enrolled at Galveston College;
- All students who have attended Galveston College in the twelve (12) month period preceding their application inquiry date, provided that during that twelve (12) month period the student did not graduate from another institution; and

- All Galveston College Alumni.

BUILDING BRIDGES TO SUCCESS

The Building Bridges to Success (BBS) program at Galveston College is a federally-funded TRIO student support services program through the Department of Education. BBS is designed for students who need additional assistance and innovative curricula to ensure their success in a post-secondary academic environment. Eligibility requirements include currently enrolled students who represent first generation college students, low income/economically dependent or disabled.

Program activities include personal counseling, career guidance and exploration, academic advising and assistance in course selection, tutoring, mentoring (campus, peer, and community volunteers), and admissions and financial assistance to transfer to a four year college/university.

UPWARD BOUND

Galveston College Upward Bound is a federally funded TRIO Program through the Department of Education. It is a college preparatory program designed to serve fifty 9th – 12th graders at Ball High School. Upward Bound students must be a U.S. Citizen or in the process of filing for permanent residency and fall within economic and first generation college (neither parent has obtained a four year degree from college) guidelines prepared by the Department of Education.

The programs goals are to generate skills and the motivation to enter college and earn a bachelors degree from college. Services provided to students include mentoring, weekly tutoring, academic, career and personal advising, college and career exploration, social, educational, and cultural enrichment, leadership activities, college admissions assistance, SAT, ACT, college placement exam preparation, financial aid and scholarship assistance. Students in the Upward Bound program are four times more likely to earn an undergraduate degree than those students from similar backgrounds who did not participate in TRIO.

FINANCIAL AID

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 employment, or a combination of these aids.

In general, to be considered for financial aid you must:

1. Be a United States citizen or a permanent resident,
2. Have been accepted for admission,
3. Be enrolled as a regular student in an eligible program and pursuing a degree/certificate,
4. Have a high school diploma or GED (students may be eligible for aid if enrolled in developmental studies courses, but for no more than a total of 30 semester hours of such courses),
5. Demonstrate financial need as described by program guidelines,
6. Register with Selective Service, if required,
7. Be making progress toward the completion of your course of study according to the "Academic Requirements for Receiving Financial Aid,"
8. Not be in default on a federal student loan,
9. Not owe a refund on any grant received under Title IV programs at any institution and
10. meet program regulations.

Each student requesting consideration for financial assistance must, at a minimum, submit the following forms:

1. Galveston College Financial Aid Application.
2. Free Application for Federal Student Aid.
3. Request official academic transcripts from all previously attended colleges be sent to the Financial Aid Office, or provide student copies. NOTE: The Galveston College Admissions Office will NOT provide these. You must have transcripts sent to both offices.
4. Any other forms that may be requested by either the Federal government or our office.
5. Application for Admissions.

All application forms are available from the Galveston College 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 the office fall into two categories: 1) gift aid, which includes grants and/or scholarships, and 2) self-help funds from Work-Study and student loans. The amount offered as a financial aid award plus the student's resources and those of his parents (if applicable) cannot exceed the cost of attendance for a student as determined by the Financial Aid Office.

PRIORITY DATES:

Applicants may apply throughout the year but should apply before June 9th for the following fall semester and November 1st for the Spring. Students whose files are completed by this date will be given priority in processing. Files completed after this date will be processed as time and funds permit. Generally, applicants who do not complete the application process by August 1 should be prepared to pay all educational costs incurred until their application is processed and eligibility is determined but are encouraged to contact the Financial Aid Office to discuss other options. A file is complete when all necessary paperwork has been received, the information verified, and the file reviewed. Minimum processing time on a file is four weeks.

TYPES OF FINANCIAL AID

Federal Pell Grant:

The Federal Pell Grant is awarded only to undergraduate students who have not earned a bachelor's or professional degree. Pell Grant eligibility is determined by a standard formula used to evaluate the information reported on the Free Application for Federal Student Aid. Pell Grant awards are from \$400 to \$4,050 per academic year according to the Federal Pell Payment Schedule and also depending on enrollment status, full-time or part-time. This is an entitlement program with funding available to eligible applicants, including those who apply after priority deadlines.

College Access Loan (Hinson-Hazelwood)

This is an alternative loan through the state of Texas which students may apply for if not eligible for the Stafford Loan. This loan has a higher interest rate and requires a co-signer. Applications are available in the Financial Aid Office.

Federal Family Educational Loans (FFEL):

Student loans will help you finance your college education, but they will have a long-term impact on your financial future. You should investigate all available resources before you consider applying for a student loan. The amount of money you borrow may affect your ability to borrow money to purchase a car or house after college. Familiarize yourself with the terms of your loans, their repayment procedures, and how borrowing today will affect your future. As a part of our Federally Mandated Default Management Plan, Galveston College has implemented special procedures for students who want consideration for a Stafford loan. A copy of these procedures is available from the Financial Aid Office, upon request.

Federal Stafford Loan (subsidized):

Repayment of this loan is deferred while the student is attending school. Interest rates are variable but will be no more than 8.25 percent. There is a loan origination fee totaling 3 percent, which will be subtracted from each loan disbursement. The amount the student may borrow depends on grade level, other financial aid the student receives, and the expected family contribution, as determined through the Free Application for Federal Student Aid.

Federal Parent Loan for Undergraduate Students (PLUS):

Parents of a dependent student can borrow under this program to help pay the student's cost of attendance. Repayment begins 60 days after the second disbursement. The interest rate is variable, but will be no more than 9 percent.

As a part of our Federally Mandated Default Management Plan, Galveston College has implemented special procedures for students who want consideration for a student loan. See the Financial Aid Office for details.

Federal Supplemental Educational Opportunity Grant (FSEOG):

The Federal FSEOG program provides assistance for eligible undergraduate students who show financial need and are 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.

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.

Texas Grant:

The Texas Grant is for new high school graduates or continuing students who have previously received the Texas Grant and have maintained academic eligibility. Students must apply for financial aid, have completed the advanced or recommended curriculum at their high school, and have documented financial need. The amount of the grant at Galveston College is about \$635 per semester. Eligible students must be at least 3/4 time and maintain satisfactory academic progress.

TEOG (Texas Educational Opportunity Grant):

The TEOG is for students at community colleges who are Texas residents, in the first 30 hours of their degree or certificate program, and who have an EFC of \$2000 or less. Students must apply for financial aid and be enrolled at least half-time.

State Student Incentive Grant (SSIG):

The SSIG is a federal/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. The amount of the grant will vary depending on the availability of funds, the student's family financial condition and other financial aid the student is receiving.

Federal College Work-Study:

The College Work/Study Program is a federal program to assist students with jobs. To be eligible, students must demonstrate financial need, and be making satisfactory progress toward their educational goal. Students will generally work 12-15 hours per week.

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 tuition and certain fees waived. To be eligible, students must have been residents of Texas at the time they entered the service, have an honorable discharge or have been discharged under honorable conditions, must now be residents of Texas, and be ineligible for federal financial aid. Applications are available in the Financial Aid Office. To apply, students must submit a Hazelwood Act application, a copy of their Form DD214 and a Student Aid Report stating ineligibility to the Financial Aid Office. Application processing must be completed prior to the semester the veteran wishes to use this benefit. Please allow four weeks.

Institutional Scholarships:

[Galveston College Foundation](#)

STATE TUITION EXEMPTION PROGRAMS

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 enroll for some classes at 1/2 the regular cost of tuition and fees, except those listed hereafter (when applicable): individual music instruction, liability insurance, health fees, 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 tuition assistance 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.

CONCURRENT INSTITUTIONAL ENROLLMENT TUITION ADJUSTMENT

When a student registers at more than one public institution of higher education at the same time (i.e., enrolled at Texas A & M at Galveston and Galveston College or UTMB and Galveston College), he may be eligible for a reduction in tuition. This adjustment will be in accordance with Section 54.0602 of the Education Code which establishes, in essence, that once a student has enrolled at one public institution, and paid the required minimum tuition, he/she will be charged tuition at the credit rate only when enrolling at a second public institution, and will not have to pay the minimum tuition charge a second time. **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.**

A student who is EXEMPT from tuition for any reason, must present proof of such exemption at the pay station at EACH REGISTRATION, EACH SEMESTER.

ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID

SATISFACTORY ACADEMIC REQUIREMENTS

The Higher Education Act of 1965, as amended, mandates institutions of higher education to establish a standard of satisfactory academic progress for students who receive financial aid. This standard must apply to the student's entire academic history, whether Title IV financial aid was received or not. In order to remain eligible to receive aid at Galveston College, students must meet the standards specified for acceptable academic performance and for satisfactory progress toward completion of their program of study. This standard should not be confused with Probation or Good Standing as defined by academic regulations, nor is satisfactory progress affected by "academic fresh start."

Components

The Galveston College definition of satisfactory academic progress for receiving financial aid includes the following components:

- I. Academic Standard Component
Galveston College uses the 4.0 grade point average system and numerical code: 4.0=A 3.0=B 2.0=C 1.0=D 0.0=F 0.0=AWF
- Students are expected to maintain a minimum overall cumulative grade point average (GPA) that is consistent with the requirements listed under the title "Academic Probation and Suspension" in this catalog.
- II. Maximum Time Frame Component
-Students may receive consideration for financial aid during the first 90 hours attempted at all post-secondary schools attended. If the student exceeds 90 hours, but has changed academic programs, aid may continue.
- III. Incremental Progress Component
-Students overall completion rate (percentage) of all hours attempted at Galveston College is expected to be:

1-24 hours at least 65 percent
25-66 hours at least 75 percent
67-90 hours at least 85 percent

Review Procedures

Academic Standards and Incremental Progress

The Financial Aid Office staff will determine each semester whether the student has successfully completed the minimum expected number of hours with the required grade points average and shows progress toward the educational objective for all completed semesters.

The following will be considered as semester hours successfully completed:

- "A" through "D" grades
- "CR" credit

The following shall be considered as semester hours not completed:

- "F" grade
- "I" Incomplete
- "AWF" Administrative Withdrawal-Failing
- "IP" In Progress
- "W" Withdrawal
- "WX" Progress
- "AUDIT" No Credit
- "AWN" Administrative Withdrawal-No Credit
- "NC" No Credit
- "NR" Not Reported

For repeated courses, only the latest grade earned is included in cumulative grade point averages, but both courses will remain as a part of the aggregate hours attempted.

Financial Aid will not be provided for courses taken by audit or credit hours earned by placement tests.

Time Frame

At the end of each semester, the Financial Aid Office staff will determine the aggregate number of hours the student has attempted. Once a student has attempted 90 hours, he/she is ineligible to receive consideration for financial aid after that semester unless the student has changed academic programs.

FINANCIAL AID PROBATION/SUSPENSION

Following the first semester in which the standards of academic progress are not met, except time frame, the student will be placed on probation for the next semester. The student who fails to meet the standards of academic progress during the semester of attendance while on probation will be placed on suspension and denied further funding. Students who are suspended may become eligible again, except for time frame, by bringing themselves into compliance with the requirements at their own expense.

APPEAL

A student whose financial aid has been suspended may submit an appeal through the Financial Aid Office to the Director of Financial Aid. The appeal must be in writing and supporting documentation regarding special circumstances must be provided. Appeals are considered for extenuating circumstances such as injury, illness, death in the immediate family, or undue hardship. Students who have their appeals approved will continue on financial aid probation for as long as they maintain satisfactory academic progress for each semester attempted. A student wishing to appeal the decision of the Financial Aid Director may do so, in writing, to the Dean of Enrollment Management and Student Success. All appeals are to be submitted within ten school days after suspension from financial aid.

GALVESTON COLLEGE FINANCIAL AID REFUND AND REPAYMENT PROCEDURES

Student financial aid funds received from the Federally-sponsored Pell Grant, Federal Family Educational Loans, Supplemental Educational Opportunity Grant, and from the State Student Incentive Grant, Texas Public Education Grant, and scholarships are to be used for costs incurred to attend college. These costs are considered as either direct costs (tuition, fees) or indirect costs (books, supplies, room, board, transportation and personal items.)

Typical cost-of-education for students attending Galveston College during the academic year are 2005-2006 figures):

Tuition/fees	\$ 1,330	\$ 1,330
Books/Supplies	\$ 813	\$ 813
Room/Board	\$ 5,328	\$ 2,500
Transportation	\$ 1,588	\$ 1,588
Miscellaneous	\$ 1,884	\$ 1,446
Sub-total	\$10,943	\$ 7,677

For out-of-state students, add \$900 out-of-state tuition. Dependent care expenses, also added to the cost-of- education, begins at \$1,800 for the first dependent and increases with each additional dependent.

Students who register for classes, benefit from financial aid, then drop out or withdraw, are subject to the following refund/repayment procedures:

Refund — the amount paid for institutional charges by aid and/or cash payment minus the amount retained by the institution for the student's period of enrollment.

Repayment — the amount that a student must repay of the fund received in cash that could not have reasonably been spent for non-institutional costs during the portion of the time the student was enrolled.

FOREIGN STUDENTS

Students holding permanent visas (I-151 or certain endorsed I-94 cards) are eligible to receive financial aid. Non-citizens holding only student visas are not eligible for federal and state financial aid through this office. They may apply for a scholarship.

VETERANS INFORMATION

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. Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects.

Veterans who wish to apply for educational benefits should see the Veterans Affairs Assistant in the Admissions Office prior to the time of registration. 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, Spring, and Summer Semesters:

Full-time	12 or more semester hours
¾-time	9, 10, or 11 semester hours
½-time	6, 7, or 8 semester hours
Less than ½-time	5 hours or less

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. "When a VA student is enrolled in open circuit television courses, a portion of the credit hours being taken during the semester must be offered through conventional classroom or laboratory instruction or both and the VA student must be pursuing a standard college degree program."
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 will be certified only for the courses as specified on the degree plan. Information on degree requirements may be obtained from the Counseling 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 of 2.00 or higher.

ACADEMIC STANDARDS FOR STUDENTS RECEIVING VA EDUCATIONAL BENEFITS

SATISFACTORY PROGRESS

A student who is receiving V.A. educational benefits must meet a cumulative grade point average of 2.00.

PROBATION

Students who fail to maintain a cumulative grade point average of 2.00 shall be placed on academic probation for the succeeding semester.

UNSATISFACTORY PROGRESS

A student who fails to achieve the required cumulative grade point average of 2.00 at the end of the probationary period shall be reported to the VA as making unsatisfactory progress.

SERVICEMEMBER'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.

LEARNING RESOURCE CENTER

LIBRARY AND MEDIA SERVICES

The David Glenn Hunt Memorial Library and Media Services are part of the Galveston College instructional system. The Library is located in the Learning Resource Center on the first floor of Regents Hall at the Main Campus. The Library serves all education program areas of the College including university parallel, occupational education, adult/continuing education, and distance education.

The Library provides computerized on-line public access stations to its book collection and computerized databases to its magazines and newspapers. Access to the book and magazine databases are available both on and off campus. Over 60 periodical databases are available on the web, located on the Library home page (www.gc.edu/libraCi). Books are arranged according to the Library of Congress Classification system. 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 30,000 volumes and more than 4,000 periodical titles, plus more than 20,000, electronic books. The software collection includes video tapes, motion pictures, audio tapes, microforms, and slides. Special subject collections include Texana, Galveston History, and health occupations materials.

The book collection is divided into a reference section and a circulating area. 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 interlibrary loan system covering the other academic libraries. Additionally, the Library participates in the TexShare program which allows students to check out books from other college libraries.

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 two weeks. Renewals may be requested. Damaged, mutilated, late 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, quiet and orderly behavior is expected. Neither food nor drinks are allowed in the Library.

Photocopying machines and printers are available at a nominal fee. A scanner is also in the Library for student use. All materials copied are subject to copyright law. The Learning Resource Center also provides a computer laboratory for student use. An array of computer programs are available on the college network. Additionally, the Library provides Galveston College with a broad range of services which support students, faculty, and staff.

TESTING CENTER

The college Testing Center, located in the Learning Resource Center, proctors make-up tests for Galveston College courses, course exams for Virtual College of Texas courses and other Distance Learning courses, administers placement testing. The Testing Center can test up to 40 students at a time, and does not require appointments for testing. Students must present photo identification to test.

TUTORING SERVICE

The Learning Resource Center houses the Tutoring Service, which provides free, drop-in tutoring for any Galveston College student in most subjects offered at the college.

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, "core advisors" from each division are available to advise students. Students should meet with their advisors to plan each semester's schedule prior to each registration.

STUDENT ACTIVITIES

Purposes and General Information

Only currently enrolled students in good standing who have paid the assessed tuition and student activity fee for credit hours are eligible for membership in recognized campus organizations. No officer of any campus organization may be on academic or disciplinary probation.

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 Vice President for Student 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 Vice President for Student 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 Activities Council (SAC): The purpose of the student activities council is to plan and organize activities for the student body, develop and enhance meaningful activities and student educational opportunities outside the classroom, serve as a voice for the concerns of the student body, and serve as a channel of communication to the student body concerning decisions made by the administration, faculty, and the Board of Regents which affect the student body. The membership consists of one student representative from each recognized student organization. The chairperson of the Student Activities Council will represent the students (as a non-voting participant) and give periodic reports at Board of Regents meetings.

Able to Support Group: The Able to Support Group was organized in September, 1991. The club provides an opportunity for students with disabilities, impairments, and other health conditions to interact among themselves, with other members of the College, and with citizens in the community. The club sponsors a variety of campus activities throughout the year, inclusive of special programs during October (American Disabilities Month).

All About U.S. (Uniting Students): The purpose of All About U.S. is to provide activities for the students of Galveston College. All About U.S. plans and coordinates large events for the Student Activities Council. In addition, members of All About U.S. strive to achieve a greater sense of school pride among the student body of Galveston College. Finally, All About U.S. also promotes volunteer work and leadership development among its members.

American Criminal Justice Association, Lambda Alpha Epsilon, Gamma Tau Xi Chapter: The objectives of the American Criminal Justice Association are to improve criminal justice through educational activities, to foster professionalism in law enforcement personnel and agencies, to promote professional, academic, and public awareness of criminal justice issues, to encourage the establishment and expansion of higher education and professional training in criminal justice, to provide a unified voice for professionals in, and students of, criminal justice, and to promote high standards of ethical conduct, professional training, and higher education within the justice field. This organization is open to all students who are either currently enrolled in a criminal justice course or who have been enrolled in a criminal justice course in the past.

Athletics: The intercollegiate athletic program at Galveston College was reestablished in 1991 as a result of a grant provided by the Moody Foundation of Galveston, Texas. Sports selected for sponsorship by the Foundation and the College are: women's volleyball, which plays its schedule in the fall; women's fast pitch softball and men's baseball, which is contested during the spring. Whitecaps athletic teams compete locally in the nationally prominent and highly competitive National Junior College Athletic Association – Region XIV. The governing body for two-year college athletics in the United States is the National Junior College Athletic Association (NJCAA). Galveston College is active in the NJCAA and abides by its regulations and policies in the operation of its intercollegiate athletic programs. For additional information regarding the intercollegiate athletic program, please contact the Director of Intercollegiate Athletics at Galveston College.

Galveston College is a member of the Gulf Coast Intercollegiate Conference which provides its students the opportunity to compete on an extramural level. Each fall the conference hosts a Bowling Tournament as well as a Sports Day. In the spring a beach volleyball and golf tournament are added to the schedule. Sports Day competition includes such activities as tennis, co-ed volleyball, table tennis, softball and racquetball. Tournaments are rotated throughout the membership of the G.C.I.C.

African-American Club: The African-American Club, formerly known as the Afro-American Club, was first established in September of 1976. The purpose of this organization is to provide members an opportunity to interact with other students, faculty, staff, and the community in promoting an awareness of African-American culture and its contribution to society. Membership is open to all Galveston College students.

Campus Crusade for Christ: An interdenominational, student, Christian organization seeking to provide a spiritual environment for students. Membership is open to anyone having an active interest in its activities, and who are in agreement with the policies of the organization.

Club Access: This organization was established in the spring of 2003. The purpose of the organization is to expose students to philanthropic principles, teach them to give back to their community by performing community service, and to promote the Universal Access Scholarship through the community, especially to middle and high school students.

Environmental Awareness Club: The Environmental Awareness Club is dedicated to improving the local campus through proactive volunteerism while focusing on student leadership and networking opportunities with the city and established local groups. The club is also involved in community projects that raise awareness of the ecosystem.

Exposures Unlimited: This organization, established in 1992, is composed of dedicated radiography students to foster professional and academic excellence in radiography through social interaction and support. The club encourages students to participate in local, state, and national radiography organizations. Meetings are held monthly and dues are charged.

Galveston College Ambassadors: The Galveston College Ambassadors serve as a public relations group made up of students of all ages and ethnic representations that are utilized at and for special events coordinated by the Office of Public Affairs. The Director of Public Affairs serves as the staff advisor for this organization and the group's efforts are enhanced by public relations training and support while the individuals enjoy the experience of promotional activities that are designed for the mutual benefit of the participants and the College image. Membership is open to the entire College student body.

Galveston College Nuclear Medicine Club: This organization of fellowship is primarily for students preparing for nuclear medicine careers. The club will strive to develop stronger and more professional character in its members and will promote communication and dissemination of knowledge in the field of Nuclear Medicine.

Hispanic Student Organization: The Hispanic Student Organization was originally founded as the Mexican-American Student Organization in October 1971. It was renamed in October of 1992 because of the diverse Latino cultures at Galveston College. Membership is open to any credit student. HSO meets at least once a month. The organization's main purpose is to provide Hispanics an opportunity to meet and discuss issues on culture, education, careers, community and social issues, and communicating with other Hispanic organizations from different colleges.

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.

Phi Theta Kappa: Phi Theta Kappa was established in 1918 and is recognized by the American Association of Community Colleges as the official international honor society of the two-year college. Galveston College's chapter, Sigma Gamma, was chartered in February 1968. The purpose of this organization is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Membership in Phi Theta Kappa-Sigma Gamma chapter will open new doors for your academic journey. The organization offers a myriad of opportunities for scholarships, intellectual enrichment, and personal development through programs based on Phi Theta Kappa's four hallmarks of Scholarship, Leadership, Service and Fellowship. Membership is by invitation only. There is an initiation fee. In order to be invited to join, a student must fulfill the following requirements:

1. Each candidate for membership must have completed fifteen semester hours of associate degree course work at Galveston College.
2. Each candidate must be taking at least nine semester hours during the semester to be inducted.
3. Each candidate for membership must have a GPA of 3.5 on a 4.0 scale for the qualifying (Fall or Spring) semester.
4. Each candidate must adhere to the school conduct code and possess recognized qualities of citizenship.

Once a student becomes a member, they must maintain a 3.0 cumulative GPA on a 4.0 scale in order to be considered a member in good standing. An induction ceremony will be held once in the Fall and Spring Semester. Early admission students are not eligible. Membership from another junior college may be transferred to Sigma Gamma (Galveston College). See sponsor for procedures.

Student Nurses Association: The Student Nurses Association was established in February 1968. 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, the professional role, and the responsibility for the health care of people in all walks of life.

Single Parents Organization: The Single Parents Organization was organized in October 1992. . The club's activities provide an opportunity for the young parents/students to promote a sense of community among themselves and student involvement in the community.

Whitecaps Helping Out (W.H.O.): This organization was established in the fall of 2002 for student-athletes to enhance Galveston College's and the athletic teams' images through community service projects throughout the community of Galveston. The group is involved with Galveston Independent School District's Adopt-a-School Program.

STUDENT RIGHTS AND RESPONSIBILITIES



STUDENTS RIGHTS AND RESPONSIBILITIES

The role of Galveston College is to encourage individuals of all ages to develop their skills and talents based on their abilities and interests, so that collectively they may contribute to the growth and development of this democracy. College policies, procedures, and regulations are formulated so as to guarantee each student's freedom to learn and to protect the constitutional rights of others.

The concept of rights and freedom, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the college community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Texas, and the local community. All members of the college community have a strong responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the college community.

Violations of student conduct regulations will be handled through the Office of the Dean for Enrollment Management and Student Success. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the college. Each student is responsible for knowing the policies and regulations of the college. These policies and regulations may be found in the Galveston College Catalog and in the Office of the Dean for Enrollment Management and Student Success.

A. Freedom of Expression

The rights of free speech and peaceable assembly are fundamental to the democratic process. The college supports the right of students of the college community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the college. Accordingly, the college insists that free expression not violate the rights of others. Disruption of the educational process and functions of the college, or violation of law, would constitute such a violation.

B. Freedom of Access

Within the limits of its resources, Galveston College shall be open to all applicants who are qualified according to current admission requirements. Galveston College does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

C. Freedom of Association

Students are free to associate to promote their common interests. They have the right to seek through official procedures to establish organizations of their choosing so long as such are not in conflict with the educational purposes of the college. Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

D. Academic Rights of Students

The college has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Students are responsible for the proper completion of their academic program, familiarity with all requirements of the college catalog, and maintaining the grade point average for degree requirements.

E. Student Records

Student records are maintained for the benefit of the student. They are used to promote the instruction, career development, guidance, and educational progress of the student. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by the student. College staff shall have access to student records when there is a demonstrated interest in the student.

F. Student Code of Conduct

Galveston College considers cultivation of self-discipline by its students to be of great importance in the development of responsible citizens. Therefore, the College expects its students to maintain standards of personal discipline that are in harmony with the educational goals and purpose of the College.

Galveston College's primary concern is for the student. The faculty and staff strive to provide an environment that is conducive to learning, social growth, and individual responsibility. Some of the issues with which the faculty and staff may help students include:

1. Assistance with a problem at Galveston College with which students do not know how to resolve or proceed.
2. Information about Galveston College student policies and procedures.
3. Information about student appeals and complaint and grievance procedures.

Disciplinary action, including expulsion or suspension, may result from violating the student code of conduct notwithstanding any action taken by civil authorities as a result of the violation.

Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College. The College will hold each student responsible for compliance with these policies, rules, and regulations. For purposes of this policy, "campus" shall mean any and all Galveston College parking lots, housing, and locations where courses are held or offered, whether classes are currently in session at such locations or not.

The College considers the Code of Conduct and expectations as being consistent with its purpose as an educational institution. It is not a comprehensive code of conduct, but a prescription of procedures necessary for meeting practical, routine requirements of an academic community. Disciplinary action may result from any violation of civil or criminal law while on college campus, or the commission of any of the following actions:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college (plagiarism and cheating refer to use of unauthorized books, notes, internet sites, cell phones, computer files, or otherwise securing help on a test, copying tests, assignments, reports or term papers).
2. Advocating or recommending, either orally or in writing, the conscious and deliberate violation of any federal, state, or local law.
3. Forgery, alteration or misuse of college documents, records, funds or identification.
4. Conduct that materially or substantially disrupts the educational process of the college.
5. Physical abuse or harassment of another person, or conduct that threatens or endangers the health and safety of others.
6. Knowingly initiating, communicating, or circulating a false alarm or report which would ordinarily result in action by an agency organized to deal with emergencies, place a person in fear of imminent serious bodily injury, or prevent or interrupt the occupation of a building, room or any mode of conveyance.
7. Giving false testimony or other evidence at any campus disciplinary proceeding.
8. Theft or malicious destruction, damage, or misuse of college or private property (including library materials).
9. Failure to comply with the lawful directions of college personnel acting in performance of their duties.
10. Use of vulgar or abusive language that demeans others or interferes with fulfillment of the College's mission and purpose.
11. Demonstrating disrespect to an instructor or other college employees.

12. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by any campus disciplinary or appeals proceeding.
13. Campus disruptive activities that interfere with instructional activities or the functions that support instruction.
14. Disorderly, lewd, indecent or obscene conduct or behavior which interfere with the functioning of the academic community during an authorized college class, field trip, seminar, competition or other meeting or sponsored activity on or off college property.
15. Unauthorized entry to or use of college facilities.
16. Possession of or making use of college keys for unauthorized purposes.
17. Unauthorized use of chat rooms or listserves on campus computers.
18. Misuse of fire or safety equipment.
19. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons on college property except as expressly authorized by campus procedures.
20. Possession, consumption, being perceptibly under the influence, or furnishing of alcoholic beverages on campus property or student organization supervised functions, except as provided by rules and procedures of Galveston College.
21. Possession, consumption, being perceptibly under the influence or furnishing of any narcotic or dangerous drugs except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
22. Illegal gambling in any form.
23. Unauthorized use of college funds, equipment and supplies (including falsely representing oneself as an agent of the college), incurring debts and entering into contract on behalf of the college.
24. Failure to be responsible for financial obligations to the college, including failure to repay loans and deferred payment agreements. (Issuing dishonored check to the college.)
25. Engaging in hazing or voluntarily submitting to hazing. (Hazing: To persecute or harass with meaningless difficult, or humiliating tasks.) Student hazing is prohibited according to the Articles 1152-1155 (inclusive) of the Texas Criminal Law Code.

STUDENT DISCIPLINARY PROCESS

A. Temporary Disciplinary Actions

When a college administrator or site coordinator receives information that a student has allegedly violated the Student Code of Conduct, college regulations, or administrative rules, he/she may impose immediate disciplinary action, including suspension, pending an investigation. The administrator or coordinator may suspend the right of a student to be present on the campus and to attend classes.

Such temporary disciplinary action, including suspension, may occur when the continuing presence of the student poses danger to persons or property, or disrupts the educational process. When such action occurs, the suspending official shall, if possible, meet with the student prior to suspension to discuss reasons for the suspension and allow the student to explain reasons why he/she should not be suspended pending a formal hearing according to College Disciplinary Procedures.

B. Administration of Student Discipline

The Dean for Enrollment Management and Student Success shall have primary authority and responsibility for the administration of student discipline.

When a student is alleged to have violated the Student Code of Conduct or College policies that can result in disciplinary action, the Dean for Enrollment Management and Student Success shall designate the appropriate person(s) to investigate the allegation. This person(s) shall conduct an investigation. He or she will gather documentation, interview parties involved, consult with other students and staff as appropriate, and render a decision.

The following process will be utilized:

1. The person(s) making the allegation shall submit the allegation in writing to the Dean for Enrollment Management and Student Success.
2. The student will be issued an Administrative Summons by the Dean for Enrollment Management and Student Success or designee.
3. The student shall be afforded the opportunity to present information in support of his/her case and to admit or deny the accusation.
4. The person(s) conducting the investigation may seek professional assistance and advice or take other measures to insure fair disposition of the matter.
5. Within seven (7) working days after the allegation is made, the person(s) conducting the investigation shall present a written explanation of the decision to the student explaining the College's view concerning the matter and any penalty to be imposed upon the student.
6. The student may appeal the decision. This appeal must be made in writing and received in the Office of the Dean for Enrollment Management and Student Success within seven (7) working days of receiving notice of the decision.

C. Sanctions

The Dean for Enrollment Management and Student Success may use disciplinary measures that include, but are not limited to, the following:

1. **Administrative Warning:** A written warning by the Dean for Enrollment Management and Student Success.
2. **Disciplinary Probation:** Probation status for a specified period of time, ranging from a minimum of one semester to as long as a student is enrolled at the College depending on the seriousness of the offense. Students on disciplinary probation may not hold office in any student organization or represent the College in any official capacity, including travel with student organizations.
3. **Suspension:** Forbidden to attend classes for the remainder of the term; the student may be permitted to register for the following term.
4. **Expulsion:** Permanent termination of student status; the student will not be permitted to re-enroll.
5. **Restitution:** Reimbursement for damage to or misappropriation of property.
6. The student may appeal the decision. This appeal must be made in writing and received in the Office of the Dean for Enrollment Management and Student Success within seven (7) working days of receiving notice of the decision.

D. Disciplinary Appeals Process

Upon receipt of a written request to appeal, the Dean for Enrollment Management and Student Success shall assign the Student Success Committee to review all pertinent documentation and records concerning the matter under appeal. These materials shall form the basis for the appeal unless the committee decides to hear witnesses. After assignment, the committee shall have fifteen (15) working days in which to render a recommendation to the Dean for Enrollment Management and Student Success.

An appeal to the Dean for Enrollment Management and Student Success may result on one of the following:

1. Affirm the action of the Student Welfare Committee
2. Reduce, modify, or increase the penalty or other sanction imposed by the Student Welfare Committee.
3. Dismiss the charges.

The decision of the Dean for Enrollment Management and Student Success shall be final.

Student Complaint and Grievance Process

Any student at Galveston College has the right to file a complaint or grievance when he/she feels unjustly or improperly treated as a result of a college-related or internal problem. Any alleged acts of discrimination based on race, color gender, sexual harassment, religion, age, national origin, disability, veteran status or sexual orientation are not subject to the student grievance procedure. Such complaints will be referred to the College's designated Civil Rights and Title IX Officer (The College's Director of Human Resources) for prompt investigation.

This student grievance process is not designed to include changes in policy nor does it apply to grading appeals. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. For problems associated with grades, refer to "Grade Appeal" (page 60-61) in the current Galveston College Catalog.

Student Complaint and Grievance Procedure

A. Complaint Procedure

The term "complaint" refers to a verbal accusation. A student with a complaint should first attempt to informally resolve the matter with the person(s) directly involved. If the student is unable to resolve the complaint at this level, the student should contact the program director or supervisor of the person(s) with whom they are having an issue within seven (7) working days.

B. Grievance Procedure (Dean)

If, after efforts with the program director or supervisor, the complainant wishes further proceedings, he/she should:

1. Submit a written appeal to the appropriate Dean within seven (7) working days.
2. The Dean receiving the grievance conducts an investigation, which may consist of interviewing witnesses, and/or requiring documentation relating to the issue, and attempt to resolve the grievance.
3. Witnesses may be called, if appropriate, to corroborate documentary evidence. If the person(s) summoned is a Galveston College employee, he/she must testify.
4. The Dean will communicate the decision and any recommended action in writing to all individuals involved within ten (10) working days following the review.

C. Grievance Procedure (Student Success Committee)

If the complainant wishes to appeal the case further, the complainant may present a request for review to the Student Success Committee by obtaining the Student Grievance Form from the Office of the Dean for Enrollment Management and Student Success. The complainant is to submit the completed form and copies of all supporting documents to the Office of the Dean of Enrollment Management and Student Success within seven (7) working days. The Dean for Enrollment Management and Student Success will then forward the completed form to the Chairperson of the Student Success Committee who will schedule a hearing to be held within ten (10) working days of the submission of the completed Student Grievance Form.

D. Student Success Committee Hearings

1. Hearings need not be conducted according to technical rules of evidence and witnesses. Proceedings will be as simple and informal as possible.
2. At hearings, each party will have these rights:
 - a. To call and examine witnesses,
 - b. To introduce exhibits,
 - c. To cross-examine opposing witnesses on any matter relevant to the issues, even though that matter was not covered in the direct examination,
 - d. To request that the hearing be open to the public,
 - e. To rebut evidence against him/her.
3. If a party does not testify in his/her own behalf, he/she may be called and examined as if under cross-examination.
4. The parties may be advised or represented by legal counsel, but legal counsel may not speak or ask questions in a party's behalf.

After receiving the grievance file, the Student Success Committee will review all documents pertaining to the grievance. The Student Success Committee has full authority to interview witnesses and/or individuals involved in the issue. An appeal to the Student Success Committee may result in one of the following recommendations:

1. Uphold the decision
2. Recommend review by appropriate Vice President

The Student Success Committee Chair will communicate the decision and recommended action to the Office of the Dean for Enrollment Management and Student Success who will then forward the notice to all the parties involved.

E. Grievance Procedure (Final Review-Vice President)

If following the review and subsequent recommended action by the Student Success Committee, the complainant is still unsatisfied he/she may request a final review from the appropriate Vice President within seven (7) working days. The request for final review shall contain a clear and concise statement detailing the reasons(s) the Student Success Committee's decision was unacceptable to the complainant. The Vice President shall, within ten (10) working days following the receipt of request for final review, issue a written decision to the student/complainant. This final case appeal will be resolved based on documentation and shall not go further than the Vice President.

F. Complaint Record

All proceedings and records shall be confidential to the extent permitted by law.

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 Enrollment Management and Student Success for possible investigation or disciplinary action. Normally, the College expects such difficulties to be handled by the instructor without resort to such measures.

STUDENT SUCCESS COMMITTEE:

The Student Success Committee is appointed annually and consists of faculty, staff and a student representative. This committee may review procedures in the areas of admission, residency, retention, academic probation and suspension, and financial aid. Student appeals of academic suspension will be processed by the Director of Admissions in conference with the coordinator of the Counseling Center. A student's next step in these appeal procedures would be to the Dean of Enrollment Management and Student Success. The committee may also conduct a hearing after a student has filed a formal grievance (See STUDENT GRIEVANCE PROCEDURES).

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

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, or by other means of communication. A student who receives a summons is expected to report immediately. Failure to heed such summons may result in disciplinary action.

STUDENT CODE OF CONDUCT:

Students are asked to turn off their cell phones and pagers when they enter class. This request is made in courtesy for the instructor, fellow students, and to enhance the teaching-learning process. If a unique situation warrants a student being contacted during class by phone or pager, the student must notify the instructor in advance of the situation.

RESOLUTION OF TRANSFER DISPUTES

The following procedures will be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower division courses according to the Texas Higher Education Coordinating Board and Texas Education code 61.826:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution will give written notice to the student and to the sending

institution that the transfer of the course credit is denied. A receiving institution will also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.

2. A student who receives the notice of denial for transfer credit may dispute the denial of credit by contacting a designated official at either the sending institution or the receiving institution.
3. The two institutions and the student will attempt to resolve transfer of the course credit in accordance with Board rules and regulations.
4. If the transfer dispute is not resolved to the satisfaction of the student or sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer will notify the Commission of its denial and the reason for its denial.
5. The Commissioner of Higher Education or the Commissioner's designee will make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
6. The Board will collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.
7. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If the quality is found to be unacceptable, the Board may discontinue funding for the course.

More information on the guidelines of the resolution of transfer disputes is available in the office of the Dean of Enrollment Management and Student Success.

COMPUTER USAGE POLICIES

Purpose and Scope

This policy applies to all computers on Galveston College's property, whether administered centrally, in a classroom, within a department, stand-alone or networked.

This policy also establishes rules and prohibitions that define acceptable use of Galveston College computer laboratories. When using these resources, individuals agree to abide by the applicable policies of the College, as well as federal, state, and local laws. The College reserves the right at any time to limit, restrict, or deny access to its computer resources, as well as to take disciplinary and/or legal action against anyone in violation of these policies and/or laws. College computer laboratory resources may not be transported without appropriate authorization.

Computer laboratory resources include hardware, software, communications networks, electronic storage media, manuals and other documentation. Data includes all files, regardless of size or storage media, including e-mail messages, system logs, and software (commercial or locally developed).

Computer software purchased or leased by the College is the property of the College or the company from whom it is leased. Any unauthorized access, use, alteration, duplication, destruction, or disclosure of any of these assets may constitute a computer-related crime, punishable under Texas statutes and federal laws.

Authorized Use

Galveston College provides computer resources for the purpose of accomplishing tasks related to the mission of the College. It should be noted that the use of some of the computer laboratories and software located on the College campus may be dedicated to specific aspects or purposes that limit their use or access.

Galveston College authorized users, shall be allowed to use the College's computer resources for school-related and incidental purposes, subject to this policy and other applicable College policies, and state and federal law, as long as personal use does not result in any additional costs to the College or interfere with education-related use by other users.

Users who graduate or leave the College for any reason will have their computer access rights terminated.

Privacy

Users' right to privacy is addressed in Board Policy FLC.

Intellectual Property

Intellectual property laws extend to the electronic environment. Users should assume that works communicated through the computer network are subject to copyright laws, unless specifically stated otherwise.

Misuse of Computing Resources

The following actions are strictly prohibited:

1. Criminal and illegal acts. College computer resources are not to be used in support of or for illegal activities. Any such use will be reported and dealt with by the appropriate College authorities and/or law enforcement agencies. Criminal and illegal use may involve, but is not limited to, unauthorized access, intentional corruption or misuse of computer resources, theft, obscenity, pornography, and third party sexual harassment.
2. Use of College computer resources in support of or for pornography or sexually explicit materials, gambling, and dating/match-making services.
3. Failure to comply with laws, policies, procedures, license agreements, and contracts that pertain to and limit the use of the College's computer resources.
4. Abuse of computer resources including, but not limited to, any act which endangers or damages specific computer software, hardware, program, network or the system as a whole, whether located on campus or elsewhere on the global Internet; creating or purposely allowing a computer malfunction or interruption of operation; injection of a computer virus on to the computer system; sending a message with the intent to disrupt College operations or the operations of outside entities; print outs that tie up computer resources for an unreasonable time period; and failure to adhere to time limitations which apply at particular computer facilities on campus.
5. Use of College computer resources for personal financial gain or a personal commercial purpose.
6. Prolonged use of computing resources for non-College related activities.
7. Failure to protect a password or account from unauthorized use.
8. Permitting someone to use another's computer account, or using someone else's computer account.
9. Unauthorized use, access, or reading of any electronic file, program, network, or the system.
10. Unauthorized use, access, duplication, disclosure, alteration, damage, or destruction of data contained on any electronic file, program, network, or College hardware or software.
11. Unauthorized duplication of commercial software. All commercial software is covered by a copyright of some form. Duplication of software covered by such copyrights is a violation of the copyright law and this policy.

12. Attempting to circumvent, assisting someone else to circumvent, or requesting that someone else circumvent any security measure or administrative access control that pertains to College computer resources.
13. Use of College computer resources in a manner that violates other College policies such as racial, ethnic, religious, sexual, or other forms of harassment.
14. Use of the College's computer system for the transmission of commercial or personal advertisements, solicitations, or promotions.

Responsibilities of Users

1. A user shall use the College computer resources responsibly, always showing consideration and respecting the rights of others by not displaying materials that are offensive to others.
2. A user is responsible for any usage of his or her computer account. Users should maintain the secrecy of their password(s).
3. A user must comply with all reasonable requests and instructions from the computer system operator/administrator.
4. When communicating with others via the College computer system, a user's communications should reflect high ethical standards, mutual respect, and civility.
5. Users are responsible for adhering to relevant network acceptable use policies.

Potential Liability for Failure to Adhere to this Policy

Failure to adhere to this policy may lead to the cancellation of a user's computer access, suspension, dismissal, or other disciplinary action by the College, as well as referral to legal and law enforcement agencies, if appropriate.

SPECIAL INSTRUCTIONAL AREAS



SPECIAL INSTRUCTIONAL AREAS

CONTINUING EDUCATION

Continuing Education is an important element in Galveston College's commitment to develop and deliver educational programs for its diverse community. This program greatly expands the available opportunities for persons of all ages (from the very young to senior citizens) to participate in lifelong learning programs, which cultivates a vocational interest, self-expression and personal enrichment. Many opportunities are available for those individuals who wish to add, update, expand occupational skills or prepare for a career change.

The Continuing Education Department offers opportunities for non-traditional adult learners who wish to:

1. Learn new occupational skills, meet the changing requirements of their present employment or broaden their knowledge.
2. Build or rebuild a foundation from which to pursue further academic studies.
3. Strengthen or broaden their education as a means of enriching their lives or improving their personal efficiency.

Experience new learning activities and ideas for their own personal enjoyment.

CONTINUING EDUCATION

The primary function of Continuing Education is to teach individuals specific skills that will ultimately prepare them for employment or teach them skills that will lead to an upgraded position in their present employment. The Division offers special training seminars and services to businesses and industries. In-house and onsite programs are regularly conducted for local businesses. Continuing Education offers a variety of General Interest/Leisure Learning classes. New programs will, upon request, be created to specifically address business training needs. As with the College's accredited degree programs, all classes are conducted by professionals teaching in their field of expertise, enabling participants to gain practical up-to-date knowledge. The Continuing Education staff works with individual companies to develop seminars and workshops that specifically meet company objectives of quality, format, schedule and cost. The training may be held at Galveston College or at off-campus company facilities.

A partial list of Continuing Education classes:

Bank Teller Training

Bookkeeping/Accounting Clerk

Clerical Skills

Computer Keyboarding, Computer Software, Word Processing

Computers

Introduction to Microcomputers and Windows, Intro to Internet, Basic Computer Skills, Microsoft Office 2000, Microsoft Excel and Access, Dreamweaver, ED2GO Computer Classes

Cook and Chef Training

Apprenticeship, Baking and Pastry, Banquets and Catering, Cold Foods, Hot Foods, Specialty Foods, Texas Foodservice Workers

Corporate Training Customized

Criminal Justice

In-Service Training, Security Academy

Customer Service Contract Training

Grant Writing

Hospitality-Customized Training

Customer Service, Facilities, Management, Hospitality Human Resources Management, Purchasing for Hospitality Operations

*Languages

Spanish, Work Specific; Health Care Spanish; Spanish for Teachers; Italian; Chinese; French; ESL for Spanish and Asian cultures

General Interest/Leisure Classes

Art, Bird Watching, Bridge, Country Western Dance, Yoga and Senior Lifelong Learning Programs.

Medical

Cardiopulmonary Resuscitation, CPR Instructor, Coding, Diagnostic Related Groups, Emergency Care Attendant, Emergency Medical Technician-Basic, EMT-Intermediate, EMT-Paramedic, First Aid, Health Unit Coordinator, Certified Medication Aide, Medical Receptionist, Medical Record Coding Specialist, Medical Transcription, Certified Nurse Assistant,

Real Estate Classes

Welding

CENTER FOR PROFESSIONAL DEVELOPMENT

The Center for Professional Development creates seminars, workshops and classes to serve various individuals who need Continuing Education Units (CEUs) as well as those organizations who need to impart knowledge to members of their organization such as:

- Alcohol and Drug Abuse Counselors Bankers
- Attorneys Nurses
- Business Groups Computer Groups
- Certified Public Accountants Criminal Justice Groups
- Real Estate Agents Social Workers
- Child Care Workers Librarians
- Hotel/Restaurant Educators
- Physicians

GENERAL INTEREST/LIFE LONG LEARNING

These classes are offered so that individuals may develop their interests or improve their quality of life as citizens in the community.

A partial list of General Interest/Leisure Learning classes is as follows:

- | | |
|------------------------|----------------------------|
| Art | Floral Design |
| Bird Watching | Golf |
| Bridge | Home Beautification |
| Cake Decorating | Interior Design |
| Conversational Chinese | Kick Boxing |
| Conversational French | Kids' College |
| Conversational Italian | Managing Your Money |
| Conversational Spanish | Middle/High School Academy |
| Cooking | On line Computer Classes |
| Country/Western Dance | Photography |
| Defensive Driving | Senior Adult Classes |
| Dog Obedience | Stress Management |
| Elderhostel | Time Management |
| Estate Planning | Yoga |
| Fencing | |

ENTRANCE REQUIREMENT

Generally, there are no entrance requirements or examinations for the Continuing Education courses. However, some courses have restrictions or require a certain amount of experience for enrollment. Admission is on a first-come, first-serve basis. Most classes are conducted on weekday evenings, but many are held weekdays and during the day on Saturday.

REGISTRATION

Continuing Education designs classes which begin throughout the year. Registration may be completed in person, by phone or through the mail. For our participants' convenience, Continuing Education will accept Visa/MasterCard, cash, or check for registration purposes. All one needs to do to register is to fill out the enrollment form and pay the fee.

COST OF CLASSES

Because the Continuing Education programs are self-supporting and do not use tax dollars to support the General Interest/Life Long Learning Classes, costs are based upon actual instructor and material fees. Workforce Development generally uses tax dollars to conduct their courses. Most of these courses are too expensive to run without aid. The development of the workforce in Galveston is very important to the health of its economy and the state and local governments recognize this need.

CERTIFICATION

Although no college transfer credit is awarded for continuing education class participation, Continuing Education Units (C.E.U.'s) are awarded for completion of most courses. The C.E.U. is a nationally recognized means of recording and accounting for the various continuing education activities one accumulates. One unit is awarded for completion of 10 hours of organized continuing education. In some specialized training programs, certificates may be earned.

CONTINUING EDUCATION SCHEDULE OF CLASSES

A schedule of Continuing Education classes is published in the fall, spring and summer. Each schedule contains a list of classes to be offered and a detailed description of the classes. Schedules are available on-line at www.gc.edu.

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 his/her chosen career.

Coop 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.

Student 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 a student:

1. File a two-year degree plan, or a one-year plan to obtain a certificate.
2. Begin his/her employment at an approved training station by the 12th class day or withdraw from the Coop course.

Since the educational goal of Cooperative Education is to provide experiences in the real world of work, the faculty and Coop staff will provide the student with 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 placement service.

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.

ADULT EDUCATION PROGRAM

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 requirements for the GED. In the GED component the student studies Writing, Social Studies, Science, Literature and Arts and Mathematics in preparation for GED testing. Galveston College is approved by the American Council on Education as an official GED Test Center. The English as a Second Language component stresses learning to speak, read and write the English language for those whose native language is not English. Contact the Continuing Education Division for more information.

DISTANCE EDUCATION

In the fall of 1987, Galveston College initiated the delivery of courses via distance education with one telecourse in history. Since that time, the telecourse inventory has grown to over two-dozen courses, and more than 5,000 students have enrolled in telecourses offered by Galveston College. In the spring of 1997, Galveston College supplemented its telecourse offerings by initiating course delivered over the internet. Currently, five courses are in this inventory, with more to be added each academic year.

Telecourses are best-suited to students who live within a 50-mile radius of Galveston College. The courses are paced, independent study, utilizing professionally produced videotapes, textbooks and detailed study guide. Multiple ways of accessing the taped lessons are available, including on-site usage in the library, rental sets of video tapes. Testing is also flexible, featuring one-week window of opportunity to test at any hour the Galveston College Testing Center is open. Full-time Galveston College faculty conduct optional review sessions prior to each exam.

Internet courses are not limited by geography. Most include on-line orientations and the submission of assignments via e-mail.

Students wishing to enroll in distance education courses must meet the same admissions requirements as on-campus students. Additionally, all registered distance education students must participate in a course orientation conducted by the instructor for the course. These are on-campus for telecourses; for internet courses, the orientations are on-line. Information provided through orientation includes course requirements, assignments, testing procedure, schedules for review sessions and telecasts, and information on how to interact with the course's instructor.

All distance education students are afforded the same library, student counseling, financial aid and other services afforded to on-campus students. Though distance education courses are more flexible and convenient than on-campus courses, one should not conclude that they are easier; distance education courses require persistence and self-discipline. Courses available for a given semester will be listed in the regular schedule of classes.

PROGRAMS OF STUDY



PROGRAMS OF STUDY

DEGREE PROGRAMS

Associate of Applied Science (A.A.S.)

The Associate of Applied Science Degree (A.A.S.) is awarded to students who successfully complete an approved curriculum for a two-year technical or vocational program. Each program must include at least 15 credit hours of **general education** courses with at least one course taken from each of the following areas: Humanities/Fine Arts, Behavioral/Social Sciences, and Natural Science/Mathematics. **In addition, evidence of computer literacy must be satisfied by completion of COSC 1101 or a higher level computer science.**

NOTE: Students desiring to earn a second associate degree must complete a minimum of an additional 18 semester hours in residence.

Galveston College offers Associate of Applied Science degrees in the following areas:

- Accounting
- Biotechnology
- Computer Science Technology
 - Microcomputer Applications and Networking
- Criminal Justice
- Culinary/Hospitality Management
- Emergency Medical Services
- Hotel, Restaurant and Tourism Management
- Management Development (General Management Option)
- Nursing
 - Associate Degree Nursing
- Office Administration
 - Office Administration
 - Medical Secretary Option
- Radiologic Health Sciences
 - Nuclear Medicine Technology
 - Radiation Therapy Technology
 - Radiography

Associate of Arts (A.A.)

An Associate of Arts degree is a program of study requiring at least 60 credit hours for completion. This program normally satisfies the requirements for the first two years of a four-year degree, which may be completed by the student upon transfer to a university. Programs of study for the Associate of Arts degree parallel the first two years required for Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. However, because degree requirements at senior colleges and universities vary, students should select courses with the assistance of a Galveston College counselor or faculty advisor.

Galveston College offers the Associate of Arts Degree.

CERTIFICATE PROGRAMS

A program of study requiring less than 60 credit hours for completion. These programs are normally designed to provide short-term training necessary to develop entry-level job skills without requiring completion of an Associate Degree. Credit may be awarded toward a respective degree at Galveston College on the vast majority of work taken in the certificate program.

Galveston College offers the following certificates:

Accounting-Para Professional
Administrative Professional
Breast Imaging/Mammography
Cardiovascular Interventional Technology
Computerized Tomography
Criminal Justice
Culinary Arts/Baking and Pastry
Emergency Medical Services
Food Preparation/Culinary Arts
General Management
Health Information Professional
Hospitality Management Exit Point Certificate
Magnetic Resonance Imaging
Medical Office Assistant
Microcomputer Applications
Microcomputer Networking
Office Assistant
Petrochemical Process Technology (partnership with College of the Mainland)
Phlebotomy
Radiation Therapy
Sales, Conference Services and Catering
Surgical Technology
Vocational Nursing

Enhanced Skills Certificates

Provides advanced studies in specific associate of applied science programs. Completion of these skills certificates enhances employability and offers specialized training. In most cases, students must complete an associate degree program to enroll.

Galveston College offers the following enhanced skills certificates:

Criminal Justice

CORE CURRICULUM

The Texas Legislature (Senate Bill 148) has required all state college and universities to adopt a core curriculum. If the student successfully completes the entire core curriculum at Galveston College, and then transfers to a Texas public four-year university all courses in Galveston College's core curriculum will transfer and the student will receive full academic credit for the courses in the core curriculum. The student will not be required to take additional core curriculum courses at the transfer institution unless the receiving institution has a larger core curriculum.

CORE CURRICULUM

Core Component Hours	Course Selection	Credit
Communications	ENGL 1301 and ENGL 1302	6
	SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321	3
History	Select two from the following courses: HIST 1301, HIST 1302, HIST 2301	6
Humanities	Select one from the following courses: ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1316	3
Mathematics	Select one from the following courses: MATH 1414*, MATH 1316, MATH 1324, MATH 1425*, MATH 2412*, MATH 2513*, MATH 2414*, MATH 2315*	3
Natural Sciences	BIOL 1406 and BIOL 1407 or BIOL 2401 and BIOL 2402 or CHEM 1411 and CHEM 1412 or PHYS 1401 and PHYS 1402 or PHYS 2425 and PHYS 2426	8
Political Sciences	GOVT 2305 and GOVT 2306	6
Visual/Performing Arts	Select from the following courses: ARTS 1301, DRAM 1310, MUSI 1306, MUSI 1301	3
Behavioral/Social Sciences	Select one from the following courses: ANTH 2346, ANTH 2351, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PHIL 1301, PSYC 2301, PSYC 2306, SOCI 1301	3
Institutionally Designated Option	COSC 1301 and a 1 credit PHED Activity Course	4
TOTAL		45

* If additional semester credit hours are taken in MATH beyond the number of required hours, then only the required hours will transfer as part of the core curriculum and the additional hours may transfer as electives.

NOTE: Universities may deny transfer of courses with a grade of "D." Students should work with counselors to select courses within each area that will most enhance their area of study at the university they plan to transfer.

ASSOCIATE OF ARTS (A.A.) GENERAL AND TRANSFER STUDIES

*Core Curriculum

Core Component Hours	Course Selection	Credit
Computer Science*	COSC 1301	3
Composition*	ENGL 1301, ENGL 1302	6
History*	Select two from the following courses: HIST 1301, HIST 1302, HIST 2301	6

Literature	Select one from the following courses: ENGL 2322, ENGL 2323, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, ENGL 2327, ENGL 2328	3
Oral Communication*	SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321	3
Interdisciplinary/ Crosscultural/Humanities*	ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1316	3
Mathematics*	MATH 1414, MATH 1316, MATH 1324, MATH 1425, MATH 2412, MATH 2513, MATH 2414, MATH 2315	3
Natural Sciences*	BIOL 1406 and BIOL 1407 or BIOL 2401 and BIOL 2402 CHEM 1411 and CHEM 1412 or PHYS 1401 and PHYS 1402 or PHYS 2425 and PHYS 2426	8
Political Sciences*	GOVT 2305 and GOVT 2306	6
Visual/Performing Arts*	Select from the following courses: ARTS 1301, DRAM 1310, MUSI 1306, MUSI 1301	3
Behavioral/Social Sciences*	ANTH 2346, ANTH 2351, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PHIL 1301, PSYC 2301, PSYC 2306, SOCI 1301	3
Physical Activity	A 1 credit PHED Activity Course	1
Electives		15
TOTAL		63

NOTE: -Students must complete the core curriculum requirements as part of completing the Associate of Arts degree. No substitutions may be made for core requirements. Deans may make substitutions for non-core curriculum requirements.

Students interested in transferring to a senior institution within Texas are encouraged to complete the entire core curriculum at Galveston College to ensure transferability and fulfill degree requirement(s) at a senior college. Please see a counselor for more details.

Students should work with counselors to select courses within each area that will most enhance their area of study at the university they plan to transfer.

GRADUATE GUARANTEE FOR TRANSFER CREDIT

Galveston College guarantees to its Associate of Arts graduates beginning December 1993 and thereafter, that course credits will transfer to other public-supported Texas colleges and universities provided that the conditions outlined in the Graduate Guarantee Agreement are met. Applications for Graduate Guarantee for transfer credit are available in the Counseling Center.

JOB SKILLS COMPETENCY GUARANTEE

If an Associate of Applied Science (A.A.S.) graduate is judged by the employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to nine (9) tuition-free semester credit hours or its equivalent of skill training by Galveston College under the conditions of the guarantee policy.

Special conditions which apply to the Job Skills Competency guarantee are as follows:

1. The graduate must have earned the A.A.S. degree beginning December 1993 or thereafter in an occupational program identified in the College catalog.
2. The graduate must have completed the A.A.S. degree with a majority of the degree requirements earned at Galveston College and must have completed the degree within a five-year time-span. Galveston College cannot guarantee the competencies from course work taken at another institution.
3. Employment must commence within 12 months of graduation.
4. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Academic Affairs.
5. The employer must certify in writing to the Vice President of Academic Affairs that the employee is lacking entry-level skills identified by Galveston College as the employee's program competencies and must specify the area(s) of deficiency within 90 days of the graduate's initial employment.
6. The College will develop a written educational plan for retraining in consultation with the employer and graduate.
7. Retraining will be limited to the identified area(s) of skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within one calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer will be responsible for the cost of books, insurance and uniforms.
10. The guarantee does not imply that the student will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against Galveston College and its employees for skill deficiencies shall be limited to tuition-free education under the conditions described above.

ADVISORY COMMITTEES

Advisory committees assist Galveston College with the identification and measurement of program needs, particularly in the applied sciences, community service and general adult educational areas. College personnel and persons representing related institutions, area schools and business and industry work

together to identify relevant content for the program or course, recommend necessary equipment, and evaluate program outcomes.

ARTICULATION AGREEMENTS

Articulation agreements have been made with the University of Texas Medical Branch, University of Houston-Clear Lake and Texas Tech University. Students should contact the Counseling Office for specific course requirements before making a degree plan.

Articulation agreements have also been developed with service area high schools. Students who have graduated from high school within the past three years should check with their high school counselor or Galveston College counselor regarding the possibility of receiving Galveston College credit for articulated high school classes. Students must enroll at Galveston College to receive college credit for coursework taken in high school. Students must complete an equal number of credits in residence at Galveston College before the articulated hours can be posted to a student transcript.

TECH PREP

Associate degree programs designated as Tech Prep have been developed to assist students who begin their technical studies in high school. While any student may receive the degree, students who began a tech prep program in a high school with a Galveston College tech prep agreement may receive advanced credit for specified courses at no cost to the student. Students must have a declared major in the Galveston College tech prep program to receive credit.

Students may work towards advanced certification in tech prep programs. Advisory committees have recommended these courses as helpful to employees who are interested in job advancement.

WECM

To meet state needs for high-quality and consistent workforce education, the Coordinating Board approved a grant project in 1995, utilizing funds made available from the federal Carl D. Perkins Act, to develop the Workforce Education Course Manual (WECM). The WECM is the state inventory of workforce education courses for public two-year colleges. It contains a generic catalog of course descriptions and specifies for each course: minimum and maximum contact hours, semester credit hours (SCH) and/or continuing education units (CEU), and minimum learning outcomes.

The purposes of the WECM are to:

- Contribute to the quality and consistency of workforce courses
- Provide Texas colleges increased assistance and flexibility in responding to employer needs
- Enhance the portability of credits and credentials for students
- Provide increased access for students to workforce education degrees and career advancement
- Facilitate articulation with other providers of education at both the secondary and post-secondary levels
- Incorporate industry-established skill standards into Texas workforce education.

ACCOUNTING

Associate of Applied Science Degree (0502)

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.

In the Accounting A.A.S. degree program, the first two semesters are the courses required for the accounting para-professional certificate while the last two semesters concentrate on general education. Most of the courses taught in the last two semesters are transferable for credit to four-year institutions of study.

FIRST YEAR

First Semester

Course	Description	Credit
ACNT 1303	Introduction to Accounting I	3
ACNT 1331	Federal Income Tax: Individual	3
ACNT 1329	Payroll and Business Tax Accounting	3
BUSI 1301	Business Principles	3
COSC 1401	Microcomputer Applications	4
	or	
ITSC 1309	Integrated Software Applications I	<u>3</u>
		15-16

Second Semester

ACNT 1382	Cooperative Education	3
ACNT 1411	Introduction to Computerized Accounting	4
BMGT 1303	Principles of Management	3
HRPO 2307	Organizational Behavior	<u>3</u>
		13

SECOND YEAR

First Semester

Course	Description	Credit
ACCT 2401	Principles of Accounting I – Financial	4
ENGL 1301	Composition I	3
MATH 1324	Mathematics for Business and Social Sciences I	3
SPCH 1315	Public Speaking	3
HUMA ELEC	Elective	<u>3</u>
		16

Second Semester

ACCT 2402	Principles of Accounting II – Managerial	4
ACNT 2382	Cooperative Education CAPSTONE	3
BUSI 2301	Business Law	3
ENGL 1302	Composition II	3
GOVT 2306	Texas Government	<u>3</u>
		16
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		60-61

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

ACCOUNTING-PARA PROFESSIONAL
Level-One Certificate Program (1001)

This certificate program in accounting is designed to prepare a student for an entry-level accounting position, such as accounts receivable clerk, accounts payable clerk, or other accounting positions. An emphasis is placed on computerized applications of all phases of accounting work. These courses are the first year of the Associate of Applied Science (AAS) degree in Accounting.

First Semester

Course	Description	Credit
ACNT 1303	Introduction to Accounting I	3
ACNT 1331	Federal Income Tax: Individual	3
ACNT 1329	Payroll and Business Tax Accounting	3
BUSI 1301	Business Principles	3
COSC 1401	Microcomputer Applications	4
	or	
ITSC 1309	Integrated Software Applications I	<u>3</u>
		15-16

Second Semester

ACNT 1382	Cooperative Education CAPSTONE	3
ACNT 1411	Introduction to Computerized Accounting	4
BMGT 1303	Principles of Management	3
HRPO 2307	Organizational Behavior	3
		13
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		28-29

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

BIOTECHNOLOGY
Associate of Applied Science Degree (5200)

The Biotechnology Associate of Applied Science degree is a two-year, five semester program to prepare the graduate to function as an entry-level research technician.

Admission Criteria:

For entrance to the Biotechnology Program at Galveston College, the applicant should contact the Counseling Center. Applicants must:

- 1) Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Biotechnology program.
- 2) Application for the Biotechnology program requires the filing of a pre-plan/degree plan which shows evidence of:
 - a) THEA scores for THEA-eligible students or placement scores for THEA-exempt students (which permit enrollment in college level courses).
 - b) Satisfactory completion of high school chemistry or CHEM 1405, Introductory Chemistry I: Fundamentals of Chemistry, within five years of acceptance in the Biotechnology program, or with permission of Coordinator of Program.
 - c) Satisfactory completion of MATH 0304, Intermediate Algebra, by placement or course completion within five years of acceptance into the Biotechnology program.
 - d) Satisfactory completion of BIOL 1406, General Biology I.

- 3) Achieve a grade of “C” or better in all required courses. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses is required for admission consideration. The cumulative G.P.A. at Galveston College must be 2.5. Science courses must have been taken within five years of acceptance into the Biotechnology program, or with permission of Coordinator.

Curriculum

Students must complete a two-year program of study to receive an Associate of Applied Science degree. Enrolled students will be required to achieve a “C” or better in all courses in the Biotechnology curriculum in order to progress in the program. All Biotechnology and science courses must be completed in sequence and within a period of five years.

PREREQUISITE COURSES

Course	Description	Credit
BIOL 1406	General Biology I	4
CHEM 1405	Fundamentals of Chemistry	4
MATH 0304	Intermediate Algebra	3
ENGL 1301	Composition I	3
		14

FIRST YEAR

First Semester (Fall)

Course	Description	Credit
BIOL 1407	General Biology II	4
BITC 1311	Intro to Biotechnology	3
MATH 1414	College Algebra	4
ENGL 1302	Composition II	3
		14

Second Semester (Spring)

BITC 1402	Biotech Lab Methods and Techniques	4
COSC 1301	Microcomputer Applications	3
CHEM 1411	General Chemistry I	4
BITC 1291	Special Topics-Ethics	2
		13

Third Semester (Summer)

BIOL 2421	Microbiology	4
BITC 2286	Internship	2
		6

Fourth Semester (Fall)

BITC 2401	Molecular Biology Techniques	4
BITC 1401	Biotech Lab Instrumentation	4
SPCH 1318	Interpersonal Communication	3
PSYC 2301	Introduction to Psychology	3
		14

Fifth Semester (Spring)

BITC 1391	Special Topics-Advanced Biotechnology	3
BITC 2387	*Internship (CAPSTONE)	3
HUMA XXXX	Core Curriculum Humanities	3
ENGL 2311	Technical Report Writing	3
		12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM (including prerequisites) **73**

* CAPSTONE experience 16 week course

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

**COMPUTER SCIENCE TECHNOLOGY
MICROCOMPUTER APPLICATIONS AND NETWORKING
Associate of Applied Science Degree (6024)**

The microcomputer revolutionized the operations of business, industry, family and social organizations. Microcomputers are currently being used for word processing, decision-making, instruction, research, communications and many other applications. Microcomputer specialists receive training in the most recent software applications, operating systems, hardware, languages and networking technologies.

FIRST YEAR

First Semester

Course	Description	Credit
ACNT 1303	Introductory Accounting	3
COSC 1301	Microcomputer Applications	3
	or	
ITSC 1309	Integrated Software Applications I	3
ENGL 1301	Composition I	3
MATH	College Level Mathematics	3/4
SPCH 1321	Business & Professional Speaking	3
		15-16

Second Semester

COSC 1436	Programming Fundamentals I	4
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1325	Personal Computer Hardware	3
ITSC 2431	Integrated Software Applications III	4
ELECTIVE	Humanities/Fine Arts Elective	3
		17

SECOND YEAR

First Semester

Course	Description	Credit
COSC 1437	Programming Fundamentals II	4
ITxx	1st Course in a Networking Sequence	4
ELECTIVE	Elective in Computing *	3
ITSC 1313	Internet/Web Page Development	3
ITSC 1380	Cooperative Education I	3
		17

Second Semester

ITxx	2nd Course in a Networking Sequence	4
ITxx	3rd Course in a Networking Sequence	3
ELECTIVE	Elective in Computing *	3
	or	
ITSC 1381	Cooperative Education II CAPSTONE	3
ELECTIVE	Social Science Elective	3
		13

TOTAL SEMESTER CREDIT HOURS IN PROGRAM	62-63
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* Please see a computer faculty advisor to help you determine which courses and electives best meet your needs. Students wishing to emphasize networking should take additional topics in a networking series; while students emphasizing applications should take additional advanced applications courses.

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

**MICROCOMPUTER NETWORKING CERTIFICATE
Level-One Certificate Program (6025)**

Low-cost Internet and e-mail access have brought microcomputer-based communications into work and home. Society needs trained individuals to plan, implement, maintain and support these information systems in a wide range of computing environments. This certificate prepares students to become computer support specialists, network operators, network service specialists, repair technicians, system analysts assistants, along with other network-related opportunities.

Course	Description	Credit
ITSC 1305	Introduction to PC Operating Systems	3
ITSC 1325	Personal Computer Hardware	3
ITxx	1st Course in a departmentally approved Networking sequence	4
ITxx	2nd Course in a departmentally approved Networking sequence	3
ITxx	3rd Course in a departmentally approved Networking sequence	4
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		17

**MICROCOMPUTER APPLICATIONS CERTIFICATE
Level-One Certificate Program (6022)**

Microcomputers have made a fundamental change in the structure of our society. Knowledge and ability to use computer hardware and software is essential to be productive in today's world. This certificate enables students to be proficient in basic operating system use, word processing, spreadsheets, databases, presentation graphics, desktop publishing, Internet search engines, e-mail and emerging applications.

Course	Description	Credit
ACNT 1303	Introductory Accounting	3
POFT 1301	Business English	3
COSC 1301	Microcomputer Applications	3
	or	
ITSC 1309	Integrated Software Applications I	3
ITSC 1313	Internet/Web Page Development	3
ITSC 2431	Integrated Software Applications III CAPSTONE	4
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		16

CRIMINAL JUSTICE

Associate of Applied Science Degree – Tech Prep (5505)

The Criminal Justice program offers the Associate of Applied Science degree in Criminal Justice to students who are seeking careers as police officers, sheriff's deputies, state law enforcement officers, district attorney's investigators, and correctional officers. Most of the courses are transferable to several universities that offer a baccalaureate degree in criminal justice.

**FIRST YEAR
First Semester**

Course	Description	Credit
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1307	Crime in America	3
CRIJ 1301	Introduction to Criminal Justice	3
<u>ENGL 1301</u>	<u>Composition I</u>	3
<u>PSYC 2301</u>	<u>Introduction to Psychology OR</u>	
<u>SOCI 1301</u>	<u>Introduction to Sociology</u>	3
		15
Second Semester		
ENGL 1302	Composition II	3
CRIJ 1306	Court Systems and Practices	3
CRIJ 1313	Juvenile Justice System	3
CRIJ 2313	Correctional Systems & Practices	3
CRIJ 2301	Community Resources in Corrections	3
		15
SECOND YEAR		
First Semester		
Course	Description	Credit
CRIJ 2314	Criminal Investigation	3
CRIJ 2328	Police Systems and Practices	3
GOVT 2301	American National and State Government I	3
HUMA 1302	Introduction to Humanities II	3
<u>SPCH 1315</u>	<u>Public Speaking</u>	3
		15
Second Semester		
<u>MATH 1324</u>	<u>Finite Business Mathematics</u>	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
CJSA 1382	Law Enforcement Experience CAPSTONE	3
<u>COSC 1401</u>	<u>Microcomputer Applications</u>	4
GOVT 2302	American National and State Government II	3
		16
	TOTAL SEMESTER CREDIT HOURS IN PROGRAM	61

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

CRIMINAL JUSTICE Level-One Certificate Program – Tech Prep (5504)

This program is an alternative to the Associate of Applied Science degree in Criminal Justice. It is aimed at those already employed in a criminal justice area and/or those seeking a short-term program.

Students must meet all placement test requirements as stated in the Galveston College catalog. Exceptionally low scores on the appropriate tests may limit or prevent a student's entry into the certificate program until required developmental courses are completed.

Those who successfully complete the required 21 hours of college-level course work will be awarded a Galveston College approved Certificate of Achievement in Criminal Justice. All courses in the certificate program may be applied toward the A.A.S. degree in Criminal Justice.

Course	Description	Credit
CRIJ 1301	Introduction to Criminal Justice	3

CRIJ 1306	Courts Systems and Practices	3
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1307	Crime in America	3
CRIJ	(Electives: 9 hours of law enforcement or 9 hours of law enforcement and criminal justice courses 9)	
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		21

**CRIMINAL JUSTICE
LAW ENFORCEMENT CERTIFICATE
Level One Certificate Program (5506)**

First Semester

Course	Description	Credit
CJLE 1506	Basic Peace Officer I	5
CJLE 1512	Basic Peace Officer II	5
PHED 1117	Fitness Training: Law Enforcement I	1
PHED 1118	Fitness Training: Law Enforcement II	1
		12

Second Semester

CJLE 1518	Basic Peace Officer III	5
CJLE 1524	Basic Peace Officer IV CAPSTONE	5
PHED 2100	Fitness Training: Law Enforcement III	1
PHED 2101	Fitness Training: Law Enforcement IV	1
		12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		24

**CULINARY/HOSPITALITY MANAGEMENT
Associate of Applied Science Degree (5656)**

FIRST YEAR

First Semester

Course	Description	Credit
CHEF 1401	Basic Food Preparation	4
CHEF 2402	Saucier	4
PSTR 1401	Fundamentals of Baking	4
CHEF 2301	Intermediate Food Preparation	3
		15

Second Semester

PSTR 2431	Advanced Pastry Shop	4
CHEF 1445	International Cuisine	4
CHEF 1410	Garde Manger	4
CHEF 1441	American Regional Cuisine	4
		16

Third Semester

CHEF 1380	Cooperative Education-Culinary Arts/Chef Training	3
HAMG 1308	Introduction to the Hospitality Industry	3
CHEF 1305	Sanitation and Safety	3
IWFA 1318	Nutrition for the Food Service Professional	3
		12

SECOND YEAR**First Semester**

Course	Description	Credit
<u>COSC 1301</u>	<u>Microcomputer Applications I OR</u>	3
ITSC 1309	Integrated Software I (3)	
<u>ENGL 1301</u>	<u>Composition I</u>	3
<u>GOVT 2306</u>	<u>Texas Government</u>	3
<u>MATH 1414</u>	<u>College Algebra</u>	
	or	
<u>BIOL 1322</u>	<u>Nutrition and Diet Therapy I</u>	3/4
		12/13

Second Semester

<u>HUMA XXXX</u>	<u>Humanities Elective from Core Curriculum</u>	3
RSTO 2301	Principles of Food and Beverage Controls	3
RSTO 1313	Hospitality Supervision	3
HAMG 2307	Hospitality Marketing and Sales	3
		12

Third Semester

CHEF 1381	Cooperative Education-Culinary Arts/Chef Training	3
		3

TOTAL SEMESTER CREDIT HOURS IN PROGRAM **70-71**

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

**Culinary Hospitality Management
Level-One Certificate Program (5655)**

Galveston College's Culinary/Hospitality Management Certificate is ideal for people, who do not have a formal culinary arts education, but who already have experience cooking in the food service industry. It provides management skills that should assist someone who is seeking to advance their position in the food service/hospitality job market. The eight management classes in this certificate meet the requirement for the Professional Management Development Program of the Educational Foundation of the National Restaurant Association. This course of study coupled with work experience can lead to certification from the National Restaurant Association and the American Culinary Federation.

First Semester

Course	Description	Credit
HAMG 1308	Introduction to the Hospitality Industry	3
HAMG 2337	Hospitality Facilities Management	3
CHEF 1305	Sanitation and Safety	3
IWFA 1318	Nutrition for the Food Service Professional	3
		12

Second Semester

RSTO 1325	Purchasing for Hospitality Operations	3
RSTO 2301	Principles of Food and Beverage Controls	3
RSTO 1313	Hospitality Supervision	3
HAMG 2307	Hospitality Marketing and Sales	3
COSC 1301	Microcomputer Applications I	
	Or	
	ITSC 1309 Integrated Software I (3)	3
		15

Third Semester

RSTO 1381	Cooperative Education-Food and Beverage/ Restaurant Operations Management	3
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TOTAL SEMESTER CREDIT HOURS IN PROGRAM 30

CULINARY ARTS**Level-One Certificate Program (6228)**

Culinary Arts is a one year certificate program designed for the individual seeking training to become employed as an entry level cook. The student will receive instruction in basic hot food cooking technique, knife skills, garde manger, baking and pastry, soup and sauce making as well as regional and international cuisines. This certificate coupled with work experience and additional classroom instruction can lead to certification by the American Culinary Federation.

First Semester

Course	Description	Credit
CHEF 1401	Basic Food Preparation	4
CHEF 2402	Saucier	4
PSTR 1401	Fundamentals of Baking	4
CHEF 2301	Intermediate Food Preparation	3
		15

Second Semester

PSTR 2431	Advanced Pastry Shop	4
CHEF 1445	International Cuisine	4
CHEF 1410	Garde Manger	4
CHEF 1441	American Regional Cuisine	4
COSC 1301	Microcomputer Applications OR ITSC 1309 Integrated Software I (3)	3
		19

Third Semester

CHEF 1380	Cooperative Education-Culinary Arts/ Chef Training CAPSTONE	3
		3

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 37

CULINARY ARTS/BAKING AND PASTRY**Level One Certificate (6229)**

Culinary Arts/Baking and Pastry is a one-year certificate program designed for the individual seeking training to become employed as an entry-level pastry cook. The student will receive instruction in the production of yeast breads and rolls, quick breads, muffins, cakes, cake decorating, cookies, laminated dough, pate choux, pastries, candies and sugar work. This certificate coupled with work experience and additional classroom instruction can lead to certification by the American Culinary Federation.

First Semester

Course	Description	Credit
PSTR 1301	Fundamentals of Baking	4
PSTR 1306	Cake Decorating I	3
PSTR 1305	Breads and Rolls	3
PSTR 1310	Pies, Tarts, Tea Cakes and Cookies	3
		13

Second Semester

PSTR 1307	Cake Decorating II	3
PSTR 1312	Laminated Dough, Pate Choux, and Donuts	3
PSTR 2431	Advanced Pastry Shop	4
CULA 2341	Advance Pastry Culinary Competition	3
COSC 1101	Computer Literacy	1
		14
Third Semester		
PSTR 1381	Cooperative Education-Baker/ Pastry Chef CAPSTONE	3
		3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		30

EMERGENCY MEDICAL SERVICES
Associate of Applied Science Degree (7104)

This program is designed to prepare students for a career in emergency medical services. Students successfully completing the first semester may apply for EMT-Basic certification. Students completing the second semester may apply for EMT-Intermediate certification. Students completing the final semesters may apply for Paramedic Certification. Students who successfully complete the technical and general education courses will earn an Associate of Applied Science Degree in Emergency Medical Services, which broadens and heightens the student's career opportunity and portability. The program is accredited/approved through the Commission on Accreditation of Educational Programs for the Emergency Medical Services Professions (COAEMSP)

All prospective students who wish to be admitted to the Emergency Medical Services Degree Program should contact the Counseling Center to complete the following admission criteria.

Applicants Must:

- 1) Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the EMS Program. Application to the EMS Program requires filing of a pre-plan/degree plan which shows evidence of:
 - a) THEA scores for THEA-eligible students or placement scores for THEA-exempt students which permit enrollment in college level courses
 - b) Satisfactory completion of BIOL 2401, Anatomy & Physiology I within five years of acceptance into the program with a minimum GPA of 2.0
 - c) Meet with the EMS Program Director.
- 2) Complete Hepatitis B vaccination series including the titer by the start of the program. (This process takes approximately seven months to complete.)
- 3) Complete a background check through the College at students cost.

(Required for A.A.S. Degree and Certificate Plan)

Prerequisite Courses

Course	Description	Credit
<u>BIOL 2401</u>	<u>Anatomy and Physiology I</u>	4
		4

First Semester

Course	Description	Credit
EMSP 1501	EMT-Basic	5
EMSP 1260	Clinical – Emergency Medical Technician	2
EMSP 1291	Special Topics	2
<u>COSC 1301</u>	<u>*Microcomputer Applications</u>	4
HPRS 1206	Medical Terminology	2
EMSP 1145	Basic Trauma Life Support	1
		16

Second Semester

EMSP 1338	Introduction to Advanced Practice	3
EMSP 1355	Trauma Management	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1262	Clinical – Emergency Medical Technician	2
BIOL 2402	Human Anatomy and Physiology II	4
		15

Third Semester

EMSP 2348	Emergency Pharmacology	3
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<u>ENGL 1301</u>	<u>Composition I</u>	3
EMSP 2544	Cardiology	5
EMSP 2160	Clinical – Emergency Medical Technician	1
		12
Fourth Semester		
EMSP 2434	Medical Emergencies	4
EMSP 2430	Special Populations	4
EMSP 2260	Clinical – Emergency Medical Technician	2
PSYC 2301	General Psychology	3
		13
Fifth Semester		
EMSP 2143	*Assessment Based Management	3
EMSP 2338	EMS Operations	3
EMSP 2261	Clinical – Emergency Medical Technician	3
<u>HUMA 1302</u>	<u>Introduction to the Humanities II</u>	3
<u>SPCH 1318</u>	<u>Interpersonal Communications</u>	1
		12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		71-72

*ITSC 1309-Integrated Software I may be substituted for COSC 1401

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

**EMERGENCY MEDICAL SERVICES
INTERMEDIATE CERTIFICATE
Level-One Certificate Program (7101)**

First Semester		
Course	Description	Credit
EMSP 1501	EMT-Basic	5
EMSP 1260	Clinical – Emergency Medical Technician	2
EMSP 1291	Special Topics	2
HPRS 1206	Medical Terminology	2
COSC 1401	**Microcomputer Applications	4
EMSP 1145	Basic Trauma Life Support	1
		16
Second Semester		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1262	Clinical-Emergency Medical Technician CAPSTONE	2
		11
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		27

**EMERGENCY MEDICAL SERVICES PARAMEDIC CERTIFICATE
Level-Two Certificate Program (7103)**

First Semester

Course	Description	Credit
EMSP 1501	EMT-Basic	5
EMSP 1260	Clinical – Emergency Medical Technician	2
EMSP 1291	Special Topics	2
HPRS 1206	Medical Terminology	2
COSC 1401	**Microcomputer Applications	4
EMSP 1145	Basic Trauma Life Support	1
		16

Second Semester

EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 1262	Clinical-Emergency Medical Technician	2
		11

Third Semester

EMSP 2348	Emergency Pharmacology	3
EMSP 2544	Cardiology	5
EMSP 2160	Clinical-Emergency Medical Technician	1
		9

Fourth Semester

EMSP 2430	Special Populations	4
EMSP 2434	Medical Emergencies	4
EMSP 2260	Clinical-Emergency Medical Technician	2
		10

Fifth Semester

EMSP 2143	Assessment Based Management CAPSTONE	1
EMSP 2338	Emergency Medical Services Operations	3
EMSP 2261	Clinical-Emergency Medical Technician	2
		6

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 47

**EMERGENCY MEDICAL SERVICES BASIC CERTIFICATE
Level-One Certificate Program (7100)**

First Semester

Course	Description	Credit
EMSP 1501	EMT-Basic	5
EMSP 1260	Clinical – Emergency Medical Technician	2
EMSP 1291	Special Topics	2

HPRS 1206	Medical Terminology	2
COSC 1401	**Microcomputer Applications	4
EMSP 1145	Basic Trauma Life Support	1
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		16

HOTEL, RESTAURANT AND TOURISM MANAGEMENT
Associate of Applied Science Degree (5656)

FIRST YEAR

First Semester

Course	Description	Credit
<u>ENGL 1301</u>	<u>Composition I</u>	3
<u>SPCH 1315</u>	<u>Beginning Public Speaking</u>	
	<u>or</u>	3
SPCH 1321	Business and Professional Speaking	3
HAMG 1321	Introduction to Hospitality (TP)	3
BMGT 1303	Principles of Management	3
<u>COSC 1301</u>	<u>Microcomputer Applications (TP)</u>	3
	<u>or</u>	
ITSC 1309	Integrated Software	3
		15

Second Semester

ENGL 1302	Composition II	3
HAMG 1342	Guest Room Maintenance	3
<u>MATH 1414</u>	<u>College Algebra</u>	4
HAMG 1340	Hospitality Legal Issues	3
RSTO 1313	Hospitality Supervision	3
HAMG 1305	Principles of Tourism Management	3
		19

SECOND YEAR

First Semester

Course	Description	Credit
GOVT 2305	Federal Government	3
HAMG 1313	Front Office Procedures	3
HAMG 2305	Hospitality Management and Leadership	3
RSTO 2301	Principles of Food and beverage Controls	3
HAMG 1324	Hospitality Human Resources Management	3
HAMG 1391	Special Topics: Hospitality Administrations	3
		18

Second Semester

HUMA XXXX	Humanities Elective	3
HAMG 2307	Hospitality Marketing and Sales	3
HAMG 2330	Convention and Group Management Services	3
HAMG 2332	Hospitality Financial Management	3
HAMG 2337	Hospitality Facilities Management	3
		15

Summer

HAMG 1380	Cooperative Education: CAPSTONE Hospitality Administration and Management	3
		3

TOTAL SEMESTER CREDIT HOURS IN PROGRAM ***70**

*ITSC 1309 Integrated Software I may be substituted for COSC 1301.

Identifies courses to meet academic, general education requirements for AAS degree: minimum 15 credit hours.

**HOTEL, RESTAURANT AND TOURISM MANAGEMENT
Level One Certificate (5676)**

First Semester

Course	Description	Credit
HAMG 1321	Introduction to Hospitality (TP)	3
HAMG 1342	Guest Room Maintenance	3
HAMG 1324	Hospitality Human Resources Management	3
COSC 1301	Microcomputer Applications (TP)	
	or	
ITSC 1309	Integrated Software Applications I	3
		12

Second Semester

HAMG 2332	Hospitality Financial Management	3
HAMG 1313	Front Office Procedures	3
HAMG 2337	Hospitality Facilities Management	3
HAMG 1380	Cooperative Education: CAPSTONE	
	Hospitality Administration and Management	3
		12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 24

**SALES, CONFERENCE SERVICES AND CATERING CERTIFICATE
Level One Certificate (5677)**

First Semester

Course	Description	Credit
HAMG 1305	Tourism Management	3
HAMG 1321	Introduction to the Hospitality Industry	3
HAMG 2330	Convention and Group Management Services	3
COSC 1301	Microcomputer Applications	3
	or	
ITSC 1309	Integrated Software	3
		12

Second Semester

HAMG 1313	Front Office Procedures	3
RSTO 2301	Principles of Food and Beverage Controls	3
HAMG 2307	Hospitality Marketing and Sales	3
HAMG 1380	Cooperative Education: CAPSTONE	
	Hospitality Administration and Management	3
		12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 24

**MANAGEMENT DEVELOPMENT
GENERAL MANAGEMENT OPTION
Associate of Applied Science Degree (5621)**

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

FIRST YEAR

First Semester

Course	Description	Credit
BMGT 1303	Principles of Management	3
BMGT 1382	Cooperative Education: Business Administration and Management I	
	or	
BMGT	Elective	3
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	3
HRPO 2301	Human Resource Management	3
HRPO 2307	Organizational Behavior	3
		15

Second Semester

ACNT 1303	Introduction to Accounting	3
BMGT 1305	Communications in Management	3
BMGT 1383	Cooperative Education: Business Administration and Management II	
	or	
BMGT	Elective	3
BMGT 2309	Leadership	3
BUSI 2301	Business Law	3
MRKG 1311	Principles of Marketing	3
		18

SECOND YEAR

First Semester

Course	Description	Credit
ACCT 2401	Principles of Accounting I – Financial	4
BMGT 2303	Problem Solving and Decision Making	3
BMGT 2382	Cooperative Education: Business Administration and Management III	
	or	
BMGT	Elective	3
<u>ENGL 1301</u>	<u>Composition I</u>	3
<u>SPCH 1315</u>	<u>Beginning Public Speaking</u>	
	or	
SPCH 1321	Business and Professional Speaking	3
		16

Second Semester

BMGT 2341	Strategic Management	3
<u>ENGL 1302</u>	<u>Composition II</u>	3
BMGT 2341	Strategic Management	3

<u>MATH 1324</u>	<u>Mathematics for Business & Social Sciences II</u>	3
ELEC	Elective	3
		15
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		64

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

**GENERAL MANAGEMENT
Level-One Certificate Program (5623)**

This certificate program offers beginning or current middle managers the opportunity to further develop managerial skills for their present position or career development. All courses taken will apply to the Management Development degree program.

FIRST YEAR

First Semester

Course Description	Credit	
BMGT 1303	Principles of Management	3
BMGT 1382	Cooperative Education: Business Administration and Management I	
or		
BMGT	Elective	3
COSC 1301	Microcomputer Applications	3
HRPO 2301	Human Resource Management	3
HRPO 2307	Organizational Behavior	3
	15	

Second Semester

ACNT 1303	Introduction to Accounting	3
BMGT 1305	Communications in Management	3
BMGT 1383	Cooperative Education: CAPSTONE Business Administration and Management II	
or		
BMGT	Elective	3
BMGT 2309	Leadership	3
BUSI 2301	Business Law	3
MRKG 1311	Principles of Marketing	3
	18	

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 33

**NURSING
ASSOCIATE OF APPLIED SCIENCE IN NURSING (ADN-TECH PREP)
ADMISSIONS (1299)**

Admission Requirements:

All prospective candidates who wish to be admitted to the Associate Degree Nursing Program should contact the Counseling Center. Applicants must:

1. Complete the requirements for admission to the college. (Admission to Galveston College does not guarantee admission to the nursing program.) Application to the nursing program requires the filing of a pre-plan/degree plan, which shows evidence of:
 - a) THEA scores for THEA-eligible students or placement scores for THEA-exempt students (which permit enrollment in college level courses).
 - b) Satisfactory completion of high school chemistry or CHEM 1405, Fundamentals of Chemistry, within five years of acceptance into the nursing program.
 - c) Satisfactory completion of an Introductory Algebra course, or a passing placement test score, within five years of acceptance into the nursing program.
 - d) Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of acceptance into the nursing program.
 - e) Satisfactory completion of PSYC 2301, Introduction to Psychology.
 - f) Satisfactory completion of HPRS 1206, Medical Terminology.
2. Achieve a grade of “C” or better in all required courses. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses is required for admission consideration. *Science courses must have been taken within five years of acceptance into the nursing program. Transcripts may not reflect more than one (1) D or F in any nursing course.

Acceptance to the Associate Degree Nursing program is through a competitive selection process based on a point system and is highly competitive. Students will earn points based on pre-requisite and science courses, Grade Point Average, NET scores, and general education and pre nursing courses completed. The information packet, available in the Admissions office and on-line, details the procedure for program application. Potential applicants are expected to be familiar with the application requirements and process. Not everyone who applies will be accepted.

Students who plan to enroll in first year nursing courses on the Brazosport Campus should contact the Counseling office at Brazosport College for details.

Prospective applicants who meet the above criteria will be required to pass The Nurse Entrance Test, as part of the admission criteria. Students will be notified of the date and time the examination will be administered. Students who do not pass the examination will be counseled and remediation will be recommended. The student may retake the examination one time each year. A passing score on the Nurse Entrance test is valid for one year.

Procedure After Admission:

Successful applicants will:

1. Be informed by mail of acceptance into the program. All entering students will be notified by mail of the scheduled departmental orientation session and will be required to attend.
2. Submit a personal health history form furnished by the UTMB Office of Student Wellness. Physical examinations and required immunizations will be at student expense.
3. Be certified in Basic Life Support (CPR-Health Professional Level) at program entry and maintain certification throughout the course of study.
4. Complete a background check

State Board Requirements

Students should be advised that permission to take the NCLEX-RN for licensure as a professional nurse is regulated by the Texas State Board of Registered Nurse Examiners. Students who have been previously convicted of a crime other than minor traffic violations or if ever hospitalized or treated for mental illness

and/or chemical dependency may not be approved by the Board for licensure. For further information students may contact the Board of Nurse Examiners for the State of Texas in Austin.

Application Requirements:

Applications for admission to the Associate Degree Nursing Program will be accepted in the Admissions Office beginning **September 15** of each year for the next academic year. Prospective students whose files are completed by **April 15** will be considered for admission according to specific criteria. Applications received after April 15 will be reviewed and ranked. Admission will be based on space availability.

Applicants who are not admitted to the program are not automatically considered for the next year's class and must re-apply each year. A student who is accepted for the current class but does not enroll in the program will be required to re-apply for the next class. A new pre-plan must be completed each time a student re-applies.

All students desiring admission to the Associate Degree Nursing Program should have a Pre-ADN plan on file in the Counseling Center. Only students who have completed all admission requirements will be considered for admission to the Associate Degree Nursing Program.

TRANSFER POLICIES

Students who wish to transfer credits should apply for admission to the College in the Counseling Center. Transfer nursing courses are evaluated on a course-by-course basis. Transfer grades below a "C" are not accepted for credit in the nursing program. Mathematics and science courses must be no more than five years old. Only one nursing course repeat is allowed.

Transfer students from other nursing programs who meet the standard admission requirements will be admitted on a space-available basis.

The student desiring transfer credit must:

1. Meet admission requirements for Galveston College and the Associate Degree Nursing Program;
2. Currently hold an overall GPA of 2.5 as well as a GPA 2.5 on all prerequisite courses;
3. Arrange to have transcripts from former institutions including high school or G.E.D. certificate sent to the Admissions Office at Galveston College;
4. Have a letter concerning eligibility from previous nursing programs sent to the Director of Admissions/Registrar;
5. Submit course syllabi for review, if requested, to the Admission and Progression Committee.
6. Successfully complete all testing requirements.
7. Enter the ADN program before or at the beginning of the second year.
8. Complete 18 of the last 36 semester hours at Galveston College prior to graduation from Galveston College (ADN).

ACADEMIC PROGRESSION REQUIREMENTS

Grading System and Repetition of Courses

The grading system for the Associate Degree Program Nursing Courses is:

A = 91 – 100 C = 75 – 80
B = 81 – 90 F = Below 75

The student is required to:

1. Achieve a grade of "C" (75) or better in all nursing courses required in the ADN curriculum to progress in the nursing program. Grades will not be rounded.

2. Achieve a grade of “C” or better in all science and general education courses required in the ADN curriculum to progress in the nursing program. Students must complete all concurrent courses within a semester to progress to the next semester.
3. Complete nursing and science courses in sequence and within a period of five years. Students are subject to failure or dismissal at any time for documented incidents of unsatisfactory/ unsafe clinical performance.

Students with a grade of “W”, “F”, or “AWF”, in any nursing course and not dismissed must re-apply to repeat the course on a space available basis after meeting the criteria for re-admission. Students must also satisfy all requirements to remove “scholastic probation” status prior to re-admission.

Students applying for transfer or readmission who do not have any failures in nursing courses will have priority over a student with one nursing failure.

Students with a total of two failures in nursing courses will be dismissed from the ADN program without the option of readmission for a period of two (2) years.

Re-admission Requirements

Re-admission policies relate to students who are admitted to the Associate Degree Nursing Program, leave prior to completion and apply to return to the program. Re-admission is based upon an individual review of the student’s record and space availability. Students may re-enter the Associate Degree Nursing Program only one time if the reason for the exit was failure of a course or courses in the program. Re-admission must be within one (1) year of leaving the program. Students desiring re-admission after one (1) year must complete the entire program.

The applicant must:

1. Be in academic good standing;
2. Submit a written request to the Admission and Progression Committee;
3. Currently hold an overall G.P.A. of 2.5 as well as G.P.A. of 2.5 on all prerequisite courses. The cumulative G.P.A. must be 2.5 on any courses taken at or transferred to Galveston College. Science courses must have been taken within five years of acceptance into the nursing program;
4. Satisfactorily complete testing re-admission requirements identified for each course.

As part of an exit interview, the faculty and/or Director will identify in writing the exact courses (other than RNSG courses) that the student must complete with a grade of “C” or better to be considered for re-admission. The student will be required to complete at least the number of RNSG semester hours in which he received a grade of “W” or “F”. If the student elects to complete more than the required hours and the courses are approved by the faculty, the student will be required to complete each course with a grade of “C” or better.

Additional re-admission requirements are dependent upon the course of re-entry and include a comprehensive math exam, a standardized examination and a laboratory skills demonstration.

All requirements must be accomplished prior to completion of the preceding semester to which the student is requesting entry. Students will be notified of admission status prior to the first day of class. If the number of students applying exceeds the number of vacancies, the selection will be determined by cumulative G.P.A. at Galveston College.

Students with two (2) failures

*Students who have failed two nursing courses may reapply to the program two years (2) from the date of the second failure. The student would be required to repeat all nursing courses from their original point of

entry into the program (1st semester or transition). The student would be required to follow the curriculum requirements in place at their time of reentry.

The applicant must:

1. Write a letter to the Registrar expressing a desire to be considered for readmission to the program.
2. Request a letter of recommendation from a nursing faculty member.
3. Have a 2.5 G.P.A. overall and a 2.5 G.P.A. on required pre-requisites.
4. Attend a committee interview to discuss changes made that will ensure success.
5. Be admitted to the program at their point of entry on a space-available basis.

The student will be notified by mail of the results of the interview and of their reentry status.

Liability Insurance

All students enrolled in Galveston College nursing programs will be required to purchase liability insurance. At the time of registration, students will automatically be assessed insurance charges. Liability insurance fees are non-refundable. Students are covered by the insurance policy not by the coverage or license of the faculty.

Nursing Organizations

Galveston College nursing students are encouraged to seek membership in college, local, state and national nursing organizations.

NURSING-ASSOCIATE DEGREE Associate of Applied Science Degree – Tech Prep (5208)

The Associate Degree Nursing Program is approved by the Board of Nurse Examiners for the State of Texas and Accredited by the National League for Nursing Accrediting Commission. Information regarding the program can be obtained from NLNAC at 61 Broadway, New York, NY 10016, (800) 669-1656, www.nlnac.org.

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

Galveston College offers the first year nursing courses on the Galveston College and Brazosport College campuses. Nursing courses in the sophomore year are offered only on the Galveston campus. The required general education courses are available on both the Galveston and Brazosport campuses. Contact the office of Admissions for enrollment information.

Students are scheduled to begin their program in the fall and must complete all courses in the curriculum to meet requirements to take the National Council Licensure Examination for Registered Nurses. Upon completion of the two-year, 72 credit-hour curriculum, graduates will be awarded the Associate in Applied Science degree in Associate Degree Nursing.

Prerequisite Courses*

Course	Description	Credit
<u>BIOL 2401</u>	<u>Anatomy and Physiology I</u>	4
CHEM 1405	Fundamentals of Chemistry	4
HPRS 1206	Medical Terminology	2
<u>PSYC 2301</u>	<u>General Psychology</u>	3
		13

FIRST YEAR

First Semester (Fall)

BIOL 2402	Anatomy & Physiology II	4
RNSG 1413	Foundations for Nursing Practice	4
RNSG 1260	Clinical Nursing	2
RNSG 1171	Intro. To Nursing Process	1
RNSG 1115	Health Assessment	1
RNSG 1105	Nursing Skills I	1

13

Second Semester (Spring)

BIOL 2421	Microbiology	4
RNSG 1441	Common Concepts of Adult Health	4
RNSG 1360	Clinical-Nursing	3
HPRS 2200	Pharmacology for Health Professionals	2

13

Third Semester (Summer)

Course	Description	Credit
RNSG 2213	Mental Health Nursing	2
RNSG 1261	Clinical-Psy/Mental Health	2
<u>ENGL 1301</u>	<u>Composition I</u>	3
MRMT 1211	Computers in Health Care	2

9

SECOND YEAR

First Semester (Fall)

RNSG 2201	Care of Children and Families	2
RNSG 2260	Clinical-Nursing	2
RNSG 2308	Maternal/Newborn and Women's Health	3
RNSG 2261	Clinical-Nursing	2
RNSG 1193	Issues in Pediatric Nursing	1
<u>HUMA XXXX</u>	<u>Core Curriculum Humanities</u>	3

13

Second Semester (Spring)

<u>GOVT 2305</u>	<u>Federal Government</u>	
	<u>OR</u>	3
GOVT 2306	Texas Government	
	OR	3
PSYC 2314	Lifespan Growth and Development	3
RNSG 1443	Concepts of Adult Health	4
RNSG 2360	Clinical-Nursing	3
RNSG 1166	Preceptorship CAPSTONE	1

11

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 72

*MATH 0303-Introductory Algebra is a requirement to be met for admission to the program by placement or course completion.

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

LVN TO ADN TRANSITION PROGRAM

Licensed Vocational Nurses who meet the College and Nursing Program Admissions criteria are eligible to enter the second year of the nursing program via the Role Transition Course. The admissions criteria include the completion of all prerequisite and general education courses required in the first year of the Associate Degree Nursing curriculum. These courses must be completed prior to the beginning of the course. Applications will be accepted in the Admissions Office beginning **September 15** of each year for the next academic year. Prospective students whose files are completed by **February 15th** will be considered first for admission in summer according to specific criteria. Applications received after February 15 will be reviewed and ranked. Admission will be based on space availability. For admission, the applicant should contact the Counseling Center.

Applicants must:

1. Complete the requirements for admission to the college. (Admission to Galveston College does not guarantee admission to the nursing program.) Application to the nursing program requires the filing of a pre-plan/degree plan which shows evidence of:
 - a. THEA scores for THEA-eligible students or placement scores for THEA-exempt students (which permit enrollment in college level courses).
 - b. Satisfactory completion of high school chemistry or CHEM 1405, Fundamentals of Chemistry, within five years of acceptance into the Role transition program.
 - c. Satisfactory completion of an Introductory Algebra course, or a passing placement test score, within five years of acceptance into the Role Transition program.
 - d. Satisfactory completion of required prerequisite courses.
2. Send official copies of the following to the Admissions Office:
 - a. Transcript from state board approved VN/PN nursing program
 - b. High school transcript/GED scores
 - c. Transcripts for all college work completed.
3. Show proof of current licensure as an LVN/LPN.
4. Have one year of current work experience as an LVN/LPN defined as:
 - a. Working at least one-half time during the last calendar year or,
 - b. Full-Time student pursuing general education requirements for the nursing program while working part-time.
5. Achieve a grade of "C" or better in all required courses. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses completed within the past five years is the minimal requirement for admission consideration. Acceptance to the ADN Transition program is through a competitive selection process based on a point system. Students will earn points based on pre-requisite and science courses, and general education and pre-nursing courses. The information packet available in the Admissions Office and on-line details the procedure for program application.

Curriculum

Each transition class enters in the summer and completes the program of study in one year. Students must be certified in Basic Life Support, Health Care Provider (CPR) at program entry and maintain certification throughout their course of study. Enrolled students will be required to achieve a "C" or better in all courses required in the ADN curriculum in order to progress in the program. All nursing and science courses must be completed in sequence and within a period of five years.

**NURSING – LVN to ADN Transitional Program
Associate of Applied Science Degree (1298)**

Prerequisites

Course	Description	Credit
<u>BIOL 2401</u>	<u>Anatomy and Physiology I</u>	4
BIOL 2402	Anatomy and Physiology II	4
BIOL 2421	Microbiology	4
CHEM 1405	Fundamental of Chemistry	4
<u>ENGL 1301</u>	<u>Composition I</u>	3
<u>HUMA XXXX</u>	<u>Core Curriculum Humanities</u>	3
HPRS 1206	Medical Terminology	2
<u>PSYC 2301</u>	<u>General Psychology</u>	3
RNSG 1171	Intro to Nursing Process	1
RNSG 1115	Health Assessment	1
		29

Summer Semester

RNSG 1262	Clinical-Nursing	2
RNSG 2307	Transition to Nursing Practice	16
		**18
HPRS 2200	Pharmacology	2
		20

Fall Semester

RNSG 2201	Care of Children and Families	2
RNSG 2260	Clinical-Nursing	2
RNSG 2308	Maternal/Newborn and Women’s Health	3
RNSG 2261	Clinical-Nursing	2
RNSG 1193	Issues in Pediatric Nursing	1
MRMT 1211	Computers in Health Care	2
		12

Spring Semester

RNSG 1443	Complex Concepts of Adult Health	4
RNSG 2360	Clinical-Nursing	3
RNSG 1166	Preceptorship CAPSTONE	1
<u>GOVT 2305</u>	<u>Federal Government</u>	
	<u>OR</u>	3
<u>GOVT 2306</u>	<u>Texas Government</u>	
	<u>OR</u>	
<u>PSYC 2314</u>	<u>Lifespan Growth and Development</u>	11

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 72

* MATH 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion.

** Student receives a total of 18 credits for education and experience upon successful completion of RNSG 1262 and 2307.

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

EMT-P TO ADN TRANSITION PROGRAM

Paramedics who meet the College and Nursing Program Admissions criteria are eligible to enter the second year of the nursing program via the Role Transition Course. The admission criteria include the completion of all prerequisite and general education courses required in the first year of the Associate Degree Nursing curriculum. These courses must be completed prior to the beginning of the course. **Applications** will be accepted in the Admissions Office beginning **September 15** of each year for the next academic year. Prospective students whose files are completed by **February 15th** will be considered first for admission in summer according to specific criteria. Applications received after February 15 will be reviewed and ranked. Admission will be based on space availability. For admission, the applicant should contact the Counseling Center.

Applicants must:

1. Complete the requirements for admission to the college. (Admission to Galveston College does not guarantee admission to the nursing program.) Application to the nursing program requires the filing of a pre-plan/degree plan which shows evidence of:
 - a. THEA scores for THEA-eligible students or placement scores for THEA-exempt students (which permit enrollment in college level courses).
 - b. Satisfactory completion of high school chemistry or CHEM 1405, Fundamentals of Chemistry, within five years of acceptance into the nursing program.
 - c. Satisfactory completion of an Introductory Algebra course, or a passing placement test score, within five years of acceptance into the Role Transition program.
 - d. Satisfactory completion of required prerequisite courses.
2. Send official copies of the following to the Admissions Office:
 - a. Transcript showing successful completion of Basic, Intermediate and EMT-Paramedic courses.
 - b. High school transcript/GED scores
 - c. Transcripts for all college work completed.
3. Be a Texas certified or Licensed Paramedic or eligible for certification or licensure.

**NURSING – EMT-P to ADN Transitional Program
Associate of Applied Science Degree (1295)**

Prerequisites

Course	Description	Credit
<u>BIOL 2401</u>	<u>Anatomy and Physiology I</u>	4
BIOL 2402	Anatomy and Physiology II	4
BIOL 2421	Microbiology	4
CHEM 1405	Fundamental of Chemistry	4
<u>ENGL 1301</u>	<u>Composition I</u>	3
<u>HUMA XXXX</u>	<u>Core Curriculum Humanities</u>	3
HPRS 1206	Medical Terminology	2
<u>PSYC 2301</u>	<u>General Psychology</u>	3
RNSG 1115	Health Assessment	1
RNSG 1171	Intro to Nursing Process	1
		29

Summer Semester

RNSG 1140	Nursing Skills for Articulating Students	1
RNSG 1262	Clinical-Nursing	2
RNSG 2307	Transition to Nursing Practice	15
		**18
HPRS 2200	Pharmacology	2
		20

Fall Semester

RNSG 2201	Care of Children and Families	2
RNSG 2260	Clinical-Nursing	2
RNSG 2308	Maternal/Newborn and Women's Health	3
RNSG 2261	Clinical-Nursing	2
RNSG 1193	Issues in Pediatric Nursing	1
MRMT 1211	Computers in Health Care	2
		12
Spring Semester		
RNSG 1443	Complex Concepts of Adult Health	4
RNSG 2360	Clinical-Nursing	3
RNSG 1166	Preceptorship CAPSTONE	1
<u>GOVT 2305</u>	<u>Federal Government</u>	
	<u>OR</u>	3
<u>GOVT 2306</u>	<u>Texas Government</u>	
	<u>OR</u>	
<u>PSYC 2314</u>	<u>Lifespan Growth and Development</u>	
		11
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		72

* MATH 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion.

** Student receives a total of 19 credits for education and experience upon successful completion of RNSG 1171, 1262 and 2307.

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

NURSING – VOCATIONAL ADMISSIONS (7820)

Admission Requirements:

All prospective candidates who wish to be admitted to the Vocational Nursing Program should contact the Counseling Center. Applicants must:

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Vocational Nursing Program. Application to the nursing program requires the filing of a pre-plan/degree plan which shows evidence of THEA scores for THEA-eligible students or placement scores for THEA-exempt students that permit enrollment in college level courses.
2. Successfully complete all sections of the THEA prior to admission to the program. Satisfactorily complete eight (8) credit hours of specific academic college level courses with a grade of "C" or better. An overall G.P.A. of 2.0 as well as a G.P.A. of 2.25 on all prerequisite courses is required for admission consideration. Science and Math courses must have been taken within five years of acceptance into the nursing program.

Prerequisite Courses:

Candidates for admission to the Vocational Nursing program must complete the following prerequisite courses to be eligible for consideration:

Courses	Credit Hrs.
HPRS1206 Medical Terminology	2

VNSG 1227 Essentials of Medicine Adm	2
*VNSG 1420 A&P for Allied Health	4
MATH XXXX Dependent on the THEA score	<u> </u>
	8

*** NOTE: BIOL 2401 and BIOL 2402, Anatomy and Physiology may be substituted for VNSG 1420. VNSG 1420 will not be counted for credit toward LVN to ADN transition program.**

Applications will be accepted in the Admissions Office beginning **September 15** of each year for the next academic year. Prospective students whose files are completed by **February 15** will be considered first for admission in the summer according to specified criteria. Applications completed after **February 15** will be reviewed and ranked. Admission will be based on space availability.

Procedure After Admission:

Successful applicants will:

1. Be informed by mail of acceptance to the program. All entering students will be required to attend a departmental orientation for new students. All entering students will be notified by mail of the dates and times of the scheduled orientation session.
2. Submit a personal health history form furnished by the UTMB Office of Student Wellness. Physical examinations and required immunizations will be at student expense.
3. Be certified in Basic Life Support (CPR-Professional Level) at program entry and maintain Certification throughout the course of study.

State Board Requirements:

Students should be advised that permission to take the NCLEX-PN for licensure as a vocational nurse is regulated by the Texas State Board of Vocational Nurse Examiners. Students who have been previously convicted of a crime other than minor traffic violations or if ever hospitalized or treated for mental illness and/or chemical dependency **may not** be approved by the Board for licensure. For further information students may contact the Board of Vocational Nurse Examiners for the State of Texas in Austin, (512-305-7400).

Transfer Policies:

Students who desire to enter the Galveston College Vocational Nursing Program after taking nursing courses at another college or university should apply for admission in the Counseling Center. Admission of transfer students is based upon an individual review of previous course work and space available.

The student desiring transfer credit must:

1. Meet admission requirements for Galveston College and the Vocational Nursing Program.
2. Currently hold an overall G.P.A. of 2.0 as well as a G.P.A. of 2.25 on all prerequisite courses.
3. Arrange to have transcripts from all former institutions including high school or a G.E.D. certificate sent to the Admissions Office at Galveston College.
4. Have a letter concerning eligibility from previous nursing programs sent to the Director of Admissions/Registrar.
5. Submit course syllabi for review, if requested, to the Admission and Progression Committee.
6. Complete examinations and skills check-offs according to the procedure for transfers.
7. Enter the VN program during the first or second semester.
8. Complete a minimum of medical-surgical nursing I and II prior to graduation from Galveston College.

Re-admissions:

Re-admission policies relate to students who are admitted to the Vocational Nursing Program, leave prior to completion and apply to return to the program. Re-admission is based upon an individual review of the student's record and space availability. Students may re-enter the Vocational Nursing Program only one time if the reason for exit was failure of a course or courses in the program. Re-admission must be within one (1) year of leaving the program. Students desiring re-admission after one (1) year must complete the entire program.

The applicant must:

1. Be in academic good standing;
2. Currently hold an overall G.P.A. of 2.0 as well as G.P.A. of 2.25 on all prerequisite courses;
3. Submit a written request to the Admission and Progression Committee;
4. Satisfactorily complete re-admission requirements identified at the time of exit.
5. Satisfactorily complete testing re-admission requirements identified for each course.

As part of the exit interview, the faculty and/or Director will identify in writing the exact courses (other than VNSG courses) that the student must complete with a grade of C or better to be considered for re-admission.

The student will be required to complete at least the number of VNSG semester hours in which he received a grade of "W" or "F". If the student elects to complete more than the required hours and the courses are approved by the faculty, the student will be required to complete each course with a grade of "C" or better.

Vacancies for re-admission students will be awarded on a space-available basis. If the number of students applying exceeds the number of vacancies, the selection will be determined by cumulative G.P.A. at Galveston College.

NURSING – VOCATIONAL Level-Two Certificate Program (7821)

The primary role of the licensed vocational nurse is to provide nursing care in structured health care settings, under the direction of a registered nurse or licensed physician, for clients experiencing common, well-defined problems with predictable outcomes. The graduate is eligible to take the NCLEX-PN licensure examination. The program is designed to be completed within one calendar year. The curriculum is based on sequential learning; therefore, a student must have a grade of "C" or better in all courses to progress to the next sequence of VNSG courses.

Prerequisite Courses:

Course	Description	Credit
HPRS 1206	Medical Terminology	2
VNSG 1227	Essentials of Medication Administration	2
VNSG 1420	Anatomy & Physiology for Allied Health	4
Total		8

Semester I

VNSG 1216	Nutrition & Diet Therapy	2	12 weeks
VNSG 1222	Vocational Nursing Concepts	2	12 weeks
VNSG 1400	Health & Illness I	4	12 weeks
VNSG 1402	Applied Nursing Skills I	4	Summer I (6 weeks)
VNSG 1413	Applied Nursing Skills II	4	Summer II (6 weeks)
HPRS 2200	Pharmacology	2	12 weeks

Total			18
Semester II			
VNSG 1236	Mental Health	2	2 weeks
VNSG 1234	Pediatrics	2	4 weeks
VNSG 1161	Pediatric Clinical	1	1 week
VNSG 1409	Health & Illness II	4	9 weeks
VNSG 2361	Clinical (Medical-Surgical I)	3	9 weeks
Total		12	
Semester III			
VNSG 1230	Maternal/Neonatal Nursing	2	6 weeks
VNSG 1162	Clinical (Maternal/Neonatal)	1	6 weeks
VNSG 1410	Health & Illness III	4	10 weeks
VNSG 2462	Clinical (Medical-Surgical II)	4	10 weeks
HPRS 1205	Medical Law/Ethics for Health Professionals	2	8 weeks
VNSG 1191	Special Topics, (NCLEX Preparation)	1	10 weeks
Total		14	
TOTAL CREDIT HOURS		52	

CAPSTONE - Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

OFFICE ADMINISTRATION
Associate of Applied Science Degree-Tech Prep (5814)

Skilled, technologically sophisticated office workers are in high demand. More and more companies are seeking employees who are skilled in computer knowledge, diversity, teamwork approach, communication skills, interpersonal skills, and the Internet to meet the needs of dynamic businesses. Office Administration students receive training in the most commonly used business software applications, operating system, and computer peripherals.

First Semester

Course	Description	Credit
<u>COSC 1301</u>	<u>Microcomputer Applications</u>	
	or	3
ITSC 1309	Integrated Software Applications I	3
POFT 1313	Professional Development for Office Personnel	3
POFT 1301	Business English	3
POFT 1325	Business Math and Machine Applications	3
POFT 1329	Keyboarding and Document Formatting	3
		15

Second Semester

<u>ENGL 1301</u>	<u>Composition I:</u>	3
ITSC 2321	Integrated Software Applications II	3
POFT 1309	Administrative Office Procedures I	3
POFT 2301	Document Formatting and Skill Building	3
ELEC	Social Science	3
		15

Third Semester

BUSI 1301	Business Principles	3
ACNT 1303	Introduction to Accounting I	3
ITNW 1337	Introduction to the Internet	3
POFT 2312	Business Correspondence and Communication	3
POFT 1319	Records and Information Management I	3
		15

Fourth Semester

<u>ELEC</u>	<u>Math/Science</u>	3-4
POFT 1380	Cooperative Education CAPSTONE	3
<u>HUMA 1302</u>	<u>Introduction to the Humanities II</u>	3
POFT 2331	Administrative Systems	3
<u>SPCH 1321</u>	<u>Business & Professional Speaking</u>	3
		15-16
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		60

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

ADMINISTRATIVE PROFESSIONAL
Level-one Certificate Program-Tech Prep (5007)

These programs are intended for students seeking short-term clerical training for entry-level positions.

First Semester

Course	Description	Credit
COSC 1301	Microcomputer Applications	

	or	3
ITSC 1309	Integrated Software Applications I	3
POFT 1313	Professional Development for Office Personnel	3
POFT 1301	Business English	3
POFT 1325	Business Math and Machine Applications	3
POFT 1329	Keyboarding and Document Formatting	3
		15
Second Semester		
ACNT 1303	Introduction to Accounting I	3
ITSC 2321	Integrated Software Applications II	3
POFT 1380	Cooperative Education CAPSTONE	3
POFT 1309	Administrative Office Procedures I	3
POFT 1319	Records and Information Management I	3
		15
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		30

OFFICE ASSISTANT
Level-one Certificate Program-Tech Prep (5006)

First Semester		
Course	Description	Credit
ANCT 1303	Introduction to Accounting I	3
COSC 1301	Microcomputer Applications	
	or	3
ITSC 1309	Integrated Software Applications I	3
ITNW 1337	Introduction to the Internet	3
POFT 1325	Business Math and Machine Applications	3
POFT 1301	Business English	3
POFT 1329	Keyboarding & Document Formatting	3
POFT 1313	Professional Development for Office Personnel	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		21

MEDICAL SECRETARY
Associate of Applied Science Degree (5825)

Skilled, technologically sophisticated medical office workers are in high demand. More and more health care institutions are seeking employees who are skilled in computer knowledge, diversity, teamwork approach, communication skills, interpersonal skills, and the Internet to meet the needs of today's medical office. Medical Secretary students receive training in the most commonly used medical basic coding and medical insurance skills, medical terminology and business software applications, operating system, and computer peripherals.

First Semester		
Course	Description	Credit
<u>ELEC</u>	<u>Math/Science</u>	3-4
POFM 1313	Medical Terminology I	3
POFT 1313	Professional Development for Office Personnel	3
POFT 1329	Keyboarding and Document Formatting	3
POFT 1301	Business English	3

Second Semester			15-16
Course	Description		Credit
POFM 1327	Medical Insurance		3
HITT 1353	Legal/Ethical Aspects of Health Information		3
<u>COSC 1301</u>	<u>Microcomputer Application</u>		3
	or		
ITSC 1309	Integrated Software Applications I		3
POFM 1331	Medical Transcription I		3
ITNW 1337	Introduction to the Internet		3
			15
Third Semester			
Course	Description		Credit
POFM 2313	Medical Transcription II		3
POFT 1319	Records & Information Management I		3
POFM 1353	Medial Coding		3
	or		
HITT 1341	Coding and Classification Systems		3
ENGL 1301	Composition I		3
POFM 1309	Medical Office Procedures		3
ACNT 1303	Introduction to Accounting I		3
			18
Fourth Semester			
POFM 1380	Cooperative Education CAPSTONE		3
SPCH 1321	Business & Professional Speaking		3
<u>HUMA 1302</u>	<u>Introduction to the Humanities II</u>		3
<u>ELEC</u>	<u>Social Science</u>		3
POFM 2333	Medical Document Production		3
	or		
HITT 2335	Coding and Reimbursement Methodologies		3
			15
TOTAL SEMESTER CREDIT HOURS IN PROGRAM			63-64

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

MEDICAL OFFICE ASSISTANT CERTIFICATE Level-One Certificate Program (5111)

This one-year program is designed to prepare students to work in a variety of health care settings including hospitals, medical clinics, insurance companies, and doctors' offices.

First Semester		
Course	Description	Credit
POFT 1313	Professional Development for Office Personnel	3
POFM 1313	Medical Terminology I	3
ITNW 1337	Introduction to the Internet	3
POFT 1329	Keyboarding and Document Formatting	3
ITSC 1309	Integrated Software Applications I	3
POFT 1301	Business English	3
		18
Second Semester		

Course	Description	Credit
POFM 1309	Medical Office Procedures	3
POFM 1380	Cooperative Education CAPSTONE	3
POFM 1331	Medical Transcription I	3
POFM 1327	Medical Insurance	3
POFM 1353	Medical Coding	3
		15
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		33

PETROCHEMICAL PROCESS TECHNOLOGY

Associate of Applied Science Degree

A Partnership between Galveston College and College of the Mainland

The Process Technology Program offers students core courses related to the Process Operations that will prepare them to develop in their careers as safe, efficient, and environmentally responsible Process Technicians in the petrochemical industry. Students entering this program should realize that Process Operators generally work rotating shifts, perform tasks requiring good mental and physical aptitude, climb tall structures and work with a variety of chemicals. The Process Technology program is committed to serving in partnership, the community and industry with a quality, industry-driven curriculum. The program will develop and supply a technically prepared addition to developing technical knowledge regarding plant operations, team building skills throughout the program. See counseling for information.

PHLEBOTOMY TECHNOLOGY

Certificate Program (8235)

The Phlebotomy Technology program is a one-semester 15 credit-hour program, which is designed to prepare the student for an entry-level position as a phlebotomy technician. The graduate will be eligible to take the American Society of Clinical Pathologists Board of Registry examination for certification.

The primary role of the phlebotomy technician is to collect blood samples from patients, obtain and verify patient information, and transport and store blood for analysis and testing. They work closely with laboratory personnel and are employed in hospitals, clinics, physician's offices, home health agencies and blood banks.

PHLEBOTOMY TECHNICIAN ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Phlebotomy Technician program should contact the Counseling Center. Applicants must:

1. Complete an application for admission to the College. Admission to the College does not guarantee admission to the Phlebotomy Technician program. Application to the Phlebotomy program requires the filing of a pre-plan which, demonstrates eligibility for enrollment in college level courses. This may be completed by:
2. Passing THEA scores **OR**

Placement tests – a proficiency level of reading and English post-high school or passing READ 0302 and ENGL 0302, **OR**

Permission of the Director of Nursing and Health Occupations.

3. Graduation from high school or GED.
4. Current health professional level CPR (At time of entrance).
5. Submit a personal health history form furnished by the UTMB Office of Student Wellness. Physical examinations and required immunizations will be at student's expense.

CURRICULUM

This program is designed to be completed within one semester. HPRS 1206, Medical Terminology, and MRMT 1211, Computers in Health Care, may be taken prior to entering the program. PLAB 1223, PLAB 1166, and PLAB 1391 and HPRS 2333, must be taken concurrently.

PHLEBOTOMY TECHNOLOGY
Level-One Certificate Program (5110)

First Semester

Course Description	Credit	
MRMT 1211	Computers in Health Care	2
HPRS 1205	Medical Law/Ethics for Health Professionals	2
PLAB 1223	Phlebotomy	2
PLAB 1166	Practicum I CAPSTONE	1
PLAB 1391	Special Topics: Seminar	3
HPRS 1206	Medical Terminology	2
HPRS 2333	Consumer Oriented Health Delivery Systems	3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		15

PHYSICAL EDUCATION (KINESIOLOGY)
Associate of Arts Degree (0835)

The Associate in Arts (A.A.) degree in Physical Education Studies is suitable for students whose goals include coaching, teaching, recreation, and overall fitness and wellness careers. The program prepares the student for transfer to four-year institution with college skills and knowledge in of the following areas: Fitness, Sports & Recreation; Exercise and Sports Science; and Health. Students work with a transfer counselor to design a program of study to meet the requirements for their chosen four-year institution. In addition, the program provides a strong foundation in the fundamentals of movement, science and sport, the program includes opportunities for exploration in the career area. The principle objectives of this program are as follows: (1) to develop the student's neuro-muscular skill through movement experience, (2) to increase the student's knowledge, understanding, and interest in movement experiences, and (3) to improve the student's recreational and leisure-time skills as well as their standards of behavior in these selected movement areas. Health and fitness professional can use core and program courses to prepare for the diverse employment opportunities currently available in the health and fitness field. Individual courses may also be helpful in preparing for professional certifications. Academic recommendations include: High school algebra and biology. At least two years of high school mathematics and chemistry are recommended. Students not meeting these requirements may need additional courses to complete this degree.

FIRST YEAR

First Semester (Fall)

Course	Description	Credit
BIOL 2401	Anatomy and Physiology I	4
ENGL 1301	Composition I 3	
HIST 1301	United States History I	3
PHED 1301	Introduction to Fitness and Sport	3
PHED 1115	Weight Training I (Activity)	1
SPCH 1315	Public Speaking	3
		17

Second Semester (Spring)

Course Description	Credit	
BIOL 2402	Anatomy and Physiology II	4
MATH 1414	College Algebra	4
PHED 1144	Strength and Conditioning (Activity)	1
PSYC 2301	General Psychology	3
		12

Third Semester (Summer)

Course	Description	Credit
ENGL 1302	Composition II	3
HIST 1302	United States History	3
		6

SECOND YEAR**Fourth Semester (Fall)**

Course	Description	Credit
COSC 1301	Microcomputer Applications	3
PHED 1321	Coaching/Sport/Athletics I	3
GOVT 2305	Federal Government	3
HUMA X3XX	Humanities Elective	3
PHED 1116	Weight Training II (Activity)	1
PHED 1306	First Aid	3
		16

Fifth Semester (Spring)

Course	Description	Credit
PHED 1338	Concepts of Physical Fitness	3
PHED 1336	Introduction to Recreation I	3
GOVT 2306	Texas Government	3
ELEC X3XX	Visual Performance Core Elective	3
PHED X1XX	Physical Education Activity Elective	1
		13
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		63

RADIOLOGIC HEALTH SCIENCE

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 Sciences programs are divided into two categories: Associate Degree programs and Certificate programs. The Radiologic Health Sciences 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 Breast Imaging/Mammography, Computerized Tomography Technology, Magnetic Resonance Imaging Technology and Radiation Therapy. These are advanced programs that require credentials, such as certification or registry in a Radiologic field, as a prerequisite.

Students interested in Radiologic Health Sciences courses must meet individual program entry requirements. Entry requirements for the associate and certificate programs vary.

Admission Requirements

All prospective candidates who wish to be admitted to an associate degree program in the Radiologic Health Sciences should contact the Counseling Center.

Applicants must:

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Radiologic Health Sciences Programs. Application to the Radiologic Health Sciences Programs requires the filing of a degree plan which shows evidence of:
 - a. THEA scores for THEA-eligible students or placement scores for THEA-exempt students which permit enrollment in college level courses.

- b. Satisfactory completion of an Intermediate Algebra course or a passing placement test score within five years of acceptance into the Radiologic Health Sciences Programs. MATH 1414-College Algebra is required for Radiation Therapy and MRI and is strongly recommended for Nuclear Medicine prior to program entrance.
 - c. Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of acceptance into Radiologic Health Sciences programs. Due to the demanding classroom and clinical instruction in Radiography, Nuclear Medicine Technology and Radiation Therapy Technology programs, satisfactory completion of BIOL 2402-Anatomy and Physiology II, prior to starting the program is strongly recommended. Science courses must have been completed within five years of acceptance into Radiologic Health Sciences programs. Satisfactory completion of HPRS 1206, Medical Terminology.
 - d. Satisfactory completion of HPRS 1206, Medical Terminology.
2. Completion of required courses with a grade of "C" or better.
 3. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses is required for admission consideration. A cumulative G.P.A. of 2.5 on Galveston College courses is required. Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.
 4. Clinical observation is required in the area in which you are applying to. Radiography requires 40 hours, Radiation Therapy and Nuclear Medicine requires eight (8) hours of clinical observation with written documentation. No special form is needed for documentation.
 5. Proof of the Hepatitis B immunization series with a Hepatitis B titer and the Varicella (chicken pox) immunization or proof of illness is required prior to application to the program.
 6. Be able to comply with the technical standards.

Program Application Requirements

Applications for admission to a Radiologic Health Science programs will be accepted in the Admission Office beginning September 15 of each year for the next academic year. Prospective students whose files are completed by April 15 will be considered first for admission in fall. Due to limited enrollment, we can not accept every applicant. An interview may be requested by the program director.

Applicants who are not admitted to the Radiologic Health Sciences program are not automatically considered for the next year's class and must re-apply for each year.

All students requesting admission to a Radiologic Health Science program must have a degree plan on file in the Counseling Center. Only applicants who have completed all admission requirements will be considered for admission to the Radiologic Health Science programs.

Procedure After Admission

Successful applicants will:

1. Be informed by mail of acceptance into the program.
2. All entering students will be notified by mail of the scheduled departmental orientation session and will be required to attend.
3. Submit a personal health history form furnished by the UTMB Office of Student Health. Physical examinations and required immunizations will be at student's expense.
4. Be certified in Basic Life Support (CPR – Professional Level) and maintain certification throughout the course of study.
5. Complete background check through the College at students expense forms are provided by the Radiologic Health Sciences office.

National Board Requirements

Students should be advised that permission to take the national certification examination is regulated by the American Registry of Radiologic Technologists. Nuclear Medicine Technology students may also be eligible to take the Nuclear Medicine Technology Certification Board Exam (NMTCB). Candidates must be of good moral character. Generally, the conviction of either (1) a felony, or (2) any offense, misdemeanor or felony involving moral turpitude, indicates a lack of good moral character for Registry purposes. Those who have been convicted of a crime may be eligible for registration if they have served their entire sentence, including probation and parole, and have their civil rights restored. For further information, students may contact the A.R.R.T.

Transfer Policies

Those applicants who are transferring course credits from another associate degree program will be evaluated on an individual basis by the respective program director and Galveston College. Transfer courses are evaluated on a course-by-course basis. Transfer grades below a "C" are not accepted for credit. Transfer students from other Radiologic Health Sciences programs will be admitted on a space-available basis.

The student desiring transfer credit must:

1. Meet admission requirements for Galveston College and the Radiologic Health Sciences Program.
2. Currently hold a G.P.A. of 2.5.
3. Arrange to have transcripts from former institutions sent to the Admissions Office at Galveston College.
4. Submit course syllabi for review, if requested by program director.

The director of each respective program evaluates the documents and determines which courses may be applicable to the program. The Director of Admissions at Galveston College evaluates general academic credit courses.

Academic Progression Requirements

The student is required to:

1. Achieve a grade of 75 or better in all Radiologic Health Sciences courses in order to progress in the program. Failure to achieve a "C" or better in any course may result in dismissal from the program. Students must complete all concurrent courses within a semester to progress to the next semester.
2. Achieve a grade of 70 or better in all Nuclear Medicine Program specific courses. (A grade of 75 or better is required in NMTT 1311, Nuclear Medicine Patient Care.)
3. Achieve a grade of "C" or better in all general education courses required in each respective Radiologic Health Sciences Program in order to progress in program.
4. Students are subject to failure or dismissal at any time for documented incidents of unsatisfactory/unsafe clinical performance.

Re-Admission Policy

Students who fail a Radiologic Health Sciences Program may apply for readmission. The student must:

1. Submit a written request to the Director of Admissions/Registrar.
2. Complete and pass a clinical competency exam on basic skills prior to readmission.

3. Pass a comprehensive written exam.
4. Satisfactorily complete re-admission requirements identified at the time of exit.

The Radiologic Health Sciences Review Committee will review all students who wish to re-enter the program. Students may be considered for re-admission one time to the program pending the availability of space. If the number of students applying exceeds the number of vacancies, the selection will be determined by cumulative G.P.A. at Galveston College.

As part of the exit interview, the program director will identify in writing the exact courses that the student must complete with a grade of "C" or better to be considered for re-admission. Upon successful completion of the specified courses, the student will follow the procedure for re-admission.

Liability Insurance

All students enrolled in Radiologic Health Sciences will be required to purchase liability insurance. Students will be assessed an automatic charge at the time of registration for insurance coverage. Liability insurance fees are non-refundable. Students are covered by the insurance policy, not by the coverage or license of the faculty.

Radiologic Health Sciences Organizations

All students enrolled in the Radiologic Health Sciences programs are encouraged to seek membership in College, local, state, and national Radiologic Health Sciences organizations.

Pregnancy Policy

The disclosure of a pregnancy is completely voluntary and it is the exclusive right of the student to declare her self as pregnant.

If the student does choose to voluntarily inform program officials of her pregnancy, she must do so in writing. If pregnancy is documented, one of the following options may be exercised by the student radiographer:

1. The student may elect to withdraw from the program. The "Re-Admission Policy" is outlined in the Galveston College Catalog.
2. The student may elect to continue in the program. The following criteria apply to those students who voluntarily declare their pregnancy in writing and choose to complete the program.
 - a. The student will decide if she will participate in radiographic examinations in which she is not shielded behind the control booth, e.g.: fluoroscopic examinations, portable radiography in the OR, crash rooms, etc.
 - b. The student will be required to wear a "belly badge" to monitor the fetal dose. This badge will be provided by the UTMB, Office of Environmental Health & Safety.
 - c. Should fluoroscopic and or portable examinations be part of the required performance objectives, they may be simulated without using radiation.

Curriculum

Classroom instruction originates from Galveston College and The University of Texas Medical Branch, while clinical training is conducted at UTMB hospitals and a number of affiliated health care institutions. Upon completion of requirements, the graduate receives the Associate of Applied Science Degree from Galveston College while the Certificate students receive a certificate of completion from Galveston College. The graduate qualifies to apply for the national certification/licensure examination.

NUCLEAR MEDICINE TECHNOLOGY **Associate of Applied Science Degree (8038)**

The Nuclear Medicine Program is nationally accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology, (JRCNMT).

Nuclear Medicine is the branch of medicine concerned with diagnostic, therapeutic, and investigative uses of radioactive materials. The results of these usages are recorded and interpreted by a licensed practitioner who has specialized in the profession of nuclear medicine. The knowledge and skills of the nuclear medicine technologist compliment those of the nuclear medicine physician and other professionals in this field.

The Nuclear Medicine Technologist is an allied health professional certified in nuclear medicine technology who, under the direction of an authorized physician user, is committed to applying the art and skill of diagnostic and therapeutic nuclear medicine procedures through safe and effective use of radionuclides. Responsibilities include but are not limited to direct patient contact, the preparation and administration of radiopharmaceuticals, patient imaging procedures including computer processing, laboratory testing, patient preparation, quality control and radiation safety. The technologist's professional development is achieved through medical and technical education and ultimately contributes to the delivery of quality patient care.

Students enroll in the Nuclear Medicine Technology program in the fall 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 the fall of the graduating year. 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).

WHEN DO I NEED TO ENROLL?

Formal applications are accepted beginning September 15th of each year for the next academic year. Files that are completed by April 15th will be considered first for the next academic year.

NUCLEAR MEDICINE TECHNOLOGY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Nuclear Medicine Technology program should contact the Counseling Center to complete the following admission criteria:

Applicants must:

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Nuclear Medicine Technology Program.
2. Application to the Nuclear Medicine Technology Program requires the filing of a degree plan which shows evidence of:
 - a. THEA scores for THEA-eligible students or placement scores for THEA-exempt students which permit enrollment in college level courses.
 - b. Satisfactory completion of an Intermediate Algebra course or a passing placement test score within five years of acceptance into the Radiologic Health Sciences program. MATH 1414-College Algebra is strongly recommended.
 - c. Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of acceptance into the Radiologic Health Sciences program. BIOL 2402, Anatomy and Physiology II are strongly recommended as a prerequisite.

- d. Satisfactory completion of HPRS 1206, Medical Terminology.
3. Achieve a grade of "C" or better in all required courses. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses completed within the past five years. A G.P.A. of 2.5 at Galveston College is required. *Math and Science courses must have been taken within five years of acceptance into the Radiologic Health Sciences program.
4. Eight (8) hours or more of clinical observation in the area of interest with documentation in writing.
5. Complete a background check through the College at students cost.
6. Complete Hepatitis B vaccination series or proof of illness including the titer by the start of the program. (This process takes approximately seven months to complete.)
7. Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.
8. It is highly recommended that the general education courses be completed prior to enrollment in the Nuclear Medicine Technology Program.

Prerequisite Courses*

Course	Description	Credit
<u>BIOL 2401</u>	<u>Anatomy and Physiology I</u>	4
HPRS 1206	Medical Terminology	2
		6

FIRST YEAR

Fall Semester

BIOL 2402	Anatomy and Physiology II	4
NMTT 1301	Introduction to Nuclear Medicine	3
NMTT 1303	Radiation Biology and Safety	3
NMTT 1311	Nuclear Medicine Patient Care	3
RADT 2317	Radiological Physics I	3
		16

Spring Semester

NMTT 1162	Clinical- Nuclear Medicine Technology	1
NMTT 2305	Nuclear Medicine Methodology	3
NMTT 2401	Radiochemistry and Radiopharmacy	4
NMTT 1413	Nuclear Medicine Physics	4
NMTT 1309	Nuclear Medicine Instrumentation	3
		15

Summer Semester I

NMTT 1205	Nuclear Medicine Data Processing	2
<u>ENGL 1301</u>	<u>Composition I</u>	3
		5

Summer Semester II

<u>ELEC x3xx</u>	<u>Humanities Elective</u>	3
<u>ELEC x3xx</u>	<u>Behavioral/Social Science Course**</u>	3
		6

SECOND YEAR

Fall Semester

Course	Description	Credit
NMTT 2309	Nuclear Medicine Methodology II	3
HPRS 2200	Pharmacology for Health Professionals	2
	OR	2
CTMT 2372	Sectional Anatomy for Medical Imaging	3
NMTT 2466	Practicum-Nuclear Medicine Technology	4
		9-10

Spring Semester

Course Description Credit

NMTT 1291	Special Topics in Nuclear Medicine Technology***	2
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NMTT 2313	Nuclear Medicine Methodology III	3
NMTT 2467	Practicum-Nuclear Medicine Clinical Technology	4
		9
Summer Semester I		
Course	Description	Credit
NMTT 2361	Clinical-Nuclear Medicine Technology	3
		3
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		69-70

* MATH 0304 Intermediate Algebra is a requirement to be met for program by placement or course completion. MATH 1414 College Algebra is highly recommended.

** Any Social or behavior science course of 3 credit hours or more.

* **Capstone experience.

HIGHLY RECOMMENDED that the following courses be completed prior to enrollment in the Nuclear Medicine Program:

One semester of College Algebra (MATH 1414)

One semester of English 1301 Composition I (3 credit hrs)

One semester Social/Behavioral Sciences (3 credit hrs)

One semester of Humanities (3 credit hrs)

One semester of Anatomy & Physiology II (4 credit hrs)

One semester of CTMT 2372 Tomographic Anatomy & Pathology (2 credit hrs) or HPRS 2200 Pharmacology for Health Professionals (3 credit hrs)

Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

RADIATION THERAPY TECHNOLOGY Associate of Applied Science Degree (8046)

The Joint Review Committee on Education in Radiologic Technology, 20 N Wacker Dr., Suite 900, Chicago, IL, 60606-2901, nationally accredits the Galveston College Radiation Therapy Technology program.

WHAT IS THE ROLE OF THE RADIATION THERAPIST?

The Radiation Therapist assists in the treatment of patients with cancer. Radiation is directed at the tumor site under strictly controlled conditions in an attempt to cure or palliate the disease. The Radiation Therapist positions the patient for treatment, performs or assists in performing the necessary mathematical calculations to determine the proper radiation dose under the supervision of a physician and delivers the required radiation utilizing highly complex equipment. The Radiation Therapist also receives training regarding the significant impact that cancer has on patients and their families.

There is a nationwide demand for skilled, registered Radiation Therapists that is expected to increase over the next decade. With advance training and education, Radiation Therapy also leads to opportunities to pursue therapist careers in Dosimetry, Medical physics, teaching and administration.

HOW MUCH CAN I EXPECT TO EARN AS A RADIATION THERAPIST?

Depending on a number of factors, including geographic location, duties of employment and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$55,000 to \$60,000 per year.

WHEN DO I NEED TO ENROLL?

Applications are accepted beginning September 15 of each year for the next academic year. Files that are completed by April 15 will be considered first for the next academic year.

RADIATION THERAPY CERTIFICATE ADMISSION CRITERIA

Application to the Radiation Therapy Certificate Program requires the filing of a degree plan in the Counseling Center which shows evidence of:

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Radiation Therapy Certificate Program.
2. Be a graduate of an accredited health science program.
3. A registered radiographer by April 15th.
4. File a copy of current Texas Department of Health licensure (if applicable) and copy of ARRT certification in the admissions office.
5. Have an overall G.P.A. of 2.5.
6. Successfully complete College Algebra. (college physics is recommended.)
7. Complete a background check through the College at students cost.
8. Complete Hepatitis B vaccination series or proof of illness including the titer by the start of the program. (This process takes approximately seven months to complete.)
9. Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.

CURRICULUM

The program begins in the summer semester and is completed the following summer semester. All classroom instruction is conducted at Galveston College and clinical education is conducted through multiple clinical affiliates.

Upon completion of the program, the student will receive certification from Galveston College which states the student has successfully completed the certificate program and is eligible to take the national licensure exam administered by the American Registry of Radiologic Technologist.

Prerequisite Courses*

Course	Description	Credit
BIOL 2401	Anatomy and Physiology I	4
HPRS 1206	Medical Terminology	2
		6

First Semester

Course	Description	Credit
RADR 1411	RADR 1411	4
RADR 1301	Introduction to Radiography	3
RADR 1166	Practicum I	1
NMTT 1303	Radiation Biology and Safety	3
RADR 1303	Patient Care	3
		14

Second Semester

Course	Description	Credit
BIOL 2402	Anatomy and Physiology II	4
RADR 1366	Practicum II	3
RADR 1313	Principles of Radiographic Imaging I	3
RADR 2401	Inter. Radiographic Procedures	4
		14

Third Semester

Course	Description	Credit
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ENGL 1301	Composition I: College Comp.	3
RADR 1367	Practicum III	3
SPCH 1318	Interpersonal Communication	3
HUMA X3XX	Humanities Elective	3
		12
Fourth Semester		
Course	Description	Credit
RADR 2305	Principles of Radiography II	3
RADR 2217	Radiographic Pathology 2	
RADR 2366	Practicum IV	3
PSYC 2301	General Psychology	3
MRMT 1211	Computers in Health Care	2
		13
Fifth Semester		
Course	Description	Credit
ENGL 1302	Composition II	3
RADR 2367	Practicum V**	3
RADR 2333	Advanced Medical Imaging	3
RADR 2335	Radiologic Tech. Seminar	3
		12
		71

TOTAL CREDIT HOURS IN PROGRAM

71

*College Algebra is highly recommended.

HIGHLY RECOMMENDED that the following courses be completed prior to enrollment in the Radiation Therapy Program:

- One semester of English, ENGL 1301 Composition I (3 credit hrs)
- One semester of Humanities (3 credit hrs)
- One semester of Anatomy & Physiology II (4 credit hrs)
- One semester of Behavioral Science (3 credit hrs)
- One semester of Speech (3 credit hrs)

**Capstone experience

RADIOGRAPHY
Associate of Applied Science Degree (8033)

The Joint Review Committee on Education in Radiologic Technology, 20 N Wacker Dr., Suite 900, Chicago, IL, 60606-2901, nationally accredits the Galveston College Radiography program.

MISSION STATEMENT

In keeping with the mission of Galveston College, it is the goal of the program faculty and staff to produce graduates who complete their AAS degree in Radiography, who pass the ARRT certification exam on the first attempt, who are able to enter the job market as entry-level radiographers, who demonstrate empathy and compassion for their patients, and graduates who are committed to life-long learning.

WHAT IS THE ROLE OF THE RADIOGRAPHER?

The Radiographer is a health professional educated to utilize ionizing radiation to produce images used in the diagnosis of disease. Radiography by virtue of its capability to render visible otherwise hidden internal structures of the human body 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.

HOW MUCH CAN I EXPECT TO EARN AS A RADIOGRAPHER?

Depending on a number of factors, including geographic location, duties of employment and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$35,000 to \$40,000

per year. Due to limited enrollment, we can not accept every applicant. Potential students will need to complete an interview process with the Radiography faculty.

WHEN DO I NEED TO ENROLL?

Applications are accepted beginning September 15 of each year for the next academic year. Files that are completed by April 15 will be considered first for the next academic year. Due to limited enrollment we can not accept every applicant. Potential students will need to complete an interview process with the Radiography faculty.

RADIOGRAPHY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Radiography Program should contact the Counseling Center to complete the following admissions criteria:

Applicants must:

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Radiography Program.
2. Application to the Radiography Program requires the filing of a degree plan which shows evidence of:
 - a. THEA scores for THEA-eligible students or placement scores for THEA-exempt students which permit enrollment in college level courses.
 - b. Satisfactory completion of an Intermediate Algebra course or a passing placement test score within five years of acceptance into the Radiography Program. MATH 1414- College Algebra is recommended prior to program entrance.
 - c. Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of acceptance into the Radiography Program. BIOL 2402, Anatomy and Physiology II is recommended prior to program entrance.
 - d. Satisfactory completion of HPRS 1206, Medical Terminology.
3. Achieve a grade of "C" or better on all required courses. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses completed within the past five years. A G.P.A. of 2.5 at Galveston College is required.
4. Forty (40) hours or more of clinical observation in the area of interest with documentation in writing.
5. Complete a background check through the College at students cost.
6. Complete Hepatitis B vaccination series or proof of illness including the titer by the start of the program. (This process takes approximately seven months to complete.)
7. Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.
8. It is highly recommended that the general education courses be completed prior to enrollment in the Radiography Program.

Prerequisite Courses*

Course	Description	Credit
BIOL 2401	Anatomy & Physiology I	4
HPRS 1206	Medical Terminology	2
		6

FIRST YEAR

Fall Semester

RADR 1411	Basic Radiographic Procedures	4
RADR 1301	Introduction to Radiography	3
NMTT 1303	Radiation Biology and Safety	3
RADR 1303	Patient Care	3
RADR 1166	Practicum I	1

14

Spring Semester

BIOL 2402	Anatomy & Physiology II	4
RADR 1366	Practicum II	3
RADR 1313	Principles of Radiographic Imaging	3
RADR 2401	Inter. Radiographic Procedures	4
		14

Summer Semester

ENGL 1301	Composition I	3
RADR 1367	Practicum III	3
SPCH 1318	Interpersonal Communication	3
ELEC x3xx	Humanities Elective	3
		12

SECOND YEAR

Fall Semester

Course	Description	Credit
RADR 2305	Principles of Radiography II	3
RADR 2217	Radiography Pathology	2
RADR 2366	Practicum IV	3
PSYC 2301	General Psychology	3
MRMT 1211	Computers in Healthcare	2
		13

Spring Semester

Course	Description	Credit
ENGL 1302	Composition II	3
RADR 2367	Practicum V **	3
RADR 2333	Advanced Medical Imaging	3
RADR 2335	Radiographic Tech. Seminar	3
		12
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		71

* MATH 0304 Intermediate Algebra is a requirement to be met for admission to the program by placement or course completion.

** CAPSTONE

BOLD- Identifies courses to meet academic, general education requirements for AAS degree; minimum 15 credit hours.

STUDENT CHECK LIST

- All College Transcripts
- Successful completion of Intermediate Algebra or placement test (you can supercede Intermediate Algebra, MATH 1414) MATH 1414-College Algebra is recommended prior to program entrance.
- Successful completion of Anatomy & Physiology I.
- Proof of Medical Terminology or successful completion of HPRS 1206 at Galveston College or Galveston College Medical Terminology Placement Test.
- See counseling for Degree Plan.
- Application to Program in Radiologic Health Science Office.
- 40 hours or more of clinical observation, documented in writing.
- Required to complete Background Check through College at students cost.
- Show proof of Hepatitis B immunization series or proof of illness including titer (takes 7 months to complete) before start of program.
- Show proof of Varicella (chicken pox) immunization or proof of illness before start of program

HIGHLY RECOMMENDED that the following courses be completed prior to enrollment the Radiography Program:

- 1 semester of English, ENGL 1301 Composition I (3 credit hrs)
- 1 semester of English, ENGL 1302 Composition II (3 credit hrs)
- 1 semester General Psychology (3 credit hrs)
- 1 semester of Humanities (3 credit hrs)
- 1 semester of Anatomy & Physiology II, BIOL 2402 (4 credit hrs)
- 1 semester of Speech (3 credit hrs)
- 1 semester of Computers in Health Care, MRMT 1211 (2 credit hrs)

WHERE IS GALVESTON COLLEGE?

Galveston College is located just 50 miles south of downtown Houston in the heart of the city of Galveston. It is a comprehensive community college, which offers academic, vocational, and continuing education.

ADMISSIONS INFORMATION

Galveston College operates on an open door admissions policy. Acceptance to Galveston College does not mean acceptance to the Radiologic Health Science programs. To enroll in the College credit program of study:

1. Obtain, complete and return admissions application to the Admissions Office.
2. Arrange for official college transcripts from all colleges attended to be sent to the Admissions Office. Transcripts presented to the Admissions Office by a student are unacceptable.
3. Take a placement test and/or THEA test and have official scores sent to the Admissions Office. Official THEA scores must appear on a transcript or be sent directly to Galveston College from the test company on an official test score report form.
4. Arrange a counseling interview prior to program application.

WHAT ABOUT FINANCIAL AID?

Galveston College offers many types of financial aid including grants, scholarships, loans and College work-study.

For more information about the Radiography program, contact the Counseling Office at (409) 944-1220 or the Health Science Programs at (409) 944-1497 or (409) 944-1490.

CERTIFICATE PROGRAMS (RADIOLOGIC HEALTH SCIENCES)

Certificate programs which are offered through the Division of Radiologic Health Science include:

BREAST IMAGING/MAMMOGRAPHY
COMPUTERIZED TOMOGRAPHY Technology
MAGNETIC RESONANCE IMAGING Technology
RADIATION THERAPY Technology Certificate Program

BREAST IMAGING/MAMMOGRAPHY Certificate Program (5300)

Breast Imaging/Mammography is a post-associate degree certificate program presented by Galveston College.

WHAT IS THE ROLE OF THE MAMMOGRAPHER?

Mammography is a branch of radiology that employs specialized x-ray equipment to produce images of the breast which aid the radiologist in diagnosing breast cancer and other pathologies. The mammographer

works closely with patients to provide instruction and ensure quality care while performing various specialized breast-imaging studies.

In order to produce quality images, the mammographer must be able to communicate and work effectively with patients and health professionals, operate sophisticated equipment, observe radiation protection measures, and participate in quality assurance measures.

HOW MUCH CAN I EXPECT TO EARN AS A MAMMOGRAPHER?

Depending on a number of factors, including geographic location, duties of employment and their own personal qualities, mammographers can reasonably expect entry-level salaries ranging from \$35,000 to \$45,000 per year.

WHEN DO I NEED TO ENROLL?

Applications for admission are accepted in the Radiologic Health Science Office beginning April 1st for the fall semester and August 1st for the spring semester.

BREAST IMAGING/MAMMOGRAPHY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Breast Imaging/Mammography program should contact the Counseling Center.

Application to the Breast Imaging/ Mammography program requires the filing of a degree plan with counseling which shows evidence of:

1. Have an overall 2.5 G.P.A.
2. Be a graduate of an accredited radiologic health sciences program.
3. Be a registered technologist by the start of the program.
4. File a copy of current Texas Department of Health (if applicable) and ARRT certificate in the Admissions Office.
5. Complete Galveston College admission requirements.
6. Complete Hepatitis B vaccination series or proof of illness including the titer by the start of the program. (This process takes approximately seven months to complete.)
7. Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.
8. Complete a background check through the College at students cost.

CURRICULUM

The program is offered in the fall and spring semester and can be completed in 11-13 weeks of full-time study. In an effort to offer an educational opportunity for employed registered technologists, this program will be offered in a non-traditional format.

Classroom instruction will be conducted at Galveston College and The University of Texas Medical Branch at Galveston (UTMB), clinical training will be conducted at UTMB hospitals and a number of affiliated health care institutions.

Upon completion of requirements, the student receives a certificate of completion from Galveston College.

BREAST IMAGING/MAMMOGRAPHY CERTIFICATE PROGRAM

Course Description	Credit	
MAMT 2233	Anatomy/Positioning & Patient Assessment	2
MAMT 2231	Instrumentation/Modalities	2
MAMT 2230	Quality Assurance	2
MAMT 2260	Clinical Applications I*	2
TOTAL CREDIT HOURS OF PROGRAM		8

*Capstone experience

The first eight weeks will be academic classes and the last three – five weeks will be the clinical application portion.

STUDENT CHECKLIST:

- Official college transcripts from all colleges attended
- Cumulative G.P.A. of 2.5
- Graduate of an accredited radiologic health science program.
- Copy of current Texas Department of Health License (if applicable) filed in Admissions Office.
- Copy of current ARRT certification filed in the Admissions Office.
- Complete a degree plan in the Counseling Center.
- Submit an application to Breast Imaging / Mammography Program in the Health Sciences Center.
- Complete a background check through the College at students cost.
- Complete Hepatitis B vaccination series or proof of illness including the titer by the start of the program. (This process takes approximately seven months to complete.)
- Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.

WHERE IS GALVESTON COLLEGE?

Galveston College is located just 50 miles south of downtown Houston in the heart of the city of Galveston. It is a comprehensive community college, which offers academic, vocational, and continuing education.

ADMISSIONS INFORMATION

Galveston College operates an open door admissions policy. **Acceptance to Galveston College does not mean acceptance to the Radiologic Health Sciences Program.** To enroll in a College credit program of study:

Obtain, complete and return admissions application to the Admissions Office.

1. Arrange for official transcripts from all schools (high school and college) attended to be sent to the Admissions Office. Transcripts presented to the Admissions Office by a student are unacceptable.
2. Take a placement test and/or THEA test and have official scores sent to the Admissions Office. Official THEA scores must appear on a transcript or be sent directly to Galveston College from the test company on an official test score report form.
3. Arrange a counseling interview prior to formal registration.

Galveston College offers many two-year and certificate programs with special admission requirements. These requirements are outlined in the College online catalog and in special admissions program brochures.

WHAT ABOUT FINANCIAL AID?

Galveston College offers many types of financial aid including grants, scholarships, loans and College work-study.

For more information about the Breast Imaging/ Mammography Program, contact the Counseling Center at (409) 944-1220, or the Program Director at (409) 944-1496.

COMPUTERIZED TOMOGRAPHY Certificate Program (5292)

Computerized Tomography is a post-associate degree certificate program presented by Galveston College.

WHAT IS THE ROLE OF THE T TECHNOLOGIST?

Computerized Tomography (CT) is a branch of radiology that employs specialized x-ray equipment to produce sectional images of the human anatomy. The CT Technologist performs various diagnostic procedures under the supervision of a licensed radiologist. In order to produce quality images, the CT Technologist must be able to work effectively with patients and health professionals, operate sophisticated computer equipment and observe radiation protection measures.

HOW MUCH CAN I EXPECT TO EARN AS A CT TECHNOLOGIST?

Depending on a number of factors, including geographic location, duties of employment and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$35,000 to \$45,000 per year.

WHEN DO I NEED TO ENROLL?

Applications for admission are accepted in the Health Sciences Center beginning April 1 for the fall semester and August 1 for the spring semester.

COMPUTERIZED TOMOGRAPHY TECHNOLOGY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Computerized Tomography Technology program should contact the Counseling Center.

Application to the Computerized Tomography Technology program requires the filing of a degree plan with counseling which shows evidence of:

1. Have an overall 2.5 G.P.A.
2. Be a graduate of an accredited radiologic health science program.
3. Be a registered technologist by the start of the program.
4. File a copy of current Texas Department of Health (if applicable) and ARRT certificate in the Admissions Office.
5. Complete Galveston College admission requirements.
6. Complete a background check through the College at students cost.
7. Complete Hepatitis B vaccination series or proof of illness including the titer by the start of the program. (This process takes approximately seven months to complete.)
8. Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.

CURRICULUM

The program is offered in the fall or spring semester and can be completed in one semester of full-time study.

Classroom instruction will be conducted at Galveston College and The University of Texas Medical Branch at Galveston (UTMB), clinical training will be conducted at UTMB hospitals and a number of affiliated health care institutions.

Upon completion of requirements, the student receives a certificate of completion from Galveston College.

COMPUTERIZED TOMOGRAPHY TECHNOLOGY CERTIFICATE PROGRAM

Course Description	Credit	
CTMT 2336	CT Equipment & Methodology	3
CTMT 2372	Tomographic Anatomy & Pathology	3
CTMT 2560	CT Clinical Applications I	5
CTMT 2561	CT Clinical Applications II*	5
TOTAL CREDITS		16

*Capstone experience

STUDENT CHECKLIST:

- Official college transcripts from all colleges attended
- Cumulative G.P.A. of 2.5
- Graduate of an accredited radiologic health science program.

- Copy of current Texas Department of Health License (if applicable) filed in Admissions Office.
- Copy of current ARRT certification filed in the Admissions Office.
- Complete a degree plan in the Counseling Center.
- Submit an application to CT Program in the Health Sciences Center.
- Complete a background check through the College at students cost.
- Show proof of Hepatitis B immunization series or proof of illness including titer (takes seven months to complete) before start of program.
- Show proof of Varicella (chicken pox) immunization or proof of illness before start of program

WHERE IS GALVESTON COLLEGE?

Galveston College is located just 50 miles south of downtown Houston in the heart of the city of Galveston. It is a comprehensive community college, which offers academic, vocational, and continuing education.

ADMISSIONS INFORMATION

Galveston College operates an open door admissions policy. **Acceptance to Galveston College does not mean acceptance to the Radiologic Health Sciences Program.** To enroll in a College credit program of study:

1. Obtain, complete and return admissions application to the Admissions Office.
2. Arrange for official transcripts from all schools (high school and college) attended to be sent to the Admissions Office. Transcripts presented to the Admissions Office by a student are unacceptable.
3. Take a placement test and/or THEA test and have official scores sent to the Admissions Office. Official THEA scores must appear on a transcript or be sent directly to Galveston College from the test company on an official test score report form.
4. Arrange a counseling interview prior to formal registration.

Galveston College offers many two-year and certificate programs with special admission requirements. These requirements are outlined in the College online catalog and in special admissions program brochures.

WHAT ABOUT FINANCIAL AID?

Galveston College offers many types of financial aid including grants, scholarships, loans and College work-study.

For more information about the Computerized Tomography Technology program, contact the Counseling Center at (409) 944-1220, or the Health Sciences Center at (409) 944-1490.

MAGNETIC RESONANCE IMAGING TECHNOLOGY Certificate Program (5293)

Magnetic Resonance Imaging is a post-associate degree certificate program offered by Galveston College.

WHAT IS THE ROLE OF THE MRI TECHNOLOGIST?

The MRI Technologist performs various diagnostic procedures under the supervision of a licensed physician and works closely with patients to provide instruction and quality care while performing diagnostic procedures. These procedures are quite varied and provide images of virtually all parts of the anatomy.

MRI is unique in the field of diagnostic imaging because of the manner in which images are obtained. The patient is positioned within a powerful magnetic field and radio frequency signals are utilized to create images of the patient's internal structures. This is accomplished without the use of radiation.

HOW MUCH CAN I EXPECT TO EARN AS A MRI TECHNOLOGIST?

Depending on a number of factors, including geographic location, duties of employment and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$35,000 to \$45,000 per year.

WHEN DO I NEED TO ENROLL?

Formal applications are accepted beginning September 15 of each year for the next academic year. Files that are completed by April 15 will be considered first.

MRI TECHNOLOGY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Magnetic Resonance Imaging Technology program should contact the Counseling Center to complete the following criteria:

Application to the Magnetic Resonance Imaging Technology program requires the filing of a degree plan with counseling which shows evidence of:

1. Have an overall 2.5 G.P.A.
2. Be a graduate of an accredited radiologic health science program.
3. Be a registered technologist by the start of the program.
4. File a copy of current Texas Department of Health (if applicable) and ARRT certificate in the Admissions Office.
5. Complete Galveston College admission requirements.
6. Successfully complete College Algebra. (college physics strongly recommended.)
7. Complete a background check through the College at students cost.
8. Complete Hepatitis B vaccination series or proof of illness including the titer by the start of the program. (This process takes approximately seven months to complete.)
9. Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.

CURRICULUM

The program begins in the fall semester and can be completed in two semesters of full-time study.

Classroom instruction will be conducted at Galveston College and The University of Texas Medical Branch. Clinical training will be conducted at The University of Texas Medical Branch and a number of other affiliated health care institutions.

Upon completion of requirements, the student receives a certificate of completion from Galveston College.

MAGNETIC RESONANCE IMAGING TECHNOLOGY CERTIFICATE PROGRAM

Course	Description	Credit
Fall Semester		
MRIT 2330	Principles of MRI	3
MRIT 2372	Tomographic Anatomy & Pathology	3
MRIT 2660	MRI Clinical Applications I	6
Semester Credits		12
Spring Semester		
MRIT 2334	MRI Equipment & Methodology	3
MRIT 2374	Advanced MRI Physics	3
MRIT 2661	MRI Clinical Applications II*	6
Semester Credits		12
TOTAL CREDITS IN PROGRAM		24

*Capstone experience

The Clinical Application courses (MRIT 2660 and MRIT 2661) will consist of 16 hours per week each semester. Total clinical hours for the program will be 512 hours.

STUDENT CHECKLIST:

- Official college transcripts from all colleges attended
- Cumulative G.P.A. of 2.5
- Successful completion of College Algebra, (college physics recommended)
- Graduate of an accredited radiologic health science program.
- Copy of current Texas Department of Health License (if applicable) filed in Admissions Office.
- Copy of current ARRT certification filed in the Admissions Office.
- Complete a degree plan in the Counseling Center.
- Submit an application to the MRI Program in the Health Sciences Center.
- Complete a background check through the College at students cost.
- Complete Hepatitis B vaccination series or proof of illness including the titer by the start of the program. (This process takes approximately seven months to complete.)
- Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.

WHERE IS GALVESTON COLLEGE?

Galveston College is located just 50 miles south of downtown Houston in the heart of the city of Galveston. It is a comprehensive community college, which offers academic, vocational, and continuing education.

ADMISSIONS INFORMATION

Galveston College operates an open door admissions policy. Acceptance to Galveston College does not mean acceptance to the Radiologic Health Sciences program. To enroll in a College credit program of study:

1. Obtain, complete and return admissions application to the Admissions Office.
2. Arrange for official transcripts from all schools (high school and college) attended to be sent to the Admissions Office. Transcripts presented to the Admissions Office by a student are unacceptable.
3. Take a placement test and/or THEA test and have official scores sent to the Admissions Office. Official THEA scores must appear on a transcript or be sent directly to Galveston College from the test company on an official test score report form.
4. Arrange a counseling interview prior to formal registration.

Galveston College offers many two-year and certificate programs with special admission requirements. These requirements are outlined in the College online catalog and in special admissions program brochures.

WHAT ABOUT FINANCIAL AID?

Galveston College offers many types of financial aid including grants, scholarships, loans and College work-study.

For more information about the Magnetic Resonance Imaging Technology program, contact the Counseling Center at (409) 944-1220, or the MRI Program Director at (409) 944-1496.

RADIATION THERAPY TECHNOLOGY (8047)

The Radiation Therapy Technology Certificate Program is a post registered radiographer program offered by Galveston College. The Joint Review Committee on Education in Radiologic Technology, 20 N Wacker Dr., Suite 900, Chicago, IL, 60606-2901, nationally accredits the Galveston College Radiation Therapy Technology program.

WHAT IS THE ROLE OF THE RADIATION THERAPIST?

The Radiation Therapist assists in the treatment of patients with cancer. Radiation is directed at the tumor site under strictly controlled conditions in an attempt to cure or palliate the disease. The Radiation Therapist positions the patient for treatment, performs or assists in performing the necessary mathematical

calculations to determine the proper radiation dose under the supervision of a physician, and delivers the required radiation utilizing highly complex equipment. The Radiation Therapist also receives training regarding the significant impact that cancer has on patients and their families.

There is a nationwide demand for skilled, registered Radiation Therapists that is expected to increase over the next decade. With advance training and education, Radiation Therapy also leads to opportunities to pursue therapist careers in Dosimetry, Medical physics, teaching and administration.

HOW MUCH CAN I EXPECT TO EARN AS A RADIATION THERAPIST?

Depending on a number of factors, including geographic location, duties of employment and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$55,000 to \$60,000 per year.

WHEN DO I NEED TO ENROLL?

Applications for admissions are due in the Admissions Office by April 15 for the summer semester. All applicants must be re registered radiographers from an accredited program.

RADIATION THERAPY CERTIFICATE ADMISSION CRITERIA

Application to the Radiation Therapy Certificate Program requires the filing of a degree plan in the Counseling Center which shows evidence of:

- 10. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Radiation Therapy Certificate Program.
- 11. Be a graduate of an accredited health science program.
- 12. A registered radiographer by April 15th.
- 13. File a copy of current Texas Department of Health licensure (if applicable) and copy of ARRT certification in the admissions office.
- 14. Have an overall G.P.A. of 2.5.
- 15. Successfully complete College Algebra. (college physics is recommended.)
- 16. Complete a background check through the College at students cost.
- 17. Complete Hepatitis B vaccination series or proof of illness including the titer by the start of the program. (This process takes approximately seven months to complete.)
- 18. Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.

CURRICULUM

The program begins in the summer semester and is completed the following summer semester. All classroom instruction is conducted at Galveston College and clinical education is conducted through multiple clinical affiliates.

Upon completion of the program, the student will receive certification from Galveston College which states the student has successfully completed the certificate program and is eligible to take the national licensure exam administered by the American Registry of Radiologic Technologist.

RADIATION THERAPY TECHNOLOGY CERTIFICATE PROGRAM

Course	Description	Credit	
Semester 1 – Summer			
RADT 1301	Introduction to Radiation Therapy	3	
RADT 2307	Dosimetry I	3	
RADT 2301	Oncology I	3	
RADT 1266	Practicum I	2	
			11
Semester 2 – Fall			
CTMT 2372	Tomographic Anatomy and Pathology	3	
RADT 2309	Dosimetry II	3	

RADT 2303	Oncology II	3
RADT 2266	Practicum II	2
		11
Semester 3 – Spring		
RADT 1344	Instrumentation and Methodology	3
RADT 1291	Special Topics: Seminar	2
RADT 2366	Practicum III	3
		8
Semester 4 – Summer		
RADT 1191	Special Topics & Trends	1
RADT 2367	Practicum IV	3
		4
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		34

SURGICAL TECHNOLOGY Level-Two Certificate Program (5211)

Surgical Technology courses are part of an interdisciplinary curriculum designed to provide educational experiences that are common to the surgical environment. The surgical technologist is an integral part of the surgical team who works closely with both nurses and surgeons to provide the best possible care for the surgical patient. The surgical technologist is responsible for assisting the surgeon during surgery by passing instruments and other equipment to him/her in the prescribed manner and maintaining sterility throughout the entire surgical procedure.

Students interested in Surgical Technology must meet program entry requirements. Applications for admission to the program will take place beginning on September 15 of each year. Prospective students whose files are complete by the April 15 deadline will be considered for admission. Applications received after the April 15 deadline will be reviewed and ranked. Admission will be based on space availability. Applicants not admitted to the program are not automatically considered for the next year's class and must re-apply each year.

SURGICAL TECHNOLOGY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Surgical Technology program should contact the Counseling Center.

Applicants must:

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Surgical Technology Program.
2. Application to the Surgical Technology Program requires the filing of a degree plan which shows evidence of:
 - a. THEA scores for THEA-eligible students or placement scores for THEA-exempt students which permit enrollment in college level courses.
 - b. Satisfactory completion of HPRS 1206, Medical Terminology.
 - c. Satisfactory completion of MRMT 1211, Computers in Health Care or COSC 1301 Microcomputer Applications. *
3. Satisfactorily complete a minimum of eight credit hours of general academic college level courses with a grade of "C" or better. An overall G.P.A. of 2.0 is required for admission consideration. Science courses must have been taken within five years of acceptance into the Surgical Technology Program
4. Complete a background check through the College at students cost.
5. Complete Hepatitis B vaccination series or proof of illness including the titer by the start of the program. (This process takes approximately seven months to complete.)

6. Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.
7. Students must be certified in Health Care Provider level CPR at program entry and maintain certification throughout their course of study.
8. Completion of Td (Tetanus/Diphtheria), MMR (measles, mumps & rubella), and TB skin test (Tuberculin Test) vaccinations by the start of the program.

*HPRS 1206 and MRMT1211 are required for admission. BIOL 2401 and BIOL 2402, and VNSG 1420 may count as substitutes for SRGT 1491 and SRGT 1492.

Procedure After Admission:

Successful applicants will:

- Be informed by mail of acceptance to the program. All students entering will be required to attend a departmental orientation for new students. All entering students will be informed by mail of the dates and times of the scheduled orientation sessions.
- Submit a personal health history form furnished by the UTMB Office of Student Health. Physical examinations and required immunizations will be at student expense.
- Be certified in Basic Life Support (CPR-Professional Level) at program entry and maintain Certification throughout the course of study.

Transfer Policies:

Students who desire to enter the Galveston College Surgical Technology Program after taking courses at another institution should apply for admission in the Counseling Center. Admission of transfer students is based on upon individual review of previous course work and space available.

The student desiring transfer credit must:

- Meet admission requirements for Galveston College and the Surgical Technology Program.
- Currently hold a G.P.A. of 2.0 as well as a G.P.A. of 2.0 on all prerequisite courses.
- Arrange to have transcripts from all former institutions including high school or a G.E.D. certificate sent to the Admissions Office at Galveston College.
- Have a letter concerning eligibility from previous program(s) sent to the Director of Admissions/Registrar.
- Submit course syllabi for review, if requested, to the Admissions and Progression Committee.
- Complete examinations and skills check-offs according to the procedure for transfer.
- Complete a minimum of 2nd and 3rd semester theory and clinical courses for graduation.

Re-Admission Policies:

Re-Admission policies relate to students who are admitted to the Surgical Technology Program, leave prior to completion and apply to return to the program. Re-admission is based upon an individual review of the student's record and space availability. Students may re-enter the Surgical Technology Program only one time if the reason for exit was failure of a course or courses in the program. Re-admission must be within one (1) year of leaving the program. Students desiring re-admission after one (1) year must complete the entire program.

The applicant must:

- Be in good academic standing.
- Currently hold an overall G.P.A. of 2.0 as well as a G.P.A. of 2.0 on all prerequisite courses.
- Submit a request to the Admission and Progression Committee.
- Satisfactorily complete re-admission requirements identified at the time of exit.

Certification Requirements:

Upon satisfactory completion of the Surgical Technology Program the student may sit for the National Certification Examination. The student must submit the application to the Liaison Council of Certification.

The test is given in three to four major cities in Texas at the same time.

Liability Insurance:

All students enrolled in the Surgical Technology Program will be required to purchase liability insurance. Students will be assessed an automatic charge at the time of registration for insurance coverage. Liability insurance fees are non-refundable. Students are covered by the insurance policy, not by the coverage or license of the faculty.

Surgical Technology Organizations:

All students enrolled in the Surgical Technology program are encouraged to seek membership in the college, local, state and national Association of Surgical Technologist organization.

Pregnancy Policy:

The disclosure of pregnancy is completely voluntary and it is the exclusive right of the student to declare herself as pregnant. If the student does choose to voluntarily inform program officials of her pregnancy, she must do so in writing.

Curriculum:

Classroom instruction is presented at Galveston College, while clinical training is conducted at UTMB hospitals and a number of affiliated health care institutions. Upon completion of the program requirements, the graduate will receive a certificate of completion from Galveston College. The graduate then qualifies to apply for the national certification exam.

SURGICAL TECHNOLOGY

Certificate Program

Prerequisites

Course	Description	Credit Hours
HPRS 1206	Medical Terminology*	2
MRMT 1211	Computers in Healthcare*	2
	or	
COSC 1301	Microcomputer Applications*	3
SRGT 1491	Basic Gross Human Anatomy**	4
HPRS 2200	Pharmacology and Anesthesia for Surgical Technology**	2
		6-10

First Semester

SRGT 1405	Intro. to Surgical Technology	4
SRGT 1509	Fundamentals of Peri-operative Concepts and Techniques	5
SRGT 1160	Beginning Clinical	1
		10

Second Semester

SRGT 1441	Surgical Procedures I	4
SRGT 1660	Intermediate Clinical	6
SRGT 1244	Technological Sciences for the Surgical Technologist	2
		12

Third Semester

SRGT 1442	Surgical Procedures II	4
SRGT 2660	Advanced Clinical	6
SRGT 2260	Specialty Clinical***	2
SRGT 2130	Professional Readiness	1
		13

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 41-45

* Required Prerequisites

**SRGT 1491 and HPRS 2200 are highly recommended to be taken as prerequisites. SRGT 1491 and HPRS 2200 can be taken in the first semester of the program if accepted to program.

***Capstone Experience

COURSE DESCRIPTION

COURSE PREREQUISITES

Certain courses in the course description section of this catalog require that a student have designated prerequisites before registering for them. That is, certain courses are "required" before the more advanced course may be taken.

Course prerequisites are indicated at the beginning of each course description. Course prerequisites may be waived only with the approval of the appropriate divisional Dean or the Vice President of Academic Affairs and Students Services. Those students seeking a prerequisite waiver should first consult with a college counselor.

CORE CURRICULUM REQUIREMENTS

The student must complete the required courses from the core curriculum (identified in order to be awarded the A.A. degree. These courses are identified in the following section with a (+).

Transfer Courses

Transfer courses are those that are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor about the transferability of specific courses. There is no guarantee, however, that a course which "transfers" will apply to a specific major or degree at a four year college or university. Transfer courses are identified by a four digit course number of 1000 or above. Developmental courses do not transfer and are identified with a four digit course number beginning with 0.

EXAMPLE:

Transfer course = ENGL 1301

Non-Transfer course = MATH 0303

ACCOUNTING

ACCT 2401 PRINCIPLES OF ACCOUNTING I

(3-3) Credit: 4

Prerequisite: ACNT 1303 or permission of instructor.(Proficiency Levels: Math 1, Language 3)This is an introductory accounting course with emphasis on the fundamentals of financial accounting. This 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. Same as ACNT 1425.

ACCT 2402 PRINCIPLES OF ACCOUNTING II

(3-3) Credit: 4

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

(Proficiency Levels: Math 1, Language 3)

This is an introductory accounting course with emphasis on the fundamentals of managerial accounting. Included in the course 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. Same as ACNT 1426.

ACNT 1303 INTRODUCTION TO ACCOUNTING I

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 3)

A study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll. (Formerly ACCT 1401)

ACNT 1329 PAYROLL AND BUSINESS TAX ACCOUNTING

(3-0) Credit: 3

Pre-Corequisite: ACNT 1303.(Proficiency Levels: Math 1, Language 3)

A study of payroll procedures, taxing entities and reporting requirements of local, state and federal taxing authorities in a manual and computerized environment.

ACNT 1331 FEDERAL INCOME TAX: INDIVIDUAL

(3-0) Credit: 3

Pre-Corequisite: ACNT 1303.

(Proficiency Levels: Math 1, Language 3)

Basic instruction in the tax laws as currently implemented by the Internal Revenue Service, providing a working knowledge of preparing taxes for the individual. (Replaces ACCT 2306)

ACNT 1382 COOPERATIVE EDUCATION – ACCOUNTING TECHNICIAN I

(1-20) Credit: 3

Prerequisite: ACNT 1303.

(Proficiency Levels: Math 1, Language 3)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly ACCT 2350)

ACNT 1411 INTRODUCTION TO COMPUTERIZED ACCOUNTING

(3-3) Credit: 4

Prerequisite: ACNT 1303.

(Proficiency Levels: Math 1, Language 3)

Introduction to utilizing the computer in maintaining accounting records, making management decisions and processing common business applications with primary emphasis on a general ledger package. (Formerly ACCT 2310)

ACNT 1425 PRINCIPLES OF ACCOUNTING I

(3-3) Credit: 4

Prerequisite: ACNT 1303 or permission of instructor.
(Proficiency Levels: Math 1, Language 3)
A study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations. Emphasis on accounting cycle for service and merchandising. Same as ACCT 2401.

ACNT 1426 PRINCIPLES OF ACCOUNTING II

(3-3) Credit: 4

Prerequisite: ACNT 1425.
(Proficiency Levels: Math 1, Language 3)
A study of the fundamentals of managerial accounting. Emphasis on accounting for a manufacturing concern, budgeting, planning, management decision making and analysis of financial reports. Same as ACCT 2402.

**ACNT 2382 COOPERATIVE EDUCATION –
ACCOUNTING TECHNICIAN II**

(1-20) Credit: 3

Prerequisite: ACNT 1303.
(Proficiency Levels: Math 1, Language 3)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly ACCT 2351)

ANTHROPOLOGY

+ANTH 2346 GENERAL ANTHROPOLOGY:

(3-0) Credit: 3

Prerequisite: None.
(Proficiency Levels: Math 0, Language 3)
Principles of physical and cultural anthropology; analysis of the cultures of prehistoric and existing preliterate people; impact of modern western culture on preliterate societies.

+ANTH 2351 CULTURAL ANTHROPOLOGY

(3-0) Credit: 3

Prerequisite: None
(Proficiency Levels: Math 0, Language 3)
A study of the elements and processes that create culture, society and social interaction. Findings from cross-cultural fieldwork and the interplay of languages across cultures is included. Emphasis is given to analysis of multicultural societies and cross-cultural comparisons of basic social institutions.

ART

+ARTS 1301 ART APPRECIATION

E.C. (3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Exploration of purposes and processes in the visual arts, including evaluation of selected works. (Formerly: ARTS 1300)

ARTS 1303 ART HISTORY I

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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

ARTS 1304 ART HISTORY II

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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.

ARTS 1311 DESIGN I

(2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

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

ARTS 1312 DESIGN II

(2-4) Credit: 3

Prerequisite: ARTS 1311.

(Proficiency Levels: Math 0, Language 0)

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

ARTS 1316 DRAWING I

(2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

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

ARTS 1317 DRAWING II

(2-4) Credit: 3

Prerequisite: ARTS 1316.

(Proficiency Levels: Math 0, Language 0)

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

ARTS 2313 DESIGN COMMUNICATIONS I

(3-3) Credit: 3

Prerequisite: None

A beginning course introducing digital multimedia with different still image programs, techniques, digitizing peripherals and reading material.

ARTS 2314 DESIGN COMMUNICATIONS II

(3-3) Credit: 3

Prerequisite: ARTS 2313

A survey course introducing digital multimedia communications exploring elements of design, sound, and motion integrated with digital imagery.

ARTS 2316 PAINTING I

(2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

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

ARTS 2317 PAINTING II

(2-4) Credit: 3

Prerequisite: ARTS 2316

(Proficiency Levels: Math 0, Language 0)

A continuation of Painting I with emphasis on individual expression.

ARTS 2323 LIFE DRAWING I: 3 RD SEMESTER DRAWING

(2-4) Credit: 3

Prerequisite: ARTS 1317.

(Proficiency Levels: Math 0, Language 0)

Previous drawing experience is required. A basic study of the human form with special attention to the proportion and distribution of the masses of the figure.

ARTS 2324 LIFE DRAWING II: 3RD SEMESTER DRAWING

(2-4) Credit: 3

Prerequisite: ARTS 2323.

(Proficiency Levels: Math 0, Language 0)

A continuation of ARTS 2323. A variety of drawing materials will be explored.

ARTS 2326 SCULPTURE I

(2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

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

ARTS 2327 SCULPTURE II

(2-4) Credit: 3

Prerequisite: ARTS 2326.

(Proficiency Levels: Math 0, Language 0)

A continuation of Sculpture I with emphasis on individual expression.

ARTS 2346 CERAMICS I

(2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

An introduction to basic ceramic processes including hand building, the potter's wheel and glazing. A wide variety of firing methods and temperatures will be explored, including primitive firing, low firing, low-fired salt, raku, stoneware, and porcelain.

ARTS 2347 CERAMICS II

(2-4) Credit: 3

Prerequisite: ARTS 2346.

(Proficiency Levels: Math 0, Language 0)

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

ARTS 2356 PHOTOGRAPHY I

(2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

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

ARTS 2357 PHOTOGRAPHY II

(2-4) Credit: 3

Prerequisite: ARTS 2356.

(Proficiency Levels: Math 0, Language 0)

A continuation of Photography I with further exploration of potentials of black and white photography.

ARTS 2366 WATERCOLOR PAINTING I

(2-4) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

Introduction to water-based painting and media techniques.

ARTS 2367 WATERCOLOR PAINTING II

(2-4) Credit: 3

Prerequisite: ARTS 2366.

(Proficiency Levels: Math 0, Language 0)

A continuation of Watercolor Painting I with emphasis on individual expression using water-based painting media and techniques.

BIOLOGICAL SCIENCES

BIOL 1322 NUTRITION AND DIET THERAPY I

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 3)

Basic principles of nutrition in health and disease. The essentials of food selection and quality of nutrients in normal and therapeutic diets.

+BIOL 1406 BIOLOGY FOR SCIENCE MAJORS I

R.C. (3-3) Credit: 4

Prerequisite: None.

(Proficiency Levels: Math 1, Language 3)

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.

+BIOL 1407 BIOLOGY FOR SCIENCE MAJORS II

R.C. (3-3) Credit: 4

Prerequisite: BIOL 1406.

(Proficiency Levels: Math 1, Language 3)

The second of a two semester study of subjects described in BIOL 1406.

+BIOL 2401 ANATOMY AND PHYSIOLOGY I

(3-3) Credit: 4

Prerequisite: None

(Proficiency Levels: Math 1, Language 3)

Introduction of the normal structure of the human body, its cells, organs, 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.

+BIOL 2402 ANATOMY AND PHYSIOLOGY II

(3-3) Credit: 4

Prerequisite: BIOL 2401.

(Proficiency Levels: Math 1, Language 3)

A continuation of BIOL 2401 with emphasis on the endocrine, circulatory, respiratory, digestive, excretory, and reproductive systems.

+BIOL 2421 MICROBIOLOGY FOR SCIENCE MAJORS

(3-3) Credit: 4

Prerequisite: BIOL 1406 or BIOL 2401.

(Proficiency Levels: Math 1, Language 3)

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology. (2605015103)

BIOTECHNOLOGY

BITC 1311 INTRODUCTION TO BIOTECHNOLOGY

(3-2) Credit: 3

Prerequisite: Acceptance into the Biotechnology program.

(Proficiency Levels: Math 2, Language 3)

An introduction to biotechnology including career exploration, history and applications of DNA/RNA technology, molecular biology, bioethics, and laboratory safety practices.

BITC 1402 BIOTECHNOLOGY LAB METHODS AND TECHNIQUES

(3-3) Credit: 4

Prerequisite: BITC 1311 (or taken concurrently).

(Proficiency Levels: Math 2, Language 3)

A study of laboratory operations, management, equipment, instrumentation, quality control techniques, and safety procedures. Laboratory practice in using pH meters, mixing buffers, performing measurements, preparing solutions, and performing separatory techniques.

BITC 1401 BIOTECHNOLOGY LABORATORY INSTRUMENTATION

(3-3) Credit: 4

Prerequisite: BITC 1311, BITC 1402, AND BITC 2421

(Proficiency Levels: Math 3, Language 3)

Theory, applications, and operation of various analytical instruments. Separation and identification techniques including electrophoresis, spectrophotometry, and chromatography emphasized.

BITC 2401 MOLECULAR BIOLOGY TECHNIQUES

(3-3) Credit: 4

Prerequisite: BITC 1311, BITC 1402, AND BITC 2421

(Proficiency Levels: Math 3, Language 3)

An introduction to the theory and laboratory techniques in molecular biology with an emphasis on proteins, gene expression and regulation, recombinant DNA, and nucleic acids.

BITC 1291 SPECIAL TOPICS: ETHICS

(2-0) Credit: 2

Prerequisite: Acceptance in the Biotechnology program

(Proficiency Levels: Math 3, Language 3)

This course will cover ethical considerations in research. A combination of lectures and discussion sessions will be utilized to emphasize the importance of ethical behavior in the research work force. Topics will include the use of animals and humans in research, scientific misconduct, handling of scientific data, sharing of data and materials and authorship of publication.

BITC 1391 SPECIAL TOPICS: ADVANCED BIOTECHNOLOGY

(2-2) Credit: 3

Prerequisite: BITC 1401

(Proficiency Levels: Math 3, Language 3)

This course will address one or more topics in skills in biotechnological research relevant to the professional development of the student. Topics will be selected based on the student's interests and projected trends in workforce needs. Topics will include: preparative nucleic acid techniques, analytical nucleic acid techniques, animal handling, histology and protein manipulation.

BITC 2286 INTERNSHIP I

Credit: 2

Prerequisite: BITC 1311, BITC 1402

(Proficiency Levels: Math 3, Language 3)

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

BITC 2387 INTERNSHIP II-CAPSTONE

Credit: 3

Prerequisite: BITC 2286

(Proficiency Levels: Math 3, Language 3)

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

BREAST IMAGING/MAMMOGRAPHY

MAMT 2233 ANATOMY/POSITIONING & PATIENT ASSESSMENT

(4-0) Credit: 2

Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Post-Associate Breast Imaging program.

(Proficiency Levels: Math 3, Language 3.)

Presentation of specialized instruction in breast imaging. Emphasis will be placed on breast anatomy, physiology, positioning, patient education, and assessment. Anatomy instruction will include surface anatomy as well as deep anatomy. Special emphasis will be placed on standard projections as well as additional projections/positions and positioning modifications.

MAMT 2231 INSTRUMENTATION/MODALITIES

(4-0) Credit: 2

Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Post-Associate Breast Imaging program.

(Proficiency Levels: Math 3, Language 3.)

This course is designed to familiarize the student with the concepts, theories, and equipment employed in breast imaging. Mammographic technique will include breast compression, magnification, and selection of technical factors and specimen radiology. Interventional procedures, special exams, and special modalities will be included in this course.

MAMT 2230 QUALITY ASSURANCE

(4-0) Credit: 2

Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Post-Associate Breast Imaging program.

(Proficiency Levels: Math 3, Language 3.)

Instruction in Quality Control and Quality Assurance procedures. The student will participate in the performance evaluation and recording of the Quality Control tests as described in the Mammography Quality Control Manual.

MAMT 2260 MAMMOGRAPHIC CLINICAL APPLICATIONS I

(0-8) Credit: 2

Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Post-Associate Breast Imaging program.

(Proficiency Levels: Math 3, Language 3.)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Capstone experience.

BUSINESS ADMINISTRATION

BUSI 1301 BUSINESS PRINCIPLES

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 3)

This course is designed to acquaint the student with the modern business world and the opportunities it offers. The course includes an overview of the operation of a business. It includes a history of business in the U.S. including the current business environment. The course includes an analysis of the specialized fields within business organizations, including organizational structure, the need for business plans, decision making and operations management, forms of ownership and current management problems.

BUSI 2301 BUSINESS LAW

(3-0) Credit: 3

Prerequisite: Sophomore standing.

(Proficiency Levels: Math 1, Language 3)

The student is introduced to the history and role of law in modern business and society. Emphasis is placed on legal institutions and reasoning, framework of basic legal principles and application of basic principles of contract and property law. It is acceptable as transfer credit at some schools. Check with a counselor before enrollment.

CHEMISTRY

CHEM 1405 INTRODUCTORY CHEMISTRY I

(3-3) Credit: 4

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

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 health occupations. (Formerly Fundamentals of Chemistry)

+CHEM 1411 GENERAL CHEMISTRY I

(3-3) Credit: 4

Prerequisite: High School chemistry or CHEM 1405.

(Proficiency Levels: Math 2, Language 3)

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.

+CHEM 1412 GENERAL CHEMISTRY II

(3-3) Credit: 4

Prerequisite: CHEM 1411.

(Proficiency Levels: Math 2, Language 3)

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, transition, and rare-earth elements; and radioactivity.

CHEM 2423 ORGANIC CHEMISTRY I

(3-3) Credit: 4

Prerequisite: CHEM 1412

(Proficiency Levels: Math 2, Language 3)

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.

CHEM 2425 ORGANIC CHEMISTRY II

(3-3) Credit: 4

Prerequisite: CHEM 2423.

(Proficiency Levels: Math 2, Language 3)

Organic reactions; elaboration of fundamentals presented in CHEM 2423 through treatment of chemistry of natural and biological products, petroleum, polymers and other important materials.

COMPUTER SCIENCE

COSC 1301 MICROCOMPUTER APPLICATIONS

(3-3) Credit: 3

Prerequisite: A grade of "C" or higher in READ 0302, ENGL 0301 and MATH 0300, also concurrent enrollment in ENGL 0302 and MATH 0303 or satisfactory placement score or instructor permission.

(Proficiency Levels: Math 1, Language 2)

This course is an overview of computer information systems. It will introduce computer hardware, software, procedures, systems, and human resources, and explore their integration and application in business and other segments in society. The fundamentals of numbering systems, logic gates, computer problem solving and programming in a higher-level programming language will be introduced. The hands-on portion of the course is designed to help students learn basic skills in PC operating systems, programming and common desktop applications like word processing, spreadsheets, database, presentation graphics and Internet use.

COSC 1418 PASCAL PROGRAMMING I

(3-3) Credit: 4

Prerequisite: MATH 0304, COSC 1301

(Proficiency Levels: Math 3, Language 3)

This course is an introduction to computer programming in the PASCAL programming language. Emphasis is on the fundamentals of structured design, development, testing, implementation, and documentation. The course will also include coverage of language syntax, data and file structures, input/output devices, and disks/files.

COSC 1420 C/C++ PROGRAMMING I

(3-3) Credit: 4

Prerequisite: MATH 0304, COSC 1301, (COSC 14361436 recommended)

(Proficiency Levels: Math 3, Language 3)

This course is an introduction to the "C" programming language. Emphasis is on the fundamentals of top-down problem solving techniques using structured design, development, testing, implementation, and documentation. The course will also include coverage of language syntax, data and file structures, input/output devices, and disks/files. Object-oriented techniques will also be explored through programming assignments using "C++".

COSC 1436 PROGRAMMING FUNDAMENTALS I

(3-3) Credit: 4

Prerequisite: MATH 0304, (COSC 1301 recommended)

(Proficiency Levels: Math 3, Language 3)

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

(2-3) Credit: 3

COSC 1437 PROGRAMMING FUNDAMENTALS II

(3-3) Credit: 4

Prerequisite: MATH 0304, COSC 1436

(Proficiency Levels: Math 3, Language 3)

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering.

COSC 2425 COMPUTER ORGANIZATION AND MACHINE LANGUAGE

(3-3) Credit: 4

Prerequisite: MATH 0304, COSC 1436

(Proficiency Levels: MATH 3, Language 3)

Syntax and semantics of a typical assembly language; macros and macroprocessors; design, construction, and execution of assembly language programs; data representation; and addressing techniques.

COSC 2436 PROGRAMMING FUNDAMENTALS III

(3-3) Credit: 4

Prerequisite: MATH 0304, COSC 1437

(Proficiency Levels: MATH 3, Language 3)

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.

COMPUTER SCIENCE TECHNOLOGY

INEW 2340 OBJECT ORIENTED DESIGN

(3-0) Credit: 3

Prerequisite: MATH 0304 and COSC 1301 and (COSC 1437 or COSC 1436 or COSC 1420)

(Proficiency Levels: Math 3, Language 3)

This class examines large system analysis and design concepts from the object-oriented perspective. Students will build/use case models, sequence diagrams, class diagrams, state charts and other design techniques. Topics will include determining what objects will be required, what members an object requires, and relationships between objects. Student projects will progress through the system development lifecycle of analysis, design, development, testing and maintenance.

ITNW 1348 IMPLEMENTING AND SUPPORTING CLIENT OPERATING SYSTEMS

Prerequisite: ITNW 1425.

(Proficiency Levels: Math 2, Language 3)

This course helps students develop skills in the management of client as desktop operating systems. Students will install and configure network clients; set up users, groups, policies, and profiles; configure hardware components and applications; set up and maintain a logon security and security for files and printers; configure clients in multiple environments including Microsoft, TCP/IP, and Novell Networks. Students will also implement dial up networking and tune system performance. (Formerly ITMC 1458)

ITNW 1353 SUPPORTING NETWORK SERVER INFRASTRUCTURE

(2-2) Credit: 3

Prerequisite: ITNW 1454.

(Proficiency Levels: Math 2, Language 3)

In this course, students will develop skills in installing, configuring, managing, and supporting a network infrastructure, including automating Internet Protocol (IP) assignment using DHCP; configuration and support of remote access to a network; configuring network security using public key infrastructure; integration of network services for Windows; and deploying Windows using remote installation services. (Formerly ITMC 1342)

ITNW 1425 FUNDAMENTALS OF NETWORKING TECHNOLOGIES

(3-3) Credit: 4

Prerequisite: ITSC 1305, ITSC 1325.

(Proficiency Levels: Math 2, Language 3)

This course provides instructions for technicians in networking technologies (both LAN and WAN) and their implementations. Students will design, install and maintain a small LAN with a variety of users, applications and devices. Topics include: OSI model, types of networks, topologies, transmission media, processing levels, utilities, security, licensing, resource integration (both hardware and software), administration, management, archiving, backups, compatibility and common networking problems. It is highly recommended that students are COMPTIA A+ certified before attempting this course. The course prepares students for the COMPTIA Network+ examination and is also preparation for the Microsoft Certified Systems Engineer (MCSE) courses. (Formerly CSCI 2408)

ITNW 1454 IMPLEMENTING AND SUPPORTING SERVERS

(3-2) Credit: 4

Prerequisite: ITNW 1348.

(Proficiency Levels: Math 3, Language 3)

This course develops the skills necessary to implement, administer, and troubleshoot information systems that incorporate Windows Based Servers in a networked computing environment. Students

will learn how to configure peripherals and devices; set up servers for various client computers; configure directory replication; manage licensing, user groups accounts, user profiles, system policies, and profiles. Students will also administer remote servers and disk resources; create and share resources; implement permissions and security; implement fault-tolerance data storage measures and configure servers for interoperability with various network operating systems servers. Other topics include installing and configuring Remote Access Service (RAS), identifying and monitoring performance bottlenecks and resolve configuration problems. (Formerly ITMC 1319) (521204)

ITSC 1305 INTRODUCTION TO PC OPERATING SYSTEMS

(2-2) Credit: 3

Prerequisite: COSC 1301.

Corequisite: ITSC 1325.

(Proficiency Levels: Math 1, Language 2)

This course is a study of personal computer operating systems. Topics include: installation and configuration, file management systems, memory and storage management, control of peripheral devices, and use of utilities. The course prepares students for the COMPTIA Operating System Technologies examination which is one-half of the A+ Certification. (Formerly CSCI 2403)

ITSC 1313 INTERNET/WEB PAGE DEVELOPMENT

(2-2) Credit: 3

Prerequisite: COSC 1301.

(Proficiency Levels: Math 1, Language 2)

This course provides instruction in the use of Internet services and the fundamentals of web page design and web site development. The student will identify basic Internet concepts and terminology; use electronic communication methods; collect and evaluate research data using the Internet; and design, create, organize and publish web pages and sites.

ITSC 1325 PERSONAL COMPUTER HARDWARE

(2-2) Credit: 3

Prerequisite: COSC 1301

Corequisite: ITSC 1305.

(Proficiency Levels: Math 1, Language 2)

This course is a study of current personal computer hardware including personal computer assembly and upgrading, set up and configuration, and troubleshooting. The course prepares students for the COMPTIA Core Hardware examination which is one-half of the A+ Certification. (Formerly CSCI 2403)

ITSC 1380 COOPERATIVE EDUCATION I – COMPUTER AND INFORMATION SCIENCES GENERAL

(1-20) Credit: 3

Prerequisite: COSC 1301.

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement

between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly CSCI 2450)

ITSC 1381 COOPERATIVE EDUCATION II – COMPUTER AND INFORMATION SCIENCES GENERAL

(1-20) Credit: 3

Prerequisite: ITSC 1305, ITSC 1325, ITSC 1380.

(Proficiency Levels: Math 3, Language 3)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly CSCI 2451)

ITSC 2431 INTEGRATED SOFTWARE APPLICATIONS III

(3-3) Credit: 4

Prerequisite: COSC 1301 or ITSC 1309.

(Proficiency Levels: Math 2, Language 2)

This course is a continuation of Microcomputer Applications (COSC 1401 or ITSC 1309). It is designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality. The student will demonstrate advanced proficiency with word processing, spreadsheets, database and/or presentation media software. They will plan, design and implement solutions using integrated software. (Formerly CSCI 2405)

ITSY 1400 FUNDAMENTALS OF INFORMATION SECURITY

(3-3) Credit: 4

Prerequisite: ITNW 1425.

(Proficiency Levels: Math 2, Language 3)

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.

ITSY 2401 FIREWALLS AND NETWORK SECURITY

(3-3) Credit: 4

Prerequisite: ITNW 1425

(Proficiency Levels: MATH 2, Language 3)

Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design,

implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

COMPUTERIZED TOMOGRAPHY TECHNOLOGY

CTMT 2336 COMPUTED TOMOGRAPHY EQUIPMENT AND METHODOLOGY

(3-0) Credit: 3

Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Computerized Tomography Technology Program.

(Proficiency Levels: Math 3, Language 3)

Skill development in the operation of computed tomographic equipment, focusing on routine protocols, image quality, quality assurance and radiation protection.

CTMT 2372 CT TOMOGRAPHIC ANATOMY AND PATHOLOGY

(3-0) Credit: 3

Prerequisite: Enrollment in the Computerized Tomography Technology Program.

(Proficiency Levels: Math 3, Language 3)

This course is designed to familiarize the student with anatomic relationships that are present under various sectional orientations as depicted by Computed Tomography Technology (CTT), Magnetic Resonance Imaging Technology (MRIT), Diagnostic Ultrasound (DMS), and Nuclear Medicine Technology (NMT) imaging devices. The significance of tomographic anatomy in radiation therapy will also be provided.(510907)

CTMT 2560 CTT CLINICAL APPLICATIONS I

(0-16) Credit: 5

Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Computerized Tomography Technology Program.

(Proficiency Levels: Math 3, Language 3)

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.

CTMT 2561 CTT CLINICAL APPLICATIONS II

(0-16) Credit: 5

Prerequisite: Certification in a Radiologic Health Sciences program and Enrollment in the Computerized Tomography Technology Program.

(Proficiency Levels: Math 3, Language 3)

A continuation of CTMT 2560 – CTT Clinical Applications I. Capstone experience.

CRIMINAL JUSTICE

CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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. (Formerly: CRIJ 1302)

CRIJ 1306 COURTS SYSTEMS AND PRACTICES

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

The judiciary in the criminal justice system; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing. (Formerly: CRIJ 1305)

CRIJ 1307 CRIME IN AMERICA

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

American crime problems in historical perspective; social and public factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime. (Usually taught concurrently with SOCI 2306. Credit can only be earned for one of these courses. See a counselor for registration information.) (Formerly: CRIJ 1301)

CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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. (Formerly: CRIJ 1303)

CRIJ 1313 JUVENILE JUSTICE SYSTEM

(3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 0, Language 3)

A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies and theories concerning delinquency.

CRIJ 2301 COMMUNITY RESOURCES IN CORRECTIONS

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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. (Formerly: CRIJ 2306)

CRIJ 2313 CORRECTIONAL SYSTEMS & PRACTICES

(3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 0, Language 3)

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (Formerly CRIJ 2313 Criminal Justice Studies)

CRIJ 2314 CRIMINAL INVESTIGATION

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (Formerly: CRIJ 2302) (Proficiency Levels: Math 0, Language 3)

CRIJ 2323 LEGAL ASPECTS OF LAW ENFORCEMENT

(3-0) Credit: 3

Prerequisite: None.

Police authority; responsibilities; constitutional restraints; laws of arrest, search and seizure; police liability. (Formerly: CRIJ 2304) (Proficiency Levels: Math 0, Language 3)

CRIJ 2328 POLICE SYSTEMS AND PRACTICES

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

The police profession; organization of law enforcement systems; the police role; police discretion, ethics; police-community interaction; current and future issues. (Formerly: CRIJ 2301)

CRIMINAL JUSTICE LAW ENFORCEMENT

CJSA 1382 LAW ENFORCEMENT EXPERIENCE I

(1-20) Credit: 3

Prerequisites: Currently enrolled in law enforcement credit program.

(Proficiency Levels: Math 0, Language 3)

The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student will be receiving on-the-job training related to classroom instruction under the supervision of employer and the college coordinator.

CJLE 1506 BASIC PEACE OFFICER I

(3-6) Credit: 5

Prerequisite: None.

Introduction to fitness and wellness, history of policing, professionalism and ethics, United States Constitution and Bill of Rights, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management. This course taken in conjunction with Basic Peace Officer II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy.

CJLE 1512 BASIC PEACE OFFICER II

(3-6)Credit: 5

Prerequisite: CJLE 1506.

Basic preparation for a new peace officer. Covers field note taking, report writing, "use of force" law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course taken in conjunction with Basic Peace Officer I, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY THE COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION (TCLEOSE)***

CJLE 1518 BASIC PEACE OFFICER III

(3-6)Credit: 3

Prerequisite: CJLE 1506, CJLE 1512

Basic preparation for a new peace officer. Covers laws pertaining to controlled substances, crowd management, personal property, and crime scene investigation. This course taken in conjunction with Basic Peace Officer I, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY THE COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION (TCLEOSE)***

CJLE 1524 BASIC PEACE OFFICER IV

(3-6)Credit: 5

Prerequisite: CJLE 1506, CJLE 1512, CJLE 1518

Basic preparation for a new peace officer. Covers laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. Also includes study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control and jail operations. This course taken in conjunction with Basic Peace Officer I, II and III will satisfy the TCLEOSE-approved Basic Peace Officer Academy. ***THIS COURSE MAY BE OFFERED ONLY BY

INSTITUTIONS LICENSED AS A POLICE ACADEMY BY THE COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION (TCLEOSE)***

CULINARY ARTS

CHEF 1401 BASIC FOOD PREPARATION

(3-3) Credit: 4

Prerequisite: Permission of Coordinator or Dean.
(Proficiency Levels: Math 1, Language 2)

A study of the fundamental principles of food preparation and cookery to include Brigade system, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition and professionalism.

CHEF 1305 SANITATION AND SAFETY

(3-0) Credit: 3

Prerequisite: Permission of Coordinator or Dean.
(Proficiency Levels: Math 1, Language 2)

A study of personal cleanliness; sanitary practices in food preparation, causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

CHEF 1441 AMERICAN REGIONAL CUISINE

(3-3) Credit: 4

Prerequisite: Permission of Coordinator or Dean.
(Proficiency Levels: Math 1, Language 2)

A study of the development of regional cuisines in the United States with emphasis on the similarities in production and service of systems. Application of skills to develop, organize and build a portfolio of recipe strategies and production systems.

CHEF 1445 INTERNATIONAL CUISINE

(3-3)Credit: 4

Prerequisite: Permission of Coordinator or Dean.
(Proficiency Levels: Math 1, Language2)

A study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food productions systems used in the United States and other regions of the world. Cuisines of Germany, Mexico, France, Italy and China and their impact in the development of classical cooking principles and food preparation. Origins of menu items.

CHEF 1380 COOPERATIVE EDUCATION: CULINARY ARTS CHEF TRAINING

(1-20) Credit: 3

Prerequisite: Permission of Coordinator or Dean.

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

CHEF 1381 COOPERATIVE EDUCATION: FOOD AND BEVERAGE/RESTAURANT

(1-20) Credit: 3

Prerequisite: Permission of Coordinator or Dean.
(Proficiency Levels: Math 1, Language2)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

CHEF 1410 GARDE MANGER

(3-3) Credit: 4

Prerequisite: Permission of Coordinator or Dean.
(Proficiency Levels: Math 1, Language2)

A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. The preparation of charcuterie products including sausages, pates and terrines; carving of vegetables, fruits and ice; the seven families of hors d'oeuvre; composed salad; greens salads; a variety of cold sauces and menu development are all addressed.(120503)

CHEF 2301 INTERMEDIATE FOOD PREPARATION

(2-4) Credit: 3

Prerequisite: Permission of Coordinator or Dean.
(Proficiency Levels: Math 1, Language2)

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Topics to be covered include: preparation of fruits, sandwiches, salads, breakfast cookery, product identification, and the cooking of various protein, vegetable, starches and farinaceous dishes. Menu development, food costing, sanitation, and leadership skills are addressed.

CHEF 2402 SAUCIER

(3-3) Credit: 4

Prerequisite: Permission of Coordinator or Dean.
(Proficiency Levels: Math 1, Language2)

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments and the pairing of sauces with a variety of foods.

DRAMA

+DRAM 1310 INTRODUCTION TO THEATRE

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

This course is designed for theatre majors and for students who are not theatre majors but who want to develop an appreciation and understanding of the theatre arts. Emphasis will be placed on exposing the student to the major forces that have shaped the

Western (European) theatrical tradition, its literature and production.

DRAM 1351 ACTING I

(3-0) Credit: 3

Prerequisite: None.

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotional and analysis as tools for the actor. (5005035126) (Proficiency Levels: Math 0, Language 2)

DRAM 1352 ACTING II

(3-0) Credit: 3

Prerequisite: DRAMA 1351.

This course is an extension of DRAM 1351 with an emphasis on expanding characterization, ensemble acting, stage combat, and performance techniques. (5005035126) (Proficiency Levels: Math 0, Language 2)

DRAM 2366 DEVELOPMENT OF THE MOTION PICTURE I

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films and historical growth and sociological effects of film as an art.

ECONOMICS

+ECON 2301 PRINCIPLES OF ECONOMICS: MACROECONOMICS

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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.

+ECON 2302 PRINCIPLES OF ECONOMICS: MICROECONOMICS

(3-0) Credit: 3

Prerequisite: ECON 2301.

(Proficiency Levels: Math 0, Language 3)

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.

EMERGENCY MEDICAL SERVICES

EMSP 1145 BASIC TRAUMA LIFE SUPPORT

(0-2) Credit: 1

Prerequisite: Permission of EMS Program Coordinator or Director

Corequisites: EMSP 1501, EMSP 1260, EMSP1191

(Proficiency Levels: Math 1, Language 2)

Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements.

EMSP 1291 SPECIAL TOPICS IN EMERGENCY MEDICAL SERVICE

(1-0) Credit: 1

Prerequisite: Permission of EMS Program Coordinator or Director

Corequisites: EMSP 1501, EMSP 1260, EMSP1145

(Proficiency Levels: Math 1, Language 2)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

EMSP 1260 CLINICAL – EMERGENCY MEDICAL SERVICE PROFESSIONS

(0-6) Credit: 2

Prerequisite: Permission of EMS Program Coordinator or Director

Corequisites: EMSP 1501, EMSP 1191, EMSP1145

(Proficiency Levels: Math 1, Language 2)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

EMSP 1262 CLINICAL – EMERGENCY MEDICAL SERVICE PROFESSIONS

(0-9) Credit: 2

Prerequisite: Enrollment in the EMS-Intermediate program and successful completion of first semester courses.

Corequisites: EMSP 1338, EMSP 1355, EMSP1356

(Proficiency Levels: Math 1, Language 2)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

EMSP 1338 INTRODUCTION TO ADVANCED PRACTICE

(2-2) Credit: 3

Prerequisite: Enrollment in the EMS-Intermediate program and successful completion of first semester courses.

Corequisites: EMSP 1262, EMSP 1355, EMSP1356

(Proficiency Levels: Math 1, Language 2)

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

EMSP 1355 TRAUMA MANAGEMENT

(2-2) Credit: 3

Prerequisite: Enrollment in the EMS-Intermediate program and successful completion of first semester courses.

Corequisites: EMSP 1338, EMSP 1356, EMSP1262
(Proficiency Levels: Math 1, Language 2)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries.

EMSP 1356 PATIENT ASSESSMENT & AIRWAY MANAGEMENT

(2-2) Credit: 3

Prerequisite: Enrollment in the EMS-Intermediate program and successful completion of first semester courses.

Corequisites: EMSP 1338, EMSP 1355, EMSP1262
(Proficiency Levels: Math 1, Language 2)

A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management.

EMSP 1501 EMERGENCY MEDICAL TECHNICIAN – BASIC

(4-4) Credit: 5

Prerequisite: Permission of EMS Program Coordinator or Director

Corequisites: EMSP 1260, EMSP 1191, EMSP1145
(Proficiency Levels: Math 1, Language 2)

Introduction to the level of Emergency Medical Technician (EMT) – Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

EMSP 2143 ASSESSMENT BASED MANAGEMENT

(0-3) Credit: 1

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first, second, third and fourth semester courses.

Corequisites: EMSP 2338, EMSP 2261
(Proficiency Levels: Math 1, Language 2)

The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive assessment based patient care management.

EMSP 2160 CLINICAL – EMERGENCY MEDICAL SERVICE PROFESSIONS

(0-6) Credit: 1

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first and second semester courses.

Corequisites: EMSP 2348, EMSP 2544
(Proficiency Levels: Math 1, Language 2)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and

concepts. Direct supervision is provided by the clinical professional.

EMSP 2260 CLINICAL – EMERGENCY MEDICAL SERVICE PROFESSIONS

(0-9) Credit: 2

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first, second, and third semester courses.

Corequisites: EMSP 2434, EMSP 2430
(Proficiency Levels: Math 1, Language 2)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

EMSP 2261 CLINICAL – EMERGENCY MEDICAL SERVICE PROFESSIONS

(0-9) Credit: 2

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first, second, third and fourth semester courses.

Corequisites: EMSP 2143, EMSP 2338
(Proficiency Levels: Math 1, Language 2)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

EMSP 2338 EMS OPERATIONS

(2-2) Credit: 3

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first, second, third and fourth semester courses.

Corequisites: EMSP 2143, EMSP 2261
(Proficiency Levels: Math 1, Language 2)

A detailed study of the knowledge and skills necessary to reach competence in the safely manage the scene of an emergency.

EMSP 2348 EMERGENCY PHARMACOLOGY

(3-0) Credit: 3

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first and second semester courses.

Corequisites: EMSP 2544, EMSP 2160
(Proficiency Levels: Math 1, Language 2)

A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to compliment Cardiology, Special Populations, and Medical Emergency courses.

EMSP 2430 SPECIAL POPULATIONS

(3-3) Credit: 4

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first, second, and third semester courses.

Corequisites: EMSP 2434, EMSP 2260

(Proficiency Levels: Math 1, Language 2)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.

EMSP 2434 MEDICAL EMERGENCIES

(3-3) Credit: 4

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first, second, and third semester courses.

Corequisites: EMSP 2430, EMSP 2260

(Proficiency Levels: Math 1, Language 2)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.

EMSP 2544 CARDIOLOGY

(4-4) Credit: 5

Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first and second semester courses.

Corequisites: EMSP 2348, EMSP 2160

(Proficiency Levels: Math 1, Language 2)

A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies.

ENGLISH

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.

ENGL 0301 INTRODUCTION TO WRITING SKILLS

(3-2) Credit: 3

Prerequisite: THEA requirement/Compass requirements

(Proficiency Levels: Math 0, Language 0)

A pre-transfer level course designed to help students develop the basic skills in grammar and composition required in the next pre-transfer level English course (ENGL 0302). Students will be expected to compose a fully developed paragraph and to pass an exit examination. (3201085335)

ENGL 0302 BASIC WRITING SKILLS

(3-2) Credit: 3

Prerequisite: ENGL 0301 or THEA requirement/Compass requirements

(Proficiency Levels: Math 0, Language 1)

A pre-transfer level course designed to help students develop basic skills in grammar and composition required in transfer-level college courses. Students will be expected to compose a short essay and to pass an exit examination. (3201085335)

+ENGL 1301 COMPOSITION I

(3-0) Credit: 3

Prerequisite: Meet THEA requirement/Compass requirement

(Proficiency Levels: Math 0, Language 3)

In this course students will learn how to generate and organize ideas, focus appropriately on a topic, develop support for points, revise for improved logic and clarity, and edit for Standard American English. Descriptive, narrative and expository techniques will be used to develop rhetorically effective essays. Some analysis of prose models.

+ENGL 1302 COMPOSITION II

(3-0) Credit: 3

Prerequisite: ENGL 1301.

(Proficiency Levels: Math 0, Language 3)

A continuation of ENGL 1301, with critical analysis of selected readings; writing analytical essays; learning to quote, summarize, paraphrase, and document; writing research projects.

ENGL 2307 CREATIVE WRITING I

(3-0) Credit: 3

(Formerly known as ENGL 1313 (CREATIVE WRITING))

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

Practical experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama.

ENGL 2308 CREATIVE WRITING II

(3-0) Credit: 3

Prerequisite: ENGL 2307.

(Proficiency Levels: Math 0, Language 3)

A continuation of the study of basic practices in the art of creative and imaginative writing. May include fiction, non-fiction, poetry, or drama.

ENGL 2311 TECHNICAL AND BUSINESS WRITING

(3-0) Credit: 3

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

Writing technical reports; basic techniques in technical writing; practical English for the technical writer; making oral presentations.

+ENGL 2322 BRITISH LITERATURE I

(3-0) Credit: 3

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

A survey of English literature with selections from old English, Middle English, the Renaissance, the Seventeenth Century, and the Eighteenth Century; may include historical background for each period; literary terms; close reading of the text.

+ENGL 2323 BRITISH LITERATURE II

(3-0) Credit: 3

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

A survey of British literature with selections from the Romantic Period, the Victorian Period, and the Modern Period; may include historical background for each period; literary terms; close reading of the text.

+ENGL 2327 AMERICAN LITERATURE I

(3-0) Credit: 3

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

Selected works by American storytellers, diarists, essayists, fiction writers, poets and

dramatists including pre-colonial, revolutionary, and post-revolutionary writing through the Civil War. May include works from Smith, Bradstreet, Wheatley, Thoreau, Hawthorne, Douglass and Whitman along with Native American tales and early Hispanic accounts of the new world in North America, including De Las Casas and Cabeza de Vaca.

ENGL 2328 AMERICAN LITERATURE II

(3-0) Credit: 3

Prerequisite: ENGL 1302

(Proficiency Levels: Math 0, Language 3)

Selected works by American essayists, poets, fiction writers, a dramatists along with folktales and epistolary works from America's immigrant communities from the Civil War to the present. Works may range from Whitman, Crane, Twain, Dunbar, Cather, Hurston, Frost, Hemmingway and Williams, to Morrison, Updike, Kingston, and Soto. Exploring a major theme of America's last century and a half, works by Native American, Hispanic, Black and Asian Writers about encounters with settlers of the westward movement and with one another in the America's ever-shifting urban environment may also be examined.

+ENGL 2332 WORLD LITERATURE I

(3-0) Credit: 3

(Formerly known as ENGL 2331 MASTERPIECES OF WORLD LITERATURE I)

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

A study of the masterpieces of world literature from both Western and Eastern traditions from ancient times to the Renaissance; selections from Homer, the Greek tragedians, Confucius, Plato, Virgil, Dante, Koran, The Bhagavad-Gita, and others with an emphasis on epic, tragedy, and narrative forms.

+ENGL 2333 WORLD LITERATURE II

(3-0) Credit: 3

(Formerly known as ENGL 2332 MASTERPIECES OF WORLD LITERATURE II)

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

A study of the masterpieces of both the Western and Eastern traditions; literary term selections from the Renaissance to the neo-classical and the modern age, including works by Shakespeare, Voltaire, Moliere, Rousseau, Blake, Borges, Mahfouz and others.

+ENGL 2342 FORMS OF LITERATURE I: THE SHORT STORY AND NOVEL

(3-0) Credit: 3

Prerequisite: ENGL 1302.

(Proficiency Levels: Math 0, Language 3)

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 and to understand literary terms.

+ENGL 2343 FORMS OF LITERATURE II: DRAMA AND POETRY

(3-0) Credit: 3

(Formerly known as ENGL 2312 INTRODUCTION TO LITERATURE: DRAMA AND POETRY)

Prerequisite: ENGL 1302

(Proficiency Levels: Math 0, Language 3)

A study of drama and poetry as literary forms. Readings, chiefly modern, to develop skills required to read literary materials and to understand literary terms.

ENGLISH AS A SECOND LANGUAGE

ESOL 0301 DEVELOPMENTAL ESOL: ORAL COMMUNICATION

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

A developmental course designed to develop listening and speaking skills in speakers of languages other than English and prepare them to function in an English speaking society. Instruction provides exercises created for oral and written responses. Proper diction, intonation, cadence, sentence structure and stress as used in American English is taught, as well as literal translation. To receive credit, students must pass an appropriate exit exam. (Proficiency Levels: Math 0, Language 0)

ESOL 0302 DEVELOPMENTAL ESOL: READING AND VOCABULARY

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0).

A developmental course designed to develop reading fluency and vocabulary in speakers of languages other than English and prepare them to function in an English speaking society. Course provides instruction designed to increase reading comprehension, vocabulary and study skills. To receive credit, students must pass an appropriate exit exam.

FRENCH

(4-0) Credit: 4

FREN 1411 BEGINNING FRENCH I

(4-0) Credit: 4

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Basic French grammar and pronunciation drills; emphasis on reading and conversation; introduction to French literature and culture.

FREN 1412 BEGINNING FRENCH II

(4-0) Credit: 4

Prerequisite: FREN 1411.

(Proficiency Levels: Math 0, Language 3)

Continued grammar drills with emphasis on written and oral composition; also a deeper study of French literature and culture.

FREN 2311 INTERMEDIATE FRENCH I

(3-0) Credit: 3

Prerequisite: FREN 1412.

(Proficiency Levels: Math 0, Language 3)

Review of grammar, emphasis on French literature and composition.

FREN 2312 INTERMEDIATE FRENCH II

(3-0) Credit: 3

Prerequisite: FREN 2311.

(Proficiency Levels: Math 0, Language 3)

Continued study of French grammar, literature and culture; oral and written composition.

GEOGRAPHY

+GEOG 1303 WORLD REGIONAL GEOGRAPHY

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

The development of geographical concepts; globes and maps, regional geography; place-name geography, relationship of human activities to the physical environment.

GERMAN

GERM 1411 BEGINNING GERMAN I

(4-0) Credit: 4

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Fundamentals of grammar, pronunciation; basic vocabulary; reading of elementary texts; written and oral exercises designed to develop conversational ability.

GERM 1412 BEGINNING GERMAN II

Prerequisite: GERM 1411.

(Proficiency Levels: Math 0, Language 3)

A continuation of GERM 1411. More advanced grammar, expanded vocabulary, more difficult readings. Increased emphasis on conversational skills. (1605015131)

GERM 2311 INTERMEDIATE GERMAN I

(3-0) Credit: 3

Prerequisite: GERM 1412.

(Proficiency Levels: Math 0, Language 3)

Introduction to German readings of average difficulty, principally short stories and selections from longer works. Review of grammar, composition and practice in conversation. Some scientific selections included in class readings.

GERM 2312 INTERMEDIATE GERMAN II

(3-0) Credit: 3

Prerequisite: GERM 2311.

(Proficiency Levels: Math 0, Language 3)

A continuation of GERM 2311. More German readings of average difficulty, principally short stories and selections from longer works. Further review of grammar, composition and practice in conversation. More difficult conversational material.

GOVERNMENT

Students may meet the statutory requirement by taking government courses in the following sequence: GOVT 2301 and GOVT 2302, GOVT 2305 and GOVT 2306, GOVT 2301 and GOVT 2305 GOVT 2301 OR GOVT 2306.

+GOVT 2305 FEDERAL GOVERNMENT

(3-0) Credit: 3

Prerequisite: ENGL 1301 and ENGL 1302, HIST 1301 and HIST 1302

(Proficiency Levels: Math 0, Language 3)

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. (Formerly: GOVT 2301)

+GOVT 2306 TEXAS GOVERNMENT

(3-0) Credit: 3

Prerequisite: ENGL 1301 and ENGL 1302, HIST 1301 and HIST 1302

(Proficiency Levels: Math 0, Language 3)

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. (Formerly: GOVT 2302)

HEALTH RELATED STUDIES

MRMT 1211 COMPUTERS IN HEALTH CARE

(2-0) Credit: 2

Prerequisite: None

(Proficiency Levels: Math 0, Language 1)

Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Provides a working knowledge in the use of computers, word processing, spreadsheets, presentations, and the Internet. A computerized method for the management and operation of a health care delivery system.

SPNL 1301 HEALTH CARE SPANISH

(3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 0, Language 1)

Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office.

HPRS 1205 MEDICAL LAW/ETHICS FOR HEALTH PROFESSIONALS

(2-0) Credit: 2

Pre-requisites None

(Proficiency Levels: Math 0, Language 1).

Introduction to the relationship between legal aspects and ethics associated with the health care field. Emphasis on the ethical and legal responsibilities of health care professionals.

HPRS 1206 MEDICAL TERMINOLOGY

(2-0) Credit: 2

Prerequisite: None

(Proficiency Levels: Math 1, Language 2)

Provides the student with basic language used in any health care or medically related field. Learning basic roots, prefixes, and suffixes accomplish mastery of medical terms. The course incorporates basic terms with descriptions of anatomy, physiology and pathology. Knowledge of a word-building system assists the student in learning new terms, deciphering unfamiliar terms, pronunciation and spelling.

HPRS 2200 PHARMACOLOGY

(2-0) Credit: 2

Prerequisite: None

(Proficiency Levels: Math 2, Language 3)

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

HPRS 2333 CONSUMER ORIENTED HEALTH DELIVERY SYSTEMS

(3-0) Credit: 3

Prerequisites: None

Corequisites: PLAB 1223, PLAB 1166, PLAB 1391

(Proficiency Levels: Math 0, Language 1).

An experiential learning course involving the multidisciplinary approach to the care of persons with common diagnoses and diverse human conditions. Emphasis is placed on the role of the individual health professions, the referral relationship among the professions, and the impact of the health care environment on the consumer. (511004)

HEALTH SCIENCES

PHED 1304 PERSONAL/COMMUNITY HEALTH I: HUMAN SERVICES

(3-0) Credit: 3

(Formerly known as HSCI 1301 PERSONAL/COMMUNITY HEALTH SERVICES)

Prerequisite: PSYC 2301 and SOCI 2340 or consent of instructor.

(Proficiency Levels: Math 0, Language 3)

Investigation of the human services field including: programs available to special populations (the aged, chemical dependent, abused and neglected, mentally retarded, AIDS clients, and others) competencies including procedures and documentation necessary for services to the client, ethical training for practitioners in human services, and acquired immune deficiency (AIDS) education.

PHED 1305 PERSONAL/ COMMUNITY HEALTH II: HUMAN SERVICES FOR BEHAVIORAL ASPECTS OF DRUG USE AND ABUSE

(3-0) Credit: 3

(Formerly PSYC 2340)

Prerequisites: PSYC 2301 and SOCI 2340 or consent of instructor.

(Proficiency Levels: Math 1, Language 3)

The study of use, abuse and misuse of drugs in today's society emphasizing the physiological, sociological and psychological factors the human service professional needs to understand. Competencies specifically focusing on: curriculum critique and design, policy development and achievement, life skills strategies for dealing with at-risk youth and other high risk populations (i.e., eating disorders, gambling, teen-pregnancy, violence, etc.), networking and resource use.

HISTORY

+HIST 1301 UNITED STATES HISTORY I to 1877

(3-0) Credit: 3

(Formerly known as UNITED STATES HISTORY TO 1877)

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A survey of the political, economic, military, social and intellectual history of the United States from the discovery of America to the end of Reconstruction.

+HIST 1302 UNITED STATES HISTORY II: From 1877
(3-0) Credit: 3

(Formerly known as UNITED STATES HISTORY FROM 1877)
Prerequisite: None.
(Proficiency Levels: Math 0, Language 3)
A survey of the political, economic, military, social and intellectual history of the United States from Reconstruction to the present day.

+HIST 2301 TEXAS HISTORY
(3-0) Credit: 3

(Formerly known as HIST 2303 HISTORY OF TEXAS)
Prerequisite: None.
(Proficiency Levels: Math 0, Language 3)
A survey of Texas history from Colonization to the present day. Exploration of 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.

+HIST 2311 WESTERN CIVILIZATION I
(3-0) Credit: 3

Prerequisite: None.
(Proficiency Levels: Math 0, Language 3)
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.

+HIST 2312 WESTERN CIVILIZATION II
(3-0) Credit: 3

Prerequisite: None.
(Proficiency Levels: Math 0, Language 3)
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, imperialism, democracy, socialism and the conflicts of the twentieth century.

**HOTEL, RESTAURANT AND TOURISM
MANAGEMENT**

HAMG 1305 PRINCIPLES OF TOURISM MANAGEMENT
(3-0) Credit: 3

Prerequisite: None.
(Proficiency Levels: Math 1, Language 2)
Introduction to the travel and tourism industry. Topics include marketing, travel, the market, and the shape of travel demand.

HAMG 1313 FRONT OFFICE PROCEDURES
(3-0) Credit: 3

Prerequisite: None.
(Proficiency Levels: Math 1, Language 2)
A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted and computer based methods for each front file function. The student will discuss the lodging industry, markets, service levels and ownership; describe hotel organization, mission and operation; and list and explain front office responsibilities. The student will explain and discuss front office accounting procedures, checkout and settlement procedures, night audit functions and verification.

**HAMG 1308 INTRODUCTION TO THE HOSPITALITY
INDUSTRY**
(3-0) Credit: 3

Prerequisite: None.
(Proficiency Levels: Math 1, Language 2)
An introduction to lodging and food service operations. Topics include growth, development, and organization of the lodging industry; growth, development, organization, structure, and management of food service operations; human resources, marketing, security, engineering, and maintenance of hospitality operations; and opportunities within the travel and tourism industry. (520901)

**HAMG 1324 HOSPITALITY HUMAN RESOURCES
MANAGEMENT**
(3-0) Credit: 3

Prerequisite: None.
(Proficiency Levels: Math 1, Language 2)
A study of the principles and procedures of managing people in the hospitality workplace.

HAMG 1340 HOSPITALITY LEGAL ISSUES
(3-0) Credit: 3

Prerequisite: None.
(Proficiency Levels: Math 1, Language 2)
A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations and product liability laws. The student will explain the basic legal principles governing the hospitality industry; describe guest relationship; list and explain the various laws governing the hospitality industry; and explain the legal environment in which hotels and restaurants must exist.

HAMG 1342 GUEST ROOM MAINTENANCE
(3-0) Credit: 3

Prerequisite: None.
(Proficiency Levels: Math 1, Language 2)

Demonstrates the working relationship in the lodging industry between housekeeping and maintenance. The student will discuss and explain planning, organizing and staffing in guest room operations; explain how housekeeping operations are directed and controlled; determine budgeting requirements, inventory of guest and cleaning supplies and laundry needs.

**HAMG 1380 COOPERATIVE EDUCATION-HOSPITALITY
ADMINISTRATION MANAGEMENT**

(1-20) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline; specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

**HAMG 1391 SPECIAL TOPICS IN HOSPITALITY
ADMINISTRATION AND MANAGEMENT**

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**HAMG 2305 HOSPITALITY MANAGEMENT AND
LEADERSHIP**

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

An overview of management and leadership in the hospitality industry with an emphasis on management philosophy, policy formulation, communications, motivation and team building.

HAMG 2307 HOSPITALITY MARKETING AND SALES

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Identification of the core principles of marketing and their impact on the hospitality industry. The student will identify and discuss the eight principles of marketing; create or critique a marketing plan as it relates to an organizational mission statement and strategy plan; and demonstrate successful approaches and techniques to sales.

**HAMG 2330 CONVENTION AND GROUP MANAGEMENT
AND SERVICES**

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

A course in the scope of the various segments of the convention market. Exploration of individual needs, and the methods and techniques to provide better service to conventions and groups. The student will explain the importance of conventions in terms of income and economic life of the hotel. The student will recognize, review and describe convention and meeting planning. The student will describe facility types, cost factors, product analysis, marketing tools and pre-planning strategy.

HAMG 2332 HOSPITALITY FINANCIAL MANAGEMENT

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Methods and application of financial management within the hospitality. Primary emphasis on sales accountability, internal controls and report analysis. The student will perform various calculations; list, define and discuss management reports; and explain the importance of cost, volume, profit relationships and cost controls.

HAMG 2337 HOSPITALITY FACILITIES MANAGEMENT

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Identification of building systems, facilities management, security and safety procedures. The student will describe the role and function of the engineering and maintenance department of lodging and food service establishments; identify and explain the purpose of security procedures that deal with guest protection and internal control; identify the selection factors for waste removal, grounds keeping, pest control, vending machines, linen supplies and cleaning services.

**HUMAN RESOURCES / PERSONNEL
MANAGEMENT**

HRPO 2301 HUMAN RESOURCES MANAGEMENT

(3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 1, Language 2)

Behavioral and legal approaches to the management of human resources in organizations. (521001) (Formerly: MGMT 1302)

HRPO 2307 ORGANIZATIONAL BEHAVIOR

(3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 1, Language 2)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, oral communications and the integration of interdisciplinary concepts from the behavioral sciences. (Formerly: MGMT 2301)

HUMANITIES

+HUMA 1301 INTRODUCTION TO THE HUMANITIES I

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

An overview of the major artists, works and discourse of the fine arts, including art, music, literature, and theatre; to acquaint students with the cultural heritage of Western Civilization and provide limited exposure to non-western traditions.

+HUMA 1302 INTRODUCTION TO THE HUMANITIES II (THE INDIVIDUAL AND THE COMMUNITY MULTI- CULTURAL/CROSS CULTURAL)

(3-0) Credit: 3

(Formerly known as the INDIVIDUAL AND THE COMMUNITY
(MULTI CULTURAL/CROSSCULTURAL)

Prerequisite: ENGL 1301.

(Proficiency Levels: Math 0, Language 3)

A multi-cultural/cross-cultural course. By critically evaluating humanities texts from a variety of cultural and ethnic backgrounds, students will explore the issues confronting men, women and families, the role of education as a bridge to community, and conflicts between individual rights and community rights. The primary goal of the course will be to seek an ethical balance between the needs of the individual and the needs of the global community. Public and private attitudes toward community will be further analyzed through literary works, art, music and film. During the course, students and instructor will treat the classroom as a community to which the individual owes responsibility, respect, and participation in keeping with group norms.

MAGNETIC RESONANCE IMAGING TECHNOLOGY

MRIT 2330 PRINCIPLES OF MAGNETIC RESONANCE IMAGING

(3-0) Credit: 3

Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.

(Proficiency Levels: Math 3, Language 3)

General principles for learning to operate a magnetic resonance imager. Focuses on building a sound understanding of the underlying scientific theory and practice leading to magnetic resonance imaging. Designed to introduce the concepts and scientific principles employed in magnetic resonance imaging techniques. Principles of magnetism and interactions of living matter within magnetic fields are emphasize.

MRIT 2234 MAGNETIC RESONANCE EQUIPMENT AND METHODOLOGY

3-0) Credit: 3

Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.

(Proficiency Levels: Math 3, Language 3)

A study of the actual operation and operational control of magnetic resonance imaging equipment. Focuses on routine protocols, image quality, and quality control of magnetic resonance imaging. Theory and application of magnetic resonance imaging equipment and the principles of patient imaging techniques utilizing the equipment.

MRIT 2374 ADVANCED MRI PHYSICS

(3-0) Credit: 3

Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.

(Proficiency Levels: Math 3, Language 3)

An in-depth study of MRI physics that will include advanced electrodynamics, pulse sequences, sequence parameters and options, spin echo techniques, as well as gradient echo techniques. Concepts of modern algebra will be used to solve complex MRI physics electrodynamics.

MRIT 2660 MRI CLINICAL APPLICATIONS I

(0-18) Credit: 6

Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.

(Proficiency Levels: Math 3, Language 3)

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. (Formerly: MARI 3501)

MRIT 2661 MRI CLINICAL APPLICATIONS II

(0-18) Credit: 6

Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.

(Proficiency levels: Math 3, Language 3)

A continuation of MRIT 2660-MARI Clinical Applications I. Capstone experience.

MRIT 2372 MRI TOMOGRAPHIC ANATOMY AND PATHOLOGY

(3-0) Credit: 3

Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology Program.

(Proficiency Levels: Math 3, Language 3)

This course is designed to familiarize the student with anatomic relationships that are present under various sectional orientations as depicted by Computed Tomography Technology (CTT), Magnetic Resonance Imaging Technology (MRIT), Diagnostic

Ultrasound (DMS), and Nuclear Medicine Technology (NMT) imaging devices. The significance of tomographic anatomy in radiation therapy will also be provided.)

MANAGEMENT DEVELOPMENT

BMGT 1301 SUPERVISION

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

A study of the role of a supervisor. Managerial functions as applied to leadership, counseling, motivation and human skills are examined. (520201)

BMGT 1303 PRINCIPLES OF MANAGEMENT

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Concepts, terminology, principles, theory and issues that are the substance of the practice of management. Planning, organizing, leading and controlling will receive extensive treatment. (Formerly MGMT 1301)

BMGT 1305 COMMUNICATIONS IN MANAGEMENT

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Basic theory and processes of communication skills necessary for the management of an organization's workforce. Special emphasis will be placed on techniques of communication, especially oral communication and group process. (Formerly MGMT 2302)

BMGT 1382 COOPERATIVE EDUCATION – BUSINESS ADMINISTRATION AND MANAGEMENT I

(1-20) Credit: 3

Prerequisite: BMGT 1303.

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly: MGMT 2318)

BMGT 1383 COOPERATIVE EDUCATION – BUSINESS ADMINISTRATION AND MANAGEMENT II

(1-20) Credit: 3

Prerequisite: BMGT 1303.

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement

between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly: MGMT 2319)

BMGT 2303 PROBLEM SOLVING AND DECISION MAKING

(3-0) Credit: 3

Prerequisite: BMGT 1303.

(Proficiency Levels: Math 1, Language 2)

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application theory is provided by experiential activities such as small group discussions, case studies and the use of other managerial decision aids.

BMGT 2309 LEADERSHIP

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 2)

Concepts of leadership and its relationship to management. Prepares the student with leadership and oral communication skills needed to inspire and influence. (Formerly: MGMT 2314)

BMGT 2331 TOTAL QUALITY MANAGEMENT

(3-0) Credit: 3

Prerequisite: BMGT 1303 or permission of instructor.

(Proficiency Levels: Math 1, Language 2)

Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality and employee empowerment.

BMGT 2341 STRATEGIC MANAGEMENT

(3-0) Credit: 3

Prerequisite: BMGT 1303.

(Proficiency Levels: Math 1, Language 2)

Strategic management process involving analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. (Formerly: MGMT 2310)

BMGT 2382 COOPERATIVE EDUCATION – BUSINESS ADMINISTRATION AND MANAGEMENT III

(1-20) Credit: 3

Prerequisite: BMGT 1303.

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through

the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly: MGMT 2320)

MARKETING

MRKG 1311 PRINCIPLES OF MARKETING

(3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 1, Language 2)

Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MATHEMATICS

MATH 0300 BASIC MATHEMATICS

(4-1) Credit: 3

Prerequisite: THEA/Compass score

(Proficiency Levels: Math 0, Language 0)

A one semester course designed for students who need to develop or review basic mathematics skills. Topics covered include 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.

MATH 0303 INTRODUCTORY ALGEBRA

(4-1) Credit: 3

Prerequisite: THEA/Compass score or MATH 0300.

(Proficiency Levels: Math 1, Language 1)

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 include signed numbers, laws of exponents, operations with polynomials, factoring and simple first degree equations and inequalities. Throughout the course emphasis will be placed on building operational skills.

MATH 0304 INTERMEDIATE ALGEBRA

(4-0) Credit: 3

Prerequisite: THEA/Compass score or MATH 0303 .

(Proficiency Levels: Math 1, Language 2)

A one semester course covering the topics of high school algebra for the student who needs to review algebra before continuing college level mathematics. Topics are taken from exponents and radicals, factoring, fractions, linear equations, functions, quadratic equations, complex numbers, inequalities.

+MATH 1414 COLLEGE ALGEBRA

(4-0) Credit: 4

Prerequisite: A grade of "C" or better in MATH 0304 or appropriate placement score.

(Proficiency Levels: Math 3, Language 3)

An introduction to the basic concepts of modern algebra. Topics are taken from relations, functions, equations, inequalities, determinants, matrices, progressions, sequences and series.

+MATH 1316 PLANE TRIGONOMETRY

(3-0) Credit: 3

Prerequisite: A grade of "C" or better in MATH 0304 or appropriate placement score.

(Proficiency Levels: Math 3, Language 3)

Trigonometric functions and their applications, trigonometric equations and identities, solving right and oblique triangles, radian measure.

+MATH 1324 MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES I

(3-0) Credit: 3

Prerequisite: THEA/Compass score.

(Proficiency Levels: Math 3, Language 3)

An introduction to topics from college algebra from the finite point of view with applications to business. Topics include sets, inequalities, functions, linear programming, statistics, probability theory, elementary decision theory and matrices. (Formerly Finite Business Mathematics)

+MATH 1425 MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES II

(4-0) Credit: 4

Prerequisite: Grade of "C" or better in MATH 1324.

(Proficiency Levels: Math 3, Language 3)

An introduction to topics from analytic geometry and calculus as applied to business and economics. Topics include maxima and minima of functions, non-linear curves, and differential equations. (Formerly MATH 1325 ANALYSIS FOR BUSINESS DECISIONS)

+MATH 2412 PRECALCULUS MATHEMATICS

(4-0) Credit: 4

Prerequisite: Grade of "C" or better in MATH 1414 and grade of "C" or better in High School Trigonometry.

(Proficiency Levels: Math 3, Language 3)

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 polynomials, rational algebraic functions, exponential and logarithmic concepts, geometric and trigonometric functions, systems of equations and inequalities and topics from analytic geometry.

+MATH 2513 CALCULUS I

(5-0) Credit 5

Prerequisite: A grade of "C" or better in MATH 1316 or a grade of "C" or better in MATH 2412.

(Proficiency Levels: Math 3, Language 3)

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, basic applications of integration. (Formerly MATH 2413 Calculus with Analytic Geometry I)

+MATH 2414 CALCULUS II

(4-0) Credit: 4

Prerequisite: A grade of "C" or better in MATH 2513.

(Proficiency Levels: Math 3, Language 3)

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, Taylor series, infinite series, and power series. (Formerly Calculus with Analytic Geometry II)

MATH 2315 CALCULUS III

(3-0) Credit: 3

Prerequisite: MATH 2414.

(Proficiency Levels: Math 3, Language 3)

Vectors in the plane and in space, vector functions, vector differentiation and integration, differentiation of functions of several variables, and multiple integrals. (Formerly MATH 2415 Calculus with Analytic Geometry III)

MEDICAL RECORD MANAGEMENT TECHNOLOGY

MRMT 1101 COMPUTERS IN HEALTH CARE

(1-0) Credit: 1

Prerequisite: None

(Proficiency Levels: Math 0, Language 1)

Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Provides a working knowledge in the use of computers, word processing, spreadsheets, presentations, and the internet a computerized method for the management and operation of a health care delivery system.

MUSIC

MUSI 1211 MUSIC THEORY I

(2-1) Credit: 2

Prerequisite: None.

(Proficiency Levels: Math 1, Language 3)

Analysis and writing of elementary melodic and rhythmic patterns, notations, simple triads in all keys, and simple cadences. Written and keyboard exercises.

MUSI 1212 MUSIC THEORY II

(2-1) Credit: 2

Prerequisite: MUSI 1211.

(Proficiency Levels: Math 1, Language 3)

Intermediate written and keyboard instructions to include completion of triads and dominant seventh chords and their inversions.

MUSI 1216 ELEMENTARY SIGHT SINGING AND EAR TRAINING I

(1-2) Credit: 2

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Elementary singing in tonal music in treble, bass, alto, and tenor clefs. Aural study (including dictation) of rhythm, melody and diatonic harmony.

MUSI 1217 ELEMENTARY SIGHT SINGING AND EAR TRAINING II

(1-2) Credit: 2

Prerequisite: MUSI 1216.

(Proficiency Levels: Math 0, Language 3)

Intermediate singing in tonal music in treble, bass, and tenor clefs. Aural study (including dictation) of rhythm, melody, and diatonic harmony. A continuation of MUSI 1216.

+MUSI 1301 FUNDAMENTALS OF MUSIC I

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 3)

An introduction to the elements of music, including a study of the staff, clefs, key signatures, scales, time signatures, notation, rhythm and meter, 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; not applicable to a music degree.

+MUSI 1306 MUSIC APPRECIATION

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Understanding music through the study of cultural periods, major composers, and musical elements; illustrated with audio recordings and/or live performances.

MUSI 1308 MUSIC LITERATURE I

(3-1) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A chronological study of musical styles from antiquity through the sixteenth century. Classes include listening to recorded examples and examining printed scores.

MUSI 1309 MUSIC LITERATURE II

(3-1) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A chronological study of musical styles from the seventeenth century to the present. Classes include listening to recorded examples and examining printed scores.

ENSEMBLES: Each course listed below may be repeated once for credit.

MUSI 1310 AMERICAN MUSIC

(3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 0, Language 3)

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

MUEN 1131, INSTRUMENTAL ENSEMBLE

(0-3) Credit: 1

(Formerly known as MUSI 1131 AND MUSI 2131 INSTRUMENTAL ENSEMBLE)

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

Open to all instrumentalists. Literature will be determined by the variety of the instruments.

MUEN 1141 CHOIR

(0-3) Credit: 1

(Formerly known as MUSI 1141 CHOIR)

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

Open to all singers. Choral literature of a variety of periods and styles will be rehearsed and performed. (5009035730)

MUSI 1159, MUSICAL THEATER I

(0-3) Credit: 1

Prerequisite: None

The study and performance of works from musical theatre repertoire.

MUSI 2159, MUSICAL THEATER II

(0-3) Credit: 1

Prerequisite: MUSI 1159.

(Proficiency Levels: Math 0, Language 0)

The study and performance of works from the musical theater repertoire.

MUSI 2211 MUSIC THEORY III

(2-1) Credit: 2

Prerequisite: MUSI 1212.

(Proficiency Levels: Math 1, Language 3)

Harmony part writing and keyboard analysis and writing of more advanced tonal harmony. More emphasis on creative composition. (5009045230)

MUSI 2212 MUSIC THEORY IV

(2-1) Credit: 2

Prerequisite: MUSI 2211.

(Proficiency Levels: Math 1, Language 3)

A continuation of MUSI 2211. Advanced instruction in part writing and keyboard skills. Includes an introduction to twentieth-century techniques. (5009045230)

MUSI 2216 ADVANCED SIGHT SINGING AND EAR TRAINING I

(1-2) Credit: 2

Prerequisite: MUSI 1217.

(Proficiency Levels: Math 1, Language 3)

Advanced sight singing and ear training. Singing tonal music including modal, ethnic, and twentieth-century materials. Aural study (including dictation) of rhythm, melody, chromatic harmony and extended tertian structures.

MUSI 2217 ADVANCED SIGHT SINGING AND EAR TRAINING II

(1-2) Credit: 2

Prerequisite: MUSI 2216.

(Proficiency Levels: Math 0, Language 3)

Advanced sight singing and ear training. A continuation of MUSI 2216. Singing more difficult tonal music including modal, ethnic, and twentieth-century materials. Aural study (including dictation) of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

MUAP APPLIED MUSIC

Each course requires memorization of literature, participation in student recitals and an oral examination at the end of the semester.

PRIVATE INSTRUCTION (5009035430):

Private instruction is offered in the following fields:

Brass; Instruments

Flute; Viola

Guitar; Violin

Organ; Voice

Piano

(Proficiency Levels for the following MUAP courses: Math 0, Language 0)

*THE STUDENT MUST SUPPLY HIS/HER OWN INSTRUMENT.

FIRST YEAR

MUAP 1165 Organ (0-1) Credit: 1

MUAP 1169 Piano (0-1) Credit: 1

MUAP 1181 Voice (0-1) Credit: 1

MUAP 1101 Strings* (0-1) Credit: 1

MUAP 1117 Woodwinds (0-1) Credit: 1

MUAP 1137 Brass* (0-1) Credit: 1

(Proficiency Levels for above MUAP courses: Math 0, Language 0)

Any of the courses listed above may be repeated once for credit. Prerequisite: None (Except for Organ – Prior keyboard experience is necessary.) The student will receive 30 minutes of private instruction each week, a total of 7 1/2 hours for the semester. Each course has a practice requirement of one-half hour daily.

MUAP 1201 Strings* (0-2) Credit: 2

MUAP 1217 Woodwinds (0-2) Credit: 2

MUAP 1237 Brass* (0-2) Credit: 2

MUAP 1265 Organ (0-2) Credit: 2

MUAP 1269 Piano (0-2) Credit: 2

MUAP 1281 Voice (0-2) Credit: 2

(Proficiency Levels for above MUAP courses: Math 0, Language 0)

Any of the courses listed above may be repeated once for credit. Prerequisite: None. (Except for Organ – prior keyboard experience is necessary.) The student will receive one hour, or two 30 minute private instructions each week, a total of 15 hours for the semester.) Each course has a practice requirement of one hour daily.

SECOND YEAR

MUAP 2101 Strings* (0-1) Credit: 1

MUAP 2117 Woodwinds* (0-1) Credit: 1

MUAP 2137 Brass* (0-1) Credit: 1

MUAP 2165 Organ (0-1) Credit: 1

MUAP 2169 Piano (0-1) Credit: 1

MUAP 2181 Voice (0-1) Credit: 1

Any of the courses listed above may be repeated once for credit. Prerequisite: A passing grade in two first year courses in the same field. A student will receive 30 minutes of private instruction each week (7 1/2 hours for the semester.) Each course has a practice requirement of one-half hour daily. (Proficiency Levels for the following MUAP courses: Math 0, Language 0)

MUAP 2201 Strings* (0-2) Credit: 2

MUAP 2217 Woodwinds* (0-2) Credit: 2

MUAP 2237 Brass* (0-2) Credit: 2

MUAP 2265 Organ (0-2) Credit: 2

MUAP 2269 Piano (0-2) Credit: 2

MUAP 2281 Voice (0-2) Credit: 2

Any of the courses listed above may be repeated once for credit. Prerequisite: A passing grade in two first year courses in the same field. 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

NMTT 1162 CLINICAL-NUCLEAR MEDICINE TECHNOLOGY

(0-8) Credit: 1

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisite: NMTT 2305, NMTT 1309, NMTT 2401, NMTT 1413

(Proficiency Levels: Math 3, Language 3)

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (510905)

NMTT 1205 NUCLEAR MEDICINE DATA PROCESSING

(1-2) Credit: 2

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

(Proficiency Levels: Math 3, Language 3)

Co-requisite: ENGL 1301

Develops proficiency in the use of nuclear medicine computer systems including computer processing of various nuclear medicine procedures. (510905)

NMTT 1291 SPECIAL TOPICS IN NUCLEAR MEDICINE TECHNOLOGY

(1-2) Credit: 2

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

(Proficiency Levels: Math 3, Language 3)

Co-requisite: NMTT 2313, NMTT 2467

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupations and relevant to the professional development of the student. Capstone experience.

NMTT 1301 INTRODUCTION TO NUCLEAR MEDICINE TECHNOLOGY

(1-4) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisite: BIOL 2402, NMTT 1303, NMTT 1311, RADT 2317 (Proficiency Levels: Math 3, Language 3)

Introduction to the field of Nuclear Medicine with emphasis on the principles of radiation safety, health physics, and the various studies performed in a nuclear medicine area.

NMTT 1303 RADIATION BIOLOGY AND SAFETY
(3-0) Credit: 3

Prerequisite: Enrollment in the Radiological Health Sciences.
Co-requisite: BIOL 2402, NMTT 1301, NMTT 1311, RADT 2317
(Proficiency Levels: Math 3, Language 3)

This course presents principles of radiation biology and safety relevant to the nuclear medicine technology student. Topics include the effects of radiation on biologic systems, genetic and subcellular interactions and occupational exposure of nuclear medicine personnel.

NMTT 1309 NUCLEAR MEDICINE INSTRUMENTATION
(3-2) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.
Co-requisite: NMTT 1162, NMTT 2305, NMTT 2401, NMTT 1413
(Proficiency Levels: Math 3, Language 3)

Theory and application of electronic instrumentation used in the direction and analysis of ionizing radiation with special emphasis on gamma spectrometry and quality assurance relevant to nuclear medicine.

NMTT 1311 NUCLEAR MEDICINE PATIENT CARE
(2-4) Credit: 3

Prerequisite: Enrollment in the Radiologic Health Sciences Program.
Co-requisites: BIOL: 2402, NMTT 1301, NMTT 1303, RADR 2317
(Proficiency Levels: Math 3, Language 3)

This course includes medical terminology, an introduction to the health care team, and ethical and legal issues for health care professionals. Patient assessment, transport procedures, infection control procedures, emergency and safety procedures, communication and patient interactions skills, and phlebotomy and injection procedures.

NMTT 1413 NUCLEAR MEDICINE PHYSICS
(3-3) Credit: 4

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.
Co-requisites: NMTT 1162, NMTT 2305, NMTT 1309, NMTT 2401
(Proficiency Levels: Math 3, Language 3)

This course provides a comprehensive study of the physical principles associated with nuclear medicine.

NMTT 2305 NUCLEAR MEDICINE METHODOLOGY I
(3-0) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisites: NMTT 1162, NMTT 1309, NMTT 2401, NMTT 1413
(Proficiency Levels: Math 3, Language 3)

Introduction to the history, theory, and use of radioassay. Topics include the hematopoietic, lymphatic, and endocrine systems.

NMTT 2309 NUCLEAR MEDICINE METHODOLOGY II
(3-0) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program
Co-requisites: HPRS 2200, NMTT 2466
(Proficiency Levels: Math 3, Language 3)

Focus on the basic principles involved in all diagnostic and therapeutic tests and procedures normally found in a nuclear medicine facility with emphasis on anatomy, physiology, pathology, radio pharmaceuticals, instrumentation, data analysis, and diagnostic value. Includes the cardiovascular, genitourinary, respiratory systems and miscellaneous procedures

NMTT 2313 NUCLEAR MEDICINE METHODOLOGY III
(3-0) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.
Co-requisites: NMTT 1291, NMTT 2467
(Proficiency Levels: Math 3, Language 3)

Focus on the basic principles involved in all diagnostic and therapeutic tests and procedures normally found in a nuclear medicine facility with emphasis on anatomy, physiology, pathology, radio pharmaceuticals, instrumentation, data analysis, and diagnostic value. Includes the gastrointestinal, central nervous, skeletal systems and tumor and inflammation

NMTT 2361 CLINICAL- NUCLEAR MEDICINE TECHNOLOGY
(0-9) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.
(Proficiency Levels: Math 3, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.(510905)

NMTT 2401 RADIOCHEMISTRY AND RADIOPHARMACY
(3-3) Credit: 4

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.
Co-requisites: NMTT 1162, NMTT 2305, NMTT 1309, NMTT 1413
(Proficiency Levels: Math 3, Language 3)

Basic concepts of radiochemistry and radiopharmacy including the atomic structure, radioactive decay, and production of various

radionuclides; emphasis on radiopharmaceuticals and their ideal characteristics, biodistribution, and clinical applications; and the various dosage forms in which they may be dispensed; quality control tests; and their formation and dispensing. (510905)

NMTT 2466 PRACTICUM-NUCLEAR MEDICINE TECHNOLOGY

(0-28) Credit: 4

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisites: NMTT 2309, HPRS 2200

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

NMTT 2467 PRACTICUM-NUCLEAR MEDICINE TECHNOLOGY

(0-28) Credit: 4

Prerequisite: Enrollment in the Nuclear Medicine Technology Program.

Co-requisites: NMTT 2313, NMTT 1291

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

ADN PROGRAM

RNSG 1115 HEALTH ASSESSMENT

(1-0) Credit: 1

Prerequisites: Acceptance into the Associate Degree Nursing Program or Administrative Approval. BIOL 2401, CHEM 1405 OR high school chemistry, HPRS 1206, PSYC 2301;

Co-requisites: none

(Proficiency Levels: Math 2, Language 3)

Lecture hours – 1; Lab hours – 1; Total contact hours

Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework.

RNSG 1105 NURSING SKILLS I

(0-4) Credit: 1

Prerequisites: Admission to the Professional Nursing Program or administrative approval.

Co-requisites: Enrollment in RNSG 1260, RNSG 1413, RNSG 1171, HPRS 2200, BIOL 2402.

(Proficiency Levels: Math 2, Language 3)

Lecture hours – 2; Lab hours – 2; Total contact hours – 64; Laboratory

Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.

RNSG 1166 PRECEPTORSHIP

(0-7) Credit: 1

Prerequisites: Enrollment in the Associate Degree Nursing Program and successful completion of 1st, 2nd, 3rd, and 4th semester courses and completion of RNSG 1443 and RNSG 2360.

Co-requisites: GOVT 2305 or GOVT 2306 or PSYC 2314, RNSG 1443, RNSG 2360

(Proficiency Levels: Math 2, Language 3)

External hours – 7; Total contact hours – 112

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RNSG 1171 INTRODUCTION TO NURSING PROCESS

(1-0) Credit: 1

Prerequisites: Acceptance into the Associate Degree Nursing Program or Administrative approval.

Co-requisites: BIOL 2402, RNSG 1413, RNSG 1260, RNSG 1115

(Proficiency Levels: Math 2, Language 3)

Lecture hours – 1; Total contact hours – 16;

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

RNSG 1193 – SPECIAL TOPICS: ISSUES IN PEDIATRIC NURSING

(1-0) Credit: 1

Prerequisites: Acceptance into the Associate Degree Nursing Program.

Co-requisites: RNSG 2260, RNSG 2308, RNSG 2261, RNSG 2201, HUMA XXXX.

(Proficiency Levels: Math 2, Language 3)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course includes discussion of issues, problems and ethical dilemmas in the child health nursing community.

RNSG 1260 CLINICAL NURSING

(0-8) Credit: 2

Prerequisites: Admission to the Associate Degree Nursing Program.

Co-requisites: RNSG 1413, RNSG 1171, RNSG 1115, BIOL 2402 (Proficiency Levels: Math 2, Language 3)

Lecture hours – 4; Lab hours – 0; Total contact hours – 64

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 1261 CLINICAL-PSYCH/MENTAL HEALTH

(0-6) Credit: 2

Prerequisites: Enrollment in the Associate Degree Nursing program and successful completion of first and second semester courses.

Co-requisites: RNSG 2213, ENGL 1301, MRMT 1211
(Proficiency Levels: Math 2, Language 3)

External hours – 8; Total contact hours – 96

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 1360 CLINICAL-NURSING

(0-16) Credit: 4

Prerequisites: Enrollment in the Associate Degree Nursing Program and successful completion of 1st semester courses.

Co-requisites: BIOL 2421, RNSG 1441, HPRS 2200
(Proficiency Levels: Math 2, Language 3)

External hours – 16; Total contact hours – 256

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 1441 COMMON CONCEPTS OF ADULT HEALTH

(3-4) Credit: 4

Prerequisites: Admission to the Associate Degree Nursing program and successful completion of the 1st semester courses.

Co-requisites: BIOL 2421, RNSG 1360, HPRS 2200
(Proficiency Levels: Math 2, Language 3)

Lecture hours – 3; Lab hours – 4; Total contact hours – 112

Study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis on knowledge judgment, skills, and professional values within a legal/ethical framework.(511601)

RNSG 1443 COMPLEX CONCEPTS OF ADULT HEALTH

(4-1) Credit: 4

Prerequisites: Enrollment in the Associate Degree Nursing Program and successful completion of 1st, 2nd, 3rd, and 4th semester courses.

Co-requisites: GOVT 2305 or GOVT 2306 or PSYC 2314, RNSG 2360, RNSG 1166

(Proficiency Levels: Math 2, Language 3)

Lecture hours – 4; Lab hours - 1 Total contact hours – 80

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system Emphasis on knowledge, judgments, skills, and professional values within a legal/ethical framework. (511601)

RNSG 1413 FOUNDATIONS OF NURSING PRACTICE

(4-0) Credit: 4

Prerequisites: Admission to the Associate Degree Nursing Program

Co-requisites: Enrollment in RNSG 1260, RNSG 1171, RNSG 1115, and BIOL 2402

(Proficiency Levels: Math 2, Language 3)

Lecture hours – 4; Lab hours – 0; Total contact hours – 64

Introduction to the role of the professional nurse as provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework.

RNSG 2201 CARE OF CHILDREN AND FAMILIES

(2-1) Credit: 2

Prerequisites: Enrollment in the Associate Degree Nursing Program and successful completion of the 1st, 2nd, and 3rd semester nursing and science courses.

Co-requisites: RNSG 2260, RNSG 2308, RNSG 2261, RNSG 1193, HUMA XXXX

(Proficiency Levels: Math 2, Language 3)

Lecture hours – 2; Lab hours - 1 Total contact hours – 48

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework.

RNSG 2213 MENTAL HEALTH NURSING

(2-1) Credit: 2

Prerequisites: Enrollment in the Associate Degree Nursing program and successful completion of first and second semester courses.

Co-requisites: RNSG 1261, ENGL 1301, MRMT 1211

(Proficiency Levels: Math 2, Language 3)

Lecture hours – 2; Lab hours – 1; Total contact hours – 48

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.

RNSG 2260 CLINICAL-NURSING

(0-6) Credit: 2

Prerequisites: Enrollment in the Associate Degree Nursing Program and successful completion of the 1st, 2nd, and 3rd semester courses.

Co-requisites: RNSG 2201, RNSG 2308, RNSG 2261, RNSG 1193, HUMA XXXX

(Proficiency Levels: Math 2, Language 3)

External hours – 8; Total contact hours – 128

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and

concepts. Direct supervision is provided by the clinical professional.

RNSG 2261 CLINICAL-NURSING

(0-8) Credit: 2

Prerequisite: Enrollment in the Associate Degree Nursing Program and successful completion of the 1st, 2nd, and 3rd semester courses.

Co-requisites: RNSG 2201, RNSG 2260, RNSG 2308, RNSG 1193, HUMA XXXX

(Proficiency Levels: Math 2, Language 3)

External hours – 8; Total contact hours – 96

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 2308 MATERNAL/NEWBORN WOMEN'S HEALTH

(2-1) Credit: 2

Prerequisites: Enrollment in the Associate Degree Nursing Program and successful completion of 1st, 2nd and 3rd semester courses.

Co-requisites: RNSG 2201, RNSG 2260, RNSG 2261, RNSG 1193, HUMA XXXX

(Proficiency Levels: Math 2, Language 3)

Lecture hours – 3; Lab hours - 1 Total contact hours – 64

Study of concepts related to the provision of nursing care for childbearing families. Topics may include selected complications. topics include knowledge judgment, skills, and professional values within a legal/ethical framework

RNSG 2360 CLINICAL-NURSING

(0-12) Credit: 3

Prerequisites: Enrollment in the Associate Degree Nursing Program and successful completion of 1st, 2nd, 3rd, and 4th semester courses.

Co-requisites: GOVT 2305 or GOVT 2306 or PSYC 2314, RNSG 1443, RNSG 1166

(Proficiency Levels: Math 2, Language 3)

External hours – 12; Total contact hours – 192

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

EMT-P- ADN/ROLE TRANSITION

RNSG 1262 CLINICAL-NURSING

(0-6) Credit: 2

Prerequisites: Acceptance into the Associate Degree Nursing program and successful completion of all prerequisite courses.

Co-requisites: RNSG 2307, RNSG 1171, RNSG 1140

(Proficiency Levels: Math 2, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 2307 TRANSITION TO NURSING PRACTICE

(3-1) Credit: 3

Prerequisites: Acceptance into the Associate Degree Nursing program and successful completion of all prerequisite courses.

Co-requisites: RNSG 1262, RNSG 1171, RNSG 1140

(Proficiency Levels: Math 2, Language 3)

Introduction to selected concepts related to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Topics include knowledge, judgment, skill, and professional values within a legal/ethical framework.

PMT – ADN ROLE TRANSITION

RNSG 1140 NURSING SKILLS FOR ARTICULATING STUDENTS

(0-1) Credit: 1

Prerequisites: Enrollment in the PMT-ADN Roll Transition Option.

Co-requisites: RNSG 2307, RNSG 1262, RNSG 1171

(Proficiency Levels: Math 2, Language 3)

Validation of current skills and procedures in a variety of settings; application of a systematic problem solving process and critical thinking skills; focus on the expansion of the scientific knowledge and principles underlying nursing skills and procedures; and competency in knowledge, judgment, skills, and professional values within a legal/ethical framework. (511601)

OFFICE ADMINISTRATION

HITT 1305 MEDICAL TERMINOLOGY I

(3-0) Credit: 3

Prerequisite: None. On-line students must meet computer literacy skills.

(Proficiency Levels: Math 0, Language 1)

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

HITT 1341 CODING AND CLASSIFICATIONS SYSTEMS

(3-0) Credit: 3

Prerequisite: POFM 1313 or permission of instructor.

(Proficiency Levels: Math 0, Language 2)

Application of basic coding rules, principles, guidelines, and conventions. Identify different nomenclatures and classification

systems and assign codes using appropriate rules, principles, guidelines, and conventions.

HITT 1353 LEGAL/ETHICAL ASPECTS OF HEALTH INFORMATION

(3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 0, Language 2)

Concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. Apply local, state, and federal standards and regulations for the control and use of health information; demonstrate appropriate health information disclosure practices; and identify and discuss ethical issues in health care.

HITT 2335 CODING AND REIMBURSEMENT METHODOLOGIES

(3-0) Credit: 3

Prerequisite: HITT 1341 or POFM 1353.

(Proficiency Levels: Math 0, Language 2)

Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Sequence codes according to established guidelines and standards; and demonstrate knowledge in reimbursement methodologies.

ITNW 1337 INTRODUCTION TO THE INTERNET

(2-2) Credit: 3

Prerequisite: COSC 1301, POFT 1129 or ITSC 1309

(Proficiency Levels: Math 1, Language 2)

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. (Formerly OFAD 2300)

ITSC 1309 INTEGRATED SOFTWARE APPLICATIONS I

(2-2) Credit: 3

Prerequisite: POFT 1227 or POFT 1329. On-line students must meet computer literacy skills.

(Proficiency Levels: Math 1, Language 2)

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. (Formerly BUSI 1402 or OFAD 2304)

ITSC 2321 INTEGRATED SOFTWARE APPLICATIONS II

(2-2) Credit: 3

Prerequisites: ITSC 1309 or COSC 1301

(Proficiency Levels: Math 1, Language 2)

Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. (Formerly OFAD 1105)

MDCA 1308 ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS

(3-0) Credit: 3

Prerequisite: HITT 1205 or POFM 1213

(Proficiency Levels: Math 0, Language 2)

Emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with overview of common pathophysiology. Identify and correlate cells, tissues, organs, and systems of the human body; differentiate normal from abnormal structure and function; and identify all body systems, their organs, and relevant pathophysiology.

POFM 1313 MEDICAL TERMINOLOGY I

(3-0) Credit: 3

Prerequisite: None. On-line students must meet computer literacy skills.

(Proficiency Levels: Math 0, Language 1)

This course provides instruction in the practical application of a medical vocabulary system.

Topics include structure; recognition; analysis; definitions; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots, and combining forms. (Formerly MDRT 1305)

POFM 1309 MEDICAL OFFICE PROCEDURES

(2-2) Credit: 3

Prerequisite: POFT 1329, ITSC 1309 or COSC 1301, POFT 1313 POFT 1301 and POFM 1313 or HITT 1305.

(Proficiency Levels: Math 1, Language 2)

Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis on human relations and customer service skills. (Replaces OFAD 2400)

POFM 1327 MEDICAL INSURANCE

(3-0) Credit: 3

Prerequisite: POFT 1227, POFM 1313 or HITT 1305.

(Proficiency Levels: Math 1, Language 2)

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. (Formerly MDRT 2302)

POFM 1331 MEDICAL TRANSCRIPTION I*

(2-3) Credit: 3

Prerequisite: HITT 1305 or POFM 1313, and POFT 1329.

(Proficiency Levels: Math 1, Language 3)

Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy. (Formerly MDRT 1401)

* It is recommended that students take MDCA 1308 or BIOL 2401 Anatomy & Physiology I as their science elective before taking POFM 1331.

POFM 1353 MEDICAL CODING

(2-2) Credit: 3

Prerequisite: POFM 1313 or HITT 1305
(Proficiency Levels: Math 1, Language 2)

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

POFM 1380 COOPERATIVE EDUCATION-MEDICAL ADMINISTRATIVE ASSISTANT/SECRETARY

(1-20) Credit: 3

Prerequisite: POFT 1329, ITSC 1309 or COSC 1301, POFT 1313 and POFM 1309.

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly OFAD 2350)

POFM 2313 MEDICAL TRANSCRIPTION II

(2-3) Credit: 3

Prerequisite: POFM 1331.

(Proficiency Levels: Math 1, Language 3)

Skill development in the production of medical reports including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Emphasis on speed and accuracy. (Formerly MDRT 2401)

POFM 2333 MEDICAL DOCUMENT PRODUCTION

(2-2) Credit: 3

Prerequisite: POFM 1309, POFM 1331, POFM 1327, POFT 1329 and ITSC 1309.

(Proficiency Levels: Math 1, Language 3)

Study of advanced concepts of medical office activities, practices, and procedures. Topics include advanced medical reports, transcription, coding, billing, insurance activities, and records management.

POFT 1127 INTRODUCTION TO KEYBOARDING

(0-2) Credit: 1

Prerequisite: None*

(Proficiency Levels: Math 0, Language 1)

Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

* On-line students must meet computer literacy skills.

POFT 1227 INTRODUCTION TO KEYBOARDING

(1-2) Credit: 2

Prerequisite: None

(Proficiency Levels: Math 0, Language 1)

Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

POFT 1329 KEYBOARDING & DOCUMENT FORMATTING

(2-3) Credit:3

Prerequisite: None

(Proficiency Levels: Math 0, Language 1)

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 1301 BUSINESS ENGLISH

(3-0) Credit: 3

Prerequisite: Pass Reading 0301 and/or enrolled in English 0301

(Proficiency Levels: Math 0, Language 1)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. This includes the eight parts of speech, spelling, and punctuation. (Formerly BUSI 1305)

POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I

(2-2) Credit: 3

Prerequisites: POFT 1329, POFT 1313, ITSC 1309 or COSC 1301 and POFT 1301.

(Proficiency Levels: Math 1, Language 2)

Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. (Formerly OFAD 2400)

POFT 1313 PROFESSIONAL DEVELOPMENT FOR OFFICE PERSONNEL

(3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 0, Language 2)

Preparation for the work force including business ethics, team work, professional attire, and promotability. This course also recognizes communication barriers, importance of self-worth and diversity, and how to develop work attitudes, thinking skills, stress management skills, problem-solving techniques, and critical thinking skills. (Formerly OFAD 1300)

POFT 1319 RECORDS & INFORMATION MANAGEMENT I

(3-0) Credit: 3

Prerequisites: ITSC 1309 or COSC 1301 and POFT 1329

(Proficiency Levels: Math 0, Language 2)

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. (Formerly BUSI 2303)

POFT 1325 BUSINESS MATH & MACHINE APPLICATIONS

(2-2) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 1, Language 2)

Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard. (Formerly OFAD 1403)

POFT 1380 COOPERATIVE EDUCATION-ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE GENERAL

(1-20) Credit: 3

Prerequisite: POFT 1329, ITSC 1309 or COSC 1301, and POFT 1313, POFT 1309

(Proficiency Levels: Math 1, Language 2)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly OFAD 2350)

POFT 2301 DOCUMENT FORMATTING & SKILL BUILDING

(2-3) Credit: 3

Prerequisite: POFT 1329

(Proficiency Levels: Math 0, Language 1)

A continuation of keyboarding skills in document formatting, emphasizing speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copies.

POFT 2312 BUSINESS CORRESPONDENCE & COMMUNICATION

(3-0) Credit: 3

Prerequisite: POFT 1301 or ENGL 1301 and POFT1329

(Proficiency Levels: Math 0, Language 3)

Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications. This course also includes the importance of cultural diversity, non-verbal and oral communication, and teamwork in business communications. (Formerly BUSI 2302)

POFT 2331 ADMINISTRATIVE SYSTEMS

(2-2) Credit: 3

Prerequisite: POFT 1309, POFT 1301, ITSC 1309 or COSC 1301.

(Proficiency Levels: Math 1, Language 3)

Experience in project management and office procedures utilizing integration of previously learned skills. An office simulated package will be used. (Formerly BUSI 2402)

POFT 2333 ADVANCED DOCUMENT FORMATTING & SKILL BUILDING

(2-3) Credit: 3

Prerequisite: POFT 2301 or equivalent.

(Proficiency Levels: Math 0, Language 1)

Study of advanced concepts in a variety of offices correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development. (Formerly OFAD 1401)

PASTRY

PSTR 1401 FUNDAMENTALS OF BAKING

(3-3) Credit: 4

Prerequisite: Permission of Coordinator or Dean.

(Proficiency Levels: Math 1, Language 2)

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts and doughnut. Instruction in flours, fillings and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients and the evaluation of baked products.

PSTR 2431 ADVANCED PASTRY SHOP

(3-3) Credit: 4

Prerequisite: Permission of Coordinator or Dean.

(Proficiency Levels: Math 1, Language 2)

A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work and decorations. Emphasis on advanced techniques. (120501)

PHILOSOPHY

+PHIL 1301 INTRODUCTION TO PHILOSOPHY

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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.

+PHIL 1316 HISTORY OF RELIGIONS I

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

An historical survey of major religions. Topics may vary and could include the Old Testament, the New Testament, and the study of other major religions of the world. (3802015135)

PHIL 2302 INTRODUCTION TO LOGIC**(3-0) Credit: 3**

Prerequisite: None.

Proficiency Levels: Math 0, Language 3)

Nature and methods of clear and critical thinking and methods of reasoning such as deduction, induction, scientific reasoning and fallacies.

PHIL 2306 INTRODUCTION TO ETHICS**(3-0) Credit: 3**

Prerequisite: PHIL 1301.

(Proficiency Levels: Math 0, Language 3)

An introduction and survey of classical and contemporary theories concerning the good life, human conduct in society, and moral ethical standards. The advantages of each major theory will be thoroughly explored as well as the disadvantages they engender. A brief survey of professional ethics will also be included. Critiques of all theories will be required.

PHIL 2307 INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY**(3-0) Credit: 3**

This course entails a critical examination of the social and political philosophies espoused in particular historical time periods in Jewish history. Major theories concerning the organization of the Jewish experience from Biblical times until the present will be considered.

PHIL 2321 PHILOSOPHY OF RELIGION**(3-0) Credit: 3**

A critical investigation of major religious ideas and experiences. Topics may include philosophical and literary ideas in the classical religious literature with selections from the Bible (Old and New Testament), Koran, Talmud, Vedas, various Buddhist writings, and Patristic literature.

PHLEBOTOMY TECHNOLOGY**PLAB 1166 PRACTICUM I****(0-6) Credit: 1**

Prerequisites: Acceptance into the Phlebotomy program.

Corequisites: PLAB 1223, PLAB 1391, HPRS 2333

(Proficiency Levels: Math 0, Language 1).

Practical general training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary.

PLAB 1223 PHLEBOTOMY**(2-0) Credit: 2**

Prerequisites: Acceptance into the Phlebotomy Program

Corequisites: HPRS 2333, PLAB 1166, PLAB 1391

(Proficiency Levels: Math 0, Language 1).

Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning.

PLAB 1391 SPECIAL TOPICS: SEMINAR**(3-0) Credit: 3**

Prerequisites: Acceptance into the Phlebotomy program.

Corequisites: PLAB 1223, PLAB 1166, HPRS 2333

(Proficiency Levels: Math 0, Language 1).

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

PHYSICAL EDUCATION AND RECREATION THEORY COURSES**PHED 1301 FOUNDATIONS OF KINESIOLOGY AND RECREATION****(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

An orientation to the historical evolution of movement, the essential component of life. Emphasis is on the physical as well as the social and emotional growth of the individual.

PHED 1306 FIRST AID**(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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, and Cardiopulmonary Resuscitation (CPR). Upon successful completion of the course, American Red Cross Certifications are awarded. (5103015328)

PHED 1331 PHYSICAL EDUCATION FOR ELEMENTARY EDUCATION MAJORS**(3-0) Credit: 3**

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

An overview of the program of activities in elementary school physical education. Includes the study and practice of activities and principles that promote physical fitness with an emphasis on historical development, philosophical implications, physical fitness, and kinesiology. (3105015223)

PHYSICAL EDUCATION AND RECREATION ACTIVITY COURSES
(3601085128)

PHED 1100 Aerobics: Dance I (1-2) Credit: 1
PHED 1101 Aerobics: Dance II (1-2) Credit: 1
PHED 1102 Aerobics: Kickboxing I (1-2) Credit: 1
PHED 1103 Aerobics: Kickboxing II (1-2) Credit: 1
PHED 1104 Aerobics: Step I (1-2) Credit: 1
PHED 1105 Aerobics: Step II (1-2) Credit: 1
PHED 1106 Aerobics: Stretch & Tone I (1-2) Credit: 1
PHED 1107 AEROBICS: STRETCH & TONE II (1-2) Credit: 1
PHED 1110 AEROBICS: WALK/RUN (1-2) Credit: 1
PHED 1111 LEISURE TIME: YOGA I (1-2) Credit: 1
PHED 1112 LEISURE TIME: YOGA II (1-2) Credit: 1
PHED 1113 WEIGHT MANAGEMENT I (1-2) Credit: 1
PHED 1114 WEIGHT MANAGEMENT II (1-2) Credit: 1
PHED 1115 WEIGHT TRAINING I (1-2) Credit: 1
PHED 1116 WEIGHT TRAINING II (1-2) Credit: 1
PHED 1117 FITNESS TRAINING: LAW ENFORCEMENT I (1-2) Credit: 1
PHED 1118 FITNESS TRAINING: LAW ENFORCEMENT II (1-2) Credit: 1
PHED 1119 WEIGHT TRAINING: BASEBALL I (1-2) Credit: 1
PHED 1120 WEIGHT TRAINING: BASEBALL II (1-2) Credit: 1
PHED 1121 VARSITY BASEBALL I (1-2) Credit: 1
PHED 1122 VARSITY BASEBALL II (1-2) Credit: 1
PHED 1123 WEIGHT TRAINING: SOFTBALL I (1-2) Credit: 1
PHED 1124 WEIGHT TRAINING: SOFTBALL II (1-2) Credit: 1
PHED 1125 VARSITY SOFTBALL I

PHED 1126 VARSITY SOFTBALL II (1-2) Credit: 1
PHED 1127 WEIGHT TRAINING: VOLLEYBALL I (1-2) Credit: 1
PHED 1128 WEIGHT TRAINING: VOLLEYBALL II (1-2) Credit: 1
PHED 1129 VARSITY VOLLEYBALL I (1-2) Credit: 1
PHED 1130 VARSITY VOLLEYBALL II (1-2) Credit: 1
PHED 1131 BOWLING I (1-2) Credit: 1
PHED 1132 BOWLING II (1-2) Credit: 1
PHED 1135 LIFE SAVING (1-2) Credit: 1
PHED 1136 RACQUETBALL (1-2) Credit: 1
PHED 1137 SAILING (1-2) Credit: 1
PHED 1138 SCUBA DIVING (1-2) Credit: 1
PHED 1139 SURFING (1-2) Credit: 1
PHED 1140 SWIMMING (1-2) Credit: 1
PHED 1142 TENNIS I (1-2) Credit: 1
PHED 1143 TENNIS II (1-2) Credit: 1
PHED 1144 WATER EXERCISE (1-2) Credit: 1
PHED 2100 FITNESS TRAINING: LAW ENFORCEMENT III (1-2) Credit: 1
PHED 2101 FITNESS TRAINING: LAW ENFORCEMENT IV (1-2) Credit: 1
PHED 2102 WEIGHT TRAINING: BASEBALL III (1-2) Credit: 1
PHED 2103 WEIGHT TRAINING: BASEBALL IV (1-2) Credit: 1
PHED 2104 VARSITY BASEBALL III (1-2) Credit: 1
PHED 2105 VARSITY BASEBALL IV (1-2) Credit: 1
PHED 2106 WEIGHT TRAINING: SOFTBALL III (1-2) Credit: 1
PHED 2107 WEIGHT TRAINING: SOFTBALL IV (1-2) Credit: 1
PHED 2108 VARSITY SOFTBALL III (1-2) Credit: 1

PHED 2109 VARSITY SOFTBALL IV

(1-2) Credit: 1

PHED 2110 WEIGHT TRAINING: VOLLEYBALL III

(1-2) Credit: 1

PHED 2111 WEIGHT TRAINING: VOLLEYBALL IV

(1-2) Credit: 1

PHED 2112 VARSITY VOLLEYBALL III

(1-2) Credit: 1

PHED 2113 VARSITY VOLLEYBALL IV

(1-2) Credit: 1

PHYSICS

+PHYS 1401 COLLEGE PHYSICS I

(3-3) Credit: 4

Prerequisite: MATH 1414.

(Proficiency Levels: Math 3, Language 3)

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. (Formerly General Physics I)

+PHYS 1402 COLLEGE PHYSICS II

(3-3) Credit: 4

Prerequisite: PHYS 1401.

(Proficiency Levels: Math 3, Language 3)

Continuation of PHYS 1401. 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. (Formerly General Physics II)

+PHYS 2425 UNIVERSITY PHYSICS I

(3-3) Credit: 4

Prerequisite: Credit for or registration in MATH 2513.

(Proficiency Levels: Math 3, Language 3)

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. (Formerly University Physics I: Mechanics)

+PHYS 2426 UNIVERSITY PHYSICS II

(3-3) Credit: 4

Prerequisite: PHYS 2425.

(Proficiency Levels: Math 3, Language 3)

Charge, electric field and potential, capacitance, dielectrics, resistance, electric circuits, magnetic field and induction, inductance, radiation. (4008015439) (Formerly University Physics II: Electricity and Magnetism)

PETROCHEMICAL PROCESS TECHNOLOGY

PTAC 1302 INTRODUCTION TO PROCESS TECHNOLOGY

(3-0) Credit: 3

Prerequisite: None

(Nelson Denny 10.5, CPT Reading 61)

Introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations; plant organizations; plant process and utility systems; and the physical and mental requirements of the process technician.

PTAC 1308 SAFETY, HEALTH, AND ENVIRONMENT I

(3-0) Credit: 3

Prerequisite: None

(Nelson Denny 10.5, CPT Reading 61)

Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues.

FIRT 1315 HAZARDOUS MATERIALS

(3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 1, Language 2)

Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, and gases. Emphasis on emergency situation and most favorable methods of handling fire fighting and control.

PTAC 1350 INDUSTRIAL ECONOMICS

(3-0) Credit: 3

Prerequisite: PTAC 2410, TECM 1303 or MATH 1314

Examination of the profitability factors of plant operations including both personal and business strategies, objectives, and operating profitability.

PTAC 2314 QUALITY

(3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 1, Language 2)

Study of the background and application of quality concepts. Topics include team skills, quality tools, and economics and continuous improvement.

PSYCHOLOGY

SSFC 0100 ORIENTATION TO COLLEGE

(1-0) Credit: 1

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

Critical thinking, academic planning, and research skills which apply to all academic disciplines. Competencies in skills 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. (3201015235)

SSFC 0301 STUDY SKILLS FOR COLLEGE

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 0)

Techniques of study such as time management, listening, note-taking, text marking, library and research skills, preparing for examinations and using learning resources. Competencies are emphasized to improve the student's college potential and enhance life-long learning. (3201015235) (Proficiency Levels: Math 0, Language 0)

PSYC 1300 LEARNING FRAMEWORK

(3-0) Credit: 3

(Proficiency Levels: Math 0, Language 2)

A study of the 1) research and theory in the psychology of learning, cognition and motivation; 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

+PSYC 2301 GENERAL PSYCHOLOGY

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A survey of the major topics in psychology. Introduces the study of behavior and the factors that determine and effect behavior. Competencies with the scientific approach to the study of behavior will be emphasized to develop understanding of the biological basis, mental states, learning, memory, language, emotion, motivation, personality, development, psychological disorders, and therapy.

+PSYC 2306 HUMAN SEXUALITY

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A study of the biological, sociological, and psychological aspects of human sexuality in an effort to increase the student's awareness of various sexual practices, to develop competencies in identifying

certain diseases and dysfunction as well as the therapeutic means of dealing with them and to foster a healthy attitude and responsible approach to sexual behavior and sex education.

PSYC 2308 CHILD PSYCHOLOGY

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

The study of the relationship of the physical, emotional, social, and mental factors of growth and development. Competencies with the scientific approach to the study of children will be emphasized to develop understanding of the major theoretical models in child psychology.

PSYC 2311 ADULT DEVELOPMENT

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 1, Language 3)

The study of the relationship of the physical, emotional, social, and mental factors of adulthood. Competencies with the scientific approach to the study of adults will be emphasized to develop understanding of the major theoretical models in adult psychology.

PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT

(3-0) Credit: 3

Prerequisite: PSYC 2301.

(Proficiency Levels: Math 0, Language 3)

The study of the relationship of the physical, emotional, social, and mental factors of growth and development of children and throughout the lifespan. Competencies with the scientific approach to the study of children, adolescents, and adults will be emphasized to develop understanding of the major theoretical models of developmental psychology.

PSYC 2315 PSYCHOLOGY OF ADJUSTMENT

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A competency based course which aims to teach the student techniques of managing his/her own behavior in everyday situations. Subject matter and programming skills include the use of learning principles such as stimulus control, shaping, relaxation training, reinforcement scheduling and token economics.

PSYC 2317 STATISTICAL METHODS IN PSYCHOLOGY

(3-0) Credit: 3

Prerequisite: PSYC 2301.

(Proficiency Levels: Math 2, Language 3)

The study of the measures of central tendency and variability, statistical inference, correlation, and regression as these apply to psychology. Competencies with statistical concepts and computations will be emphasized to develop understanding of the empirical methods of research in psychology. (4201015240)

RADIOGRAPHY

RADR 1166 PRACTICUM I

(0-0-10) Credit: 1

Prerequisite: Enrollment in the Radiography Program.
Corequisites: RADR 1411, 1301, 1303 and NMTT 1303
(Proficiency Levels: Math 3, Language 3)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 1301 INTRODUCTION TO RADIOGRAPHY

(3-0-0) Credit: 3

Prerequisite: Enrollment in the Radiography Program.
Corequisites: RADR 1411, RADR 1166, NMTT 1303, RADR 1303
(Proficiency Levels: Math 3, Language 3)
This course includes the historical development of radiography, basic radiation protection, and introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system.

RADR 1313 PRINCIPLES OF RADIOGRAPHY IMAGING I

(2-2-0) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st semester courses.
Corequisites: BIOL 2402, RADR 1366, RADR 2401
(Proficiency Levels: Math 3, Language 3)
This course will analyze radiographic image qualities and the effects of exposure variables upon these qualities.

RADR 1366 PRACTICUM II

(0-0-2) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st semester courses.
Corequisites: RADR 1313, RADR 2401
(Proficiency Levels: Math 3, Language 3)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 1367 PRACTICUM III

(0-0-16) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st semester courses.
Corequisites: BIOL 2402, RADR 1313 and 2401
(Proficiency Levels: Math 3, Language 3)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 1411 BASIC RADIOGRAPHIC PROCEDURES

(2-4-0) Credit: 4

Prerequisite: Enrollment in the Radiography Program.
Corequisites: RADR 1301, RADR 1303, RADR 1166 and NMTT 1303
(Proficiency Levels: Math 3, Language 3)

This course includes an introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy and related pathology.

RADR 2217 RADIOGRAPHIC PATHOLOGY

(2-0-0) Credit: 2

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd and 3rd semester courses.
Corequisites: RADR 2305, RADR 2366, PSYC 2301, COSC 1101
(Proficiency Levels: Math 3, Language 3)
An overview of the disease process and common diseases and their appearance on medical images.

RADR 2305 PRINCIPLES OF RADIOGRAPHY II

(3-0-0) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, and 3rd semester courses.
Corequisites: RADR 2217, 2366, and PSYC 2301
(Proficiency Levels: Math 3, Language 3)
A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production.

RADR 2333 ADVANCED MEDICAL IMAGING

(3-0-0) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, 3rd and 4th semester courses.
Corequisites: ENGL 1302, RADR 2367, 2335, and COSC 1101
(Proficiency Levels: Math 3, Language 3)
An introduction to the use of computers in medical imaging and a survey of specialized imaging modalities.

RADR 2335 RADIOLOGIC TECHNOLOGY SEMINAR

(3-0-0) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, 3rd and 4th semester courses.
Corequisites: ENGL 1302, RADR 2367, RADT 2333, and COSC 1101
(Proficiency Levels: Math 3, Language 3)
This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

RADR 2366 PRACTICUM IV

(0-0-21) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, and 3rd semester courses.

Corequisites: RADR 2305, 2217, and PSYC 2301

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 2367 PRACTICUM V

(0-0-21) Credit: 3

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st, 2nd, 3rd and 4th semester courses.

Corequisites: ENGL 1302, RADT 2333, RADR 2335, COSC 1101.

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Capstone experience.

RADR 2401 INTERMEDIATE RADIOGRAPHIC PROCEDURES

(2-4-0) Credit: 4

Prerequisite: Enrollment in the Radiography Program and successful completion of the 1st semester courses.

Corequisites: BIOL 2402, RADR 1366, RADR 1313

(Proficiency Levels: Math 3, Language 3)

A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of intermediate anatomy and related pathology.

RADIOLOGIC HEALTH SCIENCES

NMTT 1303 RADIATION BIOLOGY AND SAFETY

(3-0-0) Credit: 3

Prerequisite: Enrollment in a Radiologic Health Science Program (Proficiency Levels: Math 2, Language 3)

This core course presents principles of radiation biology and safety relevant to the radiologic health science student. Topics include the effects of ionizing radiation on biological systems, genetic and subcellular interactions and occupational exposure and protection of radiologic personnel.

RADR 1303 PATIENT CARE

(2-2-0) Credit: 3

Prerequisite: Enrollment in a Radiologic Health Science Program (Proficiency Levels: Math 2, Language 3)

This core course presents patient care procedures relevant to the radiologic health science student. This course provides the student with specific knowledge and skills required of a practicing radiologic technologist.

RADIATION THERAPY TECHNOLOGY

RADT 1266 PRACTICUM I

(0-0-19) Credit: 2

Prerequisite: Enrollment in the Radiation Therapy Technology Program

Corequisite: BIOL 2402, MATH 1414, RADT 1344

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADT 1271 INTRODUCTION TO RADIATION THERAPY – CLINICAL

(0-0-8) Credit: 2

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: NMTT 1303, RADR 1303, RADT 2317, RADT 1301)

(Proficiency Levels: Math 3, Language 3)

Provides an orientation and introduction into the clinical facilities of a radiation therapy department. Students learn basic clinical and equipment terminology routinely used in the radiation therapy department. An overview of the expectation of students in clinical setting is provided and discussed. The primary objective of this course is to introduce, define and familiarize the student with the clinical setting and each clinical affiliate.

RADT 1191 SPECIAL TOPICS: TRENDS

(1-0-0) Credit: 1

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 2266

(Proficiency Levels: Math 3, Language 3)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

RADT 1301 INTRODUCTION TO RADIATION THERAPY

(3-0-0) Credit: 3

Prerequisite: Enrollment in the Radiation Therapy Technology Program and successful completion of the first semester courses.

Corequisite: NMTT 1303, RADR 1303, RADT 2317

(Proficiency Levels: Math 3, Language 3)

Introduction to the field of radiation therapy with emphasis on the principles of terminology, and history, as well as an orientation to clinical practices and oncological practices.

RADT 1344 INSTRUMENTATION AND METHODOLOGY

(3-0-0) Credit: 3

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: BIOL 2402, MATH 1414, RADT 1266

(Proficiency Levels: Math 3, Language 3)

Presentation of the fundamentals of the technical and clinical aspects of radiation therapy. Includes principles of equipment operation, concepts of quality assurance and instruction in medical imaging.

RADT 1291 SPECIAL TOPICS: SEMINAR

(2-0-0) Credit: 2

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 2303, RADT 2367

(Proficiency Levels: Math 3, Language 3)

Topics addressed prepare the students for taking the National registry examination. Students identify academic strengths and weakness using mock registries and program test modules.

Capstone experience

RADT 2266 PRACTICUM II

(0-0-19) Credit: 2

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: ENGL 1302, RADT 1291

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADT 2317 RADIOLOGICAL PHYSICS I:

(3-0-0) Credit: 3

Prerequisite: Enrollment in a Radiologic Health Science Program
(Proficiency Levels: Math 3, Language 3)

This core course surveys the concepts of physics relevant to radiologic health science students. Topics include classical and atomic physics, basic electrical principles, the interaction of radiation with matter and nuclear physics.

RADT 2301 ONCOLOGY I

(3-0-0) Credit: 3

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 1266, RADT 1344,

(Proficiency Levels: Math 3, Language 3)

A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy. (510907)

RADT 2303 ONCOLOGY II

(3-0-0) Credit: 3

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 2309, RADT 2366, CTMT 2374 and RADT 2367

(Proficiency Levels: 3, Language 3)

A continuing study of malignant conditions, their etiology, treatment and prognosis, psycho-social effects of cancer and specific nursing skills required to deal with cancer patients.

RADT 2307 DOSIMETRY I

(3-0-0) Credit: 3

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 1191, RADT 2266, RADT 2307, SPCH 1318

(Proficiency Levels: Math 3, Language 3)

The principles, aims and techniques of applying ionizing radiation to the human body are presented in this course. Topics include discussions of applications of radiotherapy equipment with emphasis on treatment planning and dose calculations. The physical aspects and properties of ionizing radiation are discussed.

RADT 2309 DOSIMETRY II

(3-0-0) Credit: 3

A continuation of Dosimetry I, this course presents the principles, aims, and techniques of applying ionizing radiation to the human body. Topics include applications of radiotherapy equipment with emphasis on treatment planning and dose calculations. The physical aspects and properties of ionizing radiation are discussed.

RADT 2366 PRACTICUM III

(0-0-24) Credit: 3

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Corequisite: RADT 2307, RADT 2301, SPCH 1318

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADT 2367 PRACTICUM IV

(0-0-24) Credit: 3

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

(Proficiency Levels: Math 3, Language 3)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

READING

READ 0301 READING IMPROVEMENT

(3-2) Credit: 3

(Proficiency Levels: Math 0, Language 0)

A development course designed to increase reading comprehension, vocabulary and study skills. Because this course is

tailored to lead into READ 0302, students must pass an appropriate exit exam.

READ 0302 COLLEGE READING

(3-2) Credit: 3

(Proficiency Levels: Math 0, Language 0)

A balanced program designed to provide training in reading comprehension, vocabulary and study skills essential to success in college-level courses. To receive credit students must pass an exit exam.

RESTAURANT AND TOURISM

RSTO 1313 HOSPITALITY SUPERVISION

(3-0) Credit: 3

Prerequisite: Permission of Coordinator or Dean

(Proficiency Levels: Math 1, Language 2)

Fundamentals recruiting, selection and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation and applicable personnel laws and regulations. Emphasis on leadership development.

RSTO 1317 NUTRITION FOR THE FOOD SERVICE PROFESSIONAL

(3-0) Credit: 3

Prerequisite: Permission of Coordinator or Dean

(Proficiency Levels: Math 1, Language 2)

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modifications, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.

RSTO 1325 PURCHASING FOR HOSPITALITY OPERATIONS

(3-0) Credit: 3

Prerequisite: Permission of Coordinator or Dean

(Proficiency Levels: Math 1, Language 2)

Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls and record keeping at each state of the purchasing cycle.

RSTO 1381 COOPERATIVE EDUCATION-FOOD AND BEVERAGE OPERATIONS MANAGER

(1-20) Credit: 3

Prerequisite: Permission of Coordinator or Dean

(Proficiency Levels: Math 1, Language 2)

Course description: Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the

supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.(407015142)

RSTO 2301 PRINCIPLES OF FOOD AND BEVERAGE CONTROLS

(3-0) Credit: 3

Prerequisite: Permission of Coordinator or Dean

(Proficiency Levels: Math 1, Language 2)

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis and international and regulatory reporting procedures. (407015142)

SOCIOLOGY

+SOCI 1301 INTRODUCTORY SOCIOLOGY

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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.

SOCI 1306 SOCIAL PROBLEMS

(3-0) Credit: 3

Prerequisite: None

(Proficiency Levels: Math 0, Language 3)

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.

SOCI 2301 MARRIAGE AND THE FAMILY

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A study of the problems of courtship, mate selection, and marriage adjustments.

SOCI 2336 CRIMINOLOGY

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

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 – CRIJ 1307. Credit can only be earned for one of these courses. See a counselor for registration information.)

SOCI 2340 DRUG USE AND ABUSE: INTRODUCTION TO ALCOHOLISM AND DRUG ABUSE

Formerly known as BIOL 1323 NUTRITIONAL AND BIOLOGICAL ASPECTS OF SUBSTANCE ABUSE.)

(3-0) Credit: 3

Prerequisite: PSYC 2301 and/or SOCI 2331
(Proficiency Levels: Math 0, Language 3)

Basic principles of nutrition in health and disease. The essentials of food selection and quality of nutrients in normal and therapeutic diets. Emphasis on the pharmacological and toxicological effects of substance abuse.

SPANISH

SPAN 1411 BEGINNING SPANISH I

(4-0) Credit: 4

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

Fundamentals of grammar, basic vocabulary, pronunciation, conversation, reading of elementary texts, emphasis on development of audiolingual skills. (1609055131)

SPAN 1412 BEGINNING SPANISH II

(4-0) Credit: 4

Prerequisite: SPAN 1411.

(Proficiency Levels: Math 0, Language 3)

A continuation of more advanced grammar; continued emphasis on the spoken language; acquisition of vocabulary and idioms; reading of short stories in Spanish; composition.

SPAN 2311 INTERMEDIATE SPANISH I

(3-0) Credit: 3

Prerequisite: SPAN 1412.

(Proficiency Levels: Math 0, Language 3)

Intensive review of grammar, reading of short stories and plays in Spanish; composition and oral reports based on a variety of topics.

SPAN 2312 INTERMEDIATE SPANISH II

(3-0) Credit: 3

Prerequisite: SPAN 2311.

(Proficiency Levels: Math 0, Language 3)

Continuation of reading in Hispanic culture and civilization; completion of grammar review; composition and conversation.

SPEECH

+SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A broad-based introduction to the field of speech communication studies. The course explores basic speech principles, theories and

practices in interpersonal, small group and public speaking contexts.

+SPCH 1315 PUBLIC SPEAKING

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

This is an introductory course that focuses on the researching, composing, organizing, delivery and analysis of public speeches. Informative and persuasive speaking is emphasized.

+SPCH 1318 INTERPERSONAL COMMUNICATION

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

An introductory course focusing on face-to-face communication and relational development. The principles of self-concept, perception, self-disclosure, language, verbal and non-verbal communication, listening and conflict management are practically applied in this course.

+SPCH 1321 BUSINESS AND PROFESSIONAL COMMUNICATION

(3-0) Credit: 3

Prerequisite: None.

(Proficiency Levels: Math 0, Language 3)

A course designed to prepare students for the workforce by exposing them to the fundamentals of speech as used in communication situations such as group processes, interviews and public speaking.

SPCH 2333 DISCUSSION AND SMALL GROUP COMMUNICATION

(3-0) Credit: 3

(Formerly known as SMALL GROUP COMMUNICATION)

Prerequisite: SPCH 1311, SPCH 1315 or SPCH 1321.

(Proficiency Levels: Math 0, Language 3)

This course is an introduction to group process and interaction. The course focuses on the principles of group dynamics, problem-solving, role-playing, group productivity, cohesion, norms, decision-making and leadership. Active participation in small groups will take place.

SPCH 2341 ORAL INTERPRETATION

(3-0) Credit: 3

Prerequisite: SPCH 1311, SPCH 1315 or SPCH 1321.

(Proficiency Levels: Math 0, Language 3)

A course that studies the theories and techniques used to analyze and interpret literature. The preparation and delivery of various literary forms such as poetry, reading and dramatic interpretation are taught.

SURGICAL TECHNOLOGY

SRGT 1160 BEGINNING CLINICAL**(0-6) Credit: 1**

Prerequisites: Admission to the Surgical Technology program.
Corequisites: SRGT 1405, SRGT 1509, SRGT 1491, and HPRS 2200

(Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

SRGT 1244 TECH SCIENCES FOR THE SURG TECH

Lecture – 2 hours; Course description: In depth coverage of specialized surgical modalities. Areas covered include endoscopy, microsurgery, therapeutic surgical energies, and integrated sciences such as physics, chemistry, robotics, and computers (510909)– Effective Fall 2004

SRGT 1405 INTRO TO SURGICAL TECHNOLOGY**(4-0) Credit: 4**

Prerequisites: Admission to the Surgical Technology program.
Corequisites: SRGT 1509, SRGT 1491, SRGT 1160, and HPRS 2200

(Proficiency Levels: Math 1, Language 3)

Lecture – 4 hours; Orientation to surgical technology theory and patient care concepts. (510909) – Effective Summer 2004.

SRGT 1509 PERI-OPERATIVE CONCEPTS AND TECHNIQUE**(3-3) Credit: 5**

Prerequisites: Admission to the Surgical Technology program.
Corequisites: SRGT 1405, SRGT 1491, SRGT 1160, and HPRS 2200

(Proficiency Levels: Math 1, Language 3)

Lecture – 4 hours; Lab – 2 hours Course description: In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field (510909) –Effective Summer 2004

SRGT 1441 SURGICAL PROCEDURES I**(3-3) Credit: 4**

Prerequisites: Enrollment in the Surgical Technology program and successful completion of first semester courses.

Corequisites: SRGT 1660 and SRGT 1492

(Proficiency Levels: Math 1, Language 3)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. (510909)

SRGT 1442 SURGICAL PROCEDURES II**(3-3) Credit: 4**

Prerequisite: Enrollment in the Surgical Technology program and successful completion of first and second semester courses.

Corequisites: SRGT 2660, and SRGT 2260

(Proficiency Levels: Math 1, Language 3)

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

SRGT 1491 BASIC GROSS HUMAN ANATOMY I**(4-1) Credit: 4**

Prerequisites: Admission to the Surgical Technology program.

Corequisites: SRGT 1405, SRGT 1509, SRGT 1160, and HPRS 2200

(Proficiency Levels: Math 1, Language 3)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Study of basic gross human anatomy applicable to the study of Surgical Technology. Special emphasis focuses on disease process and clinical circumstances. Specific surgical procedures and those interactions that are uniquely applicable to the role of the Surgical Technician are incorporated into the course content.

SRGT 1660 INTERMEDIATE CLINICAL**(0-18) Credit: 6**

Prerequisites: Enrollment in the Surgical Technology program and successful completion of first semester courses.

Corequisites: SRGT 1441

(Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

HPRS 2200 PHARMACOLOGY**(2-0) Credit: 2**

Prerequisite: Admission to the Surgical Technology program.

Co-requisite: SRGT 1405, SRGT 1509, SRGT 1160 and SRGT 1401

(Proficiency Levels: Math 1, Language 3)

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. This course provides the student with an introduction to anesthesia, weights and measures, and hemostasis.

SRGT 2130 PROFESSIONAL READINESS

Lecture – 1 hour; Course description: Exploration of issues and situations faced as surgical technologists. Topics may include job-seeking skills and written professional portfolios, pros/cons of malpractice insurance, reality shock of employment, coping with

issues of death and dying, organ procurement issues, and national certification preparation (51.0909) – effective Spring 2005

SRGT 2260 SPECIALTY CLINICAL

(0-6) Credit: 2

Prerequisites: Enrollment in the Surgical Technology program and successful completion of first and second semester courses.

Corequisites: SRGT 1442 and SRGT 2660

(Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

SRGT 2660 ADVANCED CLINICAL

(0-18) Credit: 6

Prerequisites: Enrollment in the Surgical Technology program and successful completion of first and second semester courses.

Corequisites: SRGT 1442 and SRGT 2260

(Proficiency Levels: Math 1, Language 3)

An advanced clinical setting that uses a variety of methods for instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Capstone experience.

VOCATIONAL NURSING

VNSG 1161 CLINICAL-PRACTICAL NURSING (PEDI)

(0-3)Credit: 1

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1162, VNSG 1410, VNSG 2461, and HPRS 1205

(Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.(511613)

VNSG 1162 CLINICAL-PRACTICAL NURSING (MATERNAL-NEONATAL NURSING)

(0-5) Credit: 1

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st and 2nd semester courses.

Corequisites: VNSG 1162, VNSG 1236, VNSG 1160, VNSG 1409, and VNSG 1261

(Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and

concepts. Direct supervision is provided by the clinical professional.(511613)

***VNSG 1214 APPLIED NURSING SKILLS III**

(0-3) Credit: 2

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of first semester Vocational Nursing Courses.

Corequisites: VNSG 1234, VNSG 1236, and VNSG 1162.

(Proficiency Levels: Math 1, Language 3)

Continuation of Applied Nursing Skills II. Application of nursing skills to meet complex client needs utilizing the nursing process and related scientific principles. (511613)

***VNSG 1191 SPECIALITY TOPIC: NCLEX PREPARATION**

(1-2) Credit: 1

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of first and second semester courses.

Corequisites: VNSG 1410, VNSG 2461, VNSG 1230, AND VNSG 1162

(Proficiency Levels: Math 1, Language 3)

Computer-testing strategies and stress reduction theory will be emphasized. Actual hands-on practice with sample NCLEX-type computerized exams would be utilized in the laboratory portion of the course. (511613)

VNSG 1216 NUTRITION

(2-0) Credit: 2

Prerequisites: Enrollment in the Vocational Nursing Program.

Corequisites: VNSG 1222, HPRS 2200, VNSG 1423, VNSG 1260 (Proficiency Levels: Math 1, Language 3)

Introduction to nutrients and their role in proper growth and development and the maintenance of health.

VNSG 1222 VOCATIONAL NURSING CONCEPTS

(2-0) Credit: 2

Prerequisites: Enrollment in the Vocational Nursing Program.

Corequisites: VNSG 1216, HPRS 2200, VNSG 1423, VNSG 1260 (Proficiency Levels: Math 1, Language 3)

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

VNSG 1227 ESSENTIAL OF MEDICATION ADMINISTRATION

(0-2) Credit: 2

Prerequisites: Acceptance in the Vocational Nursing Program, or Administrative approval.

(Proficiency Levels: Math 1, Language 3)

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

VNSG 1230 MATERNAL-NEONATAL NURSING

(2-1) Credit: 2

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1162, VNSG 1236, VNSG 1160, VNSG 1409, and VNSG 1261

(Proficiency Levels: Math 1, Language 3)

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

VNSG 1234 PEDIATRICS

(2-1) Credit: 2

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st and 2nd semester courses.

Corequisites: VNSG 1162, VNSG 1410, VNSG 2461, VNSG 1205 (Proficiency Levels: Math 1, Language 3)

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process.

VNSG 1236 MENTAL HEALTH

(1-1) Credit: 2

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1160, VNSG 1162, VNSG 1230, VNSG 1409, VNSG 1261

(Proficiency Levels: Math 1, Language 3)

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

VNSG 2361 CLINICAL-PRACTICAL NURSING

(0-9) Credit: 3

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of FIRSTst semester courses.

Corequisites: VNSG 1230, VNSG 1236, VNSG 1234, VNSG 1409 (Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

***VNSG 1400 NURSING IN HEALTH AND ILLNESS I**

(4-0) Credit: 4

Enrollment in the Vocational Nursing Program

Corequisites: VNSG 1216, VNSG 1222, VNSG 1402, and VNSG 1413

(Proficiency Levels: Math 1, Language 3)

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions. (511613)

***VNSG 1402 APPLIED NURSING SKILLS I**

(0-5) Credit: 4

Prerequisites: Enrollment in the Vocational Nursing Program

Corequisites: VNSG 1216, VNSG 1222, VNSG 1400

(Proficiency Levels: Math 1, Language 3)

Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles.

VNSG 1413 APPLIED NURSING SKILLS II

(0-5) Credit: 4

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of VNSG 1402.

Corequisites: VNSG 1216, VNSG 1222, VNSG 1400

(Proficiency Levels: Math 1, Language 3)

Application of nursing skills to meet more complex needs utilizing the nursing process and related scientific principles. (511613)

VNSG 1420 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH

(3-2) Credit: 4

(Proficiency Levels: Math 2, Language 3)

Introduces to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.

VNSG 2461 CLINICAL – PRACTICAL NURSING (MEDICAL- SURGICAL NURSING II)

(0-12) Credit: 4

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st and 2nd semester courses.

Corequisites: VNSG 1115, VNSG 1230, VNSG 1432, VNSG 1162 (Proficiency Levels: Math 1, Language 3)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

VNSG 1409 NURSING IN HEALTH AND ILLNESS II

(4-1) Credit: 4

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1230, VNSG 1162, VNSG 1236, VNSG 1160, VNSG 1261

(Proficiency Levels: Math 1, Language 3)

Introduction to common health problems requiring medical and surgical intervention. The student will compare and contrast normal physiology of body systems to pathologic variations in the client with medical-surgical health problems; compare and contrast diagnostic evaluation and treatment of the client with common

medical-surgical health problems; incorporate nutrition, drug therapy and nursing interventions in developing plans of care to meet the needs of the client experiencing common medical-surgical health problems; and utilize the nursing process in caring for the client with common medical-surgical health problems. A variety of health care settings are utilized. (511613)

VNSG 1410 NURSING IN HEALTH AND ILLNESS III (3)

Credit: 4

COLLEGE ORGANIZATION

Prerequisites: Enrollment in the Vocational Nursing Program and the successful completion of 1st and 2nd semester courses.

Corequisites: VNSG 1234, VNSG 1162, VNSG 2461, HPRS 1205 (Proficiency Levels: Math 1, Language 3)

Continuation of Nursing in Health and Illness III. Further study of common medical-surgical health problems of the client. Incorporate the knowledge necessary to make the transition from student to graduate vocational nurse. (511613)

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M.S.N., Texas Woman's University

Donna Davis-Simpson—Instructor, Associate Degree
Nursing
B.S.N. UTMB School of Nursing
M.S.N. UTMB Graduate School of Biomedical
Science

Edward Stout, Instructor, Radiography
A.A.S. Galveston College
B.S. University of Texas Medical Branch

John C. Stovall, Associate Professor, Fine Arts
B.F.A., M.F.A., University of Texas at Austin
Skowhegan School of Painting and Sculpture

Dale M. Taylor, Associate Professor, English
B.A., Delaware State University
M.A., East Texas State University
M.S., Texas A&M University

Beth A. Thomas, Associate Professor, Fine Arts
B.F.A., Wichita State University
M.F.A., University of North Texas

Mathis Theron Waddell, Professor, Government
B.S., M.A., Doctoral Study, University of Texas at
Austin

Wayne Way, Instructor, Computer Science
B.S., University of Houston
M.M.I.S., Friends University

CLASSIFIED STAFF

Enrique Aguillon, Maintenance Assistant/Custodian

Valencia Allen, Facilities Clerk

Edmundo Arrazola, Maintenance Assistant/Custodian

Jaime Bahena, Building Bridges to Success Advisor
A.A.S., College of the Mainland
B.A., University of Houston Clear Lake
M.B.A., University of Houston, Clear Lake

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A.A., Bossier Parish Community College

James Beldon, Security Officer

Charles Bell, Maintenance Assistant

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A.A.S., Galveston College

Jo Ann Buentello, Administrative Assistant for Institutional Research
A.A.S., Galveston College

Jose Carranza
Maintenance Assistant/Custodian

Gloria Eby, B.B.S. Secretary
A.A. San Jacinto College

Kristy Farmer, Tutoring Coordinator
B.S., Texas A&M

Jose García, Maintenance Foreperson

María García, Administrative Assistant to the Vice President for Academic Affairs/Student Services

Alberto Garza, Groundskeeper

Rosalinda Gutierrez, Financial Aid Specialist
A.A.S., Galveston College

Christy Hobbs, Payroll Specialist

Angel Jolly, Secretary, Radiologic Health Science Department

Samatha Jolly, VCT Specialist

A.A.S. Galveston College

Linda Kelley, Enrollment Services Specialist
A.A.S., Galveston College

Timothy Kinney
Desktop Support Technician I

Lisa Kitchens, Help Desk/Secretary
A.A.S., Galveston College

Joyce Landry, Human Resources Benefits Specialist
A.A., Galveston College

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A.A.S. Galveston College

Jorge Lozano – Maintenance Assistant

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Michelle Mackey, Assessment Coordinator
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B.S. University of Houston

Chris Mallios, Landscape Foreperson

Polly Martin, Enrollment Services Specialist

Angelina Martinez, Secretary, Counseling Center
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Miguel Martinez, Maintenance Assistant

Marlowe Martins, Cash Receipt/Billing Accounting Assistant

Bernardo Mendez, Maintenance Assistant/Custodian

Peggy Miranda, Administrative Assistant to the Dean of Enrollment Management & Student Services

James Mitchell, Security Officer

Billie Morrow, Secretary, Health Occupations Division

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A.A.S., Galveston College

Sylvia Ojeda, Graphics Specialist

Jose Ortiz, Maintenance/Custodial Supervisor

Eva Osorio, Phone Operator

Julio Osorio, Maintenance

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Laura Parker, Secretary, General Studies
B.S., University of Houston-Clear Lake

Jeff Pearce, Interim Volleyball Coach

Scott Pearce, Maintenance Specialist

Richard Ramos, Groundskeeper

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Rachel Romero, Financial Aid Assistant

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Matthew Shaw, Fiscal Support Assistant

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Frederick Thornburg, Computer Lab Support
Technician I
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Tieu Hi Troung, Fiscal Support Specialist
B.S., University of Houston

Dawn Uyehara, Human Resources Employment
Specialist
A.A., St. Louis Community College

Lillie Wheat, Secretary

Larry Williams, Security Officer

GLOSSARY

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.

Audit: On a space available basis, permission to audit a course may be granted by a Dean. Such permission allows the audit student to listen and observe, but not complete assignments, enter into class discussions, or take part in laboratory work unless agreed to by the instructor.

A student may not change from audit to credit status after the census date. Full tuition and fees will be charged and these students will receive a grade of Audit. No college credit is granted.

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.

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.

Core Courses: Those courses common to each of the associate degrees.

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

Credit: A unit 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

meets 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.

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

Dual Credit: Simultaneous high school and college credit for pre-approved courses.

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.

General Education Courses: Each degree plan for the associate degree includes 15 credit hours of general education courses with at least one course taken from each of the following areas: humanities / fine arts, behavioral / social sciences, and natural science / mathematics. In addition, evidence of computer literacy must be satisfied by completion of COSC 1101 or a higher level of computer science.

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.

Overlay: On a space available basis, permission to enroll for an approved overlay course may be granted by the instructor or dean. Such permission allows the student to participate in the class but without college credit. Enrollment is through the Community Education division and fees are set by that division. Community education credits/certificates may be awarded.

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.

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.

Transfer Courses: Transfer courses are those that are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor about the transferability of specific courses. There is no guarantee, however, that a course which “transfers” will apply toward a specific major or degree at a four-year college or university.

Transfer courses are identified by a four digit course number of 1000 or above. Developmental courses do not transfer and are identified with a four digit course number beginning with a 0. Example: Transfer course = ENGL 1301; Non-transfer course = MATH 0303.

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