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Brief description of the contents Catalog of Courses

**1993 - 1995
GALVESTON
COLLEGE
CATALOG**

Galveston College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Galveston College is also accredited by the National League for Nursing for the Associate Degree Nursing Program and the Committee on Allied Health Education and Accreditation of the American Medical Association for the various Allied Health Science Programs.

On the Cover:

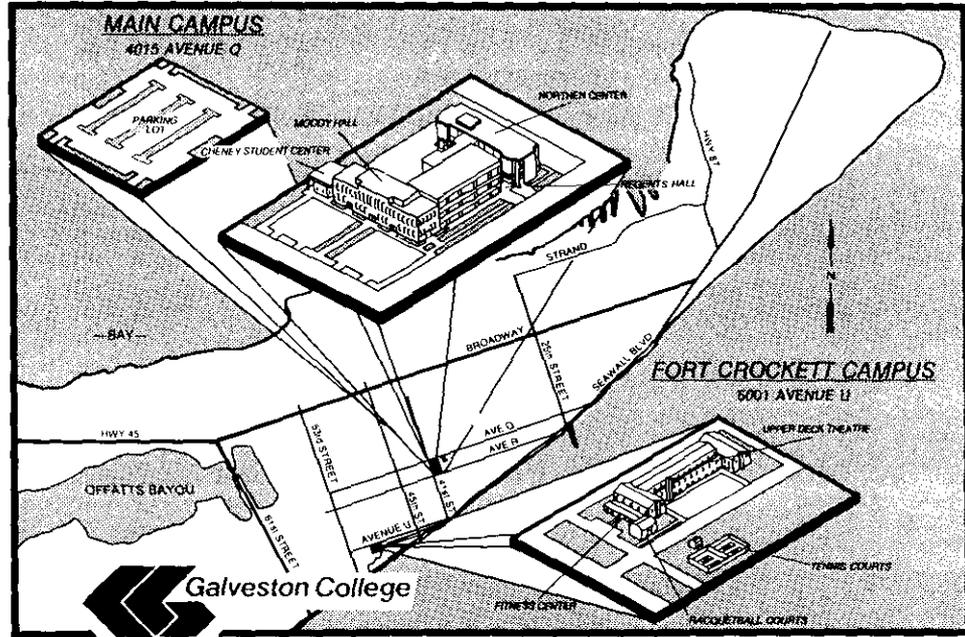
The fascinating mural "Galveston Bay" overlooks the fountain and landscaped atrium on Galveston College's Main Campus at 4015 Avenue Q. The multicolored mural was completed by former Associate Professor of Fine Arts Martha Denman and her students over a two-year period and dedicated in March, 1993 at the College's 25th Anniversary Gala as a tribute to the College's new promotional theme - Galveston College *is* Galveston Island.

GALVESTON COLLEGE LOCATIONS

MAIN CAMPUS
MOODY HALL
NORTHERN HALL
REGENTS HALL
CHENEY STUDENT CENTER
 4015 AVENUE Q
 GALVESTON, TEXAS 77550

FORT CROCKETT CAMPUS
SARAH H. HERMES FITNESS CENTER
TENNIS COURTS
UPPER DECK THEATRE
 5001 AVENUE U
 GALVESTON, TEXAS 77551

COLLEGE MAP



TELEPHONE DIRECTORY

TELEPHONE DIRECTORY

You may reach all college offices by calling (409) 763-6551 and enter the extension below:

Admissions	230	Print Center	250
Bookstore	260	Public Affairs	300
Business and Community Education	114	Research, Planning and Development	207
Business Office	211	Security	364 or 0
Computer Center	356	SER	256
Counseling	220	Skills Enrichment Center	290
Financial Aid	235	Snack Bar	284
Fitness Center	108	Special Populations and Minority Affairs	227
Food Service Lab	304	Student Senate	286
Health Occupations	388	Vice President and Dean of Instruction	203
Humanities and Social Sciences	340	Vice President and Dean of Student Development Services	206
Library	240	Vice President for Administrative Services	209
Math and Sciences	265		
Media	250		
Personnel Services	280		
Placement Services	225		
President's Office	200		

These offices may be reached directly by dialing:

Small Business Development Center	740-7380
Telecourse Hotline	762-8286
Upper Deck Theatre	744-9661

TABLE OF CONTENTS

College Locations/Map	2
Board of Regents	4
President's Message	7
Academic Calendars	9
College Organization	17
General Information	25
History of the College	25
Mission and Goals	27
The Galveston College Foundation, Inc.	28
Administrative Interpretation and Change	35
Admission Policies and Procedures	37
General Admissions	37
Registration	41
Tuition and Fees	41
Academic Standards	47
Credit for Courses	47
Credit by Examination	47
Grading System	52
Graduation Procedures	57
Student Development Services	59
Admissions and Student Records	59
Counseling Services	59
Financial Aid	59
Library and Media Services	66
Special Populations and Minority Affairs	67
Placement Services	67
Student Activities	68
Veterans Information	65
Student Rights and Responsibilities	73
Educational Programs	81
Business and Community Education	81
Health Occupations	94
Humanities and Social Sciences	105
Mathematics and Sciences	110
Cooperative Education	112
Skills Enrichment Center	112
Televised Instruction	113
Course Descriptions	115
Index	165

TABLE OF CONTENTS

NON-DISCRIMINATION POLICY

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

This policy extends to employment, admission, and all programs and activities supported by Galveston College. Inquiries concerning equal opportunity may be directed to the Director of Personnel, the Equal Opportunity/Affirmative Action Officer for Galveston College.

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

NON- DISCRIMINATION POLICY

**THE BOARD
OF
REGENTS**

ROBERT H. ALBRIGHT

Robert H. Albright is a local businessman in Galveston. He was elected to his Board position in 1983 and currently serves as Chairman of the Galveston Community College District Board of Regents.



JOSE M. GUERRERO

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



ROLAND L. BASSETT

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

DR. PAUL J. CUNNINGHAM

Paul J. Cunningham, M.D. is a general surgeon with Galveston Surgical Group Associates. Active on the Board since 1978, he served as Chairman of the governing board from 1984-86.



L.D. EDWARDS

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

F.A. "ANDY" ODOM

Andy Odom is President of United States National Bank in Galveston. He was elected to the Board in 1990 to fill an unexpired term and re-elected to that position in 1992.



**THE BOARD
OF
REGENTS**

**THE BOARD
OF
REGENTS**

JANICE D. STANTON

Janice D. Stanton is the College Coordinator for Jobs For Progress - Operation SER. Active on the Board since 1983, she is immediate past Chairman of the governing board.



STEVEN H. STUBBS

Steven H. Stubbs is President and Chief Executive Officer of Securities Management & Research, Inc. SM & R is a subsidiary of the American National Insurance Company. He was elected to his Board position in 1982 and served as Chairman of the Board from 1986-1990.

CARROLL G. SUNSERI

Carroll G. Sunseri is Executive Vice President and Senior Trust Officer of Moody National Bank. He was elected to the Board of Regents in 1990.





DR. MARC A. NIGLIAZZO

Marc A. Nigliazzo, Ph.D. was appointed President of Galveston College in the Fall of 1990.

PRESIDENT'S MESSAGE

Since 1967, Galveston College has grown and matured as a quality institution of higher education. It is a small but progressive college, striving always to reflect in its program offerings the most viable career opportunities for the population within its service area of Galveston Island and the Bolivar Peninsula.

This catalog highlights the many degree and certificate programs available at Galveston College, as well as presenting detailed descriptions of specific courses. In addition, it provides information on non-credit instructional programs and the many support services provided for all students.

But to gain a true sense of Galveston College, you must visit its campuses where learning takes place in modern facilities surrounded by pleasant grounds and the not-too-distant roar of the Gulf of Mexico. It is the relaxed atmosphere of Galveston Island, and yet like that of the Island, it is an atmosphere of pride and commitment, reflecting the cultural diversity of the Island population.

It is to this special learning environment that increasing numbers of students have been attracted each year, many of whom now come from well beyond Galveston Island. They come to enter the health professions or to prepare for transfer to a university; they come for specialized training or retraining in vocational/technical careers; they come for personal improvement or personal enrichment. They find many paths to successfully meet their goals and to fashion their dreams.

On behalf of our Board of Regents, faculty, staff, and student body, I am pleased to invite your exploration of our 1993-95 catalog. I hope it will encourage your pursuit of a program or a course at Galveston College. For whether you are from across the country or just from across the street, I am confident you will find the environment and the vision which proclaim Galveston College is Galveston Island.

Sincerely,

Marc A. Nigliazzo, Ph.D.
President

**THE
PRESIDENT**

**THE
PRESIDENT'S
MESSAGE**

ACADEMIC CALENDAR



FALL SEMESTER CALENDAR, 1993

Pre-Enrollment Counseling, Placement Testing and Academic Advising June-July-August	State TASP exam September 18
Orientation for All New Students August 5	Mid-Semester October 22
Begin Issuing Permits for Registration (Aug 17*, 25*) August 9	Last Day to File for Fall Graduation November 1
Priority Registration August 17*-18	Last Day to Submit AWF November 10
Faculty Workshop (In Service-No Registration) August 24	College and Career Information Night TBA
Registration By Permit (8:30 a.m. to 7:00 p.m.) August 25*	State TASP exam November 13
Open Registration (8:30 a.m. to 7:00 p.m.) August 26	Last Day to Drop or Totally Withdraw November 19
Late Registration (8:30 a.m. to Noon) August 27	Thanksgiving Holidays (Classes Dismiss at 2:00 p.m. on November 24) November 25-26-27
Classes Begin August 28	Classes Resume November 29
Late Registration Continues & Schedule Changes (Classes may be added) August 30-31	Final Examinations December 11-13-14-15-16
Late Registration Ends (7:00 p.m.) August 31	Grades Due by 11:00 a.m. in Admissions Office December 17
Labor Day Holiday September 6	Semester Ends December 17
	College Closes (12 noon) December 21
	*Permits with assigned times issued for these dates.

**1993-95
ACADEMIC
CALENDARS**

1993 FALL

SPRING SEMESTER CALENDAR, 1994

Pre-Enrollment Counseling, Placement Testing and Academic Advising Begins November 29	Open Registration (8:30 a.m. - 7:00 p.m.) January 6
Begin Issuing Permits for Registration (Dec. 7*, Jan. 5*) November 29	Late Registration (8:30 a.m. - Noon) January 7
Orientation for All New Students December 1	Classes Begin January 8
Priority Registration December 7*-8	Late Registration Continues & Schedule Changes (Classes may be added) January 10-11
College Reopens January 3	Late Registration Ends (7:00 p.m.) January 11
Faculty Workshop (In Service - No Registration) January 4	Martin Luther King Holiday (College Closed) January 17
Registration by Permit (8:30 a.m. - 7:00 p.m.) January 5*	State TASP exam February 26

1994 SPRING

**1993-95
ACADEMIC
CALENDARS**

1994 SUMMER I

Last Day to File for Spring Graduation
March 1

Mid-Semester
March 4

Mid-Semester Holidays
(No Classes, College Closed)
March 13-20

Classes Resume
March 21

Last Day to Submit AWF
March 30

Career Month
April

Good Friday (No Classes, College Closed)
April 1, 2

Last Day to Drop or Totally Withdraw
April 8

State TASP exam
April 23

Final Examinations
May 4, 5, 6, 7, 9, 10

Grades Due by 11:00 a.m. in Admissions
Office
May 11

Semester Ends
May 11

Commencement Exercise
May 13

***Permits with assigned times issued for
these dates.**

SUMMER I SEMESTER CALENDAR, 1994

(First Six Weeks, Twelve Weeks)

Pre-Enrollment Counseling, Placement
Testing, Academic Advising
Begins April 4

Orientation for All New Students
April 20

Begin Issuing Permits for Registration
(May 10*, 25*)
April 25

Priority Registration for SSI and SSII
May 10*-11

Registration by Permit
(8:30 a.m. - 7:00 p.m.)
May 25*

Open Registration (8:30 a.m. - 7:00 p.m.)
May 26

Late Registration (8:30 a.m. - Noon)
May 27

Memorial Day Holiday (College Closed)
May 30

Classes Begin
May 31

Late Registration Continues & Schedule
Changes (Classes may be added)
May 31-June 1

Last Day to Submit AWF (First Six Weeks)
June 14

State TASP exam
June 18

Last Day to Drop or Totally Withdraw
(First Six Weeks)
June 23

Independence Day Holiday
(No Classes, College Closed)
July 4

Final Examinations (First Six Weeks)
July 6

Grades (First Six Weeks) due in Admissions
Office by 11:00 a.m.
July 7

Semester Ends (First Six Weeks)
July 7

State TASP exam
July 23

Last Day to Submit AWF (Twelve Weeks)
July 26

Last Day to Drop or Totally Withdraw
(Twelve Weeks)
August 4

Final Examinations (Twelve Weeks)
August 17

Grades (Twelve Weeks) due in Admissions
Office by 11:00 a.m.
August 18

Semester Ends (Twelve Weeks)
August 18

***Permits with assigned times issued for
these dates.**

SUMMER II SEMESTER CALENDAR, 1994

(6 Weeks)

Pre-Enrollment Counseling, Placement
Testing and Academic Advising
Begins April 4

Begin Issuing Permits for Registration
(May 10*, 25*)
April 25

Priority Registration
May 10*, 25*

Registration by Permit (8:30 a.m. - Noon/
Open Registration from 12:30 to 7:00 p.m.)
July 6*

Open Registration (8:30 a.m. to 7:00 p.m.)
July 7

Late Registration (8:30 a.m. to Noon)
July 8

Classes Begin
July 11

Late Registration & Schedule Changes
(Classes may be added)
(8:30 a.m. - 7:00 p.m.)
July 11-12

Last Day to Submit AWF
July 26

Last Day to Drop or Totally Withdraw
August 4

Final Examinations
August 17

Grades Due in Admissions Office
by 11:00 a.m.
August 18

Semester Ends
August 18

***Permits with assigned times issued for
these dates.**

**1993-95
ACADEMIC
CALENDARS**

1994 SUMMER II

FALL SEMESTER CALENDAR, 1994

Pre-Enrollment Counseling, Placement
Testing and Academic Advising
June-July-August

Orientation for All New Students
August 4

Begin Issuing Permits for Registration
(Aug 16* & 24*)
August 8

Priority Registration
August 16* - 17

Faculty Workshop
(In Service - No Registration)
August 23

Registration By Permit
(8:30 a.m. to 7:00 p.m.)
August 24*

Open Registration (8:30 a.m. to 7:00 p.m.)
August 25

Late Registration (8:30 a.m. to Noon)
August 26

Classes Begin
August 27

Late Registration Continues & Schedule
Changes (Classes may be added)
August 29-30

Late Registration Ends (7:00 p.m.)
August 30

Labor Day Holiday
September 5

State TASP exam
September

Mid-Semester
October 21

Last Day to File for Fall Graduation
November 1

Last Day to Submit AWF
November 9

State TASP exam
November

College and Career Information Night
TBA

Last Day to Drop or Totally Withdraw
November 18

Thanksgiving Holidays (Classes Dismiss at
2:00 p.m. on November 23)
November 24-25-26

Classes Resume
November 28

Final Examinations
December 10, 12, 13, 14, 15

Grades Due by 11:00 a.m. in Admissions
Office
December 16

Semester Ends
December 16

College Closes (12 Noon)
December 20

***Permits with assigned times issued for
these dates.**

1994 FALL

**1993-95
ACADEMIC
CALENDARS**

1995 SPRING

1995 SUMMER I

SPRING SEMESTER CALENDAR, 1995

Pre-Enrollment Counseling, Placement Testing and Academic Advising Begins November 28	State TASP exam February
Begin Issuing Permits for Registration (Dec. 6* & Jan. 4*) November 28	Last Day to File for Spring Graduation March 1
Orientation for All New Students December 1	Mid-Semester March 3
Priority Registration (Ends at 7:00 p.m. on December 7) December 6* - 7	Mid-Semester Holidays (No Classes, College Closed) March 12-19
College Reopens January 2	Classes Resume March 20
Faculty Workshop (In Service - No Registration) January 3	Last Day to Submit AWF April 4
Registration by Permit (8:30 a.m. - 7:00 p.m.) January 4*	Career Month April
Open Registration (8:30 a.m. - 7:00 p.m.) January 5	Last Day to Drop or Totally Withdraw April 13
Late Registration (8:30 a.m. - Noon) January 6	Good Friday (No Classes) April 14-15
Classes Begin January 7	State TASP exam April
Late Registration Continues & Schedule Changes (Classes may be added) January 9-10	Final Examinations May 3, 4, 5, 6, 8, 9
Martin Luther King Holiday (College Closed) January 16	Grades Due by 11:00 a.m. in Admissions Office May 10
	Semester Ends May 10
	Commencement Exercise May 12
	*Permits with assigned times issued for these dates.

SUMMER I SEMESTER CALENDAR, 1995

(First Six Weeks, Twelve Weeks)

Pre-Enrollment Counseling, Placement Testing and Academic Advising Begins April 3	Open Registration (8:30 a.m. - 7:00 p.m.) May 25
Begin Issuing Permits for Registration (May 9*, 24*) April 24	Late Registration (8:30 a.m. - Noon) May 26
Orientation for All New Students April 26	Memorial Day Holiday (College Closed) May 29
Priority Registration for SSI and SSII May 9*-10	Classes Begin May 30
Registration by Permit (8:30 a.m. - 7:00 p.m.) May 24*	Late Registration Continues & Schedule Changes (Classes may be added) May 30-31
	Last Day to Submit AWF (First Six Weeks) June 13

Last Day to Drop or Totally Withdraw
(First Six Weeks)
June 22

Independence Day Holiday (No Classes,
College Closed)
July 4

Final Examinations (First Six Weeks)
July 5

Grades (First Six Weeks) due in Admissions
Office by 11:00 a.m.
July 6

Semester Ends (First Six Weeks)
July 6

Last Day to Submit AWF (Twelve Weeks)
July 26

Last Day to Drop or Totally Withdraw
(Twelve Weeks)
August 4

Final Examinations (Twelve Weeks)
August 16

Grades (Twelve Weeks) Due in Admissions
Office by 11:00 a.m.
August 17

Semester Ends (Twelve Weeks)
August 17

***Permits with assigned times issued for
these dates.**

**1993-95
ACADEMIC
CALENDARS**

SUMMER II SEMESTER CALENDAR, 1995
(6 Weeks)

1995 SUMMER II

Pre-Enrollment Counseling, Placement
Testing and Academic Advising
Begins April 3

Begin Issuing Permits for Registration
(May 9*, July 5*)
April 24

Priority Registration
May 9*-10

Registration by Permit (8:30 a.m. - Noon/
Open 12:30 - 7:00 p.m.)
July 5*

Open Registration (8:30 a.m. to 7:00 p.m.)
July 6

Late Registration (8:30 a.m. to Noon)
July 7

Classes Begin
July 10

Late Registration & Schedule Changes
(8:30 a.m. - 7:00 p.m.)
July 10-11

Last Day to Submit AWF
July 26

Last Day to Drop or Totally Withdraw
August 4

Final Examinations
August 16

Grades Due in Admissions Office
by 11:00 a.m.
August 17

Semester Ends
August 17

***Permits with assigned times issued for
these dates.**

***COLLEGE HOLIDAYS
1993-1994**

COLLEGE HOLIDAYS

Labor Day
September 6, 1993

Thanksgiving (Classes Dismiss at 2:00 p.m.
on November 24)
November 25-27, 1993

Christmas - Semester Break
December 21, 1993 (noon)-January 2, 1994

Martin Luther King Day
January 17, 1994

Mid-Semester Holidays
March 13-20, 1994

Good Friday
April 1-2, 1994

Memorial Day
May 30, 1994

Independence Day Holiday
July 4, 1994

**College offices will be closed on these dates*

***COLLEGE HOLIDAYS
1994-1995**

Labor Day
September 5, 1994

Mid-Semester Holidays
March 12-19, 1995

Thanksgiving (Classes Dismiss at 2:00 p.m.
on November 23)
November 24-26, 1994

Good Friday
April 14-15, 1995

Memorial Day
May 29, 1995

Christmas - Semester Break
December 20, 1994 (noon)-January 1, 1995

Independence Day Holiday
July 4, 1995

Martin Luther King Day
January 16, 1995

**College offices will be closed on these dates*

**1993-95
ACADEMIC
CALENDARS**

COLLEGE HOLIDAYS

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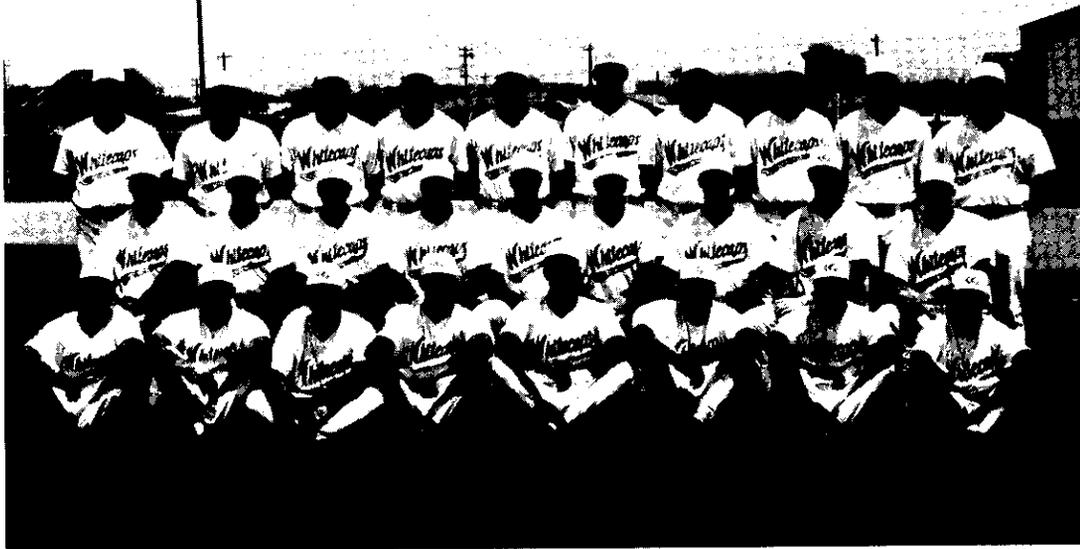
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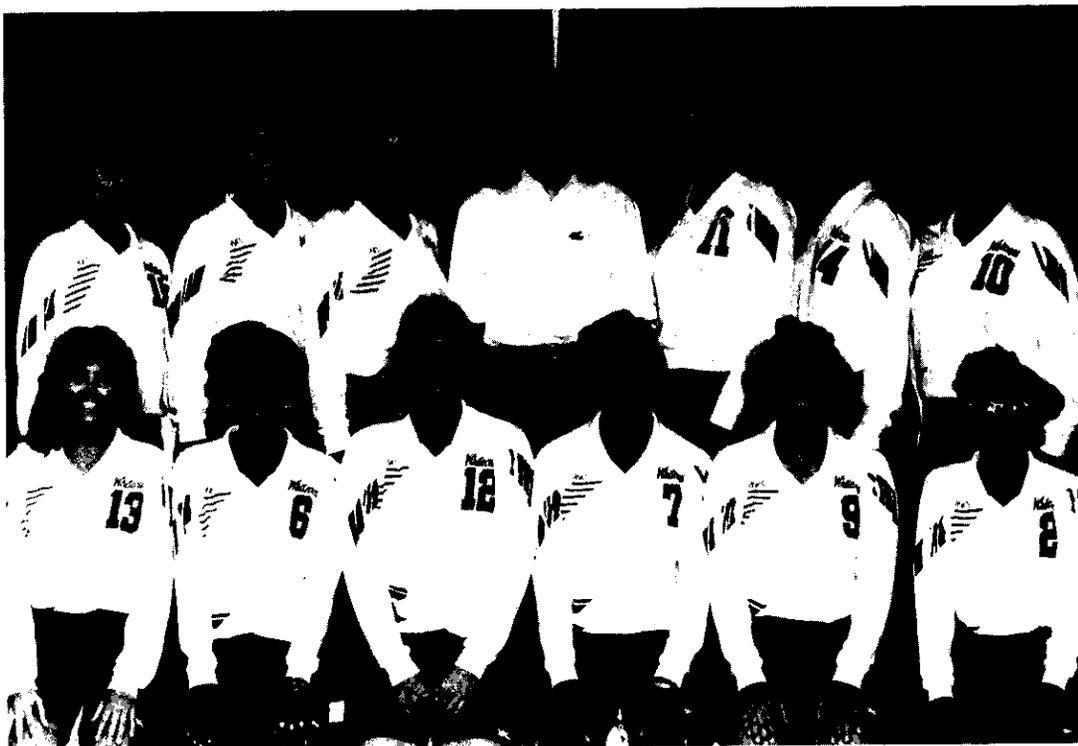
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Galveston College
Whitecaps



COLLEGE ORGANIZATION



BOARD OF REGENTS

Robert H. Albright, *Chairman*
 Jose M. Guerrero, *Vice Chairman*
 Roland L. Bassett, *Secretary*
 Paul J. Cunningham, M.D.
 L.D. Edwards
 F.A. Odom
 Janice D. Stanton
 Steven H. Stubbs
 Carroll G. Sunseri

ADMINISTRATION

MARC A. NIGLIAZZO, *President*
 B.A., The University of Texas at Austin
 M.A., Texas A & M University
 Ph.D., University of New Mexico
ROBERT R. ROSE, *Vice President and Dean of Instruction*
 B.A., University of Alberta
 M.A., University of Oregon
 Ph.D., The University of Texas at Austin
C.B. RATHBURN III, *Vice President for Administrative Services*
 A.A., Gulf Coast Community College
 B.A., Huntingdon College
 Ph.D., University of Florida
GAYNELLE HAYES, LPC, NCC, NCCC, *Vice President and Dean of Student Development Services*
 B.A., Lamar University
 M.Ed., University of Houston
 Ed.D., Nova University

ADMINISTRATIVE STAFF

CHARLES D. CORBELL, JR., *Assistant Baseball Coach*
 B.S., Lamar University
 M.S., Lamar University
DWIGHT COURTNEY, *Assistant Dean of Instruction, Business and Community Education*
 B.S., University of Southwestern Louisiana
 M.Ed., Prairie View A & M University
 Graduate Study, University of Houston - Clear Lake
PATRICK DEROUEN, *Assistant Director of Computer Services/Instructional Support*
 B.S., McNeese State University
 M.Ed., McNeese State University
HAZEL ELLIS, *Technical Services Librarian*
 B.A., Lourdes College
 B.S., Lourdes College
 M.L.S., University of the Philippines
 M.L.S., University of North Texas
PAUL J. HARPER, *Director of the Galveston College Small Business Development Center*
 B.A., Southeastern Louisiana University
 M.B.A., Southeastern Louisiana University

FRED HENRY, *Counselor*
 B.A., Prairie View A & M University
 M.Ed., Prairie View A & M University
JOSEPH E. HUFF, III, *Director of Public Affairs*
 B.A., Emory and Henry College
 Graduate Study, University of Houston - Clear Lake
THELTON KILE, *Director of Computer Services*
 B.A., Northwestern State University
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B.S., University of Houston - Clear

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VACANT, *Director of Institutional Research,*

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FACULTY

COLLEGE ORGANIZATION

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 YVONNE ASHTON, *Secretary, Division of Mathematics and Sciences*
 DIANE AYMES, *Secretary, Counseling Center*
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 JOSE GARCIA, *Building Services Coordinator*
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HISTORY OF THE COLLEGE

Galveston College has served the learning interests of Galveston residents, businesses and industries for over a quarter century. 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 taxable property within the College District.

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

During 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 established were in mid-management and nursing assistant.

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

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

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

GENERAL INFORMATION

HISTORY

GENERAL INFORMATION

HISTORY

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 Northern 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 nearly two and a half years of planning and construction, the College held gala opening ceremonies for the new Regents 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 renovated 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 by new programs, community service and enhancement of the College campus environment.

Now, the College enters an era of continued development while hitting record enrollments and increasing interaction in all aspects of the community. Serving the learning and higher education interests of traditional college students, career-changes, the elderly, the advancing professional, tech-prep participants, the economically disadvantaged – all these constituents and more make up the melting pot of people Galveston College serves as it meets the challenges of the Galveston Community.



MISSION

The Board of Regents, faculty, and staff of Galveston College believe the present and future vitality of the College and that of its service area of Galveston Island and the Bolivar Peninsula are wholly interdependent. Consequently the College is and must continue to enhance its role as a principal community resource, responding to both individual and collective need through the provision of educational opportunity and commitment to community development.

GOALS

- A. To provide educational opportunity for a student body reflective of the diverse population which we serve, differing as it does in educational preparation and intent, demographic and socio-economic background, and cultural and ethnic influence.
- B. To provide high quality, flexible educational programs and support services which are academically, geographically, and financially accessible to our students and which meet their personal, vocational, and professional goals of preparing for a first career, a career change, career advancement, or personal enrichment.
- C. To provide community-wide opportunity for lifelong educational development through conferences and workshops, speakers and cultural events, community forums and civic education, professional and technical assistance, and other activities and services consistent with the needs, interests, and abilities of our service population.
- D. To serve as a catalyst for the formation of partnerships with business, public agencies, civic organizations, and other educational institutions to foster the more efficient and effective use of community resources while improving employment opportunities and the quality of life for our service population.
- E. To employ a process for assessing community and student needs, as well as our own effectiveness in meeting these needs, so that educational programs, support services, and administrative processes may be continually strengthened.
- F. To provide administrative leadership which adheres to open communication, shared planning, and participative management while accepting responsibility for the efficient and effective use of the College's human, physical, and financial resources.

PROGRAMS

- A. Transfer programs establish a foundation of college-level academic skills and lead to the Associate of Arts and Sciences degree (AA&S); they parallel the first two years required for the baccalaureate degrees at senior colleges and universities.
- B. Technical-vocational programs lead to certificates of proficiency and the Associate of Applied Science degree (AAS) 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.
- C. 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 work force.
- D. 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.
- E. Personal enrichment programs provide noncredit cultural, social, recreational and vocational activities that are intended to improve the quality of life of the student and to encourage lifelong learning.
- F. Student activities provide opportunities for students to participate in campus life through clubs, student government, cultural

GENERAL INFORMATION

MISSION

GOALS

PROGRAMS



GENERAL INFORMATION

SERVICES

VALUES

FOUNDATION

and social events, and educational programs outside the classroom; athletic competition is available through campus intramurals and a program of intercollegiate athletics.

SERVICES

- A. 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.
- B. Student-centered support services include recruitment, enrollment, assessment, retention, financial assistance, academic advisement and career exploration, academic alert, academic and personal counseling, and job placement; students receive timely and accurate information about College programs and services.
- C. 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 businesses through the Small Business Development Center; and participation in the formulation of strategies for economic development.
- D. Administrative support services are provided through business services; accounting services; personnel services; computer services; institutional research, planning 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:

- A. The open and honest interchange of ideas and beliefs.
- B. The worth and potential of each individual.
- C. An appreciation of ethnic and cultural diversity, and the opportunity for inclusion of those not

historically served by higher education.

- D. Active participation by students in the learning process and adherence to defined standards for educational achievement.
- E. A campus environment conducive to both formal and informal learning and to cross-cultural, global, and environmental awareness.
- F. Teaching excellence and the support of teaching through opportunities for professional development and the encouragement of innovation, creativity, and responsible risk-taking.
- G. The highest levels of professionalism, competence, and productivity in combination with honesty and integrity as standards for the College.
- H. Commitment to the policies of equal opportunity and affirmative action including the active recruitment of minority faculty and administrative staff.
- I. A work environment that affirms the importance and contribution of each member of the faculty and staff, encourages their responsible participation in planning and decision-making, and promotes their wellness and job satisfaction.
- J. Competitive compensation for employees, with encouragement of their educational advancement and rewards for exceptional performance.
- K. The formation of partnerships within our service area and beyond to avoid unnecessary duplication and to enhance the delivery of programs and services.
- L. Commitment to the well-being of the communities within our service area and the active civic participation of College employees.

GALVESTON COLLEGE FOUNDATION, INC.

The Galveston College Foundation, Inc. is a separate non-profit corporation which receives, holds, and disburses funds for the advancement of Galveston College. The Galveston College Foundation was incorporated in 1982 to allow former students and individuals in the community to participate in the support of the College. The primary goal of the Galveston College Foundation is to

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

GLOSSARY OF TERMS

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

Admission: Formal application and acceptance as a student.

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

Audit: On a space available basis, permission to audit a course may be granted by an Assistant 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.

Concurrent College Enrollment: Enrollment by a student in more than one college during a semester. A student who wishes to enroll concurrently at Galveston College must notify the Admissions Office and Business Office at the time of registration to participate in tuition reduction. Proof of concurrent enrollment must be verified by paid tuition receipt. The total semester hours for which the student is enrolled at both colleges may not exceed those for a full-time student as defined by Galveston College.

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

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

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

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

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

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

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

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

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

GPA: Grade Point Average.

Grade points: See Catalog section entitled Grading System.

Grades: See Catalog section entitled Grading System.

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

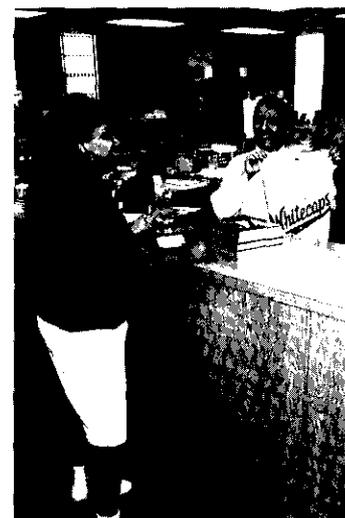
Lecture hours: The number of hours a student spends each week in a classroom other than a laboratory.

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

Overlay: On a space available basis, permission to enroll for an approved Overlay course may be granted by the instructor or Assistant Dean. Such permission allows the student to participate in the class but without college credit. Enrollment is through the Community Education Department and fees are set by that department. Community Education credits/certificates may be awarded.

GENERAL INFORMATION

GLOSSARY



GENERAL INFORMATION

FACILITIES

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

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

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

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

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

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

Transfer courses: Courses which are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor about the transferability of specific courses. Because a course will transfer does not mean it will apply toward a specific major or degree at a four-year college or university. Also see "Transfer Dispute Resolution" in Student Rights and Responsibilities section on page 77 of this catalog.

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

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

FACILITIES

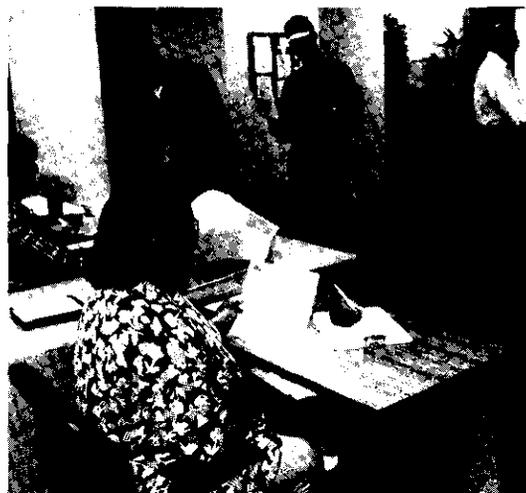
MAIN CAMPUS 4015 AVENUE Q

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. The facilities are described below:

MOODY HALL

Moody Hall is the oldest of three 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:

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 of Moody Hall, West Wing.



COUNSELING CENTER – Galveston College provides a full scale counseling service to students including general academic counseling, services for handicapped and special populations, job placement services and testing. The Counseling Center is on the first floor of Moody Hall, East Wing.

BUSINESS OFFICE – The College's Business Office handles most daily transactions of a financial nature. The mail services, telephone operator and Personnel Office are all in this same general location. The Business Office is located on the second floor, West Wing.

ADMINISTRATION – The College Administrative Offices are located on the second floor, East Wing, of Moody Hall. The President, Vice President and Dean of Instruction, Vice President for Administrative Services, and the Vice President and Dean of Student Development Services are housed in this area along with support staff.

LECTURE ROOM – The Moody Hall Lecture Room on the second floor (M-220) center 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 the newest of Galveston College's major Main Campus buildings. 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 walks, fountain and fauna. The atrium is a common gathering place for students and visitors and it 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 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 seventy-six seat teleconference room (R-250) that is available for lecture and community use during international, national and regional teleconferences at the College via satellite.

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 newly renovated, well-appointed community room is located on the first floor of the Northen Center and is accessed by the Main Campus College 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 seated 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.

SKILLS ENRICHMENT CENTER – The College has developed a special service area dedicated to developmental and advanced learning that is located on the second floor of the Northen Building (N-213). The Skills Enrichment Center is fully staffed and well appointed for testing, tutorial and individual studies. Study carrels and special learning equipment are features of this area.

SER-JOBS FOR PROGRESS – The College provides on-site facilities for a counseling representative of Galveston County's SER-JOBS FOR PROGRESS outreach. The representative is located on the Northen Center second floor, West Wing (N-232).

OFFICE TECHNOLOGY LABORATORIES – The Northen Center, 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, student activities offices, a small conference room, and restrooms.

GENERAL INFORMATION

FACILITIES

GENERAL INFORMATION

FACILITIES



FORT CROCKETT CAMPUS

5001 AVENUE U

Galveston College's Fort Crockett Campus is located on a major community thoroughfare just behind the San Luis Hotel on Seawall Boulevard. It is an important component of the College's general classroom provisions as well as a central facility for Community Education and special services outreach. It is an exceptional facility that provides a unique Island architectural atmosphere and a wide variety of student and community uses, some of which are highlighted below:

SARAH H. HERMES FITNESS CENTER – The College's Sarah H. Hermes Fitness Center provides parking and entry from the Avenue U access and is staffed and available for students of credit and non-credit enrollment at Galveston College. The facility features nautilus weight training equipment, a mirrored exercise room, saunas, lockers and showers along with four enclosed racquetball courts.

ART STUDIOS – Galveston College provides studio facilities for applied design and visual arts at the Fort Crockett Campus. Ceramics kilns are also available.

TENNIS COURTS – Four regulation surfaced tennis courts with lighting for night time play are located next to the Fort Crockett Campus entry on the west side of the Campus main parking area. The tennis courts are available to students for courtside classes in tennis as well as for open use by students and community residents during non-instruction hours.

ADULT LEARNING CENTER – Galveston College offers programs of GED (High School Equivalency), English as a Second Language (ESL) and ADULT BASIC SKILLS programs in a convenient suite on the second floor north of the Fort Crockett building.

SMALL BUSINESS

DEVELOPMENT CENTER – Galveston College's highly successful Center to provide education and assistance for development or operation of small businesses in conjunction with the SBA national and regional programs is located on the second floor at Fort Crockett on the South Wing.

UPPER DECK THEATRE – The College's Fort Crockett Campus third floor is dedicated to the Theatre arts education/community theatre known locally as Upper Deck. The Theatre in-the-round seats 126 persons and has a well-appointed lobby entrance. The Theatre provides a minimum of four plays annually for public audiences and is available for community use when not occupied with Theatre or College event use.

Room Symbols: These symbols are used in the class schedules that are printed for distribution each semester. An explanation is as follows: M-222 means Moody Hall, Room 222; N-240 means Mary Moody Northern Center, Room 240; R-300 means Regents Hall Room 300; F.C. means Fort Crockett; SC means Eudine Meadows Cheney Student Center.

First Aid Facilities: The First Aid Room is located on the second floor of the Mary Moody Northern Center. To obtain entry, you must notify Student Development Services during the normal daytime hours or the evening supervisor during the normal evening hours. In the event of serious illness or severe injury, the family and/or family doctor and/or hospital will be notified by the supervising personnel. Commercial first aid kits are kept in Admissions, the Humanities and Social Sciences Office on the Main campus, and in the Sarah H. Hermes Fitness Center at the Fort Crockett campus.

Facilities for Handicapped:

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

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

Lost and Found: Personal items, articles or books left in the classrooms, etc. should be turned into the lost and found department (M-222A), the mail-information room. All persons wishing information on lost or found items should contact M-222.

Security Services: Uniformed security personnel provide continuous coverage for both campuses from 8:00 a.m. until 10:15 p.m., Monday through Thursday, and from 8:00 a.m. until 5:00 p.m. on Fridays. Security coverage is also provided at the Main Campus from 7:30 a.m. until 4:00 p.m. on Saturdays. Students, faculty, and staff can contact the Coordinator of Security by dialing the campus operator. In addition, there are security phones available at the Main Campus for immediate contact with the security dispatch in the case of an emergency.

The security force provides an escort service to the off-site parking lot at various times during the evening. Please contact the Coordinator of Security for these times. 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 Coordinator immediately.

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

Drinking, Eating and Smoking: There will be no eating or drinking in classrooms. The use or possession of intoxicating beverages or drugs is

prohibited in buildings and all other public campus areas. Cigarette smoking is not permitted inside classrooms or buildings.

Posting of Notices: No public notice of any kind will be posted in College buildings or on College property without prior approval of the Vice President and Dean, Student Development Services.

Notices will be posted on bulletin boards or other appropriate fixtures. Notices will not be posted on walls, doors or windows, or any other surface or area not specifically approved by the Vice President and Dean, Student Development Services.

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

Parking Regulations: All faculty, staff, and students at Galveston College are requested to identify their cars on campus through use of the Galveston College parking decal. This parking decal is used by College security personnel to identify cars that are parked illegally or to assist in emergency situations.

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

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

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

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

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

GENERAL INFORMATION

FACILITIES

SPECIAL

GENERAL INFORMATION

SPECIAL

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

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

Inquiries concerning parking rules and regulations or violations may be made by contacting the Coordinator of Security in N-105 or by calling Ext. 364.

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

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

Any other emergency announcements of cancellations or reopening of the College may be accessed by calling the College's main phone number 763-6551 to receive a message update. Announcements will also be made on the following radio stations:

- Galveston.....KGBG
(1540 AM on the dial)
KRTX
(104.9 FM on the dial)
- Brazosport/Freeport.....KBRZ
(1460 AM on the dial)

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

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

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

- Houston..... KPRC (950 AM on the dial)
KTRH (740 AM on the dial)
- KHOU (TV Channel 11 - CBS)
- KPRC (TV Channel 2 - NBC)
- KTRK (TV Channel 13 - ABC)

Equal Educational and Employment Opportunity Policy

Galveston College is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, national origin, or handicap. The District provides equal opportunity in

accord with federal and state laws. Equal educational opportunity includes admission, recruitment, extra-curricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services, and athletics. Existing administrative procedures of the College are used to handle student grievances. When a student believes a condition of the College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. Appeals to high administrative authority are considered on the merits of the case.

Family Educational Rights and Privacy Act of 1974

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

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

Student Consumer Information Services

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

Alcohol and Drug Abuse Education Program

In compliance with the reauthorization of the Higher Education Act Program Participation Agreement required by institutions participating in programs of student financial assistance authorized under Title IV of the Act, Galveston College provides an Alcohol and Drug Abuse Education Program. A series of lectures and activities are presented through-out 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.

The Causeway College

Galveston College and College of the Mainland have developed a cooperative agreement regarding the nonduplication of vocational programs at each college. The Causeway College program allows students the opportunity to take general education courses on one campus, then cross the causeway to enroll in vocational courses at the other college. In addition to the vocational programs offered at Galveston College, College of the Mainland offers the following programs:

- Automotive Mechanic Technology
- Child Development
- Diesel Mechanics

- Drafting and Design Technology
- Electrical Construction Technology
- Graphic Arts
- Thermal Technology
- Welding Technology

For more information, call the College of the Mainland Counseling Center at 938-1211.

Administrative Interpretation and Change

The administration of Galveston College reserves the right to act as final interpreter of all catalog content.

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

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

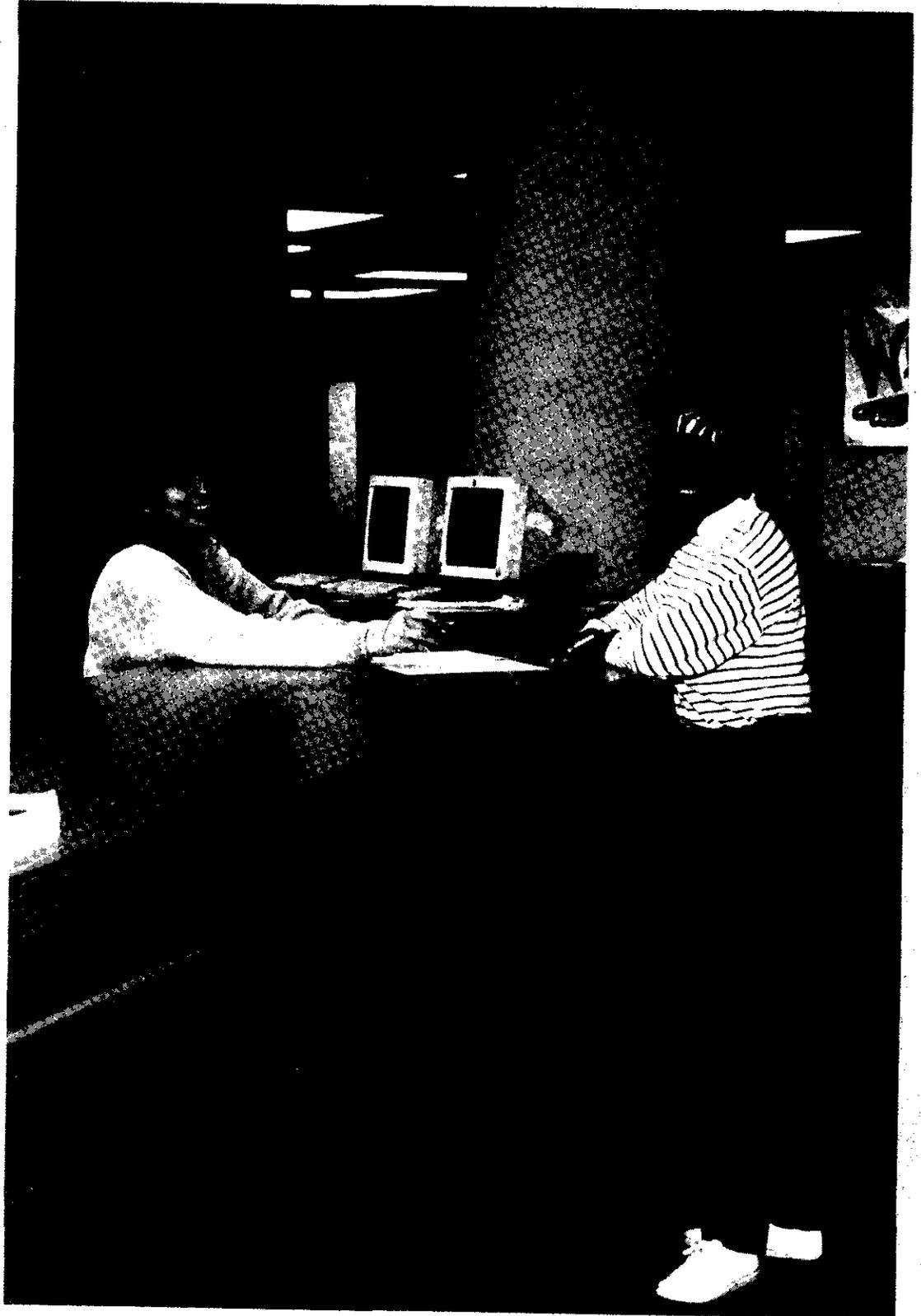
GENERAL INFORMATION

SPECIAL

DISCLAIMER

ADMISSION POLICIES

CREDIT COURSES



GENERAL ADMISSIONS

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

1. Graduation from an accredited high school.
2. Graduation from a non-accredited high school with the condition of scholastic probation imposed on the student for one semester.
3. Successful completion of the General Education Development (GED) Test, as certified by the State of Texas.
4. Transfer "in good standing" (student is eligible to re-enroll for coursework) from another college or university.
5. Individual approval by the Assistant Dean of Counseling for early admission and for certain students 18 years old or older. Specific requirements for each of these categories are listed below:
 - (a) By enrolling in the *Galveston College Early Admissions Program*, Galveston area high school students may get a headstart on earning transferable college credit at minimal cost before graduating from high school.

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

- * Credit for college hours will not be granted until the student has successfully completed all high school graduation requirements and a high school transcript documenting graduation is submitted to the Admissions Office. (Approval may be requested by the student for dual credit.)
 - * While attending Galveston College, the student will be expected to adhere to all policies of the College.
- (b) Persons who do not hold a high school diploma or G.E.D. (but who are 18 years of age or older and whose high school class has graduated) may be admitted by giving evidence of an ability to benefit from college instruction.

Such admission will be on a probationary basis.

6. Authorization from Galveston College to enroll as a non-resident international student. All correspondence relating to admissions for international students should be addressed to the Admissions Office; Galveston College; 4015 Avenue Q; Galveston, Texas; 77550; U.S.A. (Refer to Admissions Procedure).

SPECIAL ADMISSIONS

For admissions requirements to specific occupational/technical programs, please refer to the sections of this catalog devoted to a description of each instructional division.

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.

PLACEMENT AND TASP TESTING REQUIREMENTS

All students entering Galveston College in Fall 1989 and thereafter are required to participate in two testing programs:

1. Testing administered by Galveston College in reading, mathematics, and writing to determine eligibility for enrollment in college-level work = **PLACEMENT TESTING.**
2. Testing administered by National Evaluation Systems, Inc. under the authority of the Texas Higher Education Coordinating Board in reading, mathematics, and writing to determine eligibility for continuation in college-level work = **TASP TESTING.**

ADMISSION POLICIES AND PROCEDURES

GENERAL
ADMISSION

ADMISSION POLICIES AND PROCEDURES

PLACEMENT TESTING

These are separate testing programs which determine the conditions under which students enter and progress through college-level courses at Galveston College.

PLACEMENT TESTING

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 performance level on a required placement test. If that performance level is not achieved on a placement test, the alternative is to pass an appropriate developmental course or courses.

***Students unable to demonstrate the performance levels required for individual courses will not be allowed to enroll in those courses.**

PERFORMANCE LEVEL CODES

For each course in the catalog, performance levels are listed through a two-digit code. The first digit in the code identifies the performance level required in mathematics. The second digit in the code identifies the performance level required in language (reading and writing).

An explanation of each performance level is listed below with the placement test score and the alternative developmental course listed for each:

MATHEMATICS PERFORMANCE

0 = No assigned performance level in mathematics

1 = ASSET mathematics (20+) *or pass* MATH 0300

2 = Pass departmental exam *or pass* MATH 0303

3 = Pass departmental exam *or pass* MATH 0304

NOTE: Students who have not taken the TASP test may initially enroll in courses assigned a mathematics performance level of 3 as a result of (1) placement testing, (2) the completion of appropriate developmental courses, or (3) the transfer of a course equivalent to MATH 1314 that was completed within the last 5 years. However, **once the TASP test has been attempted**, the mathematics section must be passed or those students who have already reached level 3 proficiency by virtue of one of the above methods will be allowed to continue taking level 3 courses

only if they (1) simultaneously enroll in MATH 0100 and (2) remain enrolled until the TASP test is passed. (See Galveston College TASP Testing in this catalog.)

LANGUAGE PERFORMANCE

0 = No assigned performance level in language

1 = Stanford (reading *and* English 9th-12th grade) *or pass* READ 0301 *and* ENGL 0301

2 = Stanford (reading Post High School) *or pass* READ 0302

3 = Stanford (reading *and* English Post High School) *or pass* READ 0302 *and* ENGL 0302

NOTE: Students who have not taken the TASP test may initially enroll in courses assigned a language performance level of 3 as a result of (1) placement testing, (2) the completion of appropriate developmental courses, or (3) the transfer of a course equivalent to ENGL 1301. However, **once the TASP test has been attempted**, the English and reading sections must be passed or those students who have already reached level 3 proficiency by virtue of one of the above methods will be allowed to continue taking level 3 courses only if they simultaneously enroll in ENGL 0101 and/or READ 0101 (as appropriate) and remain enrolled until the TASP test is passed. (See Galveston College TASP Testing in this catalog.)

Exemptions from placement are only allowable for:

1. Transfer or degree holding students having completed or received credit for the equivalent of ENGL 1301 (to satisfy English and reading requirements) and MATH 1314 (to satisfy mathematics requirements if completed within the last five years) with a grade of "C" or higher. Evidence of course completion must be verified on an official transcript.
2. New students who have taken the TASP test prior to entering Galveston College will not be required to undergo placement testing in reading and/or English if they have passed those sections of the TASP test. A passing TASP score in mathematics will exempt a student from placement testing in basic math skills, but will not exempt a student from placement testing in Algebra.

3. Students receiving special permission from an appropriate Assistant Dean, or a faculty advisor designated by an Assistant Dean, to take courses in a single discipline.

TASP TESTING

In Spring 1987, the Texas Legislature passed House Bill 2182 which mandated and made law the development of TASP (Texas Academic Skills Program) and the accompanying TASP test. All new students entering public institutions of higher education in Texas in Fall 1989 and thereafter are under TASP guidelines.

Detailed information on TASP is available to Galveston College students in the Counseling Center through a brochure prepared jointly by the Texas Education Agency, the Texas Higher Education Coordinating Board, and National Evaluation Systems (the testing company). Information on registering for the exam and for obtaining a detailed study guide is also available in the Counseling Center.

This brochure will concentrate on the broad effects of the TASP test on Galveston College students, including local guidelines which Galveston College students must meet.

WHO MUST TAKE THE TASP TEST?

All full and part-time students enrolling in Galveston College in Fall 1989 and thereafter, except:

- (a) Those who have received at least 3 hours of college-level credit (approved by Galveston College) prior to Fall 1989.
- (b) Those who enroll in a certificate program which contains less than 9 hours of general education. (NOTE: Once a student enrolls in a course that will cause him/her to exceed the 9 hour limit, all TASP test requirements apply.)

WHEN MUST THE TEST BE TAKEN?

Non-exempt students who have taken the placement test must take the TASP test prior to completing the required hours of college-level courses as specified by the State. (Developmental courses are not included in this total.)

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

The student will not be allowed to re-enroll at Galveston College for courses other than those designated as developmental courses.

WHAT IS COVERED ON THE TEST?

The TASP test includes mathematics, reading, and writing (objective test and a writing sample) sections. Detailed information on test content can be obtained from the Counseling Office.

WHAT CONSTITUTES PASSING THE TEST?

The TASP test has been successfully passed when a student has passed all three parts of the exam. A student must repeat the sections of the test that are not passed. Once a section is passed, it never has to be retaken.

WHAT IF A STUDENT DOES NOT PASS THE TEST?

Any Galveston College student who does not pass one or more areas of the test:

- (a) Must enroll continuously in developmental instruction directly related to the section(s) of the test not passed, 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 of failing TASP. Students not attending developmental classes assigned because of failing TASP may be administratively withdrawn from all classes in which they are enrolled.)
- (b) 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 TASP test not passed.
- (c) Cannot graduate from an associate degree program, or from a certificate program containing nine or more hours of general education.
- (d) Cannot enroll at a senior institution in upper-division courses the completion of which would give the student 60 or more semester credit hours.

Galveston College will make every effort to prepare students for the TASP TEST through its own PLACEMENT TESTING, through formal courses, and through additional learning assistance provided by the Skills Enrichment Center and the Counseling Office. Students are encouraged to carefully monitor their own progress through PLACEMENT and TASP requirements and to consult often with counselors and faculty advisors. Student should not be fearful of TASP requirements but they must take them

ADMISSION POLICIES AND PROCEDURES

TASP TESTING

ADMISSION POLICIES AND PROCEDURES

GENERAL
ADMISSION

very seriously since their academic progress is contingent upon performance on the TASP TEST.

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

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.
- (c) Arrange for official transcripts from all schools (high school and colleges) attended to be sent to the Admissions Office. Returning students who have not attended Galveston College within the last 5 years 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) Arrange a counseling interview prior to formal registration.

APPLICANTS WHO HAVE NOT COMPLETED THEIR ADMISSION FILES PRIOR TO REGISTRATION MAY BE ADMITTED ON A PROVISIONAL BASIS AFTER SIGNING THE MISSING CREDENTIALS FORM. THIS FORM WILL BE COMPLETED IN THE ADMISSIONS OFFICE.

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

RESIDENT CLASSIFICATION STUDENT RESPONSIBILITY

The responsibility of registering under the proper classification is that of the student, and if there is any question of a student's right to classification as a resident of Texas, it is the student's obligation, prior to or at the time of

registration, to raise the question with the administrative officials of the institution in which the student is registering and have such officially determined.

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

INTERNATIONAL STUDENTS

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

- (a) Complete the Galveston College Application for Admissions forms.
- (b) Furnish all official high school and college transcripts.
- (c) Submit a Statement of Financial Support which must be signed by a parent, relative, or sponsor.
- (d) Provide a Certification of Immunizations. (Use forms provided by the Office of Admissions.)
- (e) Furnish National Test Score of Test of English as a Foreign Language (TOEFL). A minimum score of 550 required of all students whose native language is not English. English speaking international students should submit appropriate placement test scores.
- (f) Provide evidence of U.S. medical insurance coverage.
- (g) 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 notify the Admissions Office as soon as possible.
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 Counseling 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. The social security number will be used as the student's identification number at Galveston College.

REGISTRATION

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

TUITION AND FEES

General Information

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

The tuition charged per long-term semester is set forth in the itemized schedule following and may be subject to change. Tuition and fees must be paid at the time of registration. **NO REGISTRATION MATERIALS WILL BE HELD FOR LATE PAYMENT.** All scholarship and financial aid recipients must have completed financial arrangements prior to registration.

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

STUDENTS WHO ARE EXEMPT FROM TUITION AND/OR FEES FOR ANY REASON, MUST PRESENT PROOF OF SUCH EXEMPTION AT EACH REGISTRATION TO THE PAY STATION.

ADMISSION POLICIES AND PROCEDURES

TUITION



**ADMISSION
POLICIES
AND
PROCEDURES**

TUITION

TUITION

Hrs.	Resident of Texas			Non-Resident of Texas		
	Tuition	Building Use	Student Activity	Tuition	Building Use	Student Activity
1	\$50.00	\$ 8.00	\$10.00	\$200.00	\$ 8.00	\$10.00
2	50.00	16.00	10.00	200.00	16.00	10.00
3	50.00	24.00	10.00	200.00	24.00	10.00
4	50.00	32.00	10.00	200.00	32.00	10.00
5	50.00	40.00	10.00	200.00	40.00	10.00
6	50.00	48.00	10.00	200.00	48.00	10.00
7	56.00	56.00	10.00	200.00	56.00	10.00
8	64.00	64.00	10.00	200.00	64.00	10.00
9	72.00	72.00	15.00	200.00	72.00	15.00
10	80.00	80.00	15.00	200.00	80.00	15.00
11	88.00	88.00	15.00	220.00	88.00	15.00
12	96.00	96.00	15.00	240.00	96.00	15.00
13	104.00	104.00	15.00	260.00	104.00	15.00
14	112.00	112.00	15.00	280.00	112.00	15.00
15	120.00	120.00	15.00	300.00	120.00	15.00
16	128.00	128.00	15.00	320.00	128.00	15.00
17	136.00	136.00	15.00	340.00	136.00	15.00
18	144.00	144.00	15.00	360.00	144.00	15.00
19	152.00	152.00	15.00	380.00	152.00	15.00
20	160.00	160.00	15.00	400.00	160.00	15.00

Galveston College Lab Fees

Lab fees are charged for various courses at Galveston College to offset expenses for materials and supplies used in classroom instruction or laboratory assignments. These lab fees vary based upon the course with a maximum of \$24.00 per course per semester. Lab fees are subject to change without notice. A copy of the current lab fee schedule can be obtained from the Business Office on the second floor of Moody Hall.

Building Use Fee – \$8.00 per semester credit hour.

Health Fee – \$25.00 per semester for all students in health related programs.

Identification Card Fee – \$2.00

Insurance Fee – Charged for all students in health related programs. Current insurance fees are \$8.00 per semester and \$149.00 for Radiation Therapy Students.

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

Other Fees – Other fees may be charged for courses such as private music lessons, scuba diving, bowling, etc. where the cost of instruction includes outside payments to vendors. A listing of fees for each course is available in the Business Office on the second floor of Moody Hall.

CERTIFICATE PROGRAMS

Licensed Vocational Nursing

	Resident Tuition	Bld Use	Stu. Act.	Grad.	Lab Fee	Liab.	UTMB	ID	Total
Fall	\$136.00	\$136.00	\$15.00	\$ -0-	\$28.00	\$8.00	\$25.00	\$2.00	\$350.00
Spring	96.00	96.00	15.00	-0-	25.00	8.00	25.00		265.00
Summer	96.00	96.00	15.00	10.00	25.00	-0-	-0-		242.00
Non-Resident									
Fall	\$340.00	\$135.00	\$15.00	\$ -0-	\$28.00	\$8.00	\$25.00	\$2.00	\$553.00
Spring	240.00	96.00	15.00	-0-	25.00	8.00	25.00		409.00
Summer	240.00	96.00	15.00	10.00	25.00	-0-	-0-		386.00

Community Education

Tuition and fees for Community Education courses depend largely upon:

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

Returned Checks

All returned checks will be assessed a fifteen dollar (\$15.00) handling fee. Upon receiving a returned check, the Business Office will place a "hold" on the student's records. A certified letter will be sent to the individual whose check is returned. This letter will set a final date for settlement of this returned check. After this date, the returned check will be sent to a collection agency for collection. An additional fee of forty percent (40%) of the returned check plus handling fee will be assessed as a collection fee. In addition, when the returned check is sent for collection, the check will be reported to a credit bureau.

Refund Policy

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

Fall and Spring Semesters	
Prior to the first college class day	100%
During the first five college class days	80%
During the second five college class days	70%
During the third five college class days	50%
During the fourth five college class days	25%
After the fourth five college class days	NONE
Summer Semesters	
Prior to the first college class day	100%
During the first, second or third college class day	80%
During the fourth, fifth or sixth college class day	50%
After the sixth college class day	NONE
 - B. Students who reduce their semester credit hour load by officially dropping a course or courses and

remain enrolled at the institution will have applicable tuition and fees refunded according to the following schedule:

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

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

- C. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.
2. Community Education Courses
 - A. Full (100%) refund will be made to students dropping a course prior to the second class meeting following their registration. The student has the immediate responsibility to decide after the first class period attended to continue or drop the course in question.
 - B. All refund requests and questions will be handled by the Community Education Office.

Financial Obligations

Students are expected to pay all financial obligations to the College when due. Failure to pay such obligations may result in the student not being allowed to take final examinations, receive an official transcript or enroll for another semester. Financial obligations include, but are not limited to: (1) returned checks, (2) returned check charges, (3) library fines or lost or damaged book charges, (4) loss or breakage of instructional material or equipment, (5) short-term loans and (6) over payment of financial assistance.

Student Activity Fees

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

**ADMISSION
POLICIES
AND
PROCEDURES**

TUITION

FEES

ADMISSION POLICIES AND PROCEDURES

FEES

Fee Changes

Tuition amounts are subject to change with the approval of the Board of Regents. Fees described in this Catalog are subject to change based upon the cost for providing materials (Lab Fees or Services, Other Fees, Insurance, etc.).

Professional & Personal Liability Insurance for Health Related Majors

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

The minimum amount of coverage acceptable to UTMB is \$200,000/\$600,000. Galveston College will provide a Blanket Student Liability Insurance Program for a \$8.00 per semester. New "health-related majors" will be assessed this fee as a part of the registration procedures. Students enrolled in Radiation Therapy programs will pay liability insurance on an annual basis. The cost of this coverage is currently \$149.00.

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

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

Transcripts

All requests for transcripts must be made in writing by the student either by completing the 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 transcripts is to be sent.

Incomplete requests and requests without payments will be returned to the requester. No requests will be taken over the telephone. There is a \$2.00 charge for each transcript. Transcript services will normally be provided within 1-2 days of receipt of the request, EXCEPT DURING REGISTRATION and SEMESTER CLOSINGS.

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



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. Semester credit hours and grade points will apply toward graduation requirements. Not all courses offered at Galveston College are approved for credit by examination. A list of those credits which may be established through this method is available in the Counseling Office.

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

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

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

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

1. **Galveston College Locally Prepared Examinations**
Students desiring to take an examination for credit in occupational-technical or specific university-parallel courses, which are on the College approved list, are to complete the following steps:
 - a. Obtain a permit For Credit by Examination form from the Counseling Office.
 - b. Obtain approval from the appropriate Assistant Dean and schedule test.
 - c. Pay the required fee in the Business Office.
 - d. Take the form to the examination room on the scheduled date and complete the examination.

Locally developed examinations will be prepared by the appropriate Assistant Dean.

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

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

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

3. **The College Entrance Examination Board Achievement Tests**
These tests are different from the Advanced Placement Tests. Counselors in local high schools will furnish information concerning registration for the tests which are administered several times each year.

ACADEMIC STANDARDS

CREDIT

ACADEMIC STANDARDS

CREDIT

CEEB Achievement Test	Minimum Score	Course	Semester Hrs.	Grade
English Composition	620*	ENGL 1301	3	A
English Composition	550*	ENGL 1301	3	B

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

*In addition, the student must achieve a grade of "B" or better on an essay administered and graded by the Galveston College Humanities Division.

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

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

CLEP Achievement Test	Minimum Score	Course	Semester Hrs.	Grade
General Biology	60	BIOL 1408-1409	8	A
General Biology	55	BIOL 1408-1409	8	B
American Government	54	GOVT 2301	3	A
American Government	50	GOVT 2301	3	B
General Psychology	65	PSYC 2301	3	A
General Psychology	55	PSYC 2301	3	B
Intro. to Sociology	64	SOCI 1301	3	A
Intro. to Sociology	59	SOCI 1301	3	B
American History	60	HIST 1301	3	A
American History	54	HIST 1301	3	B
English Composition or Freshman English	55*	ENGL 1301	3	A
English Composition or Freshman English	50*	ENGL 1301	3	B

*In addition, the student must achieve a grade of "A" or "B" on an essay administered and graded by the Galveston College Humanities Division.

CLEP Achievement Test	Minimum Score	Course	Semester Hrs.	Grade
Introductory Accounting	60	ACCT 1401	4	A
Introductory Accounting	55	ACCT 1401	4	B
Intro. Macro-Econ.	63	ECON 2301	3	A
	55	ECON 2301	3	B
Intro. Micro-Econ.	61	ECON 2302	3	A
	54	ECON 2302	3	B
General Chemistry	65	CHEM 1411	4	A
General Chemistry	50	CHEM 1411	4	B
College Algebra	60	MATH 1314	3	A
College Algebra	55	MATH 1314	3	B
Trigonometry	60	MATH 1316	3	A
Trigonometry	55	MATH 1316	3	B
Calculus with Elem. Functions	60	MATH 2413	4	A
Calculus with Elem. Functions	55	MATH 2413	4	B

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

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

APP Achievement Test	Minimum Score	Course	Semester Hrs.	Grade
Biology	5	BIOL 1408-1409	8	A
Biology	4	BIOL 1408-1409	8	B
American History	5	HIST 1301	3	A
American History	4	HIST 1301	3	B
Spanish	4	SPAN 1411 & 1412	8	A
Spanish	3	SPAN 1411 & 1412	8	B
French	4	FREN 1411 & 1412	8	A
French	3	FREN 1411 & 1412	8	B
Language & Comp.	5*	ENGL 1301	3	A
Language & Comp.	4*	ENGL 1301	3	B

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

Chemistry	4	CHEM 1411 & 1412	8	A
Chemistry	3	CHEM 1411 & 1412	8	B
Calculus AB	5, 4	MATH 2413	4	A
Calculus AB	3	MATH 2413	4	B
Calculus BC	5	MATH 2414	4	A
Calculus BC	4	MATH 2414	4	B
Physics Form B	5	PHYS 1401 & 1402	8	A
Physics Form B	4	PHYS 1401 & 1402	8	B

ACADEMIC STANDARDS



ACADEMIC STANDARDS

GENERAL INFORMATION

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 GOVT 2301 for a course in Government).

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

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

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

CLASSIFICATION OF STUDENTS

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

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

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

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

Full-time student:

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

attendance is kept by each instructor for the duration of the course.

Any student who has missed 10% of the total clock hours of instruction, not excused by the instructor, will be withdrawn from class by the instructor with a grade of "AWF" 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, rather than those of the College.

Any such special attendance requirements must be approved in writing by the VP and Dean of Instruction.

STUDENT ABSENCE ON RELIGIOUS HOLY DAY

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

EXAMINATIONS

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

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

SCHOLASTIC INTEGRITY

Each student is charged with the responsibility of maintaining scholastic integrity. 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" on page 74.

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 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 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

ACADEMIC STANDARDS

GENERAL INFORMATION

STUDENT RECORDS

ACADEMIC STANDARDS

GENERAL INFORMATION

GRADING SYSTEM

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

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 (Temporary Administrative symbol - Admissions Office use only)	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
*R	= Repeated course	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
NR	= Not Reported (Temporary Administrative symbol)	Not 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".

*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 Assistant Dean. The drop form does not become official until it is received in the Admissions Office with the required signatures.

ADMINISTRATIVE WITHDRAWAL

A student who registers and does not attend class in accordance with Galveston College attendance policy will be administratively withdrawn upon written recommendation of the instructor. A grade of AWF/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.

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	0

Total Credit Hours: 17

Total Grade Points: 43

$$43 \div 17 = 2.52$$

ACADEMIC STANDARDS

GENERAL
INFORMATION

GRADE POINT
AVERAGE

ACADEMIC STANDARDS

ACADEMIC PROBATION

GRADE POINT REQUIREMENTS

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

GRADE APPEAL

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

GRADE REPORTS

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

HONOR STUDENTS

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

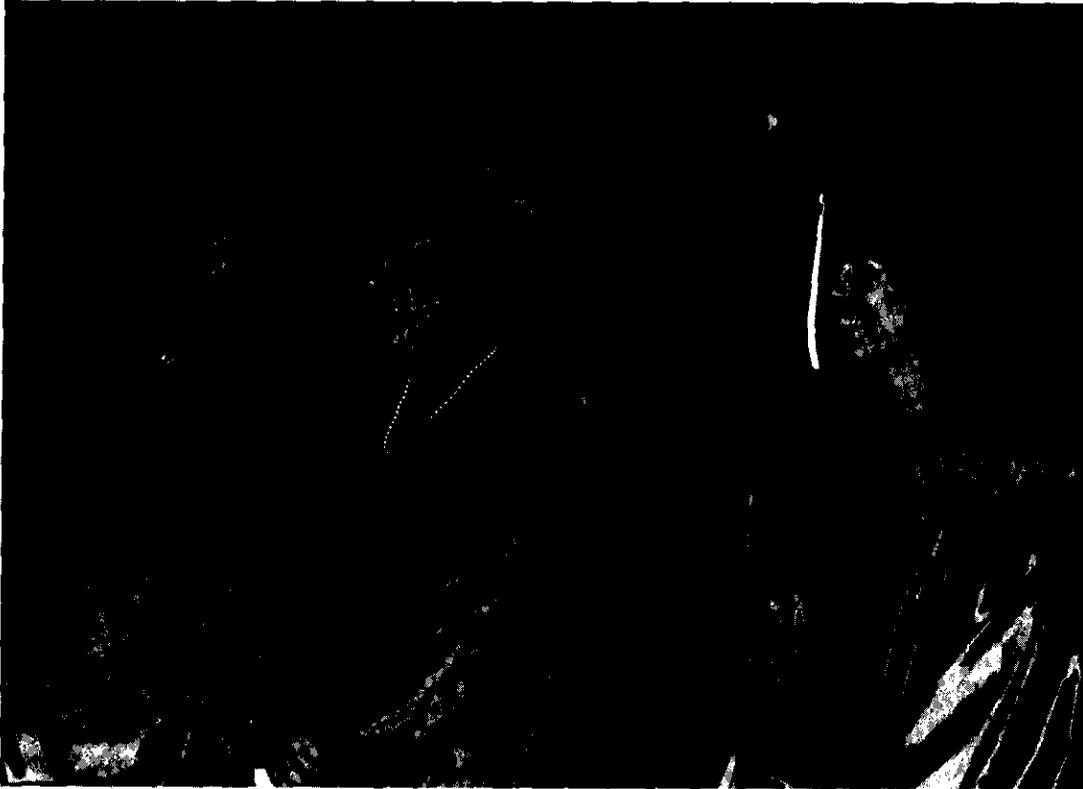
A Dean's List is published each Fall and Spring semester listing the names of full-time students who achieve a grade point average of 3.0 to 3.49 in that semester.

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

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

ACADEMIC STANDARDS

HONOR STUDENTS



ACADEMIC STANDARDS

DEGREE PLANS

DEGREE PLANS

Galveston College offers two degree plans: 1) Associate of Arts and Sciences and 2) Associate of Applied Science. The College also offers two types

of certificates: 1) Certificate of Completion (non-degree, adult education and vocational/training programs) and 2) Certificate of Graduation (non-degree, terminal programs which may require one semester to one year of study, i.e. Vocational Nursing).

Associate of Arts and Sciences (A. A. & S.)

Core Component	Course Selection	Credit Hours
Composition	ENGL 1301, ENGL 1302	6
History	Select two from the following courses: HIST 1301, HIST 1302, HIST 2303	6
Literature	Select two from the following courses: ENGL 2322, ENGL 2323 ENGL 2331, ENGL 2332 ENGL 2342, ENGL 2343 ENGL 2326, ENGL 2352	6
Interdisciplinary/ Crosscultural	HUMA 1302	3
Mathematics	MATH 1314	3
Physical/Life Sciences	BIOL 1408, BIOL 1409	8
Political Sciences	GOVT 2301, GOVT 2302	6
Visual/Performing Arts	Select from the following courses: ARTS 1300, DRAM 1310, MUSI 1306	3
Electives		19
TOTAL		60

NOTE: Alternative course choices may be made but only with the assistance of a Galveston College counselor or faculty advisor. Students must often select specific courses to meet the requirements of a senior institution to which they intend to transfer.

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, with each program including at least 15 credit hours of general education.

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

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.

The last 18 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 and Dean of Student Development Services and the Vice President and Dean of Instruction. A minimum grade point average of 2.0 ("C") is required on all course work applying toward a degree and/or a certificate. DEVELOPMENTAL COURSES MAY NOT BE APPLIED TOWARD DEGREES.

Only those candidates who have fulfilled all scholastic requirements for a degree or certificate and who have met the TASP 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 Assistant Dean and the Vice President and Dean of Instruction.

GRADUATION UNDER A PARTICULAR CATALOG

To graduate, students must complete the study requirements of the GC Catalog in effect at the time a degree or certificate program is elected. To change an election, a new degree or certificate plan must be filed with the Counseling Center.

REQUIREMENTS

Students who interrupt their studies for more than thirteen (13) consecutive months must meet the requirements of the catalog under which they were readmitted.

GRADUATE GUARANTEE FOR TRANSFER CREDIT

Galveston College guarantees to its Associate of Arts and Sciences 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.

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 PLACEMENT SERVICES. WHEN COMPLETED:

1. Return required graduate information to Placement Services
2. Return to Admissions Office
 - a. degree/certificate application
 - b. degree plan
 - c. graduation fee receipt

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: passing the TASP or be TASP exempt, a cumulative grade point

- average of 2.0 (C) and completion of the last 18 semester hours in residence.
3. Students must see the Director of Placement Services for exit interview and help in obtaining placement in a job position after graduation.
4. The graduation fee of \$10 is to be paid in the Business office prior to the deadline date (Fall/Nov 1; Spring/March 1; Summer/during first week of semester). A copy of the paid receipt is to be attached to the application for graduation form. A late fee of an additional \$10 will be charged to students who do not file before the deadline date. (There is a \$5 fee to cover the cost of processing and mailing diplomas for students unable to participate or pick up diplomas.)
5. 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 Dean of Admissions. Fall and Summer graduates are encouraged to participate and should request special instructions regarding participation from the Admissions Office.
6. Graduation fees are not refundable. Students who fail to qualify for graduation must reapply and pay appropriate graduation fees as above.
7. Cap and Gown, invitations, and other graduation items will 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.

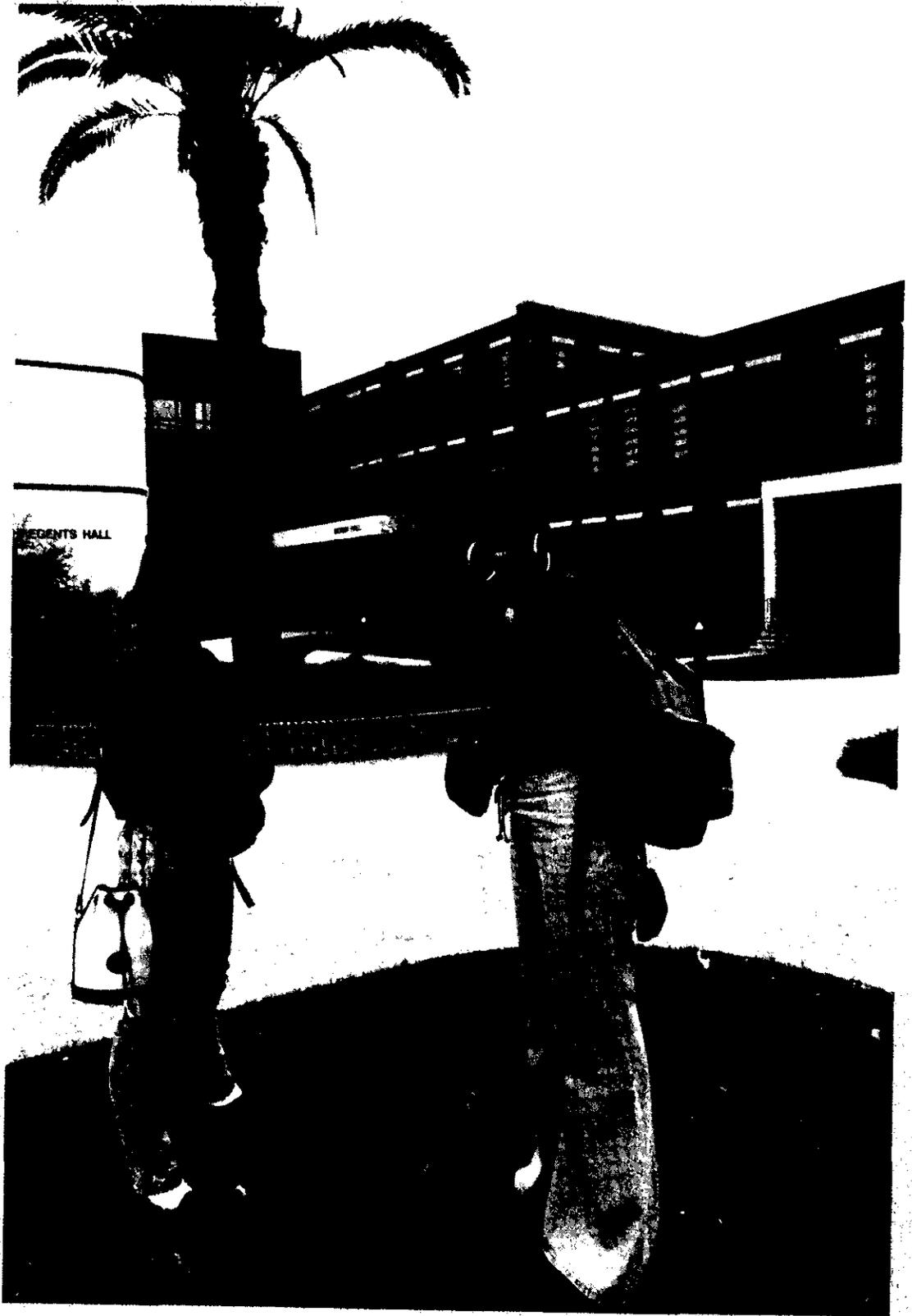
ACADEMIC STANDARDS

PROCEDURES



HONORS

STUDENT DEVELOPMENT SERVICES



STUDENT DEVELOPMENT SERVICES

The College is committed to providing opportunities for each individual student's total educational development. Student Development Services are provided by the Admissions Office, Financial Aid, Placement Services, Counseling, Student Life, Minority Affairs and Special Services, Library and Media Services, and the Vice President and Dean, Student Development Services. Student Development 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 the collection and maintenance of student records. A variety of local, state and federal reports are compiled by this office.

Pre-Admissions: Prospective students are provided information on the College through an on-going distribution of college publications (Galveston College catalog; Fall, Spring, and Summer class schedules; department brochures; publicity pamphlets; and news releases on new and developing programs.)

Admissions: The office provides written and oral information to students as listed in pre-admissions. Student records are created 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. Transcripts are copies of a student's academic records and may be obtained in the Admissions Office. Information is also maintained and provided on special admissions programs, international students, veterans, and residency.

Registration: The formal registration of students is held prior to the beginning of classes each semester. Details for registration procedures and course offerings are published each semester.

COUNSELING SERVICES

The Counseling Office is responsible for the appropriate counseling, testing, placement, and follow-up services at Galveston College. The office exists to enable the student to achieve maximum productivity as a person.

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

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

The Counseling Office is located in Moody Hall.

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 on campus employment, or a combination of these aids.

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

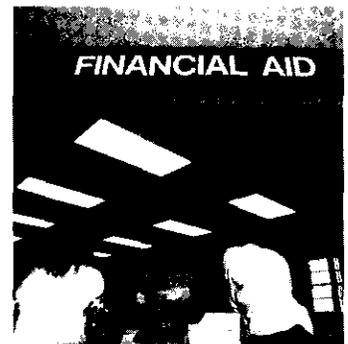
1. be a United States citizen or a permanent resident,
2. have been accepted for admission,
3. be enrolled as a regular student in an eligible program,
4. for some programs be enrolled at least half-time (6 credit hours),
5. demonstrate financial need as described by program guidelines,

STUDENT DEVELOPMENT SERVICES

ADMISSIONS

COUNSELING

FINANCIAL AID



STUDENT DEVELOPMENT SERVICES

FINANCIAL AID



6. have signed a statement of registration compliance, indicating that you have either registered with Selective Service or that you are not required to register,
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 any loan and have not borrowed in excess of loan limits under the Title IV programs at any institution,
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:

1. Complete and return to the Financial Aid Office, a Galveston College Financial Aid Application.
2. Complete and bring to the Financial Aid Office, an Application for Federal Student Aid. Application must be made every year.
3. Request that a Financial Aid Transcript be submitted to the Galveston College Financial Aid Office from each school attended since high school, whether financial aid was received or not.
4. Submit any other document requested by the Federal government/Financial Aid Office including, but not limited to income tax return, high school transcript/GED, degree plan, Selective Service registration, etc.

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 educational budget for a student as determined by the Financial Aid Office.

FIRST PRIORITY DATE: JUNE 1

Applicants may apply throughout the year but should apply prior to the June 1 date. 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. 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. 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

Stafford Student Loans:

The Higher Education Act of 1965 provided for student loans from private commercial lending agencies such as banks, savings and loan associations, and credit unions. The amount eligible students may borrow per year, if any, depends on the student's classification and the length of the student's academic program. The student's cost of education, other financial aid received and the expected family financial contribution are also considered when determining the loan amount.

The interest rate is set by Congress and is currently a variable rate with a maximum of 9%.

The Higher Education Amendments of 1980 authorized Federal PLUS loans to parents of dependent undergraduate students. Self-supporting undergraduate students are eligible under the Federal Supplemental Loans for Students Program (FSLs). Parents must generally begin repaying the loan plus interest within 60 days after the loan is disbursed. Self-supporting students, on the other hand, may defer payment while enrolled in school.

The Financial Aid Office will be able to supply additional information on how to apply for student loans.

Federal Pell Grant:

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

All students applying for financial assistance through the College must apply for a Federal Pell Grant. Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for the Federal Pell Grant is based on financial need and satisfactory academic progress. Applications and additional information concerning the Federal Pell Grant Program are available in the Financial Aid Office and in the counseling offices of most high schools. In response to

the application, an Electronic Student Aid Report (ESAR) will be mailed directly to the student. The student should immediately review the ESAR to make sure it is correct and bring all pages to the Financial Aid Office. The exact amount of the Federal Pell Grant award will depend upon the expected family contributions as listed on the ESAR and the number of hours for which the student enrolls.

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.

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.

College Work-Study

The College Work/Study Program is a federal program to assist students with jobs on campus. To be eligible, students must demonstrate financial need, and be making satisfactory progress toward their educational goal. Students will generally work less than 20 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 fees waived. To be eligible, students must have been residents of Texas at the time they entered the service, have an honorable discharge, must now be residents of Texas, and be ineligible for federal financial aid. Applications are available in the Financial Aid Office. To apply, students must submit a Hazelwood Act application, a copy of their discharge papers and a Student Aid Report stating ineligibility to the Financial Aid Office.

Institutional Scholarships:

Students interested in scholarships that might be offered by the College should contact the Financial Aid Office for an application and the criteria upon which awards would be made.

Scholarships From Private Donors:

Various individuals, civic clubs and organizations have provided funds to assist Galveston College students who want to further their education. Awards vary from \$100 to \$250 per year, depending upon available funds. Interested students should complete a Scholarship Application, which is available from the Financial Aid Office, by the May 15 deadline. The Student Welfare Committee reviews all applications and selects recipients for the following scholarships:

Sister Mary Agnesita
 Claire Singleton Craft
 William Maury Darst Memorial
 Laura Mae Elrod
 Professional Secretaries International
 (Bea Helman)
 Ingrid Greenwood
 Lambda Scholarship
 Niels Nilson
 Buell Humphries Memorial
 Margaret L. Mills
 Jean Morgan Memorial
 Mr. and Mrs. Jesse Murillo
 Mary Pattinson Memorial
 Galveston College Faculty Council
 Galveston Attractions Association
 Galveston Restaurant Association
 Galveston Hotel-Motel Association

Scholarship for Theatre Majors:

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

STUDENT DEVELOPMENT SERVICES

FINANCIAL AID

TYPES

STUDENT DEVELOPMENT SERVICES

FINANCIAL AID

Short-Term Loans:

The College has a limited amount of short-term loan funds available to assist eligible students pay a portion of their tuition/fees or book charges. Applications, which are accepted during the registration process, and further details are available in the Financial Aid Office.

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 55 years are entitled to enroll for classes at ½ 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 assistance on tuition to students who have certain physical disabilities provided the vocational objective selected by the disabled person has been approved by a representative of the Division. Applications for vocational rehabilitation assistance should be made to the nearest Vocational Rehabilitation Office.

The Service Employment Redevelopment - Job Training Partnership Act (SER - JTPA) Operation SER:

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

Comprehensive Employment and Training Act (CETA).

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

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.**

Students who are EXEMPT from tuition for any reason, must present proof of such exemption at the pay station at EACH REGISTRATION.

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. Except for the grade point requirement, which will be computed on semester hours attempted at Galveston College, the standard for incremental progress and time frame will apply to all post-secondary schools, except trade schools, attended by the student. This standard is established within the framework of applicable federal regulations specifically for the purpose of determining the eligibility of students to receive aid under the generally funded Federal Title IV programs, including Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study, Stafford Loan, Supplemental Loans for Students, PLUS Loan Programs, and the Texas Public Education Grant, State Student Incentive Grant, Texas College Work-Study Programs and State-sponsored Nursing Scholarships. This standard should not be confused with Probation or Good Standing as defined by academic regulations.

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 the cumulative grade point requirement (GPA) based on the number of semester hours attempted at Galveston College:

Sem. Hrs. Attempted	Grade Pts. Required	Sem. Hrs. Attempted	Grade Pts. Required	Sem. Hrs. Attempted	Grade Pts. Required
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-up	120

II. Incremental Progress

Component

Students are expected to successfully complete the following number of hours based upon number of hours attempted:

<u>Number of hours attempted</u>	<u>need to complete each semester</u>
12-up	9
11-9	6
8-6	3
5-1	all hours attempted

The summer is treated as one semester.

III. Maximum Time Frame

Component

Students may receive consideration for financial aid during the first 120 hours attempted, including all work at Galveston College and other postsecondary institutions.

Review Procedures

Academic Standards and Incremental Progress

The Financial Aid Office staff will determine, through the most recent spring semester, whether the student has successfully completed the minimum expected number of hours with the required number of grade points 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 not be considered as semester hours 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.

Time Frame

At the end of each Spring semester, sooner if the student is approaching the maximum time frame limit, the Financial Aid Office staff will determine the aggregate number of hours

STUDENT DEVELOPMENT SERVICES

FINANCIAL AID

STUDENT DEVELOPMENT SERVICES

FINANCIAL AID

the student has attempted. Once a student has reached the time limit, he/she is ineligible to receive consideration for financial aid after that semester.

Financial Aid Suspension

Students who fail to meet satisfactory academic progress requirements are placed on financial aid suspension. 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 a written appeal through the Financial Aid Office to the Student Welfare Committee. A student wishing to appeal the decision of the Committee may do so, in writing, to the Vice-President and Dean of Student Development Services. An appeal to the decision of the Vice-President may be done, in writing, to the President of the College, who has final authority on campus. 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 (FPG), Stafford Loan (FSL), Supplemental Loans for Students (FSLs), Parent Loan (FPLUS), Supplemental Educational Opportunity Grant (FSEOG), and from the State Student Incentive Grant (SSIG), Texas Public Education Grant (TPEG), 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.)

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.

REFUND FOR WITHDRAWAL-College Credit

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

A) all continuing students-per schedule posted in College Catalog.

B) all first-time students (including transfer)

	Fall/ Spring	12 wks	9 wks	6 wks
Prior to the first day of class	100%	100%	100%	100%
During the first week of class	90%	90%	80%	80%
" " second " "	80%	80%	70%	60%
" " third " "	80%	70%	60%	50%
" " fourth " "	70%	60%	50%	30%
" " fifth " "	60%	50%	40%	0%
" " sixth " "	60%	50%	30%	0%
" " seventh " "	50%	40%	0%	0%
" " eighth " "	50%	30%	0%	0%
" " ninth " "	40%	0%	0%	0%
" " tenth " "	30%	0%	0%	0%
After the tenth week of class	0%	0%	0%	0%

Procedurally, the Financial Aid Office will determine the proportion of Title IV financial aid received (minus WS earnings) when compared with the total aid received for the semester. The resultant fraction will be multiplied by the amount of refund to determine the amount of refund due the financial aid program. Five percent of total tuition and fees will be retained by the institution as an administrative fee.

Refunds will be returned to the various program accounts according to the following:

<u>Title IV - 1st sequence</u>	<u>Non-Title IV - 2nd sequence</u>
1st to FStafford	1st to TPEG
FSLs	2nd to institutional sch.
FPLUS	3rd to state sch.
2nd to FPell	4th to student/family
3rd to FSEOG	
4th to SSIG	

If a student receives funds from only one program, refund/repayment will go to that program. No refund will go to a program unless the student received funds from the program.

REPAYMENT FOR WITHDRAWAL

If the student drops out or withdraws, the amount the student receives as a cash disbursement for indirect costs will be determined. One-half the books and supplies allowance will be considered as spent at the beginning of each semester.

Procedurally, the Financial Aid will:

- 1) determine the amount the student received as a cash disbursement for non-institutional cost.
- 2) identify the source of aid that made up the case disbursement.
- 3) calculate the non-institutional cost for the period of attendance (based upon the number of weeks in attendance).
- 4) subtract net cash disbursement from total non-institutional cost to arrive at the overpayment.
- 5) calculate the portion of the overpayment the student must repay to the Title IV accounts, if any, by determining the proportion for Title IV financial aid received minus (WS and FSL/FSLs/FPLUS loans) for the payment period when compared with the total aid received for the semester, then multiply that percentage by the amount of the overpayment.

The result of this calculation is the amount the student must repay to the financial aid programs, which will be distributed as follows:

- 1st to FSEOG
- 2nd to FPELL
- 3rd to SSIG
- 4th to TPEG
- 5th to Other

Students who owe a repayment will be billed. Those students are not eligible to receive further financial aid until the overpayment is received. Students who do not repay, will have their names reported to the Federal government for collection.

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 and Spring Semesters:

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

Summer Semesters:

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

The veteran student should be aware of some of the Veterans Administration guidelines. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits.

1. Class attendance is mandatory. Failure to attend class results in suspension from class.
2. A veteran student who plans to enroll in developmental courses must be tested and show a need in basic skills before enrolling in these courses.
3. A veteran student enrolled in television courses must be pursuing more on-campus credit hours than hours taken by television.
4. A veteran student who has successfully completed credit hours at another college or university must submit a transcript from

STUDENT DEVELOPMENT SERVICES

FOREIGN STUDENTS

VETERANS INFORMATION

STUDENT DEVELOPMENT SERVICES

VETERANS INFORMATION



LIBRARY AND MEDIA SERVICES

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 2.000.

PROBATION

Students who fail to maintain a cumulative grade point average of 2.000 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 2.000 at the end of the probationary period, shall be reported to the VA as making unsatisfactory progress.

SERVICEMEN'S OPPORTUNITY COLLEGE

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

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 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, and adult/continuing education.

The Library provides computerized on-line public access stations to its book collection and computerized CD-ROM indexes to its magazines. Books are arranged according to the Library of Congress Classification scheme. Periodical and newspapers, with back issues on open shelves and on microforms, are available for the users. The Library has a book collection of over 38,000 volumes and 300 periodical titles. The software collection includes video tapes, motion pictures, filmstrips, 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 in the area.

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

Copying machines for students are available at a nominal fee. All materials copied are subject to the copyright law (Title 17, U.S. Code). The Library also provides a laboratory room housing computers and typewriters for student use free of charge. A number 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.

SPECIAL POPULATIONS AND MINORITY AFFAIRS

PURPOSE: The Office of Special Populations and Minority Affairs, located in the Galveston College Counseling and Career Center, is responsible for enhancing the recruitment and retention of minority, handicapped, and other special populations of students. This office is also responsible for providing student support services that will impact on retention.

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

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

Physically handicapped students are requested to notify the Director of Special Populations and Minority Affairs regarding any assistance they will need in class. Students with special needs, such as disabilities, impairments, or other health conditions are required to provide documentation from medical physician(s) and/or referral agency, i.e., Texas Rehabilitation Commission for the Blind, etc.

SPECIAL SERVICES FOR HANDICAPPED STUDENTS

1. Handicapped Student Brochure - This brochure describes the services for handicapped students and lists sources of campus support.
2. Pre-enrollment Counseling, scheduling assistance and priority registration is provided. Students are requested to notify the Special Services Counselor regarding any assistance or special accommodation they will need in class. The Special Services Counselor is available during registration for identification of handicapped students and requests for service.
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 - crutches, cassette recorders, Visual Tek machine, and Kurtzwell Reading machine are available to students with disabilities.
5. Note takers or special lab assistance is available for students who may need such assistance.
6. Sign Interpreters - Together with the Texas Rehabilitation Commission, assistance is given to locating speech interpreters to translate information to the hearing impaired.
7. Tutoring Services are provided by the Skills Enrichment Center. Educational support is provided for students who require these services.
8. Career counseling and personal counseling is also available. Students are referred to community agencies as needed. The Director of Special Populations and Minority Affairs serves as the liaison to the Texas Rehabilitation Commission, The Texas Commission for the Blind, The Transitional Learning Center for the Brain Injured and the local high school.

PLACEMENT SERVICES

The main purpose of the Office of Placement Services is to develop job opportunities for Galveston College students and alumni. The Office posts employment opportunities on the Placement Bulletin Board located in the Student Center and provides referral information to qualified candidates who have applied to receive placement assistance from the College.

In addition, this office coordinates and arranges on-campus recruitment interviews between Galveston College students and alumni and prospective employers from local firms and from companies outside the Galveston area.

The Placement Office will provide assistance to students and alumni in the preparation of credentials for submission to employers. Also, students and alumni can receive counseling on conducting a productive job search.

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

1. All students currently enrolled at Galveston College;
2. All students who have attended Galveston College in the twelve (12) month period preceding their

STUDENT DEVELOPMENT SERVICES

SPECIAL POPULATIONS AND MINORITY AFFAIRS

PLACEMENT SERVICES

STUDENT DEVELOPMENT SERVICES

STUDENT ORGANIZATIONS

- application-inquiry date, provided that during that twelve (12) month period the student did not graduate from another institution; and
3. All Galveston College Alumni.

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 and Dean, Student Development 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 and Dean, Student Development Services. The development of student organization is determined by student interest. Categories of organizations include:

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

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

Service organizations which promote student involvement in the community.

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

Student Government: The purpose of the student government is to assist in the development of meaningful activities and programs which will further enhance the education and personal opportunities of students at Galveston College. It also serves as a channel of communications between the college administration and faculty and the student body. The President of the Student Government serves as an ex-officio non-voting member of the Galveston College Board of Regents.

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; and men's baseball, which is contested during the spring. Whitecaps athletic teams compete locally in the nationally prominent and highly competitive Texas Junior College Athletic Conference (TJCAC). 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, faculty, and staff.



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

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

Criminal Justice Club: This organization exists to enrich the educational and career opportunities for those majoring in the criminal justice field.

Delta Epsilon Chi: The Galveston College chapter of Delta Epsilon Chi, a national marketing and management student organization was founded in October of 1970. This association was organized for Management Development and business majors to develop strong leadership and management skills in its members while gaining an understanding of real-world business and management problems and their solutions and enhancing their possibilities of obtaining good jobs and job advancement. The organization sponsors business and management programs (The Delta Epsilon Chi Forum) bringing in speakers from the community to promote an interchange of ideas with the business community. Members may also compete in state and national competitions utilizing their problem solving, critical thinking, decision making, management and communications skills. The forum and meetings are open to all interested students.

disABLED Club: The disABLED Club 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).

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 Latin 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.

Intramurals: Intramural activity at the College includes such activities as: racquetball, tennis, wallyball, volleyball, table tennis, golf, darts, beach volleyball and softball. All activities are run with both male and female divisions or co-ed. Galveston College students compete with other member institutions of the Gulf Coast intercollegiate Conference. There are three Gulf Coast Intercollegiate Conference Sports Days where students compete with other member institutions within the Conference.

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

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

RT Club: 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 charges dues.

Sports and Outdoor Recreation Club: Formerly known as the Physical Education Majors' Club, this club was established in March of 1977. The club is open to all college students. Individuals with an interest in kinesiology, human performance, sport, and indoor/outdoor recreational activities are encouraged to participate.

The purpose of the club is to unite individuals with a common interest and to acquaint them with available career

STUDENT DEVELOPMENT SERVICES

STUDENT
ORGANIZATIONS

STUDENT DEVELOPMENT SERVICES

STUDENT ORGANIZATIONS

opportunities. The club provides opportunities for competition in a number of athletic events as well as provides a variety of outdoor educational opportunities. The club owns canoes and explores the waterways of the state.

The club serves the needs of the College and community whenever possible helping with student recruitment, orientation, and registration.

The club owns a dunking booth and participates in Dickens on the Strand. The club meets monthly and charges dues.

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, his professional role, and his responsibility for the health care of people in all walks of life. Dues-paying members in the Galveston College Student Nurses Association are recognized as members of the Texas Student Nurses Association and the National Student Nurses Association.

Young Moms: The YMOMS was organized in October 1992. Membership is open to single mothers and single pregnant women between the ages of seventeen and twenty-two. 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. The YMOMS sponsor a "toy fair" in December for fellow students, faculty, staff, and administration, and host the Galveston County Teen Parent Round-Up in May.

STUDENT RIGHTS AND RESPONSIBILITIES



STUDENT RIGHTS AND RESPONSIBILITIES

The role of Galveston College is to encourage people of all ages to develop their skills and talents differently, each according to 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 freedoms, 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 Vice President and Dean of Student Development Services. 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 Vice President and Dean of Student Development Services.

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 individual 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 express 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, for familiarity with all requirements of the college catalog and for maintaining an acceptable grade point average for degree requirements.

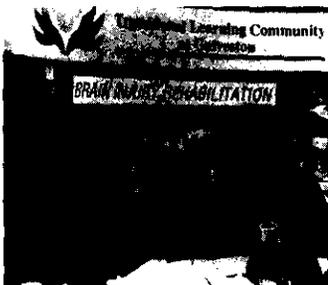
E. Student Records

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

STUDENT RIGHTS AND RESPONSIBILITIES



STUDENT RIGHTS AND RESPONSIBILITIES



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 educational interest in the student.

F. Standards of Conduct

The college considers the following code of standards 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 property, 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, or otherwise securing help in a test; copying tests, assignments, reports or term papers).
2. Forgery, alteration or misuse of college documents, records, funds or identification.
3. Conduct which materially or substantially disrupts the educational process of the college.
4. Physical abuse or harassment of another person, or conduct which threatens or endangers the health and safety of others.
5. Theft or malicious destruction, damage, or misuse of college or private property (including library materials).
6. Failure to comply with the lawful directions of college personnel acting in performance of their duties.
7. 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.
8. Unauthorized entry to or use of college facilities.
9. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons on

college property except as expressly authorized by campus procedures.

10. 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.
11. 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.
12. 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.
13. Failure to be responsible for financial obligations to the college, including failure to repay loans and deferred payment agreements. (Issuing dishonored checks to the college.)
14. Violations of published college regulations, including those related to entry and use of college facilities, the rules in this section, and any other regulations which may be enacted with this document.

G. Disciplinary Procedures

A student, faculty, or staff member of Galveston College may initiate disciplinary action against a student for violation of the campus Code of Conduct. Allegations concerning student misconduct must be in writing and signed by the complaining party.

1. The Vice President and Dean of Student Development Services shall receive, investigate and notify the student in writing of allegations of misconduct. The student shall be requested to meet with the Vice President and Dean of Student Development Services to determine whether disciplinary action is required. Notice of the conference will be given to the student two days prior to the scheduled appointment. The student may present any explanations, defenses, and/or mitigation of his/her conduct at the time of the conference.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT GRIEVANCE

2. If, after this conference, the Vice President and Dean of Student Development Services recommends disciplinary action, he/she shall notify the student of the findings and conclusions made as a result of the investigation, the sanctions recommended, and the option the student has to either accept the discipline recommended or request a hearing before the Student Welfare Committee.
3. If a student desires a hearing, he/she shall, within five days of receipt of the Vice President and Dean's notice, file a written request in the Office of Vice President and Dean of Student Development Services together with a written response to the Vice President's findings and conclusions. If a request is not filed within the time specified, the request for hearing shall be deemed waived.
4. The Student Welfare Committee shall be convened ten days after receipt of the student's request for hearing as set by the Vice President and Dean of Student Development Services.
5. The Student Welfare Committee shall render a written decision as to the accused student's guilt or innocence of the charges and shall recommend what level of disciplinary action should be taken. The Vice President and Dean of Student Development Services shall administer the penalty, if any. Appeals will be forwarded to the President and the Board.
6. The College President, and the Board, upon application of the disciplined student within thirty days of the committee decision, may review the decision of the Student Welfare Committee and, upon review, affirm, modify, or reverse the lower decision.

H. Sanctions

The following are disciplinary measures that may be taken by the Vice President and Dean of Student Development Services, and/or the President of the College.

1. Censure: A written warning by the Vice President and Dean of Student Development Services.
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 and/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, but permitted to register for the following term.
 4. Expulsion: Termination of student status.
 5. Restitution: Reimbursement for damage to or misappropriation of property.
- I. Summary Suspension
Summary suspension may be used to protect the school from clear and present danger of disorder or threat to safety of students or staff and/or property. A suspended student is not to occupy any portion of the campus. Summary suspension shall be for the purpose of investigations of the event or events in which the student or students were allegedly involved.

STUDENT GRIEVANCE PROCEDURES

The filing of a student grievance should be the result of a college-related internal problem or condition which a student believes to be inequitable, discriminatory, or a hindrance to the educational process.

This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. The Student Grievance Procedure is not intended to supplant campus administrative procedures that address matters of student grades. Problems with grades will be dealt with first by the instructor, then by the appropriate Assistant Dean, and finally by the Vice President and Dean of Instruction, and so forth to the President if necessary. (Refer to "Grade Appeal" in the current Galveston College Catalog).

Students are encouraged to resolve grievances informally through the employee directly involved and to use the formal student grievance procedures only as a last resort.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT GRIEVANCE

A. Procedures to be Followed Prior to the Formal Filing of a Grievance

If a student believes he/she has appropriate grounds for a grievance, he/she must attempt to resolve the grievance with the employee directly involved prior to the formal filing of a grievance.

1. Resolution of a grievance against a faculty member must be attempted with the faculty member involved first. If resolution cannot be reached, the student may then schedule a conference with the appropriate Assistant Dean. If resolution is not reached, the student may then schedule a conference with the appropriate Vice President.
2. Resolution of a grievance against a supervisor or administrator must be attempted with the supervisor or administrator involved first. If resolution cannot be reached, the student may then schedule a conference with the next level administrator or the appropriate Vice President.
3. Prior to a conference with the appropriate Vice President, the student shall submit a written complaint that includes a statement written with sufficient clarity to enable reviewing parties to understand the issues presented, any evidence to support the complaint, the solution sought, the student's signature, and the dates of the conferences with the grievee and the grievee's supervisor. Copies of the written complaint are to be submitted to the grievee and the grievee's supervisor, as well as to the appropriate Vice President. After the conference with the appropriate Vice President, the Vice President will respond to the grievant in writing with copies of the recommendation to the appropriate person in the next step of the appeal process, as well as to the grievee and the grievee's supervisor.

B. Filing of Formal Grievance

If resolution is not reached, the student shall obtain within 15 calendar days, a Student Grievance Form from the office of the Vice President and Dean of Student Development Services. Upon completion of this form, the student shall make an appointment with the Vice

President and Dean of Student Development Services and submit the completed form within ten working days. The Vice President and Dean will then forward the completed form to the Chairperson of the Student Welfare Committee who will schedule a hearing to be held within ten working days of the submission of the completed Student Grievance Form.

C. 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.
5. If the grievant is unable to effectively present his/her own case for reasons acceptable to the Student Welfare Committee, the grievant may choose to have his/her case presented by another person, who will not be a lawyer.

D. Committee Recommendations

1. The Committee will submit a report of its deliberations and recommendations to the President within five (5) working days after the conclusion of the hearing.
2. The report will include a copy of the grievant's written complaint; a supplemental statement of issues by the Committee, if necessary, and a summary of facts determined pertinent by the Committee through its investigation and hearing.

3. The President will notify the student of his/her decision in writing within fifteen (15) calendar days of receiving the Student Welfare Committee recommendations.
4. If the outcome of the President's decision is not to the student's satisfaction, the student may submit to the President, in writing and within ten (10) calendar days, a request to place the matter on the agenda of the Board of Regents of Galveston College.
5. The College President or designee shall inform the student of the date, time, and place of the hearing. The Board Chair shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate.
6. The Board's consideration shall be based on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.
7. If the complaint involves complaints or charges about an employee, it will be heard by the Board in executive session unless the employee complained about requests it to be public.

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 Vice President and Dean, Student Development Services for possible investigation or disciplinary action. Normally, the College expects such difficulties to be handled by the instructor without resort to such measures.

STUDENT WELFARE COMMITTEE: The Student Welfare Committee consists of at least one faculty member from each of the instructional divisions, Dean of Admissions and Student Records, Assistant Dean of Counseling, Assistant Dean of Financial Aid, and two students. This committee may review policies and 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 Dean of Admissions in conference with a counselor. Students appealing financial aid suspension may be processed by a hearing committee composed from members of the Student Welfare Committee. A student's next step in these appeal procedures would be to the Vice President and Dean of Student Development Services. 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, by notices on bulletin boards, or by other means of communication. A student who receives a summons is expected to report immediately. Failure to heed such summons may make a student liable for suspension.

RESOLUTION OF TRANSFER DISPUTES

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the **COMMUNITY COLLEGE GENERAL ACADEMIC COURSE GUIDE MANUAL**, and be offered at the receiving institution.

The institution whose credit has been denied (sending institution), or the student working through the sending

STUDENT RIGHTS AND RESPONSIBILITIES

CLASSROOM RELATIONSHIP

STUDENT WELFARE COMMITTEE

HAZING

SUMMONS

**STUDENT RIGHTS
AND
RESPONSIBILITIES**

institution, must initiate the dispute. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of 45 calendar days for the resolution of the dispute by the sending and receiving institutions.

A "Transfer Dispute Resolution" form (Coordinating Board form, CB-TDR) will be available in the Vice President and Dean of Instruction's office. The student and the Vice President and Dean of Instruction will complete appropriate

sections of the form, retain copies of the form, and forward it to the CAO (Chief Academic Officer) of the receiving institution.

The "Transfer Dispute Resolution" form must be completed and forwarded to the receiving institution within 15 calendar days after the evaluation has been submitted to the student.

More information on the Guidelines of the Resolution of Transfer Disputes is available in the office of the Vice President and Dean of Instruction.

EDUCATIONAL PROGRAMS



DIVISION OF BUSINESS AND COMMUNITY EDUCATION

BUSINESS

The programs of study in Business have been designed to provide instruction in disciplines which support the continued economic growth of business and industry on Galveston Island and throughout the state of Texas. Each program has been developed and updated with the approval of advisory boards made up of area business leaders. In addition to curriculum content which is relevant to the needs of the local business community, students in the Division of Business and Community Education have access to the latest microcomputer technology and software for use in their coursework.

This division of the College offers courses in accounting, business administration, general management, hospitality management, small business management, food preparation/culinary arts, physical education, pre-health care administration, pre-health information management, criminal justice and fire protection technology.

The college develops the body as well as the mind. Therefore, the Sarah H. Hermes Fitness Center emphasizes wellness, sports and recreational programs aimed at life-long learning and those skills essential for vigorous leisure-time activities. These programs include college credit courses in physical education or kinesiology.

PROGRAMS OF STUDY

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

- Business Administration
- Physical Education and Recreation (Kinesiology)
- Pre-Health Care Administration
- Pre-Health Information Management

Programs of study for the Associate of Arts and Sciences 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 sometimes vary among colleges and universities, students should select courses with the assistance of a Galveston College

counselor or faculty advisor. General degree requirements are listed on page 56; Detailed programs of study may be obtained from the Counseling Office.

Students may pursue an Associate of Applied Science (A.A.S.) with a concentration in one of the following areas:

- Accounting
- Criminal Justice
- Fire Protection Technology
- General Secretarial
- Medical Secretary Option
- Management Development
- General Management Option
- Hospitality Management Option
- Marketing Option
- Small Business Management Option

CERTIFICATE PROGRAMS

The Division of Business offers the following certificate programs with curricula designed for an intensive program leading to a Certificate of Proficiency.

- Accounting - Para Professional
- Clerk Typist
- Criminal Justice
- Fire Protection Technology
- Food Preparation/Culinary Arts
- General Management
- Hospitality Management
- Information Processing Specialist
- Marketing
- Medical Transcriptionist
- Small Business Management

DEGREE PROGRAMS

The degree programs are intended to prepare students for immediate employment; although most offer a degree of transferability to senior colleges and universities. For information on transferability, students should see a Galveston College counselor or faculty advisor.

ACCOUNTING (Degree Program)

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

EDUCATIONAL PROGRAMS

BUSINESS

PROGRAMS OF
STUDY

CERTIFICATES

ACCOUNTING

EDUCATIONAL PROGRAMS

BUSINESS

obtained from accounting procedures and practices.

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

FIRST YEAR

First Semester		
Course	Description	Credit Hours
ACCT 2401	Principles of Accounting I	4
ECON 2301	Principles of Economics: Macroeconomics	3
ENGL 1301	College Composition	3
MGMT 2301	Human Behavior and Motivation	3
MATH 1324	Finite Business Mathematics	3
		<u>16</u>
Second Semester		
ACCT 2402	Principles of Accounting II	4
BUSI 2301	Business Law	3
ECON 2302	Principles of Economics: Microeconomics	3
ENGL 1302	Composition and Rhetoric	3
COSC 1407	Microcomputer Systems and Their Applications I	4
		<u>17</u>

SECOND YEAR

First Semester		
Course	Description	Credit Hours
ACCT 2450	Accounting Cooperative Work Experience and Seminar I	4
ACCT 2304	Intermediate Accounting I	3
ACCT 2306	Federal Income Tax I	3
ACCT 2308	Cost Accounting	3
ACCT 2310	Computerized Accounting Applications	3
		<u>16</u>
Second Semester		
CSCI 2405	Microcomputer Systems and Their Applications II	4
ACCT 2305	Intermediate Accounting II	3
ACCT 2307	Federal Income Tax II	3
ACCT 2311	Auditing	3
Elective		3
		<u>16</u>
TOTAL SEMESTER CREDIT		
HOURS IN PROGRAM.....		65

BUSINESS ADMINISTRATION (Degree Program)

The program of study for the Associate of Arts and Associate Science Degree parallel the first two years required for the Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. However, because degree requirements sometimes vary among colleges and universities, students should select courses with the assistance of a Galveston College counselor or faculty

advisor. General degree requirements are listed on page 56.

FIRST YEAR

First Semester		
Course	Description	Credit Hours
ENGL 1301	College Composition	3
HIST 1301	United States History to 1877*	3
PSYC 2301	Introduction to Psychology****	3
MATH 1314	College Algebra**	3
BIOL 1401	General Biology I	
or		
CHEM 1401	General Chemistry I***	4
PHED	(Activity)	1
		<u>17</u>
Second Semester		
ENGL 1302	Composition and Rhetoric	3
HIST 1302	United States History from 1877*	3
MATH 1324	Finite Business Mathematics	3
BIOL 1402	General Biology II	
or		
CHEM 1402	General Chemistry II***	4
SOCI 1301	Introduction to Sociology****	3
PHED	(Activity)	1
BUSI 1301	Introduction to Business	3
		<u>20</u>

SECOND YEAR

First Semester		
Course	Description	Credit Hours
ACCT 2401	Principles of Accounting I	4
ECON 2301	Principles of Economics I	3
ENGL	Sophomore Literature	3
GOVT 2301	Federal Government	3
COSC 1407	Microcomputer Systems and Their Applications I	4
PHED	(Activity)	1
		<u>18</u>
Second Semester		
ACCT 2402	Principles of Accounting II	4
SPCH 1305	Business and Professional Speaking	3
ECON 2302	Principles of Economics II: Microeconomics	3
ENGL	Sophomore Literature*****	3
GOVT 2303	Texas Government	3
BUSI 2301	Business Law	3
PHED	(Activity)	1
		<u>20</u>
TOTAL SEMESTER CREDIT		
HOURS IN PROGRAM.....		75

*History 2303, Texas History, may be substituted for History 1301 or History 1302.
 **Math 1314 may have required prerequisites.
 ***Natural Science may be courses in Biology, Chemistry, Physics, Astronomy, Geology, Oceanography, Earth or Space Science; 6 hours required.
 ****Social Science may be Psychology 2301, General Psychology, Sociology 1301, Introduction to Sociology or courses in Anthropology or Geography; 6 hours required.
 *****Any Sophomore Literature course. 9-12 hours of English required for the Associate's degree.

CRIMINAL JUSTICE
(Degree Program)

FIRST YEAR

First Semester		
Course	Description	Credit Hours
ENGL 1301	College Composition	3
Elective	Math or Computer Science	3 or 4
HIST 1301	United States History to 1877	3
CRIJ 1301	Crime in America	3
PHED	(Activity)	1
SOCI 1301	Introduction to Sociology	3
or		
PSYC 2301	Introduction to Psychology	3
		16 or 17

Second Semester		
Course	Description	Credit Hours
ENGL 1302	Composition and Rhetoric	3
Elective	Mathematics or Computer Science	3 or 4
CRIJ 1302	Introduction to Criminal Justice	3
CRIJ 1303	Fundamentals of Criminal Law	3
HIST 1302	United States History from 1877	3
or		
HIST 2303	History of Texas	3
HUMA 1302	The Individual and the Community	3
		18 or 19

SECOND YEAR

First Semester		
Course	Description	Credit Hours
CRIJ	Elective	3
GOVT 2301	Federal Government	3
SPCH 1315	Beginning Public Speaking	3
CRIJ 2302	Criminal Investigation	3
CRIJ 1305	The Courts and Criminal Procedure	3
		15

Second Semester		
Course	Description	Credit Hours
CRIJ 2304	Legal Aspects of Law Enforcement	3
CRIJ	Elective	3
GOVT 2302	Texas Government	3
CRIJ	Elective	3
Elective	Free Elective	3
PHED	(Activity)	1
		16

TOTAL SEMESTER CREDIT
HOURS IN PROGRAM.....65 or 67

FIRE PROTECTION TECHNOLOGY
(Degree Program)

FIRST YEAR

First Semester		
Course	Description	Credit Hours
FIRE 1301	Fundamentals of Fire Protection	3
FIRE 1302	Industrial Fire Protection I	3
ENGL 1301	College Composition	3
CHEM 1405	Fundamentals of Chemistry	4
FIRE 2303	Building Codes and Construction	3
PHED	(Activity)	1
		17

Second Semester		
Course	Description	Credit Hours
FIRE 1303	Fire Protection Systems	3
FIRE 1304	Fire Prevention	3
FIRE 1305	Industrial Fire Protection II	3
ENGL 1302	Composition and Rhetoric	3
GOVT 2302	Texas Government	3
PHED	(Activity)	1
		16

SECOND YEAR

First Semester		
Course	Description	Credit Hours
FIRE 2301	Fire Administration I	3
FIRE 2302	Fire and Arson Investigation	3
COSC 1407	Microcomputer Systems & Their Applications I	4
ENGL 2311	Technical Report Writing	3
Elective	Fire	3
PHED	(Activity)	1
		17

Second Semester		
Course	Description	Credit Hours
FIRE 2304	Fire Administration II	3
FIRE 2305	Hazardous Materials I	3
FIRE 2401	Fire Fighting Strategy and Tactics	4
Elective	Fire	3
SPCH 1315	Beginning Public Speaking	3
PHED	(Activity)	1
		17

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

GENERAL SECRETARIAL
(Degree Program)

The General Secretarial Associate of Applied Science Degree is designed to prepare the person for employment as secretaries in either the public or private sector. Students are trained in the use of microcomputers to create and revise documents, manipulate databases and electronic spreadsheets, and to design and create desktop publications as utilized in office applications. Students may choose the *Medical Secretary option by completing approved coursework in Biology and Medical Record Technology.

FIRST YEAR

First Semester		
Course	Description	Credit Hours
MGMT 1301	Introduction to Management	3
OFFT 1305	Business English	3
OFFT 1401	Intermediate Typewriting II**	4
OFFT 1403	Business Mathematics and Calculating Machines	4
PSYC 2301	Introduction to Psychology	3
		17

Second Semester		
Course	Description	Credit Hours
ACCT 1401	Elementary Accounting	4
ENGL 1301	College Composition	3
MATH 1314	College Algebra	3
OFFT 1402	Prin. of Information Processing	4
SPCH 1321	Business and Prof. Speaking	3
		17

EDUCATIONAL PROGRAMS

CRIMINAL JUSTICE

GENERAL SECRETARIAL

FIRE PROTECTION TECHNOLOGY

EDUCATIONAL PROGRAMS

MANAGEMENT DEVELOPMENT

SECOND YEAR

First Semester			
ENGL	1302	Composition and Rhetoric	3
OFFT	2450	Office Technology Coop. Educ. I	4
OFFT	2401	Information Processing Appl.	4
OFFT	2403	Speedwriting	
or			
OFFT	2404	Desktop Publishing	4
			15
Second Semester			
OFFT	2301	Business Communications	3
OFFT	2451	Office Technology Cooperative Education II	
or			
OFFT	2302	Office Automation	3 or 4
OFFT	2400	Office Procedures	4
OFFT	2402	Advanced Information Processing Applications	4
			14/15
TOTAL SEMESTER CREDIT HOURS IN PROGRAM.....			
			63/64

*MEDICAL SECRETARY OPTION: Students may substitute BIOL 2401 for MATH 1314; MDRT 1301, MDRT 1401 and MDRT 2401 for OFFT 2451, OFFT 2402 and OFFT 2403/2404.
 **Requires prerequisite of OFFT 1400 - Beginning Typewriting.

MANAGEMENT DEVELOPMENT (Degree Program)

This A.A.S. degree program offers practical course instruction preparing students for management career opportunities in business and industry. There are four options in the Management Development degree program. A student may choose the General Management option, the Marketing option, the Hospitality Management option, or the Small Business Management option to develop skills in their area of interest. The program also offers current middle managers the opportunity to further develop their managerial skills for their present position or career advancement.

MANAGEMENT DEVELOPMENT CORE CURRICULUM

Course	Description	Credit Hours
ENGL 1301	College Composition	3
ENGL 1302	Composition and Rhetoric	3
BUSI 2301	Business Law	3
ACCT 2401	Principles of Accounting I	4
MGMT 2301	Human Behavior and Motivation	3
MGMT 2302	Organizational Communications	3
MGMT 2308	Principles of Marketing	3
MGMT 1302	Personnel Administration	3
SPCH 1315	Beginning Public Speaking	
or		
SPCH 1321	Business and Professional Speaking	3
GOVT 2302	Texas Government	3
COSC 1407	Microcomputer Systems and Their Applications I	4
MATH 1324	Finite Business Mathematics	3
TOTAL SEMESTER CREDIT HOURS IN CORE.....		
38		

MANAGEMENT DEVELOPMENT GENERAL MANAGEMENT OPTION (Degree Program)

FIRST YEAR

Course	Description	Credit Hours	
MGMT 1301	Introduction to Management	3	
ENGL 1301	College Composition*	3	
MATH 1324	Finite Business Mathematics*	3	
SPCH 1315	Beginning Public Speaking*		
or			
SPCH 1321	Business and Professional Speaking*	3	
MGMT 2318	Cooperative Education in Management I		
or			
MGMT Elective		3	
			15

Second Semester			
COSC 1407	Microcomputer Systems and Their Applications I*	4	
ECON 2301	Principles of Economics I: Macroeconomics	3	
MGMT 2301	Human Behavior and Motivation	3	
ENGL 1302	Composition and Rhetoric*	3	
MGMT 1302	Personnel Administration*	3	
MGMT 2319	Cooperative Education in Management II		
or			
MGMT Elective		3	
			19

SECOND YEAR

First Semester			
BUSI 2301	Business Law*	3	
MGMT 2302	Organizational Communications*	3	
MGMT 2308	Principles of Marketing*	3	
MGMT 2311	Computer Based Decision Making	3	
MGMT 2320	Cooperative Education in Management III		
or			
MGMT Elective		3	
			15

Second Semester			
ACCT 2401	Principles of Accounting I*	4	
GOVT 2302	Texas Government*	3	
MGMT 2310	Strategic Planning	3	
MGMT 2314	Leadership Development in Management	3	
Elective		3	
			16

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

*Core Classes.

**MANAGEMENT DEVELOPMENT
HOSPITALITY MANAGEMENT
OPTION
(Degree Program)**

**MANAGEMENT DEVELOPMENT
MARKETING OPTION
(Degree Program)**

FIRST YEAR

First Semester		
Course	Description	Credit Hours
ENGL 1301	College Composition*	3
SPCH 1315	Beginning Public Speaking*	3
MGMT 2301	Human Behavior and Motivation*	3
MGMT 2322	Introduction to the Hospitality Industry	3
MGMT 2323	Hospitality Facilities Management	3
MATH 1324	Finite Business Mathematics	3
		<u>18</u>
Second Semester		
ENGL 1302	Composition and Rhetoric*	3
ACCT 2401	Principles of Accounting I*	4
BUSI 2301	Business Law*	3
MGMT 2324	Health and Safety in the Hospitality Industry	3
MGMT 2325	Guest Relations in the Tourism and Hospitality Industries	3
		<u>3</u>
		16
Summer Semester		
MGMT 2318	Cooperative Education in Management I	3

SECOND YEAR

First Semester		
Course	Description	Credit Hours
COSC 1407	Microcomputer Systems and Their Applications I*	4
MGMT 2302	Organizational Communications*	3
MGMT 2326	Hospitality Purchasing Management and Inventory Control	3
MGMT 2327	Lodging Management	3
MGMT 2328	Food and Beverage Management	3
		<u>3</u>
		16
Second Semester		
GOVT 2302	Texas Government*	3
MGMT 2308	Principles of Marketing*	3
MGMT 1302	Personnel Administration*	3
MGMT 2329	Food Production Principles	3
MGMT 2330	Food and Beverage Service	3
or		
MGMT 2331	Convention Management and Service in the Hospitality Industry	3
Elective		3
		<u>3</u>
		18
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		71

FIRST YEAR

First Semester		
Course	Description	Credit Hours
MGMT 1301	Introduction to Management	3
ENGL 1301	College Composition*	3
MATH 1324	Finite Business Mathematics*	3
SPCH 1315	Beginning Public Speaking*	3
or		
SPCH 1321	Business and Professional Speaking*	3
MGMT 2318	Cooperative Education in Management I	3
or		
MGMT Elective		3
		<u>3</u>
		15
Second Semester		
COSC 1407	Microcomputer Systems and Their Applications I*	4
ECON 2301	Principles of Economics I: Macroeconomics	3
MGMT 2301	Human Behavior and Motivation*	3
ENGL 1302	Composition and Rhetoric*	3
MGMT 2308	Principles of Marketing*	3
MGMT 2319	Cooperation Education in Management II	3
or		
MGMT Elective		3
		<u>3</u>
		19

SECOND YEAR

First Semester		
Course	Description	Credit Hours
BUSI 2301	Business Law*	3
MGMT 1302	Personnel Administration*	3
MGMT 2302	Organizational Communications*	3
MGMT 2315	Industrial, Business and Government Marketing	3
MGMT 2320	Cooperative Education in Management III	3
or		
MGMT Elective		3
		<u>3</u>
		15
Second Semester		
ACCT 2401	Principles of Accounting I*	4
GOVT 2302	Texas Government*	3
MGMT 2304	Sales Management	3
or		
MGMT 2303	Retail Management	3
MGMT 2316	Fundamentals of Advertising	3
Elective		3
		<u>3</u>
		16
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		65

**EDUCATIONAL
PROGRAMS**

**MANAGEMENT
DEVELOPMENT**

EDUCATIONAL PROGRAMS

MANAGEMENT DEVELOPMENT

PHYSICAL EDUCATION AND RECREATION

**MANAGEMENT DEVELOPMENT
SMALL BUSINESS
MANAGEMENT OPTION
(Degree Program)**

FIRST YEAR

First Semester		
Course	Description	Credit Hours
BUSI 1301	Introduction to Business	3
ENGL 1301	College Composition*	3
MATH 1324	Finite Business Mathematics*	3
SPCH 1315	Beginning Public Speaking*	
or		
SPCH 1321	Business and Professional Speaking*	3
ACCT 1401	Elementary Accounting	4
MGMT 1302	Personnel Administration*	3
		<u>19</u>

Second Semester		
Course	Description	Credit Hours
ACCT 2401	Principles of Accounting I*	4
COSC 1407	Microcomputer Systems and Their Applications I*	4
ENGL 1302	Composition and Rhetoric*	3
MGMT 2306	Entrepreneurship and Small Business Management	3
MGMT 2301	Human Behavior and Motivation*	3
		<u>17</u>

SECOND YEAR

First Semester		
Course	Description	Credit Hours
BUSI 2301	Business Law*	3
MGMT 2302	Organizational Communications*	3
GOVT 2302	Texas Government*	3
MGMT 2304	Sales Management	3
MGMT 2313	Office Management and Supervision for the Small Business or Department	3
		<u>15</u>

Second Semester		
Course	Description	Credit Hours
MGMT 2307	Financial Management	3
ACCT 2310	Computerized Accounting Applications	3
MGMT 2303	Retail Management	
or		
MGMT 2310	Strategic Planning	3
MGMT 2308	Principles of Marketing*	3
Elective		3
		<u>15</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 66

*Core Classes



**PHYSICAL EDUCATION AND RECREATION (KINESIOLOGY)
(Degree Program)**

The principal objectives of this curriculum are as follows: (1) to develop the students' neuro-muscular skill and organic system through movement experience, (2) to increase the students' knowledge, insight, understanding, and interest in movement experiences, and finally (3) to improve the students' recreational and leisure-time skills as well as their standards of behavior in these selected movement areas.

FIRST YEAR

First Semester		
Course	Description	Credit Hours
BIOL 2401	Anatomy and Physiology I	4
ENGL 1301	College Composition	3
HIST 1301	United States History to 1877	3
SPCH 1315	Beginning Public Speaking	3
PHED 1301	Foundation of Physical Education and Recreation	3
PHED	(Activity)	1
		<u>17</u>

Second Semester		
Course	Description	Credit Hours
BIOL 2402	Anatomy and Physiology II	4
ENGL 1302	Composition and Rhetoric	3
HIST 1302	United States History from 1877	3
PSYC 2301	Introduction to Psychology	
or		
SOCI 1301	Introduction to Sociology	3
MATH 1314	College Algebra	3
PHED	(Activity)	1
		<u>17</u>

SECOND YEAR

First Semester		
Course	Description	Credit Hours
ENGL	Sophomore Elective	3
HUMA 1302	The Individual and the Community	3
GOVT 2301	Federal Government	3
COSC 1407	Microcomputer Systems and Their Applications I	4
PHED 2301	First Aid and Safety	3
Elective	(Activity)	1
		<u>17</u>

Second Semester		
Course	Description	Credit Hours
ENGL	Sophomore Elective	3
GOVT 2302	Texas Government	3
MUSI 1301	Fundamentals of Music	3
Elective	Free Elective	3
PHED 1331	Rhythms, Games, and Activities for Children	3
Elective	(Activity)	1
		<u>16</u>

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

**PRE-HEALTH CARE
ADMINISTRATION**
(Degree Program)

This program of study, leading to the Associate of Arts and Sciences degree, meets the specific degree requirements for the first two years of the baccalaureate degree program in Health Care Administration offered by the School of Allied Health Sciences at the University of Texas Medical Branch at Galveston (UTMB). This program is offered in association with UTMB as a "2+2" program and may not provide all courses necessary for transfer to similar programs offered at other universities.

FIRST YEAR

First Semester		
Course	Description	Credit Hours
ENGL 1301	College Composition	3
BIOL 2401	Anatomy and Physiology I	4
PSYC 2301	Introduction to Psychology	3
MATH 1314	College Algebra	3
HIST 1301	United States History to 1877	3
		<u>16</u>

Second Semester		
Course	Description	Credit Hours
ENGL 1302	Composition and Rhetoric	3
BIOL 2402	Anatomy and Physiology II	4
SOCI 1301	Introduction to Sociology	3
HIST 1302	United States History from 1877	3
ACCT 2401	Principles of Accounting I	4
		<u>17</u>

SECOND YEAR

First Semester		
Course	Description	Credit Hours
GOVT 2302	Texas Government	3
MDRT 1301	Medical Terminology	3
SPCH 1315	Beginning Public Speaking	3
or		
SPCH 1321	Business and Professional Speaking	3
COSC 1407	Microcomputer Systems and Their Applications I	4
PSYC 2302	Applied Psychology	3
		<u>16</u>

Second Semester		
Course	Description	Credit Hours
GOVT 2301	Federal Government	3
OFAD 2312	Medical Office Management	3
Elective	Free Elective	3
BUSI 2301	Business Law	3
Elective	Free Elective	3
		<u>15</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM..... 64

**PRE-HEALTH INFORMATION
MANAGEMENT**
(Degree Program)

This program of study, leading to the Associate of Arts and Sciences degree, meets the specific degree requirements for the first two years of the baccalaureate degree program in Health Information Management offered by the School of Allied Health Sciences at the University of Texas Medical Branch at Galveston (UTMB). This program is offered in association with UTMB as a "2+2" program and may not provide all courses necessary for transfer to similar programs offered at other universities.

FIRST YEAR

First Semester		
Course	Description	Credit Hours
ENGL 1301	College Composition	3
HIST 1301	United States History to 1877	3
BIOL 1408	General Biology I	4
MGMT 1302	Personnel Administration	3
PHED	Activity	1
MATH 1314	College Algebra	3
		<u>17</u>

Second Semester		
Course	Description	Credit Hours
ENGL 1302	Composition and Rhetoric	3
HIST 1302	United States History from 1877	3
BIOL 2401	Anatomy and Physiology I	4
OFFT 1402	Principles of Information Processing	4
PHED	Activity	1
		<u>15</u>

SECOND YEAR

First Semester		
Course	Description	Credit Hours
BIOL 2402	Anatomy and Physiology II	4
Elective	Humanities	3
GOVT 2301	Federal Government	3
SOCI 1301	Introduction to Sociology	3
PSYC 2301	Introduction to Psychology	3
		<u>16</u>

Second Semester		
Course	Description	Credit Hours
GOVT 2302	Texas Government	3
SPCH 1315	Beginning Public Speaking	3
or		
SPCH 1321	Business and Professional Speaking	3
PSYC 2317	Statistical Methods in Psychology	3
OFFT 2401	Information Processing Applications*	4
Elective	Free Elective	3
		<u>16</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM..... 64

*Accepted only at UTMB-Galveston, Health Information Management program in lieu of 6 hours of Computer Science courses.

**EDUCATIONAL
PROGRAMS**

PRE-HEALTH CARE
INFORMATION

PRE-HEALTH
INFORMATION
MANAGEMENT



EDUCATIONAL PROGRAMS

CERTIFICATE

CLERK TYPIST

CRIMINAL JUSTICE

CERTIFICATE PROGRAMS

The following curricula are designed for an intensive program leading to a Certificate of Proficiency and immediate employment in the respective area. (Generally, no deviation is allowed within the prescribed program.)

- Accounting-Para Professional Clerk Typist
- Criminal Justice
- Fire Protection Technology
- Food Preparation/Culinary Arts
- General Management
- Hospitality Management
- Information Processing Specialist
- Marketing
- Medical Transcriptionist
- Small Business Management

ACCOUNTING-PARA PROFESSIONAL*
(Certificate Program)

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 works. An emphasis is placed on computerized applications of all phases of accounting work. All courses listed here may apply towards the associate in Applied Science (AAS) Degree in Accounting.

Course	Description	Credit Hours
ACCT 1401	Elementary Accounting	4
COSC 1407	Microcomputers and Their Applications I	4
BUSI 2301	Business Law	3
ECON 2302	Principles of Economics II: Microeconomics	3
		<u>14</u>

Second Semester		
ACCT 2401	Accounting Principles I	4
ACCT 2310	Computerized Accounting	3
ACCT 2409	Auditing	4
ACCT 2306	Federal Income Tax I	3
or		
ACCT 2402	Accounting Principles II	4
		<u>14 or 15</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM.....28 or 29

*Consideration is given to prior work experience and substitutions may be allowed.

CLERK TYPIST
(Certificate Program)

This program is intended for students seeking short-term clerical training for entry-level office positions.

FIRST YEAR

Course	Description	Credit Hours
MGMT 1301	Introduction to Management	3
OFFT 1305	Business English	3
OFFT 1401	Intermediate Typewriting	4
OFFT 1403	Business Mathematics and Calculating Machines	4
OFFT 2304	Word Processing	3
		<u>17</u>

Second Semester		
ACCT 1401	Elementary Accounting	4
OFFT 1402	Principles of Information Proc.	4
OFFT 2301	Business Communications	3
OFFT 2400	Office Procedures	4
		<u>15</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM.....32

CRIMINAL JUSTICE
(Certificate)

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 Hours
CRIJ 1301	Crime in America	3
CRIJ 1302	Introduction to Criminal Justice	3
CRIJ 1303	Fundamentals of Criminal Law	3
CRIJ 1305	The Courts and Criminal Procedure	3
CRIJ	(Electives: 9 hours of law enforcement or 9 hours of correctional courses or a combination of 9 hours of law enforcement and correctional courses.)	9

TOTAL SEMESTER CREDIT HOURS IN PROGRAM.....21



FIRE PROTECTION TECHNOLOGY

(Certificate)

This program is an alternative to the Associate of Applied Science degree. It provides short-term training in the basics of fire protection technology; however, 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 34 hours of college-level course work will be awarded a Galveston College approved Certificate of Achievement in Fire Protection Technology. All courses in the certificate program may be applied toward an A.A.S. degree.

Subject	Description	Credit Hours
First Semester		
FIRE 1301	Fundamentals of Fire Protection	3
FIRE 1302	Industrial Fire Protection I	3
FIRE 1303	Fire Protection Systems	3
FIRE 1304	Fire Prevention	3
FIRE 1305	Industrial Fire Protection II	3
		15
Second Semester		
FIRE 2301	Fire Administration I	3
FIRE 2302	Fire Arson Investigation	3
FIRE 2303	Building Codes and Construction	3
FIRE 2304	Fire Administration II	3
FIRE 2305	Hazardous Materials I	3
FIRE 2401	Fire Fighting Tactics and Strategy	4
		19
TOTAL SEMESTER CREDIT		
HOURS IN PROGRAM.....		34

FOOD PREPARATION/ CULINARY ARTS

(Certificate Program)

Culinary Arts is a two semester certificate program designed for the individual seeking training to become employed as an entry level cook. The student will be instructed in the areas of hot food, baking, garde manger, banquets and catering.

This certificate coupled with work experience, and additional classroom instruction can lead to certification by the American Culinary Federation.

FIRST YEAR

Course	Description	Credit Hours
FOOD 1600	Food Preparation I	6
FOOD 1601	Food Preparation II	6
		12

		Second Semester
FOOD 1602	Food Preparation III	6
FOOD 1603	Food Preparation IV	6
		12

TOTAL SEMESTER CREDIT
HOURS IN PROGRAM 24

GENERAL MANAGEMENT

(Certificate Program)

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 Hours
MGMT 1301	Introduction to Management	3
COSC 1407	Microcomputer Systems and Their Applications I	4
MGMT 2301	Human Behavior and Motivation	3
MGMT 1302	Personnel Administration	3
MGMT 2318	Cooperative Education in Management I	
or		
MGMT	Elective	3
		16
Second Semester		
ACCT 2401	Principles of Accounting I	4
BUSI 2301	Business Law	3
MGMT 2302	Organizational Communications	3
MGMT 2308	Principles of Marketing	3
MGMT 2314	Leadership Development in Management	3
MGMT 2319	Cooperative Education in Management II	
or		
MGMT	Elective	3
		19

TOTAL SEMESTER CREDIT
HOURS IN PROGRAM 34

HOSPITALITY MANAGEMENT EXIT POINT CERTIFICATE

(Proposed)

Galveston College's Hospitality Management program is designed to serve persons currently employed in the hospitality industry who are seeking advancement, persons desiring a career change for a more rewarding future, and recent high school graduates in need of training and education to enter the hospitality job market.

EDUCATIONAL PROGRAMS

FIRE PROTECTION
TECHNOLOGY

FOOD
PREPARATION/
CULINARY
ARTS

GENERAL
MANAGEMENT

HOSPITALITY
MANAGEMENT



EDUCATIONAL PROGRAMS

INFORMATION PROCESSING SPECIALIST

MEDICAL TRANSCRIPTIONIST

MARKETING

FIRST YEAR

First Semester		
Courses	Description	Credit Hours
MGMT 2322	Introduction to the Hospitality Industry	3
MGMT 2323	Hospitality Facilities Management	3
MGMT 2324	Health and Safety in the Hospitality Industry	3
MGMT 2325	Guest Relations in the Tourism and Hospitality Industries	3
MGMT 2302	Organizational Communications	3
MGMT 2318	Cooperative Education in Management I	3
		<u>18</u>
Second Semester		
MGMT 2319	Cooperative Education in Management II	3
MGMT 2326	Hospitality Purchasing Management and Inventory Control	3
MGMT 2327	Lodging Management	3
MGMT 2328	Food and Beverage Management	3
MGMT 2329	Food Production Principles	3
MGMT 2331	Convention Management and Service in the Hospitality Industry	3
		<u>18</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		36

INFORMATION PROCESSING SPECIALIST (Certificate Program)

This program is designed for the person who has previous secretarial/clerical work experience and/or Clerk-Typist Certificate of Proficiency and who desires to become competent in a variety of application software packages used in business.

Course	Description	Credit Hours
OFFT 1402	Principles of Information Processing	
or		
OFFT 2304	Word Processing	3 or 4
OFFT 2401	Information Processing Applications	4
OFFT 2402	Advanced Information Processing Applications	4
OFFT 2404	Desktop Publishing	4
		<u>15 or 16</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		15 or 16

MARKETING (Certificate Program)

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 Semester		
Course	Description	Credit Hours
BUSI 1301	Introduction to Business	3
COSC 1407	Microcomputer Systems and Their Applications I	4
MGMT 2301	Human Behavior and Motivation	3
MGMT 2308	Principles of Marketing	3
MGMT 2318	Cooperative Education in Management I	
or		
MGMT	Elective	<u>3</u>
		16
Second Semester		
ACCT 2401	Principles of Accounting I	4
BUSI 2301	Business Law	3
MGMT 2304	Sales Management	
or		
MGMT 2303	Retail Management	3
MGMT 2316	Fundamentals of Advertising	3
MGMT 2315	Industrial, Business and Government Marketing	3
MGMT 2319	Cooperative Education in Management II	
or		
MGMT	Elective	<u>3</u>
		19
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		35

MEDICAL TRANSCRIPTIONIST (Certificate Program)

Medical transcription is the act of translating from oral to written form a patient's record of medical care and treatment. This one-year program is designed to prepare students to work in a variety of health care settings including hospitals, medical clinics, transcription service agencies, insurance companies, and doctor's offices.

Summer Semester		
Course	Description	Credit Hours
MDRT 1301	Medical Terminology	3
OFFT 1401	Intermediate Typewriting*	4
		<u>7</u>
Fall Semester		
BIOL 2401	Anatomy and Physiology I	4
MDRT 1401	Fundamentals of Medical Transcription	4
OFFT 1402	Principles of Information Proc.	4
		<u>12</u>
Spring Semester		
MDRT 2401	Advanced Medical Transcription	4
OFFT 1305	Business English	3
OFFT 2400	Office Procedures	4
		<u>11</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		30

*OFFT 1440 is a prerequisite for OFFT 1401.

**SMALL BUSINESS
MANAGEMENT**
(Certificate Program)

This certificate program offers beginning or current middle managers or small business owners the opportunity to further develop managerial skills. All courses taken will apply to the Management Development degree program.

Course	First Semester Description	Credit Hours
OFFT 1403	Business Mathematics and Calculating Machines	4
MGMT 2306	Entrepreneurship and Small Business Management	3
BUSI 2301	Business Law	3
MGMT 2308	Principles of Marketing	3
MGMT 2304	Sales Management	3
		<u>16</u>
	Second Semester	
ACCT 1401	Elementary Accounting	4
MGMT 2313	Office Management and Supervision for the Small Business of Department	3
ACCT 2310	Computerized Accounting Applications	3
MGMT 2302	Organizational Communications	3
MGMT 2303	Retail Management	
or		
MGMT 2310	Strategic Planning	3
		<u>16</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM		32

COMMUNITY EDUCATION

Community 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 izens) to participate in lifelong learning programs which cultivate a vocational interest, self-expression and personal enrichment. Many opportunities are also available for those individuals who wish to add, update or expand occupational skills.

Community Education is responsible for the development, administration, and coordination of the non-credit educational programs of Galveston College. In addition, it provides assistance in the promotion and development of off-campus credit courses and offers to business and industry special training seminars and services.

Through Community Services, the division 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.
4. Experience new learning activities and ideas for their own personal employment.

PROGRAM AREAS

Community Education provides courses in three program areas: Vocational/Training, including programs offered through the Small Business Development Center; Adult Education; and General Interest/Leisure Learning.

Vocational/Training Programs

The Vocational/Training program area includes courses which lead to the acquisition of a specific skill or occupational goal, and training designed for business and industry. In-house programs are regularly conducted for local businesses and new programs will, upon request, be created to specifically address a businesses training need. As with the College's accredited degree programs, all classes are conducted by professionals teaching in their field of expertise,

**EDUCATIONAL
PROGRAMS**

SMALL BUSINESS
MANAGEMENT

COMMUNITY
EDUCATION

PROGRAM AREAS

EDUCATIONAL PROGRAMS

COMMUNITY EDUCATION

enabling participants to gain practical up-to-date knowledge. The Community Education staff will work with individual companies to develop seminars/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.

Small Business Development Center

The Small Business Development Center (S.B.D.C.) is also administered through Community Education. Galveston College established the Galveston Small Business Development Center to provide counseling at no cost to the small business community in the areas of accounting, financial analysis, exporting, management and marketing.

Counseling will be provided by experienced professionals in such areas as pre-venture feasibility, marketing research, cash flow analysis, production and inventory control, and general marketing for small businesses engaged in retail, wholesale, manufacturing and service industries.

For further information contact Galveston College's Community Education Division.

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. Registration for English as A Second Language, Adult Basic Education, and General Education Development classes is completed in the classroom on the first day of attendance. No charge is made for any Adult Education program course.

General Interest/Leisure Learning

These classes are offered so that individuals may develop worthwhile hobbies and generally improve their quality of life as individuals and as citizens in the community.

ENTRANCE REQUIREMENT

Generally, there are no entrance requirements or examinations for Community 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 weekends.

REGISTRATION

Community Education designs classes which begin throughout the year. Registration may be completed in person, by phone or through the mail. For our participants' convenience, Community 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 Community Education programs are self-supporting and do not use tax dollars to support the General Interest/Leisure Learning Classes, costs are based upon actual instructor and material fees. All courses are offered on a non-profit basis, and are offered at the minimum fee level possible.

CERTIFICATION

Although no college credit is awarded for community 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.

COMMUNITY EDUCATION SCHEDULE OF CLASSES

A special schedule of Community 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 will be mailed upon request.

AVAILABLE COURSES

Below is a partial list of the areas in which non-credit courses are offered. These are not necessarily specific course titles.

Adult Vocational/Training Programs

Air Conditioning and Refrigeration

Bookkeeping

·Beginning

·Small Business

·Computerized

Basic Sign Language for Workers with the Deaf

Building Maintenance

Clerical Skills

·Secretarial Procedure

·Beginning Typing

·Computer Keyboarding

·Intermediate Typing

·Personal Typing

·Word Processing

Computer

·Data Entry

·Programming Languages

·Electronic Spreadsheets

·Data Base/File Management

·Desk Top Management

·Introduction to Personal Computers

·Word Processing

Basic Firefighter Certification

CPR Instructor

Cook and Chef Training

Emergency Care Attendant

Emergency Medical Technician

EMT Paramedic Completion

EMT - Special Skills

Spanish for Health Skills

Small Business Management

Security Guard Training

Nurse Assistant

Unit Clerk

Sign Language

Police Academy

First Aid

General Interest/Leisure Learning

Art

Bridge

Bird Watching

Acting

Dog Obedience

Home Beautification

Interior Design

Quilting

Photography

Assertiveness

Stress Management

Time Management

Managing Your Money

Conversational French

Conversational Spanish

Accelerated Spanish

Computer Programming for Youth

Reading Improvement for Children

Tennis

Dancing

Golf

Walking

Yoga

Cooking

Cake Finishing

Defensive Driving

Children's Theatre

Creative Clay for Children

Senior Adult Classes

Elderhostel

Kids' College

EDUCATIONAL PROGRAMS

COMMUNITY
EDUCATION

EDUCATIONAL PROGRAMS

HEALTH OCCUPATIONS

PROGRAMS OF STUDY



ASSOCIATE DEGREE NURSING

DIVISION OF HEALTH OCCUPATIONS

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

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

PROGRAMS OF STUDY

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

Associate Degree Nursing
Nuclear Medicine Technology
Radiation Therapy Technology
Radiographic Technology

In addition, a certificate is possible in:
Computerized Tomography Technology
Magnetic Resonance Technology
Medical Dosimetry
Special Procedure Technology
Vocational Nursing

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

ASSOCIATE DEGREE NURSING

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.

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

Galveston College offers the first year nursing courses on the Galveston College and Brazosport College campuses. Nursing courses in the sophomore year are only offered 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 summer 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 curriculum, graduates will be awarded the Associate in Applied Science Degree in Associate Degree Nursing.

Cooperating Clinical Facilities

Cooperating clinical facilities include: Angleton-Danbury, Brazosport Memorial, Shriners Hospital Crippled Children Burns Institute, St. Mary's and The University of Texas Medical Branch Hospitals. Long-term care facilities include: Country Village Care and Turner Geriatric Center.

ADMISSIONS

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 the college does not guarantee admission to the nursing program. Application to the nursing program requires the filing of a pre-plan/degree plan which displays:
 - a. TASP scores for TASP-eligible students or placement scores for TASP-exempt students which permit enrollment in college level courses.
 - b. Satisfactory completion of high school chemistry or CHEM 0301, Mathematical Applications in Physical Sciences, within five years of filing the degree plan. Students who plan to enroll in first year

nursing courses on the Brazosport campus should contact the counseling office at Brazosport College for details.

- c. Satisfactory completion of MATH 0303, Introductory Algebra, or a passing score on the MATH 0303 placement test, within five years of filing the degree plan. Students who plan to enroll in first year nursing courses on the Brazosport campus should contact the counseling office at Brazosport College for details.
- 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.

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 completed within the past 5 years is required for admission consideration.

*Sciences courses must have been taken within five years of acceptance into the nursing program. Only one *science course repeat is acceptable for admission.

*Science courses include Anatomy and Physiology I and II and Microbiology.

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 by mail 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 reapply to the nursing program and retake the examination one time.

Procedure After Admission:

Successful applicants will:

- 1. be informed by mail of acceptance into 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 scheduled orientation sessions.
- 2. submit a personal health history form furnished by the UTMB Office of Student Health. 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 their course of study.

State Board Requirements

Students should be advised that permission to take the NCLEX-RN is controlled 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.

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 admission criteria includes 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. The Role Transition Course is offered each summer. Applications will be accepted in the Admissions Office until March 15 of each year. A standardized examination will be administered and students will be advised of their admission status by mail. Specific information regarding this advanced placement process is available through the Health Occupations Division Office.

LVN to ADN Transitional Program

		Prerequisites	
PSYC	2301	Introduction to Psychology	3
BIOL	2401	Anatomy and Physiology I	4
BIOL	2402	Anatomy and Physiology II	4
ENGL	1301	College Composition	3
BIOL	2420	Microbiology	4
PSYC	2308	Child Growth and Development	3
SOCI	1301	Introduction to Sociology	3
ENGL	1302	College Composition	<u>3</u>
			27
		Summer Semester	
*NURS	1603	Role Transition	<u>15</u>
			15
		Fall Semester	
NURS	2501	Nursing Process III	5
NURS	2502	Nursing Process IV	5
GOVT	2302	Texas Government	<u>3</u>
			13
		Spring Semester	
NURS	2601	Nursing Process V	6
NURS	2602	Nursing Process VI	6
ELEC****		Free Elective	<u>3</u>
			15
TOTAL HOURS IN PROGRAM.....			70

*The student will receive credit for NURS 1801 and 1702 upon successful completion of NURS 1603.

EDUCATIONAL PROGRAMS

EDUCATIONAL PROGRAMS

ASSOCIATE DEGREE NURSING

Application Requirements:

Applications for admission to the Associate Degree Nursing Program will be accepted in the Admissions Office until six months prior to the beginning of the next class. Prospective students whose files are complete by the deadline will be considered first. If the class is not filled by that date, students whose files are completed after that date will be considered on a space available basis.

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.

ASSOCIATE DEGREE NURSING Degree Program

FIRST YEAR (ADN)

Summer Session			
PSYC	2301	Introduction to Psychology	3
BIOL	2401	Anatomy and Physiology I	4
			7

Fall Semester			
NURS	1801	Nursing Process I	8
BIOL	2402	Anatomy and Physiology II	4
ENGL	1301	College Composition	3
			15

Spring Semester			
NURS	1702	Nursing Process II	7
BIOL	2420	Microbiology	4
BIOL	2308	Child Growth and Development	3
			14

SECOND YEAR (ADN)

Summer Session			
ENGL	1302	Composition and Rhetoric	3
SOCI	1301	Introduction to Sociology	3
			6

Fall Semester			
NURS	2501	Nursing Process III	5
NURS	2502	Nursing Process IV	5
GOVT	2302	Texas Government	3
			13

Spring Semester			
NURS	2601	Nursing Process V	6
NURS	2602	Nursing Process VI	6
ELEC		Free Elective	3
			15

TOTAL SEMESTER HOURS IN PROGRAM.... 70

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 "C" are not accepted for credit in the nursing program. Mathematics and science courses must be no more than five years old. Only one science 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 Dean, Admissions and Student Records;
5. submit course syllabi for review, if requested, to the Transfer, Progression and Readmission Committee.

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.
2. achieve a grade of "C" or better in all science and general academic courses required in the ADN curriculum to progress in the nursing program.

3. satisfy the required objectives in clinical performance as well as in theory for each nursing course. Students are subject to failure or dismissal at any time for documented incidents of unsatisfactory/unsafe clinical performance.
4. complete nursing and science courses in sequence and within a period of five years.

Students with a grade of "W", "F", "AWF", or "I" 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 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 two failures in nursing courses will be dismissed from the ADN program without the option of readmission. Students who withdraw passing from required science courses must provide documentation from instructor.

Withdrawal Requiring Application for Readmission

Students withdrawing from the nursing program who wish to be considered for readmission must:

1. submit a written request for readmission to the Dean of Admissions and Student Records;
2. currently hold a G.P.A. of 2.5;
3. satisfactorily complete readmission requirements identified at the time of exit from the program.

All students who wish to re-enter the program will be reviewed by the Admissions, Progression and Transfer Committee. 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 on cumulative G.P.A. at Galveston College.

RADIOLOGIC HEALTH SCIENCES

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

The Radiologic Health 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 Radiographic Technology. The Radiologic Health Science programs that lead to a certificate of completion are in Computerized Tomography, Medical Dosimetry, Magnetic Resonance Imaging and Special Procedures. 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. Be at least 18 years of age and complete the requirements for admission to Galveston College. Admission to Galveston College does not guarantee admission to the Radiologic Health Sciences Program. Applications to the Radiologic Health Sciences program requires the filing of a pre-plan/degree plan which shows evidence of:
 - a. TASP scores for TASP-eligible students or placement scores for TASP-exempt students which permit enrollment in college level courses.
 - b. Satisfactory completion of CHEM 0301, Mathematical Applications in Physical Sciences, within five years of filing the degree plan.
 - c. Satisfactory completion of MATH 0303, Introductory Algebra, or a passing score on the MATH 0303 placement test, within five years of filing the degree plan.
2. In order for the student to get credit for a science course(s), the course(s) must have been completed within five years of acceptance into the Radiologic Health Sciences program. Science courses include Anatomy and Physiology I and II.
3. Completion of required courses with a grade of "C" or better.
4. 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 5 years is required for admission consideration.

EDUCATIONAL PROGRAMS

RADIOLOGIC
HEALTH
SCIENCES



EDUCATIONAL PROGRAMS

After all admission requirements have been met, the candidate must schedule an appointment for a personal interview with the program director.

Program Application Requirements

Applications for admission to a Radiologic Health Sciences program will be accepted in the Admissions Office until three months prior to the beginning of the next class. Prospective students whose files are complete by the deadline will be considered first. If the class is not filled by that date, students whose files are completed after that date will be considered on a space-available basis.

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

All students desiring admission to a Radiologic Health Sciences program must have a pre-plan on file in the Counseling Center. Only students who have completed all admission requirements will be considered for admission to the Radiological Health Sciences program.

Procedure After Admission

Successful applicants will:

1. Be informed by mail of acceptance into the program. All entering students will be required to attend an orientation for new students. All entering students will be notified by mail of the scheduled orientation session.
2. Submit a personal health history form furnished by the UTMB Office of Student Health. Physical examinations and required immunizations will be at student expense.

National Board Requirements

Students should be advised that permission to take the national certification examination is regulated by the American Registry of Radiologic Technologists. 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.

Transfer Policies

Those applicants who are transferring course credits from another Associate Degree program will be evaluated on an individual basis as to their entry status by the respective program director. Transfer courses are evaluated on a course by course basis. Transfer grades below "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 or Dean of Admissions.

Academic Progression Requirements

The student is required to:

1. Achieve a grade of "C" or better in all Radiologic Health Sciences courses in order to progress in the program, therefore the grade of "I" is not permissible.*
2. Achieve a grade of "C" or better in all liberal arts courses required in each respective Radiologic Health Sciences Program in order to progress in program.
3. Satisfy the required objectives in clinical performance as well as in theory for each Radiologic Health Sciences course. Students are subject to failure or dismissal at any time for documented incidents of unsatisfactory/unsafe clinical performance.

*Exclusive of specific Nuclear Medicine Program courses.

Re-Admission Policy

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

1. Submit a written request to the Dean of Admissions and Student Records.
2. Complete and pass a clinical competency exam on basic skills prior to readmission.
3. Pass a comprehensive written exam.
4. All students who wish to re-enter the program will be reviewed by the Radiologic Health Sciences Review Committee.

- 5. May be considered for re-admission one time to the program pending the availability of space.
- 6. Satisfactorily complete re-admission requirements identified at the time of exit.

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. 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 on cumulative G.P.A. at Galveston College.

All students enrolled in Radiologic Health Sciences will be required to purchase liability insurance. At the time of registration, students will be assessed an automatic charge for insurance coverage for the entire academic year. Liability insurance fees are non-refundable.

Radiologic Health Sciences Organizations

All students enrolled in the Radiologic Health Sciences programs are eligible for membership in local, state, and national Radiologic Health Sciences organizations.

RADIOGRAPHIC TECHNOLOGY (X-RAY TECHNOLOGY)

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

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

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

duties, the Radiographer deals directly with the patient, the equipment and the physician.

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

During this course of study, students will receive instruction in both classroom and clinical settings. Classes are held at The University of Texas Medical Branch and St. Mary's Hospital in Galveston and a number of health care facilities.

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

EDUCATIONAL PROGRAMS

RADIOGRAPHIC TECHNOLOGY

RADIOGRAPHIC TECHNOLOGY (Degree Program)

FIRST YEAR

Course		Summer II Description	Credit
BIOL	2402	Anatomy and Physiology II	4
Fall Semester			
RAHS	1301	Radiation Biology and Safety	3
RAHS	1302	Patient Care and Ethics	3
RAHS	1303	Data Analysis	3
RADT	1301	Radiographic Positioning I	3
RADT	1401	Fundamentals of Radiography Practicum I	4
			16
Spring Semester			
RADT	1302	Practicum II	3
RADT	1303	Radiographic Techniques and Exposure	3
RADT	1304	Radiographic Positioning II	3
ENGL	1301	College Composition	3
			12
Summer Semester I			
ENGL	1302	Composition and Rhetoric (6-week session)	3
RADT	1305	Practicum III (12-week session)	3
			6
Summer Semester II			
		Elective (6 wks)	3

SECOND YEAR

Course		Fall Semester Description	Credit
RADT	2301	Radiologic Physics	3
RADT	2302	Pathology	3
RADT	2303	Practicum IV	3
Elective		Social or Behavioral Science	3
			12



EDUCATIONAL PROGRAMS

RADIATION THERAPY TECHNOLOGY

Spring Semester		
RADT 2304	Practicum V	3
RADT 2305	Special Procedures	3
RADT 2306	Trauma Radiography	3
RADT 2307	Quality Assurance	3
		12

Summer Semester I		
RADT 2308	Practicum VI	3
RADT 2309	Radiologic Technology Seminar	3
		6

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

RADIATION THERAPY TECHNOLOGY

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

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

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

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

RADIATION THERAPY TECHNOLOGY
(Degree Program)

FIRST YEAR

Fall Semester		
Course		Credits
BIOL 2401	Anatomy and Physiology I	4
RAHS 1301	Radiation Biology and Safety	3
RAHS 1302	Patient Care and Ethics	3
RAHS 1303	Data Analysis	3
RAHS 1304	Radiological Physics I	3
		16

Spring Semester		
BIOL 2402	Anatomy and Physiology II	4
ENGL 1301	College Composition	3
RAHS 1305	Radiological Physics II	3
RATT 1201	Intermediate Technical Skills I	2
RATT 1301	Instrumentation and Methodology	3
		15

Summer Semester I		
ENGL 1302	Composition and Rhetoric	3
PSYC 2301	Introduction to Psychology	
<i>or</i>		
SOCI 1301	Introduction to Sociology	
<i>or</i>		
GOVT 2302	Texas Government	3
		6

Summer Semester II		
RATT 1202	Intermediate Technical Skills II	2

SECOND YEAR

Fall Semester		
RATT 2301	Dosimetry I	3
RATT 2303	Oncology I	3
RATT 2601	Advanced Technical Skills I	6
Elective*		3
		15

Spring Semester		
RATT 2302	Dosimetry II	3
RATT 2304	Oncology II	3
RATT 2602	Advanced Technical Skills II	6
		12

Summer Semester		
RATT 2101	Radiation Therapy Technology Seminar	1
RATT 2305	Advanced Technical Skills III	3
		4

TOTAL SEMESTER CREDIT		
HOURS IN PROGRAM.....		70

*Free Elective

**NUCLEAR MEDICINE
TECHNOLOGY**

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

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

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

Students enroll in the Nuclear Medicine Technology program in 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 September of the year of graduation. Upon completion of the two-year curriculum, graduates will be awarded the Associate in Applied Science Degree in Nuclear Medicine Technology, and upon passing the N.M.T.C.B. examination, will be registered as a Certified Nuclear Medicine Technologist (CNMT).

		Spring Semester	
BIOL	2401	Anatomy and Physiology I	4
NUMT	1101	Nuclear Medicine Clinical Practicum I	1
NUMT	1201	Radiochemistry and Radiopharmacy	2
NUMT	1301	Nuclear Medicine Methodology I	3
NUMT	1302	Nuclear Medicine Instrumentation	3
RAHS	1305	Radiological Physics II	3
			<u>16</u>

		Summer Semester I	
NUMT	1102	Nuclear Medicine Data Processing	1
ENGL	1301	College Composition	3
			<u>4</u>

		Summer Semester II	
ENGL	1302	Composition and Rhetoric	3
ELEC*		Social/Behavioral Science	3
			<u>6</u>

SECOND YEAR

		Fall Semester	
BIOL	2402	Anatomy and Physiology II	4
NUMT	2301	Nuclear Medicine Methodology II	3
NUMT	2501	Nuclear Medicine Clinical Practicum II	5
			<u>12</u>

		Spring Semester	
Elective**			3
NUMT	2302	Nuclear Medicine Methodology III	3
NUMT	2601	Nuclear Medicine Clinical Practicum III	6
			<u>12</u>

		Summer Semester I	
NUMT	2303	Nuclear Medicine Seminar	3
NUMT	2304	Nuclear Medicine Clinical Practicum IV	3
			<u>6</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM..... 72

*Any 3 or more credit course in Social or Behavioral Science.

**Free Elective.

EDUCATIONAL PROGRAMS

**NUCLEAR
MEDICINE
TECHNOLOGY**

**NUCLEAR MEDICINE
TECHNOLOGY
(Degree Program)**

FIRST YEAR

Fall Semester		
Course	Description	Credit
NUMT 1401	Introduction to Nuclear Medicine Technology	4
RAHS 1301	Radiation Biology and Safety	3
RAHS 1302	Patient Care and Ethics	3
RAHS 1303	Data Analysis	3
RAHS 1304	Radiological Physics I	3
		<u>16</u>

EDUCATIONAL PROGRAMS

CERTIFICATES

COMPUTERIZED TOMOGRAPHY

CERTIFICATE PROGRAM

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

- COMPUTERIZED TOMOGRAPHY
- MAGNETIC RESONANCE IMAGING
- MEDICAL DOSIMETRY
- SPECIAL PROCEDURES

General Procedures for all Programs:

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

Computerized Tomography Technology

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

Magnetic Resonance Imaging

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

Medical Dosimetry

Applicants must have successfully completed college level courses in Radiation Dosimetry, Medical Physics or be a Registered Therapy Technologist (ARRT).

Special Procedure Technology

Applicants must be Registered Radiologic Technologists (ARRT or equivalent) or recent graduates of an

accredited program in Radiologic Technology who are registry eligible. Applicants with backgrounds in imaging modalities are preferred.

COMPUTERIZED TOMOGRAPHY TECHNOLOGY

(Certificate Program)

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

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

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

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

Course	Description	Credit Hours
RAHS 3201	Tomographic Anatomy	2
COTT 3301	Computerized Tomography Instrumentation and Methodology	3
COTT 3501	Computerized Tomography Clinical Applications I	5
COTT 3502	Computerized Tomography Clinical Applications II*	5
		15

TOTAL SEMESTER CREDIT HOURS IN PROGRAM..... 15

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

MAGNETIC RESONANCE IMAGING

(Certificate Program)

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

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

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

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

Course	Description	Credit Hours
RAHS 3201	Tomographic Anatomy	2
MARI 3201	MRI Physics and Instrumentation	2
MARI 3302	MRI Methodology	3
MARI 3501	MRI Clinical Applications I	5
MARI 3502	MRI Clinical Applications II*	5
		<u>17</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM..... 17

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

MEDICAL DOSIMETRY

(Certificate Program)

The Medical Dosimetrist assists in the clinical medical physics aspects of radiation treatments of patients with malignant diseases. The medical dosimetrist performs computer calculations, develops treatment plans, assists in special treatment procedures and performs routine quality assurance tests of the treatment machines. Because of the critical importance of the results of these functions, the medical dosimetrist has a major responsibility in the care of the patient. Upon completion of the curriculum, graduates will be awarded a certificate of completion by Galveston College.

FIRST YEAR

Course	Description	Credit Hours
PSYC 2301	Introduction to Psychology	
or		
PHIL 1301	Introduction to Philosophy	3
RATD 3201	Medical Dosimetry Physics I	2
RATD 3203	Radiation Oncology Seminar I	2
RATD 3301	Instrumentation and Methodology in Dosimetry I	3
RATD 3501	Clinical Application in Dosimetry I	<u>5</u>
		15

Spring Semester		
Course	Description	Credit Hours
SPCH 1308	Interpersonal Communications	3
RATD 3202	Medical Dosimetry Physics II	2
RATD 3204	Radiation Oncology Seminar II	2
RATD 3302	Instrumentation and Methodology in Dosimetry II	3
RATD 3502	Clinical Applications in Dosimetry	<u>5</u>
		15

Summer Semester (12 Weeks)		
Course	Description	Credit Hours
RATD 3503	Clinical Application in Dosimetry III	5
RATD 3205	Special Topics in Dosimetry	<u>2</u>
		7

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 37

SPECIAL PROCEDURE TECHNOLOGY

(Certificate Program)

Course	Description	Credit Hours
SPPT 3601	Research Procedures	6
SPPT 3602	Interventional Radiology	6
SPPT 3603	Vascular Imaging	6
SPPT 3604	Neuroradiology	<u>6</u>
		24

TOTAL SEMESTER CREDIT HOURS IN PROGRAM..... 24

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

EDUCATIONAL PROGRAMS

MAGNETIC RESONANCE IMAGING

MEDICAL DOSIMETRY

SPECIAL PROCEDURE TECHNOLOGY



EDUCATIONAL PROGRAMS

VOCATIONAL NURSING

Vocational Nursing

ADMISSIONS

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 TASP scores for TASP-eligible students or placement scores for TASP-exempt students that permit enrollment in college level courses.
2. successfully complete all sections of the TASP prior to admission to the program.
3. satisfactorily complete nine credit hours of general 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 courses must have been taken within five years of acceptance into the nursing program. Only one science course repeat is permitted.
4. The following are approved general education courses:

BIOL 1322	COSC 1407	HIST 1302	PSYC 2308
*BIOL 2401	ENGL 1301	HUMA 1302	SOCI 1301
*BIOL 2402	GOVT 2302	PSYC 1302	
*BIOL 2420	HIST 1301	PSYC 2301	

*It is strongly recommended that the student complete these courses prior to entering the vocational nursing program.

BIOL 1322, BIOL 2401, BIOL 2402, BIOL 2402 will count toward satisfaction of general academic prerequisites and will substitute for VOCN 1200, VOCN 1202, VOCN 1400. Both BIOL 2401 and BIOL 2402 must be completed for the substitution.

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 sessions.
2. submit a personal health history form furnished by the UTMB Office of Student

Health. 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 their course of study.

State Board Requirements:

Students should be advised that permission to take the NCLEX-PN for licensure as a vocational nurse is controlled 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.

**VOCATIONAL NURSING
(Certificate Program)**

Program Curriculum

Fall Semester

Course	Description	Credit
VOCN 1201	Pharmacology	2
VOCN 1202	Nutrition and Diet Therapy	2
VOCN 1301	Professional/Personal Development in Vocational Nursing	3
VOCN 1400	General Anatomy and Physiology for Vocational Nursing	4
VOCN 1601	Fundamentals of Vocational Nursing	6
		<u>17</u>

Spring Semester

VOCN 1200	Basic Microbiology for Vocational Nursing	2
VOCN 1302	Maternal Child Health Nursing	3
VOCN 1701	Medical/Surgical Nursing I	7
		<u>12</u>

Summer Semester

VOCN 1303	Child Health Nursing	3
VOCN 1901	Medical/Surgical Nursing II	9
		<u>12</u>

* Prerequisites 9

TOTAL SEMESTER CREDIT
 HOURS IN PROGRAM..... 50

TRANSFER POLICIES

Students who desire to enter the Galveston College Vocational Nursing Program after taking 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.

DIVISION OF HUMANITIES AND SOCIAL SCIENCES

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 Dean of Admissions and Student Records.
5. Submit course syllabi for review, if requested, to the Transfer, Progression and Readmission Committee.

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. Readmission 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.

The applicant must:

1. submit a written request to the Dean of Admissions and Student Records.
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. satisfactorily complete re-admission requirements identified at the time of exit.

As part of the exit interview, the faculty and Assistant Dean will identify in writing the exact courses (other than VOCN 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 VOCN 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.

Upon successful completion of the specified courses, the student will follow the procedure for re-admission. 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 on cumulative G.P.A. at Galveston College.

HUMANITIES

Instruction within the humanities includes the traditional disciplines (art, music, drama, English language and literature, foreign languages, philosophy, and speech) as well as instruction in journalism and television production.

Students interested in design and visual art will find a wide range of opportunities at the beginning, intermediate, and advanced levels.

The music program offers applied and theoretical courses as well as performance opportunities within the Galveston College Community Chorale and student choir.

Drama and speech courses stress beginning, intermediate, and advanced techniques, along with the opportunity to participate behind the scenes or on stage in productions of the Galveston College student theater.

Instruction in developmental English and reading emphasize college-preparatory work for students who must strengthen basic skills before attempting college-level writing and reading assignments. The College also offers the standard freshman composition sequence and a broad selection of Sophomore-level courses in literature.

SOCIAL SCIENCES

Those disciplines usually defined as "social sciences" (economics, government, and social work) are taught within this division as well as related disciplines such as geography, history (both an art and a science), and the "behavioral sciences" (anthropology, psychology, sociology, and statistics).

CURRICULUM

Within the Division of Humanities and Social Sciences, students may take individual courses as they fit particular educational goals or they may pursue specific associate degree programs in one of the following areas:

- a) Applied Design and Visual Art
- b) Theater Arts
- c) Social Work (General Social Work, Chemical Dependency Counseling, or Gerontology emphasis)

EDUCATIONAL PROGRAMS

HUMANITIES

SOCIAL SCIENCES

EDUCATIONAL PROGRAMS

APPLIED DESIGN AND VISUAL ART

THEATER ARTS

SOCIAL WORK PROGRAM

The Division also offers certificate programs in Chemical Dependency Counseling and Gerontology. The associate degree and certificate programs are outlined as follows:

Associate of Arts and Sciences in Applied Design and Visual Art

FIRST YEAR

First Semester		
Course	Description	Credit Hours
ENGL 1301	College Composition	3
HIST 1301	U.S. History to 1877	3
MATH 1314	College Algebra	3
ARTS 1311	Design I	3
ARTS 1316	Drawing I	3
GOVT 2301	Federal Government	3
		<u>18</u>

Second Semester		
ENGL 1301	Composition and Rhetoric	3
HIST 1302	U.S. History since 1877	3
ARTS 1312	Design II	3
ARTS 1317	Drawing II	3
GEOG 1303	General World Geography	3
GOVT 2302	Texas Government	3
		<u>18</u>

SECOND YEAR

First Semester		
ENGL	Sophomore Elective	3
Elective	Natural Science with Laboratory	4
ARTS 1303	Art History I	3
Elective	ARTS	3
HUMA 1302	The Individual and the Community	3
		<u>16</u>

Second Semester		
ENGL	Sophomore Elective	3
Elective	Natural Science with Laboratory	4
ARTS 1304	Art History II	3
Elective	ARTS	3
Free Elective	Any Discipline	3
		<u>16</u>

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

Associate of Arts and Sciences in Theater Arts

FIRST YEAR

First Semester		
Course	Description	Credit Hours
ENGL 1301	College Composition	3
HIST 1301	U.S. History to 1877	3
MATH 1314	College Algebra	3
DRAM 1220	Rehearsal and Performance	2
DRAM 1310	Introduction to Theater	3
DRAM 1351	Beginning Acting I	3
		<u>17</u>

Second Semester		
ENGL 1302	Composition and Rhetoric	3
HIST 1302	U.S. History from 1877	3
DRAM 1221	Rehearsal and Performance	2
DRAM 1341	Stage Makeup	3
DRAM 1352	Beginning Acting II	3
DRAM 1330	Basic Production Techniques I	3
		<u>17</u>

SECOND YEAR

First Semester		
Elective	Sophomore Literature	3
GOVT 2301	Federal Government	3
Elective	Natural Science with Lab	4
DRAM 2336	Voice and Diction for the Theater	3
DRAM 2331	Basic Production Techniques II	3
HUMA 1302	The Individual and the Community	3
		<u>19</u>

Second Semester		
GOVT 2302	Texas Government	3
Elective	Sophomore Literature	3
Elective	Natural Science with Lab	4
Elective	Drama	2-3
Free Elective	Any Discipline	3
		<u>15-16</u>

TOTAL SEMESTER CREDIT
HOURS IN PROGRAM:..... 68-69

SOCIAL WORK CURRICULUM INFORMATION

ASSOCIATE DEGREE PROGRAMS

The associate degree in social work offers three options: General Social Work, Chemical Dependency Counseling, and Gerontology.

The General Social work option is designed for students interested in the field of social work (but not necessarily in the specializations of substance abuse or aging) and who plan to transfer to a university offering a baccalaureate degree in social work or a related human science field.

The associate degree options in Chemical Dependency Counseling (substance abuse) or Gerontology (aging) are more specific. These programs provide the introductory courses necessary for transfer to the University of Texas Medical Branch (School of Allied Health Sciences). The "2+2" transfer or "articulation" agreement with UTMB meets the degree requirements for the first two years of the baccalaureate degree at UTMB in Substance Abuse Administration or Long Term Health Care Administration.

The "2 + 2" transfer or "articulation" agreement with the University of Houston, Clear Lake, allows the student selecting the General, Chemical Dependency, or Gerontology

options to meet the degree requirements for the first two years of the baccalaureate degree at UHCL in Behavioral Science or Psychology.

CERTIFICATE PROGRAMS IN CHEMICAL DEPENDENCY COUNSELING OR GERONTOLOGY

The certificate in Chemical Dependency Counseling means that students completing the program are eligible to apply for Counselor Intern or Counseling-in-Training status with the appropriate state and professional agency or organization. See the program advisor or a counselor for details. The program, however, does include the required 270 clock hours of approved alcoholism and drug abuse education required for application for state or professional certification and/or licensing. The Gerontology certificate provides course preparation for the Texas Basic Certificate.

TRANSFER, LICENSING, AND CERTIFICATION REQUIREMENTS

Transfer, licensing, and certification requirements are changed from time to time by universities, agencies, and professional organizations. It is the responsibility of the student to contact the appropriate universities regarding transfer or credit and to contact the appropriate state and professional agency or organization regarding licensing or certification before beginning a particular course of study.

PROGRESSION REQUIREMENTS FOR SOCIAL WORK ASSOCIATE DEGREE OR CERTIFICATE PROGRAMS

1. Consult with the faculty program advisor, college counselor, or the Assistant Dean, Division of Humanities and Social Sciences during the registration period at the beginning of each semester of enrollment to review your degree or certificate plan of study.
2. Maintain a G.P.A. of "C" or better in all applicable psychology, science, social work, and sociology courses. (Students may repeat one psychology, one science, one social work, and one sociology course.)

3. Meet all academic progression requirements outlined below if the applicable courses in psychology, science, social work, or sociology were taken during any previous college enrollment.

Associate of Arts and Sciences in Social Work General Social Work (Specialized)

FIRST YEAR

Course	Summer Session Description	Credit Hours
ENGL 1301	College Composition	3
SOCI 1301	Introduction to Sociology	<u>3</u>
		6

Fall Semester

BIOL 1408	General Biology I	
or		
BIOL 2401	Anatomy and Physiology I	4
ENGL 1302	Composition and Rhetoric	3
HIST 1301	U.S. History to 1877	3
PSYC 2301	Introduction to Psychology	3
HSCI 1301	Personal/Community Health Services	<u>3</u>
		16

Spring Semester

BIOL 1409	General Biology II	
or		
BIOL 2402	Anatomy and Physiology II	4
HIST 1302	U.S. History from 1877	3
PSYC 2320	Behavior Modification	3
SOCW 2361	Social Work I: Introduction to Social Work	3
SOCI 2331	Current Issues in Sociology: Introduction to Alcoholism and Drug Abuse	
or		
SOCI 2332	Current Issues in Sociology: Introduction to Gerontology	<u>3</u>
		16

SECOND YEAR

Fall Semester

BIOL 1323	Nutritional and Biological Aspects of Substance Abuse	
or		
BIOL 1324	Nutritional and Biological Aspects of Aging	3
ENGL	Sophomore Literature	3
GOVT 2301	Federal Government	3
MATH 1314	College Algebra	3
SOCW 2362	Social Work II: Social Welfare as a Social Institution	<u>3</u>
		15

EDUCATIONAL PROGRAMS

SOCIAL WORK: GENERAL

EDUCATIONAL PROGRAMS

SOCIAL WORK:
CHEMICAL
DEPENDENCY
COUNSELING

SOCIAL WORK:
GERONTOLOGY

Spring Semester

HUMA 1302	The Individual and the Community	3
GOVT 2302	Texas Government	3
PSYC 2302	Applied Psychology: Counseling Methods	3
PSYC 2308	Child Growth and Development	
or		
SOCI 2363	Social Work Field Experience	3
PSYC 2340	Current Issues in Psychology: Behavioral Aspects of Substance Abuse	
or		
PSYC 2341	Current Issues in Psychology: Behavioral Aspects of Aging	3
Free Elective	Any Discipline	<u>3</u>
		18

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

NOTE: For transfer to University of Texas Medical Branch/School of Allied Health Sciences ACCT 1401 and ECON 2302 are required, and COCS 1407 is highly recommended.

**Associate of Arts and Sciences in
Social Work:
Chemical Dependency Counseling
(formerly Substance Abuse
Counseling)
(Specialized)
(Provider #: 0195-88)**

FIRST YEAR

Summer Session

Course	Description	Credit Hours
ENGL 1301	College Composition	3
SOCI 1301	Introduction to Sociology	<u>3</u>
		6

Fall Semester

BIOL 1408	General Biology I	
or		
BIOL 2401	Anatomy and Physiology I	4
ENGL 1302	Composition and Rhetoric	3
HIST 1301	U.S. History to 1877	3
PSYC 2301	Introduction to Psychology	3
SOCI 2331	Current Issues in Sociology: Introduction to Alcoholism and Drug Abuse	<u>3</u>
		16

Spring Semester

BIOL 1409	General Biology II	
or		
BIOL 2402	Anatomy and Physiology II	4
HIST 1302	U.S. History from 1877	3
PSYC 2320	Behavior Modification	3
SOCW 2361	Social Work I: Introduction to Social Work	3
HSCI 1301	Personal/Community Health Services	<u>3</u>
		16

SECOND YEAR

Fall Semester

BIOL 1323	Nutritional and Biological Aspects of Substance Abuse	3
ENGL	Sophomore Literature	3
GOVT 2301	Federal Government	3
MATH 1314	College Algebra	3
SOCW 2362	Social Work II: Social Welfare as a Social Institution	<u>3</u>
		15

Spring Semester

HUMA 1302	The Individual and the Community	3
GOVT 2302	Texas Government	3
PSYC 2302	Applied Psychology: Counseling Methods	3
PSYC 2308	Child Growth and Development	3
PSYC 2340	Current Issues in Psychology: Behavioral Aspects of Substance Abuse	3
Free Elective	Any Discipline	<u>3</u>
		18

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

NOTE: For transfer to The University of Texas Medical Branch/School of Allied Health Sciences-Alcohol and Substance Abuse Counseling Administration, ACCT 1401 and ECON 2302 are required, and COCS 1407 is highly recommended.

**Associate of Arts and Sciences in
Social Work:
Gerontology
(Specialized)**

FIRST YEAR

Summer Session

Course	Description	Credit Hours
ENGL 1301	College Composition	3
SOCI 1301	Introduction to Sociology	<u>3</u>
		6

Fall Semester

BIOL 1408	General Biology I	
or		
BIOL 2401	Anatomy and Physiology I	4
ENGL 1302	Composition and Rhetoric	3
HIST 1301	U.S. History to 1877	3
PSYC 2301	Introduction to Psychology	3
HSCI 1301	Personal/Community Health Services	<u>3</u>
		16

Spring Semester

BIOL 1409	General Biology II	
or		
BIOL 2402	Anatomy and Physiology II	4
HIST 1302	U.S. History from 1877	3
PSYC 2320	Behavior Modification	3
SOCW 2361	Social Work I: Introduction to Social Work	3
SOCI 2331	Current Issues in Sociology: Introduction to Gerontology	<u>3</u>
		16

SECOND YEAR

Fall Semester		
ENGL	Sophomore Literature	3
GOVT 2301	Federal Government	3
MATH 1314	College Algebra	3
SOCW 2362	Social Work II: Social Welfare as a Social Institution	3
PSYC 2340	Current Issues in Psychology: Behavioral Aspects of Aging	3
		<u>15</u>
Spring Semester		
BIOL 1324	Nutritional and Biological Aspects of Aging	3
GOVT 2302	Texas Government	3
HUMA 1302	The Individual and the Community	3
PSYC 2302	Applied Psychology: Counseling Methods	3
SOCW 2363	Social Work Field Experience	3
or		
PSYC 2311	Adult Development	3
Free Elective	Any Discipline	3
		<u>18</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM.....		71

NOTE: For transfer to The University of Texas Medical Branch/School of Allied Health Sciences-Long Term Health Care Administration, ACCT 1401 and ECON 2302 are required, and COCS 1407 is highly recommended.

Certificate in Chemical Dependency Counseling (formerly Substance Abuse Counseling) (Counselor Intern Preparation) (Provider #: 0195-88)

Alcohol and Drug Abuse Specific Courses:

Course	Description	Credit Hours
SOCI 2331	Current Issues in Sociology: Introduction to Alcoholism and Drug Abuse (A&D)	3
BIOL 1323	Nutritional and Biological Aspects of Substance Abuse (A&D)	3
PSYC 2340	Current Issues in Psychology: Behavioral Aspects of Substance Abuse (A&D)	3
		<u>9</u>

Alcohol and Drug Abuse Related Counseling Area Courses:

HSCI 1301	Personal/Community Health Services (includes 6 hours each of Ethics Training and AIDS Education)(R)	3
PSYC 2301	Introduction to Psychology (R)	
or		
SOCI 1301	Introduction to Sociology (R)	3
PSYC 2302	Applied Psychology: Counseling Methods (R)	3
PSYC 2320	Behavior Modification (R)	3
		<u>12</u>
TOTAL SEMESTER CREDIT HOURS IN PROGRAM.....		21

Certificate in Gerontology (Texas Basic Certificate in Gerontology Preparation)

Gerontological Specific Courses:

Course	Description	Credit Hours
SOCI 2331	Current Issues in Sociology: Introduction to Gerontology	3
BIOL 1324	Nutritional and Biological Aspects of Aging	3
PSYC 2340	Current Issues in Psychology: Behavioral Aspects of Aging	3
		<u>9</u>

Gerontological Related Courses:

HSCI 1301	Personal/Community Health Services	3
SOCI 1301	Introduction to Sociology	3
PSYC 2301	Introduction to Psychology	3
PSYC 2302	Applied Psychology: Counseling Methods	3
PSYC 2320	Behavior Modification	3
SOCW 2361	Social Work I: Introduction to Social Work	3
SOCW 2362	Social Work II: Social Welfare as a Social Institution	3
SOCW 2363	Social Work Field Experience	3
		<u>24</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM..... 33

EDUCATIONAL PROGRAMS

CERTIFICATE PROGRAMS



EDUCATIONAL PROGRAMS

MATH AND SCIENCES

PROGRAMS OF STUDY

DIVISION OF MATHEMATICS AND SCIENCES

Courses taught within the Division of Mathematics and Sciences include the biology, chemistry, mathematics, and physics, along with computer science, and computer science technology (microcomputers). These courses provide core support for programs in health sciences, medicine, and engineering, as well as requirements for an associate degree or certificate in a discipline from within the division.

A two-year vocational degree and a one-year certificate program in microcomputer applications are offered. These programs are designed to prepare students for immediate employment in the workforce.

For students who need assistance in developing college-level skills, the division offers developmental courses, including Study Skills for Biology and a range of developmental mathematics courses. The Skills Enrichment Center provides a variety of tutorial programs to assist students in biology, chemistry, computer science, mathematics and physics.

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

PROGRAMS OF STUDY

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

- | | |
|------------------|----------------------|
| Biology | Pre-Occupational |
| Pre-B.S. Nursing | Therapy |
| Chemistry | Pre-Physical Therapy |
| Computer Science | Pre-Physician's |
| Pre-Dentistry | Assistant |
| Engineering | Physics |
| Mathematics | Pre-Veterinary |
| Pre-Medicine | Medicine |

Programs of study for the Associate of Arts and Sciences degree parallel the first two years required for Bachelor degrees at senior colleges and universities. However, because degree requirements vary among colleges and universities, students should select courses with the assistance of a Galveston College counselor or faculty advisor. General degree requirements are listed on page 56; detailed programs of study may be obtained from the Counseling office.

In addition, an Associate of Applied Sciences and a certificate program are available in Microcomputer Applications. Most of the courses in the certificate programs can be applied toward an A.A.S. degree. Students desiring information on the transferability of courses within these programs to senior colleges or universities should see a Galveston College counselor or faculty advisor.



MICROCOMPUTER APPLICATIONS
(Degree Program)

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

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

(A.A.S. Degree)

FIRST YEAR

First Semester		
Course	Description	Credit
ENGL 1301	College Composition	3
SPCH 1321	Business and Professional Speaking	3
COSC 1301	Introductory Computing	3
COSC 1407	Microcomputer Systems and Their Applications I	4
ACCT 1401	Elementary Accounting	4
		<u>17</u>

Second Semester		
ENGL 1302	Composition and Rhetoric	3
MATH 1324	Finite Mathematics	3
COSC 1311	Logic and Theory	3
COSC 1418	PASCAL Programming	4
CSCI 2405	Microcomputer Systems and Their Applications II	4
		<u>17</u>

SECOND YEAR

First Semester		
ENGL 2311	Technical Report Writing	3
CSCI 2403	Fundamentals of Hardware	4
CSCI 2404	Advanced PASCAL	4
CSCI 2450	Cooperative Education in Computers I	4
		<u>15</u>

Second Semester		
ACCT 2401	Principles of Accounting I	4
GOVT 2302	Texas Government	3
CSCI 2408	Operating Systems and Networking	4
CSCI 2451	Cooperative Education in Computers II*	4
Free Elective	Any Discipline	3
		<u>18</u>

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

*Students may replace CSCI 2451 requirements with CSCI 2205 (Special Topics in Computer Technology).

EXIT POINT CERTIFICATION IN MICROCOMPUTER APPLICATIONS

Fall Semester		
Course	Description	Credit
ACCT 1401	Elementary Accounting	4
COSC 1301	Introductory Computing	3
COSC 1407	Microcomputer Systems and Their Applications I	4
OFFT 1400	Beginning Typing	4
		<u>15</u>
Spring Semester		
SPCH 1321	Business and Prof. Speaking	3
CSCI 2205	Special Topics in Computer Technology	2
CSCI 2405	Microcomputer Systems and Their Applications II	4
CSCI 2450	Cooperative Education in Computers I	4
		<u>13</u>

TOTAL SEMESTER CREDIT
HOURS IN PROGRAM..... 28

EDUCATIONAL PROGRAMS

MICROCOMPUTER APPLICATIONS



EDUCATIONAL PROGRAMS

COOPERATIVE EDUCATION

SKILLS ENRICHMENT CENTER

SPECIAL INSTRUCTIONAL PROGRAMS

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 every possible assistance in securing an appropriate training site. However, the program is educational in focus and should not be confused with the work-study program or understood to be placement service.

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

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

SKILLS ENRICHMENT CENTER (SEC)

Designed to support and enhance skills in reading, writing, and mathematics, the Galveston College Skills Enrichment Center is an integral part of its instructional program. It has a commitment to diagnosis of skills deficiencies and assignment of appropriate instructional activities to enable individual students to advance to higher levels. In addition, the SEC serves as a testing center for the college.

The staff—consisting of a director, assistant director, selected faculty members, tutors, paraprofessionals and student workers—offers a variety of instructional services. Some departments require that laboratory assignments for some courses be completed in the Center, while others use it as a testing facility. Some students may meet assignments by reading, viewing, or listening while others gain proficiency through working on a computer or with a tutor. Staff members provide personal assistance no matter which mode of instruction the student

uses. Students work to reach the levels specified by the mandatory TASP examination required of all undergraduates attending state colleges and universities in Texas.

Both students and non-students can improve their literacy skills at the center, with students doing so as a part of their developmental courses and non students doing so through an adult literacy program. Students work to reach the levels specified by the mandatory TASP examination required of all undergraduates attending state colleges and universities in Texas.

TELEVISED INSTRUCTION

In Fall 1987, Galveston College initiated the delivery of televised instruction and continues to offer a limited number of credit courses. These telecourses are broadcast via local cable television, the PBS affiliate at the University of Houston, or a combination of the two. Course viewing is also possible in the college library and the Skills Enrichment Center.

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

Telecourses are listed in the semester class schedules as both a part of the regular class list and as a part of a special section within the schedules listing the telecourses to be offered and providing the details of registration and orientation. For specific information, contact the Telecourse Coordinator.

EDUCATIONAL PROGRAMS

TELECOURSES





COURSE DESCRIPTIONS

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 assistant dean or the Dean of Instruction. Those students seeking a prerequisite waiver should first consult with a college counselor.

ACCOUNTING

ACCT 1401 ELEMENTARY ACCOUNTING

(3-3) Credit: 4

Prerequisite: None.

This is an introductory course providing the clerical, management and secretarial student with knowledge of bookkeeping procedures which may be encountered in personal service enterprises, merchandise, notes and interest, the accrual basis of accounting, periodic summaries, and adjusting and closing accounts at the end of an accounting period. After basic accounting knowledge has been acquired, students will have the opportunity to receive hands-on experience on a microcomputer applying the accounting principles. This course is not intended for transferability or accounting coursework at a 4-year college or university. (5821) (Formerly: ACT 1401) (Proficiency Levels: Math 1, Language 3)

ACCT 2304 INTERMEDIATE ACCOUNTING I

(3-0) Credit: 3

Prerequisite: ACCT 2402.

This course will provide the student with a knowledge of theoretical foundations, concepts, and principles underlying financial statements, current assets, current liabilities, property, plant, and equipment short-term investments, and present value analysis. (5821) (Formerly: ACT 2304) (Proficiency Levels: Math 1, Language 3)

ACCT 2305 INTERMEDIATE ACCOUNTING II

(3-0) Credit: 3

Prerequisite: ACCT 2304.

This course is a continuation of concepts and principles underlying financial statements, intangible assets, long-term liabilities, corporate capital, analysis of financial statements, financial reporting and changing prices, other subjects such as long-term investment bonds, pensions, and leases. (5821) (Formerly: ACT 2305) (Proficiency Levels: Math 1, Language 3)

ACCT 2306 FEDERAL INCOME TAX I

(3-0) Credit: 3

Prerequisite: ACCT 2401.

This course will provide an analysis of the Internal Revenue Code as it applies to individuals and sole proprietorships. Emphasis is placed on the determination of income and statutory deductions in order to arrive at the net taxable income. (5821) (Formerly: ACT 2306) (Proficiency Levels: Math 1, Language 3)

ACCT 2307 FEDERAL INCOME TAX II

(3-0) Credit: 3

Prerequisite: ACCT 2306.

Taxation of corporate operations, distributions, reorganizations, and accumulations, Subchapter S corporations, partnership formation, operation, and transfer of interests. An overview is provided of the unified transfer tax on gifts. (5821) (Formerly: ACT 2307) (Proficiency Levels: Math 1, Language 3)

ACCT 2308 COST ACCOUNTING

(3-0) Credit: 3

Prerequisite: ACCT 2402.

Students will learn the theory and practice of accounting for a manufacturing concern with detailed study of the measurement and control of material, labor, and factor overhead for the job order and process cost system. Budgets, variance analysis, standards costs, joint and by-products costing will be discussed. (5821) (Formerly: ACT 2308) (Proficiency Levels: Math 1, Language 3)

ACCT 2310 COMPUTERIZED ACCOUNTING APPLICATIONS

(1-3) Credit: 3

Prerequisite: ACCT 2402.

Computerized accounting for sole proprietorships, partnerships and corporations will be covered with emphasis on day-to-day transactions and financial statement preparation. (5821) (Formerly: ACT 2310) (Proficiency Levels: Math 1, Language 3)

ACCT

ACCT - ANTH**ACCT 2311 AUDITING****(3-0) Credit: 3**

Prerequisite: ACCT 2402.

Students will learn auditing theory and procedures with emphasis on generally accepted auditing standards for cash, accounts receivable, inventory, pre-paids, investments, other assets, and liabilities. Other topics include internal control, statistical sampling, vouching, and auditors' reports and opinion. (5821) (Formerly: ACT 2409) (Proficiency Levels: Math 1, Language 3)

ACCT 2401 PRINCIPLES OF ACCOUNTING I**(3-3) Credit: 4**

Prerequisite: ACCT 1401.

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. (0602015125) (Formerly: ACT 2401) (Proficiency Levels: Math 1, Language 3)

ACCT 2402 PRINCIPLES OF ACCOUNTING II**(3-3) Credit: 4**

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

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. (0602015125) (Formerly: ACT 2402) (Proficiency Levels: Math 1, Language 3)

ACCT 2450 ACCOUNTING COOPERATIVE WORK EXPERIENCE AND SEMINAR**(1-20) Credit: 4**

Prerequisite: Enrollment in A.A.S. Degree Program.

Cooperative Education offers the student college credits for practical work experience related to career goals. Each student is assigned a coordinator to work with an employer and to set individual coop objectives related to job growth, personal development, problem-solving, routine duties, and future career aspirations. The Coop Coordinator will make on-site visits to assist the student in development and in coordinating coop objectives. Enrichment seminars conducted throughout the semester will assist the student's personal and career growth. (5821) (Formerly: ACE 2401) (Proficiency Levels: Math 1, Language 3)

ANALYTICAL READING AND CRITICAL THINKING

ARCT 1101 ANALYTICAL READING AND CRITICAL THINKING**(1-0) Credit: 1**

Prerequisite: None.

An indepth inquiry to improve comprehension and retention of textbook and other nonfiction material. The development of inferential and interpretive comprehension skills and expansion of these skills into competencies of higher level analysis, synthesis, and evaluating processes. (3801015735) (Proficiency Levels: Math 0, Language 3)

ANTHROPOLOGY

ANTH 2346 INTRODUCTION TO ANTHROPOLOGY**(3-0) Credit: 3**

Prerequisite: None.

Principles of physical and cultural anthropology; analysis of the cultures of prehistoric and existing preliterate people; impact of modern western culture on preliterate societies. (4502015142) (Formerly: ANT 1301) (Proficiency Levels: Math 0, Language 3)

ART

ARTS 1300 ART APPRECIATION**(3-0) Credit: 3**

Prerequisite: None.

Exploration of purposes and processes in the visual arts, including evaluation of selected works. (5007035130) (Proficiency Levels: Math 0, Language 3)

ARTS 1303 ART HISTORY I**(3-0) Credit: 3**

Prerequisite: None.

A study of the major movements of painting, sculpture, architecture, and the minor arts from prehistoric times to the 14th century. Lectures, slides, films, and discussion. (5007035230) (Formerly: ART 1305) (Proficiency Levels: Math 0, Language 3)

ARTS 1304 ART HISTORY II**(3-0) Credit: 3**

Prerequisite: None.

A study of the major movements of painting, sculpture, architecture, and the minor arts from the 14th century to the present. Lectures, slides, films, discussion. (5007035230) (Formerly: ART 1306) (Proficiency Levels: Math 0, Language 3)

ARTS 1311 DESIGN I**(2-4) Credit: 3**

Prerequisite: None.

A study of the function of the basic visual elements (line, shape, texture, value, form) and their interaction within a two-dimensional composition. (5007055130) (Formerly: ART 1303) (Proficiency Levels: Math 0, Language 0)

ARTS 1312 DESIGN II**(2-4) Credit: 3**

Prerequisite: ARTS 1311.

Continuation of Design I with emphasis on two-and-three dimensional concepts. (5007055130) (Formerly: ART 1304) (Proficiency Levels: Math 0, Language 0)

ARTS 1316 DRAWING I**(2-4) Credit: 3**

Prerequisite: None.

A beginning course investigating a variety of media techniques and subjects, exploring visual and descriptive possibilities with consideration of drawing as a developmental process as well as an end in itself. (5007055230) (Formerly: ART 1301) (Proficiency Levels: Math 0, Language 0)

ARTS 1317 DRAWING II**(2-4) Credit: 3**

Prerequisite: ARTS 1316.

Expansion of Drawing I stressing the expressive and conceptual aspects of drawing. (5007055230) (Formerly: ART 1302) (Proficiency Levels: Math 0, Language 0)

ARTS 2316 PAINTING I**(2-4) Credit: 3**

Prerequisite: None.

Exploring the potentials of painting media with emphasis on color and composition. (5007085230) (Formerly: ART 2305) (Proficiency Levels: Math 0, Language 0)

ARTS 2317 PAINTING II**(2-4) Credit: 3**

Prerequisite: ARTS 2316.

A continuation of Painting I with emphasis on individual expression. (5007085230) (Formerly: ART 2306) (Proficiency Levels: Math 0, Language 0)

**ARTS 2320 INDIVIDUALIZED STUDY
IN CONTEMPORARY ART****(1-4) Credit: 3**

Prerequisite: Six hours of studio art courses in relevant area.

In depth study of contemporary concerns and practices in ceramics, design, drawing, jewelry making, painting, photography, printmaking, sculpture, or water color painting. Proposal for course work initiated by student and approved by instructor. May be repeated for credit as topics vary. (5007035330) (Proficiency Levels: Math 0, Language 0)

ARTS 2323 DRAWING III**(Life Drawing I)****(2-4) Credit: 3**

Prerequisite: ARTS 1317.

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. (5007055330) (Formerly: ART 2313) (Proficiency Levels: Math 0, Language 0)

ARTS 2324 DRAWING IV**(Life Drawing II)****(2-4) Credit: 3**

Prerequisite: ARTS 2323.

A continuation of ARTS 2323. A variety of drawing materials will be explored. (5007055230) (Formerly: ART 2314) (Proficiency Levels: Math 0, Language 0)

ARTS 2326 SCULPTURE I**(2-4) Credit: 3**

Prerequisite: None.

An exploration of various sculptural approaches in a variety of media, including additive and subtractive techniques. (5007095130) (Formerly: ART 2303) (Proficiency Levels: Math 0, Language 0)

ARTS 2327 SCULPTURE II**(2-4) Credit: 3**

Prerequisite: ARTS 2326.

A continuation of Sculpture I with emphasis on individual expression. (5007095130) (Formerly: ART 2304) (Proficiency Levels: Math 0, Language 0)

ARTS 2331 PRINTMAKING I**(2-4) Credit: 3**

Prerequisite: None.

Introduction to relief and intaglio printmaking processes, including woodcut, linoleumcut, collograph, etching, engraving, drypoint, and monotype. Experimentation with the various media. (5007995130) (Formerly: ART 2309) (Proficiency Levels: Math 0, Language 0)

ARTS 2332 PRINTMAKING II**(2-4) Credit: 3**

Prerequisite: ARTS 2331.

A continuation of Printmaking I with opportunities for specialization and experimentation in printmaking processes. (5007995130) (Formerly: ART 2310) (Proficiency Levels: Math 0, Language 0)

**ARTS 2341 JEWELRY/
METALSMITHING I****(2-4) Credit: 3**

Prerequisite: None.

The study of metals, their properties, techniques, tools and processes involved in metalsmithing and jewelry construction. (5002065130) (Formerly: ART 2311) (Proficiency Levels: Math 0, Language 0)

**ARTS 2342 JEWELRY/
METALSMITHING II****(2-4) Credit: 3**

Prerequisite: ARTS 2341.

Advanced study of Jewelry/Metalsmithing I with emphasis on individual expression. (5002065130) (Formerly: ART 2312) (Proficiency Levels: Math 0, Language 0)

ARTS 2346 CERAMICS I**(2-4) Credit: 3**

Prerequisite: None.

An introduction to basic ceramic processes including handbuilding, 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. (5002025130) (Formerly: ART 2301) (Proficiency Levels: Math 0, Language 0)

ARTS 2347 CERAMICS II**(2-4) Credit: 3**

Prerequisite: ARTS 2346.

A continuation of Ceramics I with opportunities to specialize in specific ceramic processes. Individual expression is stressed. (5002025130) (Formerly: ART 2302) (Proficiency Levels: Math 0, Language 0)

ARTS 2356 PHOTOGRAPHY I**(2-4) Credit: 3**

Prerequisite: None.

An introduction to basic photographic techniques, processes and potentials in black and white photography. (5006055130) (Formerly: ART 2307) (Proficiency Levels: Math 0, Language 0)

ARTS 2357 PHOTOGRAPHY II**(2-4) Credit: 3**

Prerequisite: ARTS 2356.

A continuation of Photography I with further exploration of potentials of black and white photography. (5006055230) (Formerly: ART 2308) (Proficiency Levels: Math 0, Language 0)

ARTS 2366 WATERCOLOR PAINTING I**(2-4) Credit: 3**

Prerequisite: None.

Introduction to water-based painting and media techniques. (5007085330) (Proficiency Levels: Math 0, Language 0)

ARTS 2367 WATERCOLOR PAINTING II**(2-4) Credit: 3**

Prerequisite: ARTS 2366.

A continuation of Watercolor Painting I with emphasis on individual expression using water-based painting media and techniques. (5007085330) (Proficiency Levels: Math 0, Language 0)

BIOLOGICAL SCIENCES

119

SSBI 0301 STUDY SKILLS IN BIOLOGY
(3-0) Credit: 3

Prerequisite: None.

Application of reading and writing skills as they apply to basic biological principles. Emphasis on reading comprehension, time management, and study skills for examination preparation. (3201035735) (Formerly: SSB 0301) (Proficiency Levels: Math 0, Language 0)

BIOL 1322 NUTRITION
(3-0) Credit: 3

Prerequisite: High School biology or SSBI 0301.

Basic principles of nutrition in health and disease. The essentials of food selection and quality of nutrients in normal and therapeutic diets. (1905045133) (Formerly: BIO 1305) (Proficiency Levels: Math 1, Language 3)

BIOL 1323 NUTRITIONAL AND BIOLOGICAL ASPECTS OF SUBSTANCE ABUSE
(3-0) Credit: 3

Prerequisite: BIOL 1408 and 1409 with a grade of "C" or better in both courses. 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. (1905045133) (Formerly: BIO 1306) (Proficiency Levels: Math 1, Language 3)

BIOL 1324 NUTRITIONAL AND BIOLOGICAL ASPECTS OF AGING
(3-0) Credit: 3

Prerequisite: None.

Basic principles of nutrition in health and disease. Competencies of food selection and quality of nutrients in normal and therapeutic diets. Emphasis on the nutritional and biological aspects of aging. (Approval Number to be determined). (Proficiency Levels: Math 0, Language 3)

BIOL 1408 GENERAL BIOLOGY I
(3-3) Credit: 4

Prerequisite: High School biology or SSBI 0301.

The first of a two semester sequence surveying basic biological principles—cell structure, fundamental cell processes, photosynthesis, cellular respiration, mitosis, meiosis, evolution, genetics, basic inorganic and biochemistry will be introduced. Anatomy and physiology, botany, ecology and an introductory survey of selected living organisms will also be covered. (2601015124) (Formerly: BIO 1401) (Proficiency Levels: Math 1, Language 3)

BIOL 1409 GENERAL BIOLOGY II
(3-3) Credit: 4

Prerequisite: BIOL 1408.

The second of a two semester study of subjects described in BIOL 1408. (2601015124) (Formerly: BIO 1402) (Proficiency Levels: Math 1, Language 3)

BIOL 1411 GENERAL BOTANY
(3-3) Credit: 4

Prerequisite: None.

A general course in plant sciences including anatomy, ecology, morphology, and physiology of plants. This course includes plant reproduction and typical life histories of the algae, bryophytes, tracheophytes, and spermatophytes as well as plant identification and distribution, and principles of elementary taxonomy. (2603015224) (Formerly: BIO 1408) (Proficiency Levels: Math 1, Language 2)

BIOL 2306 ENVIRONMENTAL BIOLOGY
(3-3) Credit: 3

Prerequisite: BIOL 1408 and BIOL 1409.

An introduction to basic ecological principles and techniques with emphasis on ecosystems. Aquatic and terrestrial communities will be studied with emphasis upon biotic interrelationships. The lab will combine experimental studies with field investigations (1 optional weekend field trip). (2606035124) (Formerly: BIO 2300) (Proficiency Levels: Math 1, Language 3)

BIOL

BIOL - CHEM**BIOL 2401 ANATOMY AND
PHYSIOLOGY I****(3-3) Credit: 4**

Prerequisite: High School biology or SSBI 0301.

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, nervous and endocrine 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. (2607065124) (Formerly: BIO 1403) (Proficiency Levels: Math 1, Language 3)

**BIOL 2402 ANATOMY AND
PHYSIOLOGY II****(3-3) Credit: 4**

Prerequisite: BIOL 2401.

A continuation of BIOL 2401 with emphasis on the circulatory, respiratory, digestive, excretory, and reproductive systems. (2607065124) (Formerly: BIO 1404) (Proficiency Levels: Math 1, Language 3)

BIOL 2420 MICROBIOLOGY**(3-3) Credit: 4**

Prerequisite: BIOL 1408 or BIOL 2401.

Principles of microbiology including historical concepts, survey of nature and activities of microorganisms, host defense mechanisms, and prevention of diseases. Laboratory methods stress studies of pure cultures, the use of laboratory apparatus, staining, and identification of microbial populations in the environment. (2605015124) (Formerly: BIO 2405) (Proficiency Levels: Math 1, Language 3)

BUSINESS ADMINISTRATION**BUSI 1301 INTRODUCTION TO
BUSINESS****(3-0) Credit: 3**

Prerequisite: None.

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. (0604015125) (Formerly: BAD 1301) (Proficiency Levels: Math 1, Language 3)

BUSI 2301 BUSINESS LAW**(3-0) Credit: 3**

Prerequisite: Sophomore standing.

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. (0601015125) (Formerly: BAD 2301) (Proficiency Levels: Math 1, Language 3)

CHEMISTRY**CHEM 0301 MATHEMATICAL
APPLICATIONS IN
PHYSICAL SCIENCES****(3-0) Credit: 3**

Prerequisite: None.

An introductory course to acquaint students with the basic concepts of arithmetic and introductory algebra with the purpose of showing their application to problem solving in the physical sciences. Topics include scientific notation, conversion of units, density, atoms, molecules, compounds, percent composition, calculations involving empirical and molecular formulas, chemical equations, calculations involving excess and limiting reagent, solutions and pH. (3201065139) (Formerly: MTH 0301) (Proficiency Levels: Math 1, Language 1)

**CHEM 1405 FUNDAMENTALS OF
CHEMISTRY****(3-3) Credit: 4**

Prerequisite: High School chemistry, CHEM 0301.

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 technical vocational programs. (4005015139) (Formerly: CHM 1403) (Proficiency Levels: Math 1, Language 2)

**CHEM 1407 INTRODUCTION TO
ORGANIC AND
BIOLOGICAL CHEMISTRY**
(3-3) Credit: 4

Prerequisite: CHEM 1405 or CHEM 1411.
Credit may not be earned for both CHEM 1407 and CHEM 1412.

Elementary organic chemistry, both aliphatic and aromatic; introduction to the chemistry of carbohydrates, proteins, fats, blood, urine, vitamins, hormones, metabolism, and nuclear chemistry. A continuation of CHEM 1405, designed primarily for students in technical vocational programs. (4005015139) (Formerly: CHM 1404) (Proficiency Levels: Math 1, Language 2)

CHEM 1411 GENERAL CHEMISTRY I
(3-3) Credit: 4

Prerequisite: High School chemistry, CHEM 0301.

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. (4005015239) (Formerly CHM 1401) (Proficiency Levels: Math 2, Language 3)

CHEM 1412 GENERAL CHEMISTRY II
(3-3) Credit: 4

Prerequisite: CHEM 1411.

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; introduction to organic chemistry and radioactivity. (4005015239) (Formerly: CHM 1402) (Proficiency Levels: Math 2, Language 3)

CHEM 2423 ORGANIC CHEMISTRY I
(3-3) Credit: 4

Prerequisite: CHEM 1412.

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. (4005045239) (Formerly: CHM 2403) (Proficiency Levels: Math 2, Language 3)

CHEM 2425 ORGANIC CHEMISTRY II
(3-3) Credit: 4

Prerequisite: CHEM 2423.

Organic reactions; elaboration of fundamentals presented in CHEM 2423 through treatment of chemistry of natural and biological products, petroleum, polymers and other important materials. (4005045239) (Formerly: CHM 2404) (Proficiency Levels: Math 2, Language 3)

COMMUNICATIONS

COMM 1129 JOURNALISM WORKSHOP
(0-3) Credit 1

Prerequisite: None.

This course, which can be taken four times for credit, is open to students who wish to gain practical experience by working on the staff of a college publication. (0904015426) (Formerly: JRN 1100) (Proficiency Levels: Math 0, Language 3).

**COMM 1307 THE MASS MEDIA IN
AMERICAN SOCIETY**
(3-0) Credit 3

Prerequisite: None.

An overview of American Mass Media and their effect on the individual. Includes lectures from working professionals in media fields. Examples of each medium are presented, including a historical perspective of how that medium was shaped into its existing form and the future of the medium. (0901015126) (Formerly: TLV 1302) (Proficiency Levels: Math 0, Language 3)

**COMM 1335 INTRODUCTION TO
TELEVISION**
(3-0) Credit 3

Prerequisite: None.

A general survey and beginning look at the TV Station as an organization. Divided by departments: programming, news/weather/sports, promotions, operations/production, engineering, administration and sales. Illustrates the organizational methods of smaller stations to meet their resources and needs. Also gives an overview of the major networks, major cable operations and how they depend on affiliates and subscribers. Introduces Television Production techniques. (0907015126) (Formerly: TLV 1301) (Proficiency Levels: Math 0, Language 3)

**COMM 1336 TELEVISION
PRODUCTION I**

(2-3) Credit: 3

Prerequisite: None.

Introduction to the television studio and control room. The professional goals of the student are explored. Examples of various television production techniques are compared and explained. Emphasis is first placed on audio production and signal flow. Students learn and perform crew positions and the language of TV and participate in two or more productions. (1001045226) (Formerly: TLV 1305) (Proficiency Levels: Math 0, Language 3)

**COMM 1337 TELEVISION
PRODUCTION II**

(2-3) Credit: 3

Prerequisite: COMM 1336.

Builds on all concepts and skills learned in COMM 1336. Adds the longer form programs and beginning directing skills. Programming is evaluated from the inherent production values and type of show (sports, documentary, live news, etc.). Introduces videotape editing. (1001045226) (Formerly: TLV 1306) (Proficiency Levels: Math 0, Language 3)

**COMM 2309 NEWS EDITING AND
COPY READING**

(3-3) Credit 3

Prerequisite: COMM 2311.

A comprehensive study of copy editing for errors of fact and interpretation of English and newspaper style; headline writing; proof reading and page makeup are stressed. Production of a student newspaper is included. (0904015326) (Formerly: JRN 1302) (Proficiency Levels: Math 0, Language 3)

**COMM 2310 ADVANCED NEWS
EDITING AND COPY
READING**

(3-3) Credit: 3

Prerequisite: COMM 2315.

Copy editing for rewriting and for errors of fact and interpretation; problems in headline writing and page make-up are stressed. Production of student newspaper is included. (0904015326) (Formerly: JRN 2302) (Proficiency Levels: Math 0, Language 3)

**COMM 2311 NEWS GATHERING AND
WRITING**

(3-3) Credit: 3

Prerequisite: None.

Fundamentals of writing and information gathering for the mass media; develops the student's news sense and judgement. Production of a student newspaper is included. (0901015226) (Formerly: JRN 1301) (Proficiency Levels: Math 0, Language 3)

COMM 2315 NEWS REPORTING

(3-3) Credit: 3

Prerequisite: COMM 2309.

Advanced news gathering and writing with emphasis on advanced reporting techniques. Production of a student newspaper is included. (0901015326) (Formerly: JRN 2301) (Proficiency Levels: Math 0, Language 3)

COMM 2324 TELEVISION WORKSHOP I

(1-5) Credit 3

Prerequisite: COMM 1335, 1336, 1337.

Introduces Electronic News Gathering (ENG) and Electronic Field Production (EFP). Career choices are introduced. Remote camera production teaches the art of shooting a videotaped production keeping in mind the editing principles learned in COMM 1337. (1001045626) (Formerly: TLV 2301) (Proficiency Levels: Math 0, Language 3)

COMM 2325 TELEVISION WORKSHOP II

(1-5) Credit: 3

Prerequisite: COMM 2324.

A continuation and combination of acquired television production knowledge. Both field and studio production are done with a higher level of complexity. Students develop a field of specialization; projects may include a student-produced and directed major studio production (preferably dramatic), a news story (with written introduction for studio anchor), or a video essay of student's choice. (100104526) (Formerly: TLV 2302) (Proficiency Levels: Math 0, Language 3)

COMM 2326 TELEVISION WORKSHOP III

(1-5) Credit: 3

Prerequisite: None.

An internship based course with independent production by student, advised by a faculty member. Resume, resume video-tape, job-hunting skills and networking involvement with television media outlet. Instructor/student contract-based course. (1001045626) (Formerly: TLV 2303) (Proficiency Levels: Math 0, Language 3)

COMM 2339 SCRIPTING FOR THE MEDIA

(3-0) Credit: 3

Prerequisite: None.

A basic course for electronic media writing. The major emphasis is on vocabulary and format. A workshop in writing with the recognition and development of individual style. (1001045526) (Formerly: TLV 1304) (Proficiency Levels: Math 0, Language 3)

COMPUTER SCIENCE

COSC 1301 INTRODUCTORY COMPUTING

(3-0) Credit: 3

Prerequisite: None.

Basic principles of computing. Input/output media. Computer software, numbering systems, flowcharting and programming. Applications of computers in business and industry. (1101015127) (Formerly: CSC 1301) (Proficiency Levels: Math 1, Language 2)

COSC 1311 LOGIC AND THEORY

(3-0) Credit: 3

Prerequisite: COSC 1301.

This course covers the classic, symbolic and mathematical elements of logic and their relation to computers and data processing logic and theory. Emphasis is placed on logic development through program flowcharts and structure charts. (1102015127) (Formerly: CSC 1305) (Proficiency Levels: Math 3, Language 3)

COSC 1315 FUNDAMENTALS OF COMPUTER SCIENCE

(3-0) Credit: 3

Prerequisite: MATH 0304.

An introductory course in Computer Science. Topics include: Computer Systems and operations, development of flowcharting and algorithms, number system and date representations, boolean algebra, simple date structures and programming in a structured language. (1102015227) (Formerly: CSC 1302) (Proficiency Levels: Math 3, Language 3)

COSC 1407 MICROCOMPUTER SYSTEMS AND THEIR APPLICATIONS I

(3-3) Credit: 4

Prerequisite: None.

An interactive hands-on approach to the study of microcomputer systems and their uses. Programming fundamentals of microcomputers, design, operation, and applications. (1101015227) (Formerly: CSC 1402) (Proficiency Levels: Math 1, Language 2)

COSC 1418 PASCAL PROGRAMMING

(3-3) Credit: 4

Prerequisite: MATH 0304.

An introductory course in PASCAL programming, with applications and problem solving. This course will emphasize structured programming. (1102015227) (Formerly: CSC 1404) (Proficiency Levels: Math 3, Language 3)

COSC 1420 PROGRAMMING IN "C" LANGUAGE

(3-3) Credit: 4

Prerequisite: COSC 1301.

An introductory course in C Programming with applications. This course will emphasize top down problem solving techniques with several programming assignments. (2203025127) (Formerly: CSC 1405) (Proficiency Levels: Math 2, Language 2)

COSC 1431 PROGRAMMING IN BASIC LANGUAGE

(3-3) Credit: 4

Prerequisite: MATH 0304.

Introduction to a digital computer, fundamental programming concepts. A study of the BASIC programming language with applications and problem solving. (1103015127) (Formerly: CSC 1401) (Proficiency Levels: Math 3, Language 3)

COSC 1432 COBOL PROGRAMMING

(3-3) Credit: 4

Prerequisite: COSC 1301.

A course in the basic concepts of the Common Business Oriented Language (COBOL) programming with applications to the solution of business-oriented problems. (11030115127) (Formerly: CSC 2403) (Proficiency Levels: Math 2, Language 3)

COMPUTER SCIENCE TECHNOLOGY

CSCI 2205 SPECIAL TOPICS IN COMPUTER TECHNOLOGY

(2-1) Credit: 2

Prerequisite: Consent of the Assistant Dean, Mathematics and Sciences Division. This course is designed to provide students with the latest developments in computer technology. Topics will be chosen from recent advances or special subject matter that is generally not covered in traditional computer courses. The course may be repeated with the approval of the Assistant Dean, Mathematics and Sciences Division. (6023) (Formerly: CST 2205) (Proficiency Levels: Math 1, Language 2)

CSCI 2402 ADVANCED BASIC
(3-2) Credit: 4

Prerequisite: COSC 1431.
This course provides advanced skills in programming techniques using the BASIC language. Topics included are creating and maintaining files, (both sequential and random), tables, lists, advanced search and sort techniques, and both internal and external subroutine handling. (6021) (Formerly: CST 2402) (Proficiency Levels: Math 3, Language 3)

**CSCI 2403 FUNDAMENTALS OF
HARDWARE**
(3-2) Credit: 4

Prerequisite: COSC 1311.
An introduction to hardware fundamentals. Topics include digital circuit design fundamentals, peripheral linkage design and interfaces. Operational characteristics of and implementation factors involving different computers and peripherals (graphic adapters, multifunction cards, auxiliary storage devices and alternative I/O devices). Optimal combinations of hardware and applications software in problem solving. (6023) (Formerly: CST 2403) (Proficiency Levels: Math 3, Language 3)

CSCI 2404 ADVANCED PASCAL
(3-2) Credit: 4

Prerequisite: COSC 1418.
The course provides advanced skills in programming using the PASCAL language. Topics included are file handling, link lists, stacks and queues, advanced search and sort techniques, and both internal and external subroutine handling. (6021) (Formerly: CST 2404) (Proficiency Levels: Math 3, Language 3)

**CSCI 2405 MICROCOMPUTER
SYSTEMS AND THEIR
APPLICATIONS II**
(3-3) Credit: 4

Prerequisite: COSC 1407.
A continuation of Microcomputer Systems and Their Applications I. The course will focus on advanced concepts, techniques, and applications of commercially available software packages (including Database and Spreadsheets) as applied to problem solving. (6023) (Formerly: CST 2405) (Proficiency Levels: Math 1, Language 2)

**CSCI 2408 OPERATING SYSTEMS AND
NETWORKING**
(3-3) Credit: 4

Prerequisite: COSC 1311.
An introductory course in operating systems and computer networking. Topics include: different operating systems, single user, batch, multiprocessing, data communications, networking techniques, topology, design and implementation. (6021) (Formerly: CST 2408) (Proficiency Levels: Math 3, Language 3)

**CSCI 2450, 2451 COOPERATIVE
EDUCATION IN
COMPUTERS I, II**
(1-20) Credit: 4

Prerequisite: CSCI 2450 requires COSC 1301 and COSC 1407. CSCI 2451 requires CSCI 2403 and credit or concurrent enrollment in CSCI 2408.
A comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Students will learn how concepts taught in the classroom are applied at work. All work will be performed under the supervision of the College and the employer. (6023) (Formerly: CST 2409, 2410) (Proficiency Levels: CSCI 2450 - Math 1, Language 2, CSCI 2451 - Math 3, Language 3)

**COMPUTERIZED TOMOGRAPHY
TECHNOLOGY**

**COTT 3301 CTT INSTRUMENTATION
AND METHODOLOGY**
(3-0) Credit: 3

This course is designed to familiarize the student with the theory and application of computerized tomographic equipment and the basic principles of patient imaging techniques performed at a facility utilizing this equipment. (8033) (Formerly: CTT 3301) (Proficiency Levels: Math 2, Language 3)

**COTT 3501 CTT CLINICAL
APPLICATIONS I**
(0-16) Credit: 5

This course is designed to provide the student specialized instruction and experience in the performance of the various procedures normally found in a computerized tomography facility. Students are expected to become proficient in the performance of routine CT procedures. (8033) (Formerly: CTT 3501) (Proficiency Levels: Math 2, Language 3)

COTT 3502 CTT CLINICAL APPLICATIONS II**(0-16) Credit: 5**

A continuation of COTT 3501 - CTT Clinical Applications I. (8033) (Formerly: CTT 3502) (Proficiency Levels: Math 2, Language 3)

CRIMINAL JUSTICE**CRIJ 1301 CRIME IN AMERICA****(3-0) Credit: 3**

Prerequisite: None.

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.) (7021) (Formerly: CRJ 1301) (Proficiency Levels: Math 0, Language 3)

CRIJ 1302 INTRODUCTION TO CRIMINAL JUSTICE**(3-0) Credit: 3**

Prerequisite: None.

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; prosecution and defense; trial process; corrections. (7021) (Formerly: CRJ 1302) (Proficiency Levels: Math 0, Language 3)

CRIJ 1303 FUNDAMENTALS OF CRIMINAL LAW**(3-0) Credit: 3**

Prerequisite: None.

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (7021) (Formerly: CRJ 1303) (Proficiency Levels: Math 0, Language 3)

CRIJ 1305 THE COURTS AND CRIMINAL PROCEDURE**(3-0) Credit: 3**

Prerequisite: None.

The judiciary in the criminal justice system; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing. (7021) (Formerly: CRJ 1305) (Proficiency Levels: Math 0, Language 3)

CRIJ 2301 POLICE SYSTEMS AND PRACTICES**(3-0) Credit: 3**

Prerequisite: None.

The police profession; organization of law enforcement systems; the police role; police discretion, ethics; police-community interaction; current and future issues. (7021) (Formerly: CRJ 2301) (Proficiency Levels: Math 0, Language 3)

CRIJ 2302 CRIMINAL INVESTIGATION**(3-0) Credit: 3**

Prerequisite: None.

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (7021) (Formerly: CRJ 2302) (Proficiency Levels: Math 0, Language 3)

CRIJ 2304 LEGAL ASPECTS OF LAW ENFORCEMENT**(3-0) Credit: 3**

Prerequisite: None.

Police authority; responsibilities; constitutional restraints; laws of arrest, search and seizure; police liability. (7021) (Formerly: CRJ 2304) (Proficiency Levels: Math 0, Language 3)

CRIJ 2305 CORRECTIONAL SYSTEMS AND PRACTICES**(3-0) Credit: 3**

Prerequisite: None.

Corrections in the criminal justice system; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (7021) (Formerly: CRJ 2305) (Proficiency Levels: Math 0, Language 3)

CRIJ 2306 COMMUNITY RESOURCES IN CORRECTIONS**(3-0) Credit: 3**

Prerequisite: None.

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (7021) (Formerly: CRJ 2306) (Proficiency Levels: Math 0, Language 3)

CRIJ 2333 TEXAS PEACE OFFICER LAW**(3-0) Credit: 3**

Prerequisite: None.

A study of laws that are directly related to police field work. Included are traffic, intoxicated driver, Penal Code, elements of crimes, the Family Code, Alcoholic Beverage Code and civil liability. (2 lecture and 3 lab hours per week). (7021) (Proficiency Levels: Math 0, Language 3)

COTT - CRIJ

CRIJ 2334 TEXAS PEACE OFFICER PROCEDURES

(3-0) Credit: 3

Prerequisite: None.

A 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. (2 lecture and 3 lab hours per week). (7021) (Proficiency Levels: Math 0, Language 3)

CRIJ 2335 TEXAS PEACE OFFICER SKILLS

(3-0) Credit: 3

Prerequisite: None.

Demonstration and practice of the skills expected of a police officer. Includes patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care. (1 lecture and 5 lab hours per week). (7021) (Proficiency Levels: Math 0, Language 3)

DRAMA

DRAM 1220, 1221, 2220, 2221 REHEARSAL AND PERFORMANCE

(0-6) Credit: 2

Prerequisite: None.

For the student who participates in Galveston College Theatre productions. Off-stage opportunities include set crew, stage crew, lights, sound, properties, wardrobe, stage management, and design. On-stage opportunities include leads, supporting roles, bit parts and walk-ons. Credit to be granted on a point system. (5005015230) (Formerly: DRM 1101, 1102, 2101, 2102) (Proficiency Levels: Math 0, Language 0)

DRAM 1310 INTRODUCTION TO THEATRE

(3-0) Credit: 3

Prerequisite: None.

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. (5005015130) (Formerly: DRM 1300) (Proficiency Levels: Math 0, Language 3)

DRAM 1312 INTRODUCTION TO MOTION PICTURES

(3-0) Credit: 3

Prerequisite: None.

Analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films and historical growth of sociological effects of film as art. (500602513) (Proficiency Levels: Math 0, Language 3)

DRAM 1330 BASIC PRODUCTION TECHNIQUES I

(2-2) Credit: 3

Prerequisite: None.

Study and application of visual aesthetics of stagecraft, scenery construction and painting, properties, lighting, costume, makeup, backstage organization, and stage management. Participation in Galveston College theatre productions is required. (5005015330) (Proficiency Levels: Math 0, Language 0)

DRAM 1341 STAGE MAKE UP

(2-2) Credit: 3

Prerequisite: None.

The design of make up for the purpose of developing believable characters. Study of basic make up principles and practical experience in make up application. Participation in Galveston College theatre productions required. (5005015530) (Proficiency Levels: Math 0, Language 2)

DRAM 1351 BEGINNING ACTING I

(2-2) Credit: 3

Prerequisite: None.

Emphasis is placed on the elementary training of the student actor in the classroom laboratory beginning with basic stage movement, vocal and physical development through pantomime, improvisation, and scenes. Participation in one production (or student recital) is a requirement. (5005015730) (Formerly: DRM 1306) (Proficiency Levels: Math 0, Language 2)

DRAM 1352 BEGINNING ACTING II

(2-2) Credit: 3

Prerequisite: DRAM 1351.

This course is an extension of DRAM 1351 with an emphasis on expanding characterization, ensemble acting, stage combat, and performance techniques. The student will be introduced to the classical modern repertoire, including Ibsen, Chekhov, Strindberg, Shaw and O'Neill. (5005015730) (Formerly: DRM 1307) (Proficiency Levels: Math 0, Language 2)

**DRAM 2331 BASIC PRODUCTION
TECHNIQUES II**

(2-2) Credit: 3

Prerequisite: DRAM 1330.

This course is an extension of DRAM 1330 with an emphasis on expanding the study and application of stagecraft. Participation in Galveston College theatre productions is required. (5005015330) (Proficiency Levels: Math 0, Language 0)

**DRAM 2336 VOICE AND DICTION FOR
THE THEATRE**

(3-0) Credit: 3

Prerequisite: None.

Focus on understanding the application of the performer's use of the voice as a creative instrument of effective communication. Emphasis on awareness of the need for vocal proficiency and employment of techniques designed to improve the performer's speaking abilities. (2310016235) (Proficiency Levels: Math 0, Language 2)

**DRAM 2352 INTRODUCTION TO
COSTUME**

(2-2) Credit: 3

Prerequisite: None.

Principles, techniques, and application of costume design and construction for theatrical productions. Participation in theater productions required. (5005015630) (Proficiency Levels: Math 0, Language 0)

ECONOMICS

**ECON 2301 PRINCIPLES OF
ECONOMICS:
MACROECONOMICS**

(3-0) Credit: 3

Prerequisite: None.

A study of the principles of macroeconomics. The factors of production and the concepts of distribution as these factors and concepts are related to our highly industrial economy, wages, interest, rent, profit, consumption, saving, investment, the business cycle, national income, and fiscal policy. (4506015142) (Formerly: ECO 2301) (Proficiency Levels: Math 0, Language 3)

**ECON 2302 PRINCIPLES OF
ECONOMICS:
MICROECONOMICS**

(3-0) Credit: 3

Prerequisite: ECON 2301.

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. (4506015142) (Formerly: ECO 2302) (Proficiency Levels: Math 0, Language 3)

ENGLISH

**ENGL 0101 TASP REMEDIATION IN
ENGLISH**

(0-2) Credit: 1

Prerequisite: Credit for ENGL 0302 or ENGL 1301.

An individualized program designed to prepare students to retake the English portion of the TASP examination. (3201035635) (Proficiency Levels: Math 0, Language 3)

**ENGL 0301 INTRODUCTION TO
WRITING SKILLS**

(3-2) Credit: 3

Prerequisite: None.

A pre-transfer level college course designed to help students develop the basic skills in grammar and composition required in the next pre-transfer level English course (ENGL 0302). Students will be expected to pass an exit examination. (3201035635) (Formerly: ENG 0301) (Proficiency Levels: Math 0, Language 0)

ENGL 0302 BASIC WRITING SKILLS

(3-0) Credit: 3

Prerequisite: ENGL 0301 or appropriate score on English placement test.

A pre-transfer level college course designed to help students develop basic skills in grammar and composition required in transfer-level college courses. Students will be expected to pass an exit examination. (3201035635) (Formerly: ENG 0302) (Proficiency Levels: Math 0, Language 1)

ENGL 1301 COLLEGE COMPOSITION
(3-0) Credit: 3

Prerequisite: Meet placement requirement. 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. (2304015135) (Formerly: ENG 1301) (Proficiency Levels: Math 0, Language 3)

ENGL 1302 COMPOSITION AND RHETORIC
(3-0) Credit: 3

Prerequisite: ENGL 1301. A continuation of ENGL 1301, with critical analysis of selected readings; writing analytical essays; learning to quote, summarize, paraphrase, and document; writing research projects. (2304015135) (Formerly: ENG 1302) (Proficiency Levels: Math 0, Language 3)

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 2307 CREATIVE WRITING
(3-0) Credit: 3

Prerequisite: ENGL 1302. Practical experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama (2308015135) (Proficiency Levels: Math 0, Language 3)

ENGL 2311 TECHNICAL REPORT WRITING
(3-0) Credit: 3

Prerequisite: ENGL 1302. Writing technical reports, business letters, memos, resumes, and procedures; basic techniques in technical writing; practical English for the technical writer; making oral presentations. (2311015135) (Formerly: ENG 2303) (Proficiency Levels: Math 0, Language 3)

ENGL 2322 SURVEY OF BRITISH LITERATURE I
(3-0) Credit: 3

Prerequisite: ENGL 1302. 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. (2308015135) (Formerly: ENG 2301) (Proficiency Levels: Math 0, Language 3)

ENGL 2323 SURVEY OF BRITISH LITERATURE II
(3-0) Credit: 3

Prerequisite: ENGL 1302. 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. (2308015135) (Formerly: ENG 2302) (Proficiency Levels: Math 0, Language 3)

ENGL 2326 MASTERPIECES OF AMERICAN LITERATURE
(3-0) Credit: 3

Prerequisite: ENGL 1302. Selected masterpieces by American essayists, poets, fiction writers and dramatists from colonial to modern times. May include historical and critical background; will include close readings of the texts. (2307015135) (Formerly: ENG 2310) (Proficiency Levels: Math 0, Language 3)

ENGL 2331 MASTERPIECES OF WORLD LITERATURE I
(3-0) Credit: 3

Prerequisite: ENGL 1302. A study of the masterpieces of the Western world from ancient times through the Renaissance; selections from Homer, the Greek tragedians, Plato, Virgil, Dante, Chaucer, and Shakespeare; emphasis on epic, tragedy, and narrative forms. (2303015235) (Formerly: ENG 2304) (Proficiency Levels: Math 0, Language 3)

ENGL 2332 MASTERPIECES OF WORLD LITERATURE II
(3-0) Credit: 3

Prerequisite: ENGL 1302. A study of the masterpieces of the Western world; selections from the neo-classical to the modern age, including works by Milton, Racine, Voltaire, Goethe, French and Russian novelists, Kafka and Camus; emphasis on continental writers. (2303015235) (Formerly: ENG 2305) (Proficiency Levels: Math 0, Language 3)

ENGL 2342 INTRODUCTION TO LITERATURE: THE SHORT STORY AND NOVEL
(3-0) Credit: 3

Prerequisite: ENGL 1302. 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. (2303015135) (Formerly: ENG 2306) (Proficiency Levels: Math 0, Language 3)

**ENGL 2343 INTRODUCTION TO
LITERATURE: DRAMA AND
POETRY**

(3-0) Credit: 3

Prerequisite: ENGL 1302.

A study of drama and poetry as literary forms. Readings, chiefly modern, to develop skills required to read literary materials. (2303015135) (Formerly: ENG 2307) (Proficiency Levels: Math 0, Language 3)

**ENGL 2352 SELECTED STUDIES IN
LITERATURE (VARIOUS
TOPICS)**

(3-0) Credit: 3

Prerequisite: ENGL 1302.

Intensive reading in single areas unified by period, genre, or theme to develop skills required to read literary materials. May be repeated for credit when topics change. (2303015335) (Formerly: ENG 2308) (Proficiency Levels: Math 0, Language 3)

***FIRE PROTECTION
TECHNOLOGY***

**FIRE 1301 FUNDAMENTALS OF FIRE
PROTECTION**

(3-0) Credit: 3

Prerequisite: None.

History and philosophy of fire protection; review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organizations; a discussion of current related problems and review of expanding future fire protection problems. (6821) (Formerly: FIR 1301) (Proficiency Levels: Math 1, Language 2)

**FIRE 1302 INDUSTRIAL FIRE
PROTECTION I**

(3-0) Credit: 3

Prerequisite: None.

Specific concerns and safeguard related to business and industrial organizations. A study of industrial fire brigade organization and development, plant layout, fire prevention programs, extinguishing factors and techniques, hazardous situations and prevention methods. Gaining cooperation between the public and private fire department organizations. Study of elementary industrial fire hazards in manufacturing plants. (6821) (Formerly: FIR 1302) (Proficiency Levels: Math 1, Language 2)

FIRE 1303 FIRE PROTECTION SYSTEMS
(3-0) Credit: 3

Prerequisite: None.

Study of the required standard for water supply; special hazards protection systems; automatic sprinklers and special extinguishing systems; automatic signaling and detection systems; rating organizations and underwriting agencies. (6821) (Formerly: FIR 1303) (Proficiency Levels: Math 1, Language 2)

FIRE 1304 FIRE PREVENTION

(3-0) Credit: 3

Prerequisite: None.

The objectives and views of inspections, fundamental principles, methods, techniques, and procedures of fire prevention administration. Fire prevention organization; public cooperation and image; recognition of fire hazards; insurance problems and legal aspects; development and implementation of systematic and deliberate inspection program. Survey of local, state and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards. (6821) (Formerly: FIR 1304) (Proficiency Levels: Math 1, Language 2)

**FIRE 1305 INDUSTRIAL FIRE
PROTECTION II**

(3-0) Credit: 3

Prerequisite: None

Development of fire and safety organizations in industry; relation between private and public fire protection organizations; current trends, deficiencies and possible solutions for industrial fire problems; role of insurance and other special organizations; an in-depth study of specific industrial processes, equipment, facilities and work practices to understand the potential hazards and techniques to detect and control such hazards. Field trips to selected plants and demonstration of new techniques, equipment and innovations. (6821) (Formerly: FIR 1305) (Proficiency Levels: Math 1, Language 2)

ENGL - FIRE

FIRE 2301 FIRE ADMINISTRATION I
(3-0) Credit: 3

Prerequisite: None.
An in-depth study of the organization and management as related to a fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics including relation to various government agencies to fire protection areas. Fire Service Leadership as viewed from the Company officer's position. (6821) (Formerly: FIR 2301) (Proficiency Levels: Math 1, Language 2)

FIRE 2302 FIRE ARSON INVESTIGATION
(3-0) Credit: 3

Prerequisite: None.
A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussion of laws, decisions and opinions; kinds of arsonists, interrogation procedures, cooperation and coordination between fire fighters and arson investigators and other related topics. (6821) (Formerly: FIR 2302) (Proficiency Levels: Math 1, Language 2)

FIRE 2303 BUILDING CODES AND CONSTRUCTION
(3-0) Credit: 3

Prerequisite: None.
Fundamental consideration and exploration of building construction and design, with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; review of related statutory and suggested guidelines, both local and national in scope. Review of Model Building Codes and Life Safety Code. (6821) (Formerly: FIR 2303) (Proficiency Levels: Math 1, Language 2)

FIRE 2304 FIRE ADMINISTRATION II
(3-0) Credit: 3

Prerequisite: None.
Study to include insurance rates and ratings, preparation of budgets, administration and organization of training in the fire department, city water requirements, fire alarm and communication systems, importance of public relations, report writing and record keeping; measurements of results, use of records to improve procedures, and other related topics; legal aspects relating to fire prevention and fire protection with stress on municipal and state agencies; design and construction of fire department buildings. (6821) (Formerly: FIR 2304) (Proficiency Levels: Math 1, Language 2)

FIRE 2305 HAZARDOUS MATERIALS I
(3-0) Credit: 3

Prerequisite: None.
Study of chemical characteristics and behavior of various materials that burn or react violently to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, and gases. Emphasis on emergency situations and most favorable methods of handling fire fighting and control. (6821) (Formerly: FIR 2305) (Proficiency Levels: Math 1, Language 2)

FIRE 2306 LEGAL ASPECTS OF FIRE PROTECTION
(Approved Elective)
(3-0) Credit: 3

Prerequisite: None.
A study of legal rights and duties, liability concerns and responsibilities of the fire department while carrying out their duties. Introduction and basic concepts of civil and criminal law, the Texas and Federal judicial structure, and cities' liability for acts of the fire department and fire prevention bureaus. An in-depth study of various cases concerning fire fighters, fire departments, and municipalities. (6821) (Formerly: FIR 2306) (Proficiency Levels: Math 1, Language 2)

FIRE 2308 FIRE SAFETY EDUCATION
(Approved Elective)
(3-0) Credit: 3

Prerequisite: None.
A survey of physical, chemical, and electrical hazards and their relationship to loss of property and/or life. Study of codes, laws, problems, and cases. Detailed examination and study of the physical and psychological variables related to the occurrence of casualties. Safe storage, transportation and handling techniques are stressed to eliminate or control potential risks. (6821) (Formerly: FIR 2308) (Proficiency Levels: Math 1, Language 2)

FIRE 2309 FIRE INSURANCE FUNDAMENTALS
(Approved Elective)
(3-0) Credit: 3

Prerequisite: None.
The relationship between fire defenses, fire losses and insurance rates are studied. Basic insurance principals, fire loss experience, loss ratios, state regulations of fire insurance, key rate system, applying the I.S.O. grading schedule and other topics are stressed. Relationship of insurance to modern business; principles of property and casualty insurance contracts; corporate structure of insurance companies. (6821) (Formerly: FIR 2309) (Proficiency Levels: Math 1, Language 2)

FIRE 2401 FIRE FIGHTING TACTICS AND STRATEGY

(4-0) Credit: 4

Prerequisite: None.
Essential elements in analyzing the nature of fire and determining the requirements. Efficient and effective utilization of manpower, equipment and apparatus. Emphasis to be placed on pre-planning, study of conflagration problems, fire ground organization problem solving related to fire ground decision making and attack tactics and strategy. Use of Mutual Aid and large scale command problems. (6821) (Formerly: FIR 2401) (Proficiency Levels: Math 1, Language 2)

**FOOD PREPARATION/
CULINARY ARTS**

FOOD 1600 FOOD PREPARATION I

(1-14) Credit 6

Prerequisite: None.
The course covers the fundamental skills, concepts and techniques included in basic cookery. Special emphasis is given to the study of ingredients, cooking theories and preparing stocks, broths, glazes, soups and thickening agents. Selecting equipment, sanitation, time management, nutrition and safety as well as interpersonal skills and job search and employment skills are covered. (6226) (Formerly: FPM 1304) (Proficiency Levels: Math 1, Language 2)

FOOD 1601 FOOD PREPARATION II

(1-14) Credit: 6

Prerequisite: None.
The course covers the essentials of baking. Emphasis is placed on preparation and the handling of various doughs in the making of breads, rolls, croissants, cookies, and pies. Classical desserts such as sponge cakes, custards, mousse, tarts, puff pastry and Danish is covered with emphasis on the proper handling of chocolate cream and flavorings. Selecting equipment, sanitation, safety and cost controls are also covered. (6226) (Formerly: FPM 2301) (Proficiency Levels: Math 1, Language 2)

FOOD 1602 FOOD PREPARATION III

(1-14) Credit: 6

Prerequisite: None.
The course covers fundamental concepts, skills and techniques for vegetable, starch, meat, fish, shellfish, poultry, grains and pat cookery. Basic cooking techniques such as sauteing, roasting, poaching, braising and frying are covered. Food purchasing, food and beverage operations, equipment selection, sanitation and safety are also covered. (6226) (Formerly: FPM 2303) (Proficiency Levels: Math 1, Language 2)

FOOD 1603 FOOD PREPARATION IV

(1-14) Credit: 6

Prerequisite: None.
The course covers pantry items such as various sandwiches, salads, breakfast, lunch items, fruit and cheese presentations and dressings. Emphasis is placed on garnishing, presentation mirrors for cold buffets, fruit and vegetable carving and cold hors d'oeuvres. Eye appeal, color, texture and flavor contrasts are given emphasis. An introduction to the proper techniques of presenting a successful convention meeting, banquet or catered affair including an analysis of proper operation, pricing techniques, menu planning and training of safety are emphasized. (6226) (Formerly: FPM 2304) (Proficiency Levels: Math 1, Language 2)

FRENCH

FREN 1411 BEGINNER'S FRENCH I

(4-0) Credit: 4

Prerequisite: None.
Basic French grammar and pronunciation drills; emphasis on reading and conversation; introduction to French literature and culture. (1609015131) (Formerly: FRN 1401) (Proficiency Levels: Math 0, Language 3)

FREN 1412 BEGINNER'S FRENCH II

(4-0) Credit: 4

Prerequisite: FREN 1411.
Continued grammar drills with emphasis on written and oral composition; also a deeper study of French literature and culture. (1609015131) (Formerly: FRN 1402) (Proficiency Levels: Math 0, Language 3)

FREN 2311 INTERMEDIATE FRENCH I

(3-0) Credit: 3

Prerequisite: FREN 1412.
Review of grammar, emphasis on French literature and composition. (1609015231) (Formerly: FRN 2301) (Proficiency Levels: Math 0, Language 3)

FREN 2312 INTERMEDIATE FRENCH II

(3-0) Credit: 3

Prerequisite: FREN 2311.
Continued study of French grammar, literature and culture; oral and written composition. (1609015231) (Formerly: FRN 2302) (Proficiency Levels: Math 0, Language 3)

FIRE - FREN

GEOGRAPHY

**GEOG 1303 GENERAL WORLD
GEOGRAPHY**

(3-0) Credit: 3

Prerequisite: None.

The development of geographical concepts; globes and maps, regional geography; place-name geography, relationship of human activities to the physical environment. (4507015342) (Formerly: GEO 2301) (Proficiency Levels: Math 0, Language 3)

GERMAN

GERM 1411 BEGINNER'S GERMAN I

(4-0) Credit: 4

Prerequisite: None.

Fundamentals of grammar, pronunciation; basic vocabulary; reading of elementary texts; written and oral exercises designed to develop conversational ability. (1605015131) (Formerly: GRM 1401) (Proficiency Levels: Math 0, Language 3)

GERM 1412 BEGINNER'S GERMAN II

(4-0) Credit: 4

Prerequisite: GERM 1411.

A continuation of GERM 1411. More advanced grammar, expanded vocabulary, more difficult readings. increased emphasis on conversational skills. (1605015131) (Formerly: GRM 1402) (Proficiency Levels: Math 0, Language 3)

**GERM 2311 INTERMEDIATE
GERMAN I**

(3-0) Credit: 3

Prerequisite: GERM 1412.

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. (1605015231) (Formerly: GRM 2301) (Proficiency Levels: Math 0, Language 3)

**GERM 2312 INTERMEDIATE
GERMAN II**

(3-0) Credit: 3

Prerequisite: GERM 2311.

A continuation of GRM 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. (1605015231) (Formerly: GRM 2302) (Proficiency Levels: Math 0, Language 3)

GOVERNMENT

GOVT 2301 FEDERAL GOVERNMENT

(3-0) Credit: 3

Prerequisite: None.

Study of the government of the United States, its theory, principles and institutions. Political institutions and ideas, origins and development of the Constitution, principles, political parties, legislative, executive and judicial branches, administration, financing, foreign relations and national defense. (4510015142) (Formerly: GOV 2301) (Proficiency Levels: Math 0, Language 3)

GOVT 2302 TEXAS GOVERNMENT

(3-0) Credit: 3

Prerequisite: None.

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. (4510015142) (Formerly: GOV 2303) (Proficiency Levels: Math 0, Language 3)

HISTORY

**HIST 1301 UNITED STATES HISTORY
TO 1877**

(3-0) Credit: 3

Prerequisite: None.

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. (4508015142) (Formerly: HIS 1301) (Proficiency Levels: Math 0, Language 3)

**HIST 1302 UNITED STATES HISTORY
FROM 1877**

(3-0) Credit: 3

Prerequisite: None.

A survey of the political, economic, military, social and intellectual history of the United States from Reconstruction to the present day. (4508015142) (Formerly: HIS 1302) (Proficiency Levels: Math 0, Language 3)

HIST 2303 HISTORY OF TEXAS

(3-0) Credit: 3

Prerequisite: None.

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. (4508015242) (Formerly: HIS 2303) (Proficiency Levels: Math 0, Language 3)

HIST 2311 WESTERN CIVILIZATION I

(3-0) Credit: 3

Prerequisite: None.

The political, economic, social and intellectual, development of ancient, medieval and early modern civilizations; the ancient East, the contributions of Greece and Rome, the Church, feudalism, the commercial revolution, the Reformation and the early colonial movements. (4508015342) (Formerly: HIS 2301) (Proficiency Levels: Math 0, Language 3)

HIST 2312 WESTERN CIVILIZATION II

(3-0) Credit: 3

Prerequisite: None.

The political, economic, social and intellectual developments of modern Western civilization through the changes resulting from expansion and conflict with culture and civilizations native to Asia, Africa, and the New World; the development of nationalism, the industrial revolution, imperialism, democracy, socialism and the conflicts of the twentieth century. (4508015342) (Formerly: HIS 2302) (Proficiency Levels: Math 0, Language 3)

HEALTH SCIENCES

HSCI 1301 PERSONAL/COMMUNITY HEALTH SERVICES

(3-0) Credit: 3

Prerequisite: None.

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. (5103015128) (Proficiency Levels: Math 0, Language 3)

HUMANITIES

HUMA 1301 INTRODUCTION TO THE HUMANITIES

(3-0) Credit: 3

Prerequisite: None.

A study that combines the disciplines of art, music, theatre, and literature to acquaint students with the cultural heritage of Western Civilization. (3004015142) (Formerly: HUM 1301) (Proficiency Levels: Math 0, Language 3)

HUMA 1302 THE INDIVIDUAL AND THE COMMUNITY (MULTI-CULTURAL/CROSS CULTURAL)

(3-0) Credit: 3

Prerequisite: ENGL 1301.

A multi-cultural/cross-cultural course. By critically evaluating humanities texts representing a variety of cultural and ethnic perspectives, 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 art, music, architecture 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. (3004015142) (Proficiency Levels: Math 0, Language 3)

MAGNETIC RESONANCE IMAGING

MARI 3202 MARI METHODOLOGY

(2-0) Credit: 2

This course is designed to familiarize the student with the use and application of magnetic resonance imaging equipment and the basic principles of patient imaging techniques performed at a facility utilizing this equipment. (8033) (Formerly: MRI 3302) (Proficiency Levels: Math 2, Language 3)

**MARI 3301 MARI PHYSICS AND
INSTRUMENTATION**

(3-0) Credit: 3

This course is designed to familiarize the student with the concepts, theories, and equipment employed in Nuclear Magnetic Resonance (NMR). These principles will be expanded to describe NMR spectroscopy and Magnetic Resonance Imagine (MARI). Magnetism and the interaction of chemical elements of living matter in magnetic fields will also be emphasized. (8033) (Formerly: MRI 3201) (Proficiency Levels: Math 2, Language 3)

**MARI 3501 MARI CLINICAL
APPLICATIONS I**

(0-16) Credit: 5

This course is designed to provide the student specialized instruction and experience in the performance of procedures normally found in a magnetic resonance imaging facility. Students will be expected to become proficient in the performance of routine MARI procedures. (8033) (Formerly: MRI 3501) (Proficiency Levels: Math 2, Language 3)

**MARI 3502 MARI CLINICAL
APPLICATIONS II**

(0-16) Credit: 5

A continuation of MARI 3501 - MARI Clinical Applications I. (8033) (Formerly: MRI 3502) (Proficiency Levels: Math 2, Language 3)

MANAGEMENT DEVELOPMENT

**MGMT 1301 INTRODUCTION TO
MANAGEMENT**

(3-0) Credit: 3

Prerequisite: None.

This course provides an overview of the management process and includes strategic planning, organizational behavior and development, leadership, strategic and management information systems as well as the need for functional and financial control. The course content covers all the major internal functions of a business including manufacturing, production, accounting and finance along with the management of human capital. Also included in the external environment to which a firm must adapt or respond in the development of its strategies including the world economy, competition, legal/political constraints, cultural and technological changes. (5621) (Formerly: MGT 1301) (Proficiency Levels: Math 1, Language 2)

**MGMT 1302 PERSONNEL
ADMINISTRATION**

(3-0) Credit: 3

Prerequisite: None.

This course provides an overview of activities within a business that include the management of people: selection, placement, training, management development, evaluation, motivation, compensation and benefit programs, labor relations and collective bargaining. This course is a comprehensive review of all laws (Section VII of the Civil Rights Act, EEOC, OSHA, etc.) that effect the hiring, firing or working conditions of employees. (5621) (Formerly: MGT 1302) (Proficiency Levels: Math 1, Language 2)

**MGMT 2301 HUMAN BEHAVIOR AND
MOTIVATION**

(3-0) Credit: 3

Prerequisite: PSYC 1301.

This course addresses behavioral problems associated with innovation, resistance to change and the development of complex organizations and administrative processes. (5621) (Formerly: MGT 2301) (Proficiency Levels: Math 1, Language 2)

**MGMT 2302 ORGANIZATIONAL
COMMUNICATIONS**

(3-0) Credit: 3

Prerequisite: MGMT 1301.

This course covers the organizational communications process, management theory and communication, effective listening and organizational barriers to communication, group dynamics and decision making, leadership and communications, the use of power, persuasion and negotiation as well as managing change and conflict. Case studies and role playing techniques are utilized. (5621) (Formerly: MGT 2302) (Proficiency Levels: Math 1, Language 2)

MGMT 2303 RETAIL MANAGEMENT

(3-0) Credit: 3

Prerequisite: None.

This course provides a perspective on retail marketing from ancient bazaars to the formation of retailing giants as well as current takeovers and mergers within large retail department stores and grocery chains. A special emphasis is provided on the management of small retail operations. The course includes an appraisal of consumer behavior, market research, site selection, merchandise planning and layout, advertising and promotional strategies, scanners and their relationship to management and inventory control systems, pricing and customer service strategies. (5621) (Formerly: MGT 2303) (Proficiency Levels: Math 1, Language 2)

MGMT 2304 SALES MANAGEMENT
(3-0) Credit: 3

Prerequisite: None.

This course focuses on selling as a profession and on the management of these professionals. Included are hiring and sales training techniques; product knowledge maintenance as well as a primary focus on the customer and his/her needs. Areas included are such sales functions as developing market and competitive intelligence, the types of purchase decisions made by retail, business and industrial customers, planning of sales calls, the cost effectiveness of such tools as telemarketing, telephone follow-ups vs. sales calls as well as the utilization of such developments in micro-electronics as cellular phones, electronic call reports and portable personal computers. (5621) (Formerly: MGT 2304) (Proficiency Levels: Math 1, Language 2)

MGMT 2308 PRINCIPLES OF MARKETING
(3-0) Credit: 3

Prerequisite: ECON 2301, MGMT 1301 or BUSI 1301.

This course provides an overview of the marketing function from both a company view and from a societal view. Topics include developing marketing plans and strategies including market research and the development of marketing information systems, new product innovations, improvements and products management, promotion—professional sales, advertising, sales promotion and product public relations, channels of distribution and distribution as well as the legal aspects of and constraints placed upon marketing including the FTC, FDA, Consumer Product Safety Commission, etc. (5621) (Formerly: MGT 2308) (Proficiency Levels: Math 1, Language 2)

MGMT 2306 ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

(3-0) Credit: 3

Prerequisite: MGMT 1301 and MGMT 1302.

This course provides an overview of management functions and their importance from the point of view of the small business owner or manager. The course covers entrepreneurship and risk taking as well as such basic functions as developing a strategic business plan, knowing your products, markets and customers, accounting and finance, financing sources, marketing-advertising-selling and promotion, production and distribution. Also included are different organizational forms and purchasing an existing business or franchise. Students learn to plan and make decisions in a start-up business utilizing a computer simulation. (5621) (Formerly: MGT 2306) (Proficiency Levels: Math 1, Language 2)

MGMT 2309 SPECIAL TOPICS IN MANAGEMENT
(3-0) Credit: 3

Prerequisite: None.

This course is designed to provide students with the latest developments in the management field. Topics chosen will be new or of an innovative format and will be by prior approval by the instructor. This course is an individualized study of special management topics through readings, and case studies. (5621) (Formerly: MGT 2309) (Proficiency Levels: Math 1, Language 2)

MGMT 2307 FINANCIAL MANAGEMENT
(3-0) Credit: 3

Prerequisite: MGMT 1301 and MGMT 1302.

The student is introduced to the various financial aspects involved in management decision-making. The course includes financial statement analysis, budgeting, interpreting, variances, taxes, and inventory control. (5621) (Formerly: MGT 2307) (Proficiency Levels: Math 1, Language 2)

MGMT 2310 STRATEGIC PLANNING
(3-0) Credit: 3

Prerequisite: MGMT 1301.

This course covers the interrelationships of business planning from corporate to SBU (divisional) to functional (production, marketing) to the product, to activity (advertising, sales, production distribution) to personal (MBO) planning. The context of strategic planning is within strategic management systems (planning + implementation + control) and incorporates strategic information systems (technological, world economic, cultural, legal and public policy, competitive and internal management information systems). The emphasis is on the adaptive nature of planning and various quantitative forecasting techniques are also described. (5621) (Formerly: MGT 2310) (Proficiency Levels: Math 1, Language 2)

**MGMT 2311 COMPUTER BASED
MANAGEMENT DECISION
MAKING**

(3-0) Credit: 3

Prerequisite: MGMT 1301 and COSC 1301.
This course is a study of principles and procedures used in the development of information systems to facilitate the management functions of planning, integrating, measuring and controlling. (5621) (Formerly: MGT 2311) (Proficiency Levels: Math 1, Language 2)

**MGMT 2313 OFFICE MANAGEMENT
AND SUPERVISION FOR
THE SMALL BUSINESS OR
DEPARTMENT**

(3-0) Credit: 3

Prerequisites: MGMT 1301 or MGMT 2306.
This course covers the principles of supervision and human resource management in the context of managing a small business or department of a larger firm. Topics covered under the supervision of an individual include selection, interviewing, orienting and training a new employee along with providing leadership. Also covered is the motivation of the employee, the development of organizational structure along with authority, responsibility and delegation, compensation and benefits. Major areas of focus include, evaluating employee performance and disciplining, grievances and handling problem employees and supervising groups as well as a review of Title VII of the Civil Rights Act of 1964, and amendments. (5621) (Proficiency Levels: Math 1, Language 2)

**MGMT 2314 LEADERSHIP
DEVELOPMENT IN
MANAGEMENT**

(3-0) Credit: 3

Prerequisite: MGMT 1301.
This course covers leadership from three view-points: trait research and analysis (the personality traits of leaders — need for power, achievement, self-confidence, self-image, self discipline and control), style or manner of leadership (McGregor's Theory X vs. Theory Y, autocratic vs. democratic, boss-centered vs. subordinate-centered, charismatic vs. non-charismatic, task centered vs. people centered leadership—the Managerial Grid, delegation and decentralization of authority) and role or performance analysis of leadership (the functional aspects—selection, training, delegation/task assignment, the development of subordinates and setting an example—being a role model, influencing, facilitating motivation, good organization, good problem solving ability. In leadership development, this course will focus on the latter. Leadership development exercises, role playing and case analyses will be extensively utilized. (5621) (Proficiency Levels: Math 1, Language 2)

**MGMT 2315 INDUSTRIAL, BUSINESS
AND GOVERNMENT
MARKETING**

(3-0) Credit: 3

Prerequisite: MGMT 2308.
This course focuses on all marketing activities not directed at consumers and emphasizes a customer or market orientation. Non-consumer business to business and business to government marketing constitutes about 2/3 of all marketing dollar transactions in the United States. The course stresses sales as the primary promotion function and advertising and sales promotion for support. The interrelationship of different industries to each other and to the government are identified as well as specific techniques in marketing to the government. (5621) (Proficiency Levels: Math 1, Language 2)

**MGMT 2316 FUNDAMENTALS OF
ADVERTISING****(3-0) Credit: 3**

Prerequisite: MGMT 2308.

This course covers the background, environment and evolution of advertising in the U.S.A. and in the World. Topics covered include the history of modern advertising, the emergency of national advertising and telecommunications media, the functions of advertising, its relationship to marketing and strategic marketing management. Also covered are social concerns such as misleading and deceptive advertising as well as ethics in advertising. The organizational structure of the industry is covered along with advertising campaign planning and its relationship to overall marketing strategies such as target marketing, market segmentation, product and market positioning. Also covered is the message strategy, media choices and the message, message design and production as well as a media strategy. (5621) (Proficiency Levels: Math 1, Language 2)

**MGMT 2317 MARKETING RESEARCH
AND THE DEVELOPMENT
OF MARKETING
INFORMATION SYSTEMS****(3-0) Credit: 3**

Prerequisite: MGMT 2308.

This course covers the information generation and analysis stage of marketing. The development of external market and competitive information includes single or multiple project market research and the reporting of external marketing information on a continuing basis which is integrated into a company's internal marketing information system (e.g., prices, sales, costs, inventories). Primary data development (surveys, experiments, observation) methods are defined along with their relative costs, efforts and timeliness as are secondary research methods utilizing already existing studies and analyses of data. Sources of the latter are identified along with their costs/benefits, as well. The use of internal marketing research departments is contrasted with that of outside research contractors and consultants. (5621) (Proficiency Levels: Math 1, Language 2)

**MGMT 2318 COOPERATIVE
EDUCATION IN
MANAGEMENT I****(1-20) Credit: 3**

Prerequisite: MGMT 1301 or concurrent enrollment.

A comprehensive treatment of internship related activities with individual learning objectives structured to relate the student's major field of study with the internship position. Each student is assigned to a coordinator to work with the employer and student to set individual coop job objectives to related to job growth, personal development, problem solving, routine duties, and further career aspirations. The Coop Coordinator will make on-site visits to assist the student in developing and coordinating coop objectives. Enrichment seminars conducted throughout the semester will assist the student's career growth. (5621) (Proficiency Levels: Math 1, Language 2)

**MGMT 2319 COOPERATIVE
EDUCATION IN
MANAGEMENT II****(1-20) Credit: 3**

Prerequisite: MGMT 2318.

Students will re-evaluate career objectives based on learning in MGMT 2318, continue with previously established objectives that will assist in career development. Seminars will continue to be a valuable part of the program. (5621) (Proficiency Levels: Math 1, Language 2)

**MGMT 2320 COOPERATIVE
EDUCATION IN
MANAGEMENT III****(1-20) Credit: 3**

Prerequisite: MGMT 2319.

Students will re-evaluate career objectives based on learning in MGMT 2319, continue with previously established objectives that will assist in career development. Seminars will continue to be a valuable part of the program. (5621) (Proficiency Levels: Math 1, Language 2)

**MGMT 2321 COOPERATIVE
EDUCATION IN
MANAGEMENT IV****(1-20) Credit: 3**

Prerequisite: MGMT 2320.

Students will re-evaluate career objectives based on learning in MGMT 2320, continue with previously established objectives that will assist in career development. Seminars will continue to be a valuable part of the program. (5621) (Proficiency Levels: Math 1, Language 2)

MGMT

MANAGEMENT/HOSPITALITY MANAGEMENT

MGMT 2322 INTRODUCTION TO THE HOSPITALITY INDUSTRY (3-0) Credit: 3

Prerequisite: None.

Explores the history and development of the hospitality industry, focusing on food, beverage, lodging, and tourism management and the interrelationships among those components of the hospitality industry. (5424) (Formerly: HRM 1301) (Proficiency Levels: Math 1, Language 2)

MGMT 2323 HOSPITALITY FACILITIES MANAGEMENT (3-0) Credit: 3

Prerequisite: None.

Studies the various elements of the overall operations of a hospitality property. Includes an overview of security and safety programs and equipment, outlines OSHA regulations that apply to hospitality properties. Introduces maintenance and engineering principles and their applications in establishing effective preventive maintenance and energy management programs. Also includes a discussion of the relationship between forecasting and operations. (5424) (Formerly: HRM 2301) (Proficiency Levels: Math 1, Language 2)

MGMT 2324 HEALTH AND SAFETY IN THE HOSPITALITY INDUSTRY (3-0) Credit: 3

Prerequisite: None.

Provides an orientation to the economic, legal, and moral responsibilities of the hospitality manager. Case studies and role-playing activities are an integral part of the course. (5424) (Formerly: HRM 1303) (Proficiency Levels: Math 1, Language 2)

MGMT 2325 GUEST RELATIONS IN THE TOURISM AND HOSPITALITY INDUSTRIES (3-0) Credit: 3

Prerequisite: None.

Studies the interpersonal dynamics between the guest/consumer and employees in the hospitality and tourism industries. Includes trends in the demand for and use of hospitality/tourism services, personality characteristics of hospitality/tourism personnel, and dealing effectively with guest/consumers. Focuses on the practical application of those skills needed to interact effectively with the guest/consumer. (5424) (Formerly: HRM 1304) (Proficiency Levels: Math 1, Language 2)

MGMT 2326 HOSPITALITY PURCHASING MANAGEMENT AND INVENTORY CONTROL (3-0) Credit: 3

Prerequisite: None.

Describes how to develop and implement an effective purchasing program. It focuses on issues pertaining to supplier relations and selection, negotiation, and evaluation. Provides an analysis of techniques of control in recordkeeping, cash management, profit margin, and inventory control. Emphasis is placed on the important contribution by the employee to profitability. (5424) (Formerly: HRM 2301) (Proficiency Levels: Math 1, Language 2)

MGMT 2327 LODGING MANAGEMENT (3-0) Credit: 3

Prerequisite: None.

Studies the principles and procedures of management in lodging facilities, including the flow of business with the reservation process and ending with billing and collection procedures. Also includes fundamentals of housekeeping management (5424) (Formerly: HRM 1302) (Proficiency Levels: Math 1, Language 2)

MGMT 2328 FOOD AND BEVERAGE MANAGEMENT (3-0) Credit: 3

Prerequisite: None.

Provides a basic understanding of the principles of food and beverage operations, food production management and services, menu planning, purchasing, storage, and food and beverage merchandising is provided. (5424) (Formerly: FBM 1301) (Proficiency Levels: Math 1, Language 2)

MGMT 2329 FOOD PRODUCTION PRINCIPLES (3-0) Credit: 3

Prerequisite: None.

Explains the techniques and procedures of quality and quantity food production, providing the principles underlying the selection, composition, and preparation of the major food products. (5424) (Formerly: HRM 2304) (Proficiency Levels: Math 1, Language 2)

MGMT 2330 FOOD AND BEVERAGE SERVICE

(3-0) Credit: 3

Prerequisite: MGMT 2328.

Provides students with practical skills and knowledge for effective management of food and beverage service in outlets from cafeterias and coffee shops to room service, banquet areas, and high-check-average dining rooms. Presents basic service principles while emphasizing the special needs of guests. (5424) (Formerly: FSM 2307) (Proficiency Levels: Math 1, Language 2)

MGMT 2331 CONVENTION MANAGEMENT AND SERVICE IN THE HOSPITALITY INDUSTRY

(3-0) Credit: 3

Prerequisite: MGMT 2327.

The course defines the scope and various segments of the convention market, explains what is required to meet individual needs, and most importantly explores methods and techniques that lead to better service. (5424) (Formerly: HSM 1302) (Proficiency Levels: Math 1, Language 2)

MATHEMATICS

MATH 0100 REVIEW OF MATHEMATICAL SKILLS FOR TASP

(0-2) Credit: 1

Prerequisite: Completion of MATH 0300 and MATH 0304.

A remedial course designed for students who have completed MATH 0300 and MATH 0304 but who have failed the mathematics portion of the TASP exam. The course will include as needed: Applications of arithmetic including percents, ratio and proportion; estimating solutions to problems; scientific notation; interpretation of data from tables, charts, and graphs; graphs of functions; polynomial operations and factoring; first and second degree equations; systems of equations in two variables; calculations involving geometric figures; and reasoning skills. (3201045137) (Proficiency Levels: Math 3, Language 0)

MATH 0300 BASIC MATHEMATICS

(3-2) Credit: 3

Prerequisite: None.

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. (3201045137) (Formerly: MTH 0300) (Proficiency Levels: Math 0, Language 0)

MATH 0303 INTRODUCTORY ALGEBRA

(3-0) Credit: 3

Prerequisite: MATH 0300 or a score of 21 on ASSET mathematics subtest.

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. (3201045137) (Formerly: MTH 0303) (Proficiency Levels: Math 1, Language 1)

MATH 0304 INTERMEDIATE ALGEBRA

(3-2) Credit: 3

Prerequisite: Two years of high school algebra, MATH 0303 or a passing score on the divisional placement test.

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 and quadratic equations. (3201045237) (Proficiency Levels: Math 1, Language 2)

MATH 1314 COLLEGE ALGEBRA

(4-0) Credit: 3

Prerequisite: A grade of "C" or better in MATH 0304 or a passing score on the divisional placement test.

An introduction to the basic concepts of modern algebra. Topics are taken from set theory, the development of the number systems, relations, functions, equations, inequalities, determinants and matrices, probability, and mathematical induction. (2701015437) (Formerly: MTH 1301) (Proficiency Levels: Math 3, Language 3)

MATH 1316 PLANE TRIGONOMETRY
(3-0) Credit: 3

Prerequisite: A grade of "C" or better in MATH 1314.
Trigonometric functions and their applications, trigonometric equations and identities, solving right and oblique triangles, radian measure. (2701015337) (Formerly: MTH 1302) (Proficiency Levels: Math 3, Language 3)

MATH 1324 FINITE BUSINESS MATHEMATICS
(3-0) Credit: 3

Prerequisite: A grade of "C" or better in MATH 0304.
An introduction to topics from college algebra from the finite point of view with applications to business. Topics include linear functions, linear programming, statistics, probability theory, elementary decision theory and matrices. (2701016737) (Formerly: MTH 1304) (Proficiency Levels: Math 3, Language 3)

MATH 1325 ANALYSIS FOR BUSINESS DECISIONS
(3-0) Credit: 3

Prerequisite: MATH 1324.
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 difference equations. (2701016737) (Formerly: MTH 1305) (Proficiency Levels: Math 3, Language 3)

MATH 2303 FOUNDATIONS OF MATHEMATICS
(3-0) Credit: 3

Prerequisite: MATH 1314.
An introduction to sets, logic, numeration systems, whole numbers, integers, rational numbers, real numbers, ratio and proportion, elementary number theory, relations and functions, probability and statistics, and selected topics from informal geometry. (2701015137) (Formerly: MTH 2301) (Proficiency Levels: Math 3, Language 3)

MATH 2318 LINEAR ALGEBRA
(3-0) Credit: 3

Prerequisite: MATH 2414.
Vector spaces, linear transformations, matrix algebra, determinants, systems of linear equations, products and eigen-value problems. (2701016137) (Formerly: MTH 2306) (Proficiency Levels: Math 3, Language 3)

MATH 2320 DIFFERENTIAL EQUATIONS
(3-0) Credit: 3

Prerequisite: MATH 2414.
Differential equations of the first order and degree. Linear differential equations of higher order and degree, solution and applications, solution using graphical and numerical methods, Laplace transforms, non-linear equations, series methods. (2701016037) (Formerly: MTH 2307) (Proficiency Levels: Math 3, Language 3)

MATH 2412 PRECALCULUS MATHEMATICS
(4-0) Credit: 4

Prerequisite: MATH 0304 or its equivalent with a grade of "A", or High School Algebra and Trigonometry.
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 sequences, series and probability. (2701015837) (Formerly: MTH 1406) (Proficiency Levels: Math 3, Language 3)

MATH 2413 CALCULUS WITH ANALYTIC GEOMETRY I
(5-0) Credit: 4

Prerequisite: A grade of "C" or better in MATH 1316 or MATH 2412.
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. (2701015937) (Formerly: MTH 1409) (Proficiency Levels: Math 3, Language 3)

MATH 2414 CALCULUS WITH ANALYTIC GEOMETRY II
(5-0) Credit: 4

Prerequisite: MATH 2413.
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. (2701015937) (Formerly: MTH 2401) (Proficiency Levels: Math 3, Language 3)

**MATH 2415 CALCULUS WITH
ANALYTIC GEOMETRY III**
(5-0) Credit: 4

Prerequisite: MATH 2414.
Vectors in the plane and in space, vector functions, vector differentiation and integration, differentiation of functions of several variables, and multiple integrals. (2701015937) (Formerly: MTH 2402) (Proficiency Levels: Math 3, Language 3)

MEDICAL TRANSCRIPTION

MDRT 1301 MEDICAL TERMINOLOGY
(3-0) Credit: 3

Prerequisite: None.
This course is designed to be a study of the basic word elements as they relate to the medical record. Emphasis is on the analysis, correct usage, spelling, and pronunciation of medical terms. (5827) (Formerly: MRT 1301) (Proficiency Levels: Math 1, Language 3)

**MDRT 1401 FUNDAMENTALS OF
MEDICAL
TRANSCRIPTION**
(3-2) Credit: 4

Prerequisite: MDRT 1301 and OFFT 1401.
This course includes transcription of medical reports and correspondence with emphasis on accurate medical terminology, proper formatting and application of editing procedures in the transcribing of medical documents. (5827) (Formerly: MRT 1401) (Proficiency Levels: Math 1, Language 3)

**MDRT 2401 ADVANCED MEDICAL
TRANSCRIPTION**
(3-2) Credit: 4

Prerequisite: MDRT 1401.
Continuation of MDRT 1401 with emphasis on increased levels of production. (5827) (Formerly: MRT 2401) (Proficiency Levels: Math 1, Language 3)

MUSIC

MUSI 1211 MUSIC THEORY I
(2-1) Credit: 2

Prerequisite: None.
Analysis and writing of elementary melodic and rhythmic patterns, notations, simple triads in all keys, and simple cadences. Written and keyboard exercises. (5009045130) (Formerly: MUS 1211) (Proficiency Levels: Math 1, Language 3)

MUSI 1212 MUSIC THEORY II
(2-1) Credit: 2

Prerequisite: MUSI 1211.
Intermediate written and keyboard instructions to include completion of triads and dominant seventh chords and their inversions. (5009045130) (Formerly: MUS 1212) (Proficiency Levels: Math 1, Language 3)

**MUSI 1216 SIGHT SINGING AND EAR
TRAINING I**
(1-2) Credit: 2

Prerequisite: None.
Elementary singing in tonal music in treble, bass, alto, and tenor clefs. Aural study (including dictation) of rhythm, melody and diatonic harmony. (5009036630) (Formerly: MUS 1216) (Proficiency Levels: Math 0, Language 3)

**MUSI 1217 SIGHT SINGING AND EAR
TRAINING II**
(1-2) Credit: 2

Prerequisite: MUSI 1216.
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. (5009036630) (Formerly: MUS 1217) (Proficiency Levels: Math 0, Language 3)

**MUSI 1301 FUNDAMENTALS OF
MUSIC**
(3-0) Credit: 3

Prerequisite: None.
An introduction to the elements of music, including a study of the staff, clefs, key signatures, scales, time signatures, notation, 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. (5009015230) (Formerly: MUS 1301) (Proficiency Levels: Math 1, Language 3)

MUSI 1306 MUSIC APPRECIATION
(3-0) Credit: 3

Prerequisite: None.
Understanding music through the study of cultural periods, major composers, and musical elements; illustrated with audio recordings and/or live performances. (5009025130) (Proficiency Levels: Math 0, Language 3)

MATH - MUSI

MUSI 1308 MUSIC LITERATURE I
(3-1) Credit: 3

Prerequisite: None.
A chronological study of musical styles from antiquity through the sixteenth century. Classes include listening to recorded examples and examining printed scores. (5009025230) (Formerly: MUS 2301) (Proficiency Levels: Math 0, Language 3)

MUSI 1309 MUSIC LITERATURE II
(3-1) Credit: 3

Prerequisite: None.
A chronological study of musical styles from the seventeenth century to the present. Classes include listening to recorded examples and examining printed scores. (5009025230) (Formerly: MUS 2302) (Proficiency Levels: Math 0, Language 3)

ENSEMBLES: Each course listed below may be repeated once for credit.

MUSI 1131, 2131 INSTRUMENTAL ENSEMBLE
(0-3) Credit: 1

Prerequisite: None for MUSI 1131; MUSI 1131 for MUSI 2131.
Open to all instrumentalists. Literature will be determined by the variety of the instruments. (5009035630) (Formerly: MUS 1112, 2112) (Proficiency Levels: Math 0, Language 0)

MUSI 1141, 2141 CHOIR
(0-3) Credit: 1

Prerequisite: None for MUSI 1141; MUSI 1141 for MUS 2141.
Open to all singers. Choral literature of a variety of periods and styles will be rehearsed and performed. (5009035730) (Formerly: MUS 1111, 2111) (Proficiency Levels: Math 0, Language 0)

MUSI 1159, 2159 MUSICAL THEATER
(0-3) Credit: 1

Prerequisite: None for MUSI 1159; MUSI 1159 for MUSI 2159.
The study and performance of works from the musical theater repertoire. (5009036130) (Formerly: MUS 1113, 2113) (Proficiency Levels: Math 0, Language 0)

MUSI 2211 MUSIC THEORY III
(2-1) Credit: 2

Prerequisite: MUSI 1212.
Harmony part writing and keyboard analysis and writing of more advanced tonal harmony. More emphasis on creative composition. (5009045230) (Formerly: MUS 2211) (Proficiency Levels: Math 1, Language 3)

MUSI 2212 MUSIC THEORY IV
(2-1) Credit: 2

Prerequisite: MUSI 2211.
A continuation of MUSI 2211. Advanced instruction in part writing and keyboard skills. Includes an introduction to twentieth-century techniques. (5009045230) (Formerly: MUS 2212) (Proficiency Levels: Math 1, Language 3)

MUSI 2216 SIGHT SINGING AND EAR TRAINING III
(1-2) Credit: 2

Prerequisite: MUSI 1217.
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. (5009036730) (Formerly: MUS 2216) (Proficiency Levels: Math 1, Language 3)

MUSI 2217 SIGHT SINGING AND EAR TRAINING IV
(1-2) Credit: 2

Prerequisite: MUSI 2216.
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. (5009036730) (Formerly: MUS 2217) (Proficiency Levels: Math 0, Language 3)

PRIVATE INSTRUCTION (5009035430):

Private instruction is offered in the following fields:

Brass Instruments	
Flute	Viola
Guitar	Violin
Organ	Voice
Piano	

Each course requires memorization of literature, participation in student recitals and an oral examination at the end of the semester. (5009035430)

FIRST YEAR

MUAP Organ (0-1) Credit: 1
1165

(Formerly: MUS 1123)
MUAP Piano (0-1) Credit: 1
1169

(Formerly: MUS 1122)
MUAP Voice (0-1) Credit: 1
1181

(Formerly: MUS 1121)
MUAP Strings* (0-1) Credit: 1
1101

(Formerly: MUS 1124)

MUAP Woodwinds (0-1) Credit: 1
1117
(Formerly: MUS 1125)
MUAP Brass* (0-1) Credit: 1
1137
(Formerly: MUS 1126)
(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 ½ hours for the semester. Each course has a practice requirement of one-half hour daily.

MUAP Strings* (0-2) Credit: 2
1201
(Formerly: MUS 1224)
MUAP Woodwinds (0-2) Credit: 2
1217
(Formerly: MUS 1225)
MUAP Brass* (0-2) Credit: 2
1237
(Formerly: MUS 1226)
MUAP Organ (0-2) Credit: 2
1265
(Formerly: MUS 1223)
MUAP Piano (0-2) Credit: 2
1269
(Formerly: MUS 1222)
MUAP Voice (0-2) Credit: 2
1281
(Formerly: MUS 1221)

(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 Strings* (0-1) Credit: 1
2101
(Formerly: MUS: 2124)
MUAP Woodwinds* (0-1) Credit: 1
2117
(Formerly: MUS: 2125)
MUAP Brass* (0-1) Credit: 1
2137
(Formerly: MUS: 2126)
MUAP Organ (0-1) Credit: 1
2165
(Formerly: MUS: 2123)
MUAP Piano (0-1) Credit: 1
2169
(Formerly: MUS: 2122)
MUAP Voice (0-1) Credit: 1
2181
(Formerly: MUS: 2121)

(Proficiency Levels for above MUAP
courses: Math 0, Language 0)

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 ½ hours for the semester.) Each course has a practice requirement of one-half hour daily.

MUAP Strings* (0-2) Credit: 2
2201
(Formerly: MUS: 2224)
MUAP Woodwinds* (0-2) Credit: 2
2217
(Formerly: MUS: 2225)
MUAP Brass* (0-2) Credit: 2
2237
(Formerly: MUS: 2226)
MUAP Organ (0-2) Credit: 2
2265
(Formerly: MUS: 2223)
MUAP Piano (0-2) Credit: 2
2269
(Formerly: MUS: 2222)
MUAP Voice (0-2) Credit: 2
2281
(Formerly: MUS: 2221)

(Proficiency Levels for above MUAP
courses: Math 0, Language 0)

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. *THE STUDENT MUST SUPPLY HIS/HER OWN INSTRUMENT.

NUCLEAR MEDICINE TECHNOLOGY

NUMT 1101 NUCLEAR MEDICINE
CLINICAL PRACTICUM I
(0-6) Credit: 1

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director. This laboratory course is designed to introduce the beginning nuclear medicine technology student to the clinical practice of nuclear medicine. Students will rotate within a clinical nuclear medicine facility and are expected to become proficient in the handling of radioisotopes and instrument calibration. (8038) (Formerly: NMT 1101) (Proficiency Levels: Math 2, Language 3)

**NUMT 1102 NUCLEAR MEDICINE
DATA PROCESSING**

(6-week course)

(0-14) Credit: 1

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director.

This laboratory course allows the students to become proficient in the use of Nuclear Medicine Computer Systems. Students are expected to become proficient in the Computer Processing of various Nuclear Medicine Procedures. (8038) (Formerly: NMT 1102) (Proficiency Levels: Math 2, Language 3)

**NUMT 1201 RADIOCHEMISTRY AND
RADIOPHARMACY**

(2-0) Credit: 2

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director.

This course covers basic concepts of radiochemistry, radiopharmaceutical production and quality assurance. Special emphasis will be placed on radiopharmaceutical biorouting. Radiation safety relevant to radiopharmaceutical production, use, and disposal in a nuclear medicine pharmacy will be covered. (8038) (Formerly: NMT 1201) (Proficiency Levels: Math 2, Language 3)

**NUMT 1301 NUCLEAR MEDICINE
METHODOLOGY I**

(3-0) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director.

This course will concentrate on the basic principles involved in all diagnostic and therapeutic tests and procedures normally found in a nuclear medicine facility. Each nuclear medicine test and procedure will be studied relative to anatomy, physiology, pathology, radiopharmaceuticals, instrumentation, data analysis and diagnostic value. (8038) (Formerly: NMT 1301) (Proficiency Levels: Math 2, Language 3)

**NUMT 1302 NUCLEAR MEDICINE
INSTRUMENTATION**

(3-2) Credit: 3

Prerequisite: Completion of RAHS 1304 with a "C" or better, enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director.

This course covers theory and application of electronic instrumentation used in the direction and analysis of ionizing radiations. Special emphasis will be placed on gamma spectrometry and quality assurance relevant to nuclear medicine instruments. A two hour per week associated laboratory will provide students with an opportunity to learn how to use radiation detection instruments relative to calibration, spectrometry and data acquisition. (8038) (Formerly: NMT 1303) (Proficiency Levels: Math 2, Language 3)

**NUMT 1401 INTRODUCTION TO
NUCLEAR MEDICINE**

(3-6) Credit: 4

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director.

An introduction to the foundations, facilities, and skills required for a Nuclear Medicine Technologist. Students will learn the history, current practices, and future trends in the field of Nuclear Medicine. The laboratory section of this course is designed to introduce the beginning nuclear medicine technology student to the clinical practice of nuclear medicine. Students will rotate within a clinical nuclear medicine facility and observe all related patient procedures. (8038) (Proficiency Levels: Math 2, Language 3)

**NUMT 2301 NUCLEAR MEDICINE
METHODOLOGY II**

(3-0) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program, permission of the NUMT Program Director and successful completion of NUMT 1301 with a "C" or better.

A continuation of NUMT 1301, Nuclear Medicine Methodology I. (8038) (Formerly: NMT 1302) (Proficiency Levels: Math 2, Language 3)

**NUMT 2302 NUCLEAR MEDICINE
METHODOLOGY III**

(3-0) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director and successful completion of NUMT 1302.

This course is a continuation of NUMT 2301, Nuclear Medicine Methodology II. (8038) (Formerly: NMT 2301) (Proficiency Levels: Math 2, Language 3)

**NUMT 2303 NUCLEAR MEDICINE
SEMINAR**

(6-week course)

(8-0) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NMT Program Director.

This course is designed to allow graduating students to explore methods of Nuclear Medicine in their future. Emphasis is placed on emerging trends including technical advances, changes in legislation, licensing requirements, and employment options. (8038) (Formerly: NMT 2303) (Proficiency Levels: Math 2, Language 3)

**NUMT 2304 NUCLEAR MEDICINE
CLINICAL PRACTICUM IV**

(6-week course)

(0-24) Credit: 3

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director and successful completion of NUMT 2601 with a "C" or better.

This laboratory course is a continuation of NUMT 2601. In addition, this course will allow students an opportunity to specialize in a particular area of interest. Students are expected to become proficient in the performance of all nuclear medicine tests and procedures encountered during their hospital experiences with minimal supervision. (8038) (Formerly: NMT 2304) (Proficiency Levels: Math 2, Language 3)

**NUMT 2501 NUCLEAR MEDICINE
CLINICAL PRACTICUM II**

(0-24) Credit: 5

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Program Director and successful completion of NUMT 1102 with a "C" or better.

This laboratory course will provide nuclear medicine students with highly specialized instruction and experiences in the performance of the various tests and procedures normally found in a clinical nuclear medicine facility. Students are expected to become proficient in the performance of the most routine nuclear medicine tests and procedures. (8038) (Formerly: NMT 2601) (Proficiency Levels: Math 2, Language 3)

**NUMT 2601 NUCLEAR MEDICINE
CLINICAL PRACTICUM III**

(0-30) Credit: 6

Prerequisite: Enrollment in the Nuclear Medicine Technology Program and permission of the NUMT Director and successful completion of NUMT 2501 with a "C" or better.

This course is a continuation of NUMT 2501, Nuclear Medicine Clinical Practicum II. (8038) (Formerly: NMT 2602) (Proficiency Levels: Math 2, Language 3)

NURSING

ASSOCIATE DEGREE

NURS 1603 ROLE TRANSITION

(7.5-10) Credit: 6

Prerequisite: BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, ENGL 1302, PSYC 2301, PSYC 2308, SOCI 1301.

This course had been designed to allow the matriculation of qualified LVN's into the generic Associate Degree Nursing program at Galveston College. This course will introduce role development, physical assessment, the five (5) step nursing process, selected human behaviors and a clinical component to assess the individual's ability to apply theory in the clinical situation. After successful completion of the transition course, the LVN will matriculate into Nursing Process III/IV. The student will receive 15 credits for NURS 1801 and NURS 1702 upon successful completion of NURS 1603. (Proficiency Levels: Math 2, Language 3)

NURS 1702 NURSING PROCESS II

(3-12) Credit: 7

Prerequisite: NURS 1801, BIOL 2401, BIOL 2402, ENGL 1301. A grade of "C" or higher or concurrent enrollment in BIOL 2420 and PSYC 2308.

This course focuses on providing care for adults experiencing a variety of physical and behavioral health problems. Different settings, from the community to the hospital, are utilized to broaden the students' experience and enable them to build on the principles and techniques learned in NURS 1801. The nursing process is the basis for the provision of care. (8021) Formerly: NURS 1602) (Proficiency Levels: Math 2, Language 3)

NUMT - NURS

NURS 1801 NURSING PROCESS I

(4-12) Credit: 8

Prerequisite: Admission into the Associate Degree Nursing Program. BIOL 2401, PSYC 2301.

This course introduces the nursing student to the principles and techniques of the nursing process within a caring environment. The classroom, college laboratory, and various clinical settings within the community are utilized to assist the student to develop fundamental nursing and therapeutic communication skills. (8021) (Formerly: NURS 1901) (Proficiency Levels: Math 2, Language 3)

NURS 2501 NURSING PROCESS III

(2.5-7.5) Credit: 5

Prerequisite: NURS 1702, NURS 1801, or NURS 1603, BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, ENGL 1302, PSYC 2301, PSYC 2308, SOCI 1301 and a grade of "C" or higher or concurrent enrollment in GOVT 2302.

This course applies the nursing process to explore and meet the needs of children and families during the child-rearing period. Emphasis is placed on health promotion and maintenance as well as provision of nursing care for the ill child and his family. (8021) (Formerly NURS 2605) (Proficiency Levels: Math 2, Language 3)

NURS 2502 NURSING PROCESS IV

(2.5-7.5) Credit: 5

Prerequisite: NURS 1702, NURS 1801 or NURS 1603, BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, ENGL 1302, PSYC 2301, PSYC 2308, SOCI 1301 and a grade of "C" or higher or concurrent enrollment in GOVT 2302.

This course focuses on providing competent, holistic care for prenatal, intrapartal and post-partal women, infants and families. Emphasis is placed on critical social and cultural issues that pertain to women. (8021) (Formerly NURS 2604) (Proficiency Levels: Math 2, Language 3)

NURS 2601 NURSING PROCESS V

(3-9) Credit: 6

Prerequisite: NURS 1702, NURS 1801 or NURS 1603, NURS 2501, NURS 2502, BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, ENGL 1302, PSYC 2301, PSYC 2308, SOCI 1301, GOVT 2302 and a grade of "C" or higher or concurrent enrollment in a free elective.

This course expands nursing principles and techniques to include the provision of care for adults experiencing the multiple stressors of chronic illness. Emphasis is placed on critical thinking in a caring environment. Time management and beginning leadership skills are introduced. (8021) (Proficiency Levels: Math 2, Language 3)

NURS 2602 NURSING PROCESS VI

(3-9) Credit: 6

Prerequisite: NURS 1702, NURS 1801 or NURS 1603, NURS 2501, NURS 2502, NURS 2601, BIOL 2401, BIOL 2402, BIOL 2420, ENGL 1301, ENGL 1302, PSYC 2301, PSYC 2308, SOCI 1301, GOVT 2302 and a "C" or higher or concurrent enrollment in a free elective.

This course focuses on providing comprehensive competent nursing care for acute and chronically ill adults and their families. Emphasis is placed on the areas of prioritizing, accountability and refinement of problem-solving skills. Learning experiences are designed to assist the student make the transition of beginning level graduate nursing. (8021) (Formerly NURS 2502) (Proficiency Levels: Math 2, Language 3)

OFFICE ADMINISTRATION

OFAD 2312 MEDICAL OFFICE MANAGEMENT

(3-0) Credit: 3

Prerequisite: None.

Emphasis in this course is on office procedures utilizing coding for professional services, computerized accounting and billing, insurance claims of all types including delinquent claims follow-up, diagnosis related groups and their requirements, unemployment compensation, workmens compensation, credits and collections, legal aspects of insurance claims, medical records and other business office procedures. (706065125) (Proficiency Levels: Math 0, Language 3)

OFFICE TECHNOLOGY

OFFT 1101 PERSONAL TYPEWRITING I (1-1) Credit: 1

Prerequisite: None.

This course is an introduction to the keyboard with development of basic machine operation skills, fundamental techniques and beginning speed. (5824) (Formerly: OFT 1101) (Proficiency Levels: Math 0, Language 0)

OFFT 1102 PERSONAL TYPEWRITING II (1-1) Credit: 1

Prerequisite: OFFT 1101.

Emphasis is placed on the development of greater speed and practical techniques for centering, tabulations, memorandums, personal and business letters. (5824) (Formerly: OFT 1102) (Proficiency Levels: Math 0, Language 0)

OFFT 1103 PERSONAL TYPEWRITING III (1-1) Credit: 1

Prerequisite: OFFT 1102.

This course is a refinement of skills in producing outlines, manuscripts, tables and business letters. Further speed development is emphasized (5824) (Formerly: OFT 1103) (Proficiency Levels: Math 0, Language 0)

OFFT 1104 COMPUTER KEYBOARDING FOR NON-DEGREE SEEKERS (1-1) Credit: 1

Prerequisite: None.

Speed and accuracy is the primary objective of this course. (5824) (Formerly: OFT 1104) (Proficiency Levels: Math 0, Language 0)

OFFT 1305 BUSINESS ENGLISH (3-0) Credit: 3

Prerequisite: An ACT score of at least 16 or an equivalent SAT/TSWE or completion of ENGL 0302.

This is a practical course designed for students to acquire grammar skills. It provides intensive training in the parts of speech, spelling, punctuation, vocabulary, capitalization, and sentence and paragraph structure as needed in business writing. (5824) (Formerly: OFT 1305) (Proficiency Levels: Math 0, Language 2)

OFFT 1400 BEGINNING TYPEWRITING (3-3) Credit: 4

Prerequisite: None.

Touch typewriting is taught. Emphasis is placed on learning basic skills involved in organizing and typing material centered both vertically and horizontally, typing business letters, tables, reports, rough drafts and short manuscripts. (5824) (Formerly: OFT 1400) (Proficiency Levels: Math 1, Language 2)

OFFT 1401 INTERMEDIATE TYPEWRITING

(3-3) Credit: 4

Prerequisite: OFFT 1400.

This course emphasizes improvement of basic skills, typing of tabulations with special features, business forms, business letters in various styles and with special features, technical and statistical reports and employment communications. (5824) (Formerly: OFT 1401) (Proficiency Levels: Math 1, Language 2)

OFFT 1402 PRINCIPLES OF INFORMATION PROCESSING

(3-2) Credit: 4

Prerequisite: OFFT 1401 or typing speed of 40 wpm.

This course gives hands-on experience in the basic operation of word processing on microcomputers. The course also covers theory, concepts, word processing system components and business applications necessary to develop proficiency-level skills. (5824) (Formerly: OFT 1402) (Proficiency Levels: Math 1, Language 2)

OFFT 1403 BUSINESS MATHEMATICS AND CALCULATING MACHINES

(3-2) Credit: 4

Prerequisite: MATH 0303.

Classroom presentations will cover concepts of business mathematical computations emphasizing such areas as bank reconciliations, discounts, markup/markdown, payroll, insurance, interest, loans, installments, depreciation and inventory. The laboratory will be used to develop speed/accuracy on the electronic calculator and to apply classroom concepts using the microcomputer and utilizing electronic spreadsheet software. (5824) (Formerly: OFT 1403) (Proficiency Levels: Math 1, Language 2)

OFFT 2105 SPECIAL TOPICS IN OFFICE TECHNOLOGY I

(1-0) Credit: 1

Prerequisite: Consent of the Assistant Dean.

The course content will be selected topics in office automation with emphasis on integrated office technologies. (5824) (Formerly: OFT 2105) (Proficiency Levels: Math 1, Language 3)

OFFT 2301 BUSINESS COMMUNICATIONS**(3-0) Credit: 3**

Prerequisite: ENGL 1301, OFFT 1305.

This course gives students the opportunity to improve their writing and speaking skills as applied to effective business letters, memos, reports, and employment communications. Emphasis is given to planning, organizing, and developing business messages; to using appropriate tone; and to preparing attractive business messages. Also included are listening and nonverbal skills along with a review of English grammar. (5824) (Formerly: OFT 2301) (Proficiency Levels: Math 0, Language 2)

OFFT 2302 OFFICE AUTOMATION**(3-0) Credit: 3**

Prerequisite: OFFT 2401.

This course is an overview of integrated office systems, technologies. Areas to be studied include data, voice, word, graphics, and voice processing. (5824) (Formerly: OFT 2302) (Proficiency Levels: Math 1, Language 3)

OFFT 2304 WORD PROCESSING**(3-0) Credit: 3**

Prerequisite: Typing speed of 25 wpm.

This course is hands-on instruction in the basic functions of a word processing system. Emphasis will be placed on creating, revising, and printing documents. (5824) (Formerly: OFT 2304) (Proficiency Levels: Math 1, Language 3)

OFFT 2305 SPECIAL TOPICS IN OFFICE TECHNOLOGY II**(3-0) Credit: 3**

Prerequisite: Consent of the Assistant Dean.

This course will cover additional selected topics in office automation with emphasis on integrated office technologies. (5824) (Formerly: OFT 2305) (Proficiency Levels: Math 1, Language 3)

OFFT 2400 OFFICE PROCEDURES**(3-2) Credit: 4**

Prerequisite: OFFT 1401.

This course is a study of modern office procedures. The student will acquire skill in machine transcription using word processing software, telephone and office etiquette, reprographics techniques, report and itinerary preparation, handling mail, and filing procedures. Emphasis is placed on developing traits and characteristics necessary for success in current office practices. (5824) (Formerly: OFT 2400) (Proficiency Levels: Math 1, Language 2)

OFFT 2401 INFORMATION PROCESSING APPLICATIONS**(3-2) Credit: 4**

Prerequisite: OFFT 1402.

Information processing applications in a networked environment. Students will learn to use advanced word processing applications in addition to practical office applications of spreadsheets, database management, desktop management, and electronic mail. (5824) (Formerly: OFT 1401) (Proficiency Levels: Math 1, Language 3)

OFFT 2402 ADVANCED INFORMATION PROCESSING APPLICATIONS**(3-2) Credit: 4**

Prerequisite: OFFT 2401.

This is a capstone course in which students apply their information processing skills in a simulated office environment. (5824) (Formerly: OFT 2402) (Proficiency Levels: Math 1, Language 3)

OFFT 2403 SPEEDWRITING**(3-3) Credit: 4**

Prerequisite: OFFT 1401.

This course is a designed alphabetical shorthand system to give students an employable skill or a notetaking ability. (5824) (Formerly: OFT 2403) (Proficiency Levels: Math 0, Language 3)

OFFT 2404 DESKTOP PUBLISHING**(3-3) Credit: 4**

Prerequisite: OFFT 2304.

This course is designed to teach the student how to select, use, construct, implement, and integrate text, business graphics, data, line art, and photographs to produce quality business publications electronically. Topics will include corporate publications, DTP hardware and software requirements, text editing, graphics design, page layout, font selection, and laser printers. (5824) (Formerly: OFT 2404) (Proficiency Levels: Math 1, Language 3)

**OFFT 2450 OFFICE TECHNOLOGY
COOPERATIVE
EDUCATION I**

(1-20) Credit: 4

Prerequisite: Sophomore level standing. Courses taken must include OFFT 1401, 1402, 1403, and approval by the Assistant Dean.

Cooperative Education I is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on proper interviewing techniques, letters of application and resume writing, case study methods towards human relations and effective communications on the job, investigation of the career and work environment, and an analysis of the chosen career, which includes appropriate curriculum requirements. (5824) (Formerly: OCE 2401) (Proficiency Levels: Math 1, Language 2)

**OFFT 2451 OFFICE TECHNOLOGY
COOPERATIVE
EDUCATION II**

(1-20) Credit: 4

Prerequisite: OFFT 2450 and approval by the Assistant Dean.

Cooperative Education II is a comprehensive treatment of internship-related activities with individualized learning objectives structured to relate the student's major field of study with the internship position. Regularly scheduled seminars concentrate on the development of a philosophy towards work, effective time management, value clarification, professional ethics and moral responsibilities encountered in the student's career choice. (5824) (Formerly: OCE 2402) (Proficiency Levels: Math 1, Language 2)

PHILOSOPHY

**PHIL 1301 INTRODUCTION TO
PHILOSOPHY**

(3-0) Credit: 3

Prerequisite: None.

A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with the methods used to deal with them. Some principle views, both ancient and modern, are examined as possible solutions. (3801015135) (Formerly: PHL 1301) (Proficiency Levels: Math 0, Language 3)

**PHYSICAL EDUCATION AND
RECREATION
THEORY COURSES**

**PHED 1301 FOUNDATIONS OF
KINESIOLOGY AND
RECREATION**

(3-0) Credit: 3

Prerequisite: None.

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. (1313145128) (Formerly: PED 1301) (Proficiency Levels: Math 0, Language 3)

PHED 1306 FIRST AID AND SAFETY

(3-0) Credit: 3

Prerequisite: None.

This course is a study of emergency first aid and safety procedures as established by the American Red Cross. Instruction includes Standard First Aid and Personal Safety, and Cardiopulmonary Resuscitation (CPR). Upon successful completion of the course, American Red Cross Certifications are awarded. (1313075128) (Formerly: PED 2301) (Proficiency Levels: Math 0, Language 3)

**PHED 1331 RHYTHMS, GAMES, AND
ACTIVITIES FOR
CHILDREN**

(3-0) Credit: 3

Prerequisite: None.

This course is an introduction to motor skills, games, rhythms, sports, recreational activities, and their methods of presentation. Emphasis is on the development and interaction of children in kinesiological activities. (1313145328) (Formerly: PED 2304) (Proficiency Levels: Math 0, Language 3)

**PHYSICAL EDUCATION AND
RECREATION
ACTIVITY COURSES
(3601085128)**

(Proficiency Levels for all activity courses: Math 0, Language 0)

The activity courses in Physical Education and Recreation are designed to: (1) promote vigorous mental, emotional, social, and physical health; (2) develop motor skills; and (3) prepare the student for vigorous leisure-time activities. Some senior colleges require at least two semesters of physical education for graduation.

OFFT - PHED

It is recommended that students who will be enrolled in courses requiring vigorous physical activity have medical clearance.

PHED 1100 AEROBICS (1-2) Credit: 1
(Formerly: PED 1100)
PHED 1101 GYMNASTICS

(1-2) Credit: 1

(Formerly: PED 1101)

PHED 1105 ARCHERY/BADMINTON
(1-2) Credit: 1

(Formerly: PED 1105)

**PHED 1108 BACKPACKING AND
CAMPING** (1-2) Credit: 1

(Formerly: PED 1108)

PHED 1110 BOWLING (1-2) Credit: 1
(Formerly: PED 1110)

PHED 1115 CANOEING (1-2) Credit: 1
(Formerly: PED 1115)

PHED 1120 DIVEMASTER (1-2) Credit: 1
Prerequisite: PHED 1160
(Formerly: PED 1120)

**PHED 1125 FOUNDATIONS OF
FITNESS** (1-2) Credit: 1

(Formerly: PED 1125)

PHED 1130 INTRODUCTION TO GOLF
(1-2) Credit: 1

(Formerly: PED 1130)

PHED 1135 AEROBIC-JOGGING
(1-2) Credit: 1

(Formerly: PED 1135)

PHED 1140 LEISURE TIME ACTIVITIES
(1-2) Credit: 1

(Formerly: PED 1140)

PHED 1145 LIFE SAVING (1-2) Credit: 1
Prerequisite: Must be able to pass a swimming test. (Formerly: PED 1145)

PHED 1150 RACQUETBALL
(1-2) Credit: 1

(Formerly: PED 1150)

PHED 1155 SAILING (1-2) Credit: 1
Prerequisite: Must be able to pass a swimming test. (Formerly: PED 1155)

PHED 1160 SCUBA DIVING
(1-2) Credit: 1

Prerequisite: Must be able to pass a swimming test. (Formerly: PED 1160)

PHED 1165 SOCIAL DANCE
(1-2) Credit: 1

(Formerly: PED 1165)

PHED 1170 SWIMMING (1-2) Credit: 1
(Formerly: PED 1170)

PHED 1175 TEAM SPORTS
(1-2) Credit: 1

(Formerly: PED 1175)

PHED 1180 TENNIS (1-2) Credit: 1
(Formerly: PED 1180)

PHED 1185 WALLYBALL (1-2) Credit: 1
(Formerly: PED 1185)

PHED 1190 WEIGHT TRAINING
(1-2) Credit: 1

(Formerly: PED 1190)

PHED 1195 WIND SURFING
(1-2) Credit: 1

Prerequisite: Must be able to pass a swimming test. (Formerly: PED 1195)

PHYSICS

PHYS 1401 GENERAL PHYSICS I
(3-3) Credit: 4

Prerequisite: MATH 1314.

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. (4008015339) (Formerly: PHY 2401) (Proficiency Levels: Math 3, Language 3)

PHYS 1402 GENERAL PHYSICS II
(3-3) Credit: 4

Prerequisite: PHYS 1401.

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. (4008015339) (Formerly: PHY 2402) (Proficiency Levels: Math 3, Language 3)

PHYS 2425 MECHANICS
(3-3) Credit: 4

Prerequisite: Credit for or registration in MATH 2413.

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. (4008015439) (Formerly: PHY 2403) (Proficiency Levels: Math 3, Language 3)

**PHYS 2426 ELECTRICITY AND
MAGNETISM**
(3-3) Credit: 4

Prerequisite: PHYS 2425.

Charge, electric field and potential, capacitance, dielectrics, resistance, electric circuits, magnetic field and induction, inductance, radiation. (4008015439) (Formerly: PHY 2404) (Proficiency Levels: Math 3, Language 3)

**PHYS 2427 OSCILLATIONS, WAVES
AND MODERN PHYSICS**
(3-3) Credit: 4

Prerequisite: PHYS 2425.
Oscillations and waves with application to light and sound, interference, diffraction and polarization of waves; selected topics in modern physics. (4008015439) (Formerly: PHY 2405) (Proficiency Levels: Math 3, Language 3)

PSYCHOLOGY

**SSFC 0301 STUDY SKILLS FOR
COLLEGE**
(3-0) Credit: 3

Prerequisite: None.
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) (Formerly: SSC 0301) (Proficiency Levels: Math 0, Language 0)

**PSYC 0301 HUMAN DEVELOPMENT:
COLLEGE, CAREER AND
LIFE-LONG PLANNING**
(3-0) Credit: 3

Prerequisite: None.
Principles of psychology designed to help the student identify personal strengths by exploration of values, interests, skills, and aptitudes through group and individual exercises will be emphasized. Also, educational and vocational planning strategies will be developed for college, career, and personal adjustment. (3201995140) (Formerly: PSY 0301) (Proficiency Levels: Math 0, Language 0)

**PSYC 1100 ORIENTATION TO
COLLEGE**
(1-0) Credit: 1

Prerequisite: None.
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. (2401025140) (Formerly: PSY 1100) (Proficiency Levels: Math 0, Language 0)

**PSYC 1302 PROBLEM SOLVING AND
REASONING**
(3-0) Credit: 3

Prerequisite: Concurrent enrollment in PSYC 2301 - Introduction to Psychology and completion of English 0301 and Reading 0301.
An in-depth inquiry to improve problem-solving and reasoning by developing critical thinking strategies about psychological ideas and concepts. Competencies with the critical thinking approach will be emphasized to develop inferential and interpretative comprehension skills and expansion of these skills into higher level analysis, synthesis, and evaluative processes. (3801015735) (Proficiency Levels: Math 0, Language 1)

**PSYC 2301 INTRODUCTION TO
PSYCHOLOGY**
(3-0) Credit: 3

Prerequisite: None.
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. (4201015140) (Proficiency Levels: Math 0, Language 3)

**PSYC 2302 APPLIED PSYCHOLOGY:
COUNSELING METHODS**
(3-0) Credit: 3

Prerequisite: PSYC 2301 and PSYC 2320 with grades of "C" or better in both courses.
A survey of the applications of psychological concepts and principles to counseling methods. Competencies of therapeutic treatment of psychological problems. Emphasis on behavioral, cognitive, client-centered, and psychoanalytic techniques of therapy. (4201015240) (Proficiency Levels: Math 1, Language 3)

PSYC - RADT**PSYC 2306 HUMAN SEXUALITY**
(3-0) Credit: 3

Prerequisite: None.

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 disfunction 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. (4201015340)
(Proficiency Levels: Math 0, Language 3)

PSYC 2308 CHILD GROWTH AND DEVELOPMENT
(3-0) Credit: 3

Prerequisite: PSYC 2301.

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. (4207015140) (Proficiency Levels: Math 0, Language 3)

PSYC 2311 ADULT DEVELOPMENT
(3-0) Credit: 3

Prerequisite: PSYC 2301 and PSYC 2308.

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. (4207015140)
(Proficiency Levels: Math 1, Language 3)

PSYC 2317 STATISTICAL METHODS IN PSYCHOLOGY
(3-0) Credit: 3

Prerequisite: PSYC 2301.

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. (4215015140)
(Proficiency Levels: Math 1, Language 3)

PSYC 2320 BEHAVIOR MODIFICATION
(3-0) Credit: 3

Prerequisite: PSYC 2301.

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. (4210015140) (Proficiency Levels: Math 0, Language 3)

PSYC 2340 CURRENT ISSUES IN PSYCHOLOGY: BEHAVIORAL ASPECTS OF SUBSTANCE ABUSE
(3-0) Credit: 3

Prerequisite: PSYC 2301 and PSYC 2320 with grades of "C" or better in both courses.

An in-depth study of the behavioral aspects of alcoholism and substance abuse to familiarize the student with the latest theories and principles in behavioral science and develop competencies in the methods of modifying and controlling behavior in clinical and personal settings, especially as related to chemical dependency counseling. (4201015540)
(Proficiency Levels: Math 1, Language 3)

PSYC 2341 CURRENT ISSUES IN PSYCHOLOGY: BEHAVIORAL ASPECTS OF AGING
(3-0) Credit: 3

Prerequisite: PSYC 2301 AND PSYC 2302 with a grade of "C" or better in both courses.

An in-depth study of the behavioral aspects of aging to familiarize the student with the latest theories and principles in behavioral science and to develop competencies in the methods of modifying and controlling behavior in clinical and personal settings, especially as related to aging. (4201015540) (Proficiency Levels: Math 1, Language 3)

RADIOGRAPHIC TECHNOLOGY**RADT 1301 RADIOGRAPHIC POSITIONING I**
(2-3) Credit: 3

Prerequisite: Enrollment in the Radiographic Technology Program. This course is designed for first year students to demonstrate and practice positioning of the extremities, pelvis, chest and abdominal cavity. Students are introduced to the terminology and anatomy used in radiographic positioning. (8033) (Formerly: RDT 1304) (Proficiency Levels: Math 2, Language 3)

RADT 1302 PRACTICUM II**(0-21) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program.

This course includes practice in positioning, radiographic exposure, patient care and film critique in the radiology department of cooperating hospitals. Instruction is under direct supervision of a radiologist and/or qualified registered technologist. (8033) (Formerly: RDT 1305) (Proficiency Levels: Math 2, Language 3)

RADT 1303 RADIOGRAPHIC TECHNIQUES AND EXPOSURE**(3-0) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program.

This course concentrates on the technical factors involved in the production of optimum quality radiographic images. Emphasis is placed on the various radiographic laws and conversion techniques. The student will research, document, and compare the produced outcomes under direct supervision of the instructor. (8033) (Formerly: RDT 1206) (Proficiency Levels: Math 2, Language 3)

RADT 1304 RADIOGRAPHIC POSITIONING II**(2-3) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program.

This course is designed for the first year of instruction and practice in the positioning of the spine, digestive, urinary and biliary systems. Positioning of the cranium, facial skeleton, paranasal sinuses and special interest views of the skull is also included. The student is introduced to the terminology and anatomy used in the procedures listed above. (8033) (Formerly: RDT 1307) (Proficiency Levels: Math 2, Language 3)

RADT 1305 PRACTICUM III**(12-week course)****(0-21) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program.

This course continues the practice of radiography emphasizing mobilis, surgical and trauma radiography. Students will perform patient examination under the supervision of a registered radiology technologist. (8033) (Formerly: RDT 1308) (Proficiency Levels: Math 2, Language 3)

RADT 1401 FUNDAMENTALS OF RADIOGRAPHY: PRACTICUM I**(2-12) Credit: 4**

Prerequisite: Enrollment in the Radiographic Technology Program.

This course is divided into sections. The first section concentrates on the principles of radiographic image production needed prior to clinical instruction. Content includes analysis of radiographic equipment, accessories, processing techniques, exposure factors and introduction to computer literacy. The remainder of the course allows the student to apply the knowledge in the clinical setting under direct supervision of a registered technologist. (8033) (Proficiency Levels: Math 2, Language 3)

RADT 2301 RADIOLOGIC PHYSICS**(3-0) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program.

This course concentrates on the concepts of physics relevant to advanced radiographic technology. Topics include classical and atomic physics, radiation and its interactions with matter, basic electrical principles and an analysis of modern radiographic equipment and modalities. (8033) (Formerly: RHS 1202) (Proficiency Levels: Math 2, Language 3)

RADT 2302 PATHOLOGY**(3-0) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program.

This course provides an introduction to the terminology, mechanism, and radiographic demonstration of diverse pathologic processes of various organ systems. Analysis and evaluation of pathological processes on radiographs is presented. Technical factors related to specific pathology is emphasized. (8033) (Formerly: RDT 2202) (Proficiency Levels: Math 2, Language 3)

RADT 2303 PRACTICUM IV**(0-21) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program.

This course includes continued practice of radiography under the direct supervision of a registered radiologic technologist. Included in the course is a session of radiographic evaluations conducted by a senior radiographer or radiologist. (8033) (Formerly: RDT 2303) (Proficiency Levels: Math 2, Language 3)

RADT

RADT - RAHS**RADT 2304 PRACTICUM V****(0-21) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program. This course includes the application of radiographic principles and patient care in the Radiology Department of cooperating hospitals. This clinical experience is under the direct supervision of a registered technologist and will introduce the student to a shift schedule of training, and includes sessions of radiographic evaluation. (8033) (Formerly: RDT 2304) (Proficiency Levels: Math 2, Language 3)

RADT 2305 SPECIAL PROCEDURES**(3-0) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program. This course is an introduction to angiography, venography, lymphography, tomograms, CT scans, various contrast studies, cystography, hystero-graphy, cineradiography and other special procedures. The course consists of lecture, and when possible, demonstration of the procedure with emphasis on principles and methods employed. (8033) (Formerly: RDT 2305) (Proficiency Levels: Math 2, Language 3)

RADT 2306 TRAUMA RADIOGRAPHY**(3-0) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program. This course is the study of the special positioning skills required in radiography of the severely injured patient. Special emphasis is placed on the tube/part/film relationship and technical methods. (8033) (Formerly: RDT 2201) (Proficiency Levels: Math 2, Language 3)

RADT 2307 QUALITY ASSURANCE**(3-0) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program. This course will introduce the student to the evaluation of radiographic systems to assure consistency in the production of quality images. The components involved in the radiography system will be identified. Tests and procedures to evaluate these components will be discussed. State and Federal impacts will be described. (8033) (Formerly: RDT 2200) (Proficiency Levels: Math 2, Language 3)

RADT 2308 PRACTICUM VI**(6-week course)****(0-24) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program. This course includes continued practice of radiography under the indirect supervision of a registered technologist. The student will continue with a shift schedule of training during this final course of the program. (8033) (Formerly: RDT 2302) (Proficiency Levels: Math 2, Language 3)

RADT 2309 RADIOLOGIC TECHNOLOGY SEMINAR**(6-week course)****(3-0) Credit: 3**

Prerequisite: Enrollment in the Radiographic Technology Program. This course is designed to allow graduating students to explore methods of professional development in the field of radiography in their individual futures. Emphasis is placed on emerging trends in the field, including technologic advances, changes in legislation, licensing requirements, and employment options. (8033) (Formerly: RDT 2306) (Proficiency Levels: Math 2, Language 3)

RADIOLOGIC HEALTH SCIENCE

RAHS 1301 RADIATION BIOLOGY AND SAFETY**(3-0) Credit: 3**

Prerequisite: Enrollment in a Radiological Health Science Program or permission of the RAHS Program Director. 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 of radiologic personnel. (8033) (Formerly: RHS 1301) (Proficiency Levels: Math 2, Language 3)

RAHS 1302 PATIENT CARE AND ETHICS**(2-4) Credit: 3**

Prerequisite: Enrollment in a Radiological Health Science Program or permission of the RAHS Program Director. This core course presents patient care procedures relevant to the radiologic health science student including medical terminology, patient management principles, medical ethics and law. (8033) (Formerly: RHS 1306) (Proficiency Levels: Math 2, Language 3)

**RADIATION THERAPY
DOSIMETRY**

RAHS 1303 DATA ANALYSIS**(3-0) Credit: 3**

Prerequisite: Enrollment in a Radiological Health Science Program or permission of the RAHS Program Director.

This core course applies the mathematical concepts relevant to the radiologic health science student, including fractions, proportion, geometry, scientific notation, algebra, logarithms, exponential functions, statistics and problem solving. (8033) (Formerly: RHS 1303) (Proficiency Levels: Math 2, Language 3)

RAHS 1304 RADIOLOGICAL PHYSICS I**(3-0) Credit: 3**

Prerequisite: Enrollment in a Radiological Health Science Program or permission of the RAHS Program Director.

This core course is the first of a two semester sequence surveying 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. (8033) (Formerly: RHS 1202) (Proficiency Levels: Math 2, Language 3)

**RAHS 1305 RADIOLOGICAL
PHYSICS II****(3-0) Credit: 3**

Prerequisite: Enrollment in a Radiological Health Science Program, permission of the RAHS Program Director and successful completion of RAHS 1304 with a grade of "C" or better.

This core course is the second of a two semester study of radiological physics as defined in RAHS 1304. (8033) (Formerly: RHS 1305) (Proficiency Levels: Math 2, Language 3)

RAHS 3201 TOMOGRAPHIC ANATOMY**(2-0) Credit: 2**

Prerequisite: Certification in a Radiological Health Science Program or permission of the RAHS Program Director.

This core course is designed to familiarize students with the anatomic relationships that are present under various tomographic orientations as depicted by computerized tomography (CT) and magnetic resonance (MR) imaging devices. Conferences, assigned references, and audio visual materials will be utilized. (8033) (Formerly: RHS 3201) (Proficiency Levels: Math 2, Language 3)

**RATD 3201 MEDICAL DOSIMETRY
PHYSICS I****(2-0) Credit: 2**

Prerequisite: RATT 2301 Dosimetry I.

This course teaches the advanced level of physics of radiation therapy required to understand the basics of medical dosimetry; lecture and discussion periods will be used to assure understanding of the material before continuing to the next level of complexity. Emphasis is on attaining an understanding of basic physics concepts. (8046) (Proficiency Levels: Math 2, Language 3)

RATD 3202 MEDICAL DOSIMETRY II**(2-0) Credit: 2**

Prerequisite: RATT 2302 Dosimetry I and RATD 3201 Dosimetry I.

This course provides a continuation of the advanced physical concepts of medical dosimetry. Emphasis will be on the application of physics to problems in radiation therapy including dose calculations and measurements of external beam and sealed sources of radiation. (8046) (Proficiency Levels: Math 2, Language 3)

**RATD 3203 RADIATION ONCOLOGY
SEMINAR I****(2-0) Credit: 2**

Prerequisite: Permission of the RATD Program Director.

This course is to demonstrate to the student the role of radiation dosimetry in the overall care of the patients treatment. Emphasis is divided between site specific disease presentations and overall patient treatment summary presentations. (8046) (Proficiency Levels: Math 2, Language 3)

**RATD 3204 RADIATION ONCOLOGY
SEMINAR II****(2-0) Credit: 2**

Prerequisite: RATD 3203 Radiation Oncology Seminar I.

A continuation of RATD 3203 Radiation Oncology Seminar I. (8046) (Proficiency Levels: Math 2, Language 3)

RAHS - RATD

RATD - RATT**RATD 3205 SPECIAL TOPICS IN
DOSIMETRY**

(12-week course)

(1-3) Credit: 2

Prerequisite: Permission of the RATD Program Director.

This course is designed to allow advanced students to explore the role of radiation dosimetry in the development of emerging treatment technologies. Emphasis will be on involving the student in calculations, measurements, and planning of state-of-the-art treatment approaches. (8046) (Proficiency Levels: Math 2, Language 3)

**RATD 3301 INSTRUMENTATION AND
METHODOLOGY IN
DOSIMETRY I**

(2-3) Credit: 3

Prerequisite: Permission of the RATD Program Director.

This course provides an introduction to radiation therapy dosimetry functions, skills, and equipment. Patient dose calculations, treatment aids, and basics of treatment planning computers will be emphasized. (8046) (Formerly: RDT 3301) (Proficiency Levels: Math 2, Language 3)

**RATD 3302 INSTRUMENTATION AND
METHODOLOGY IN
DOSIMETRY II**

(2-3) Credit: 3

Prerequisite: RATD 3301 Instrumentation and Methodology in Dosimetry I. This course continues with radiation dosimetry functions, skills, and equipment. Advanced external beam and brachytherapy planning will be presented. Quality assurance procedures will be introduced. (8046) (Proficiency Levels: Math 3, Language 3)

**RATD 3501 CLINICAL APPLICATIONS
IN DOSIMETRY I**

(0-28) Credit: 5

Prerequisite: Permission of the RATD Program Director.

This course is designed to provide the student specialized instruction and experience in the performance of dosimetry procedures normally found in a radiotherapy facility. Students will be expected to become proficient in the performance of routine dosimetry procedures. (8046) (Formerly: RTD 3501) (Proficiency Levels: Math 2, Language 3)

**RATD 3502 CLINICAL APPLICATIONS
IN DOSIMETRY II**

(0-28) Credit: 5

Prerequisite: Permission of the RATD Program Director and successful completion of RATD 3501.

A continuation of RATD 3501 - Clinical Applications in Dosimetry I. (8046) (Formerly: RTD 3502) (Proficiency Levels: Math 2, Language 3)

**RATD 3503 CLINICAL APPLICATIONS
IN DOSIMETRY III**

(0-36) Credit: 5

Prerequisite: Permission of the RATD Program Director and successful completion of RATD 3502.

This course is designed to provide the student specialized instruction and experience in the performance of dosimetry procedures normally found in a radiotherapy facility. Students will be expected to become proficient in the performance of routine dosimetry procedures. (8046) (Proficiency Levels: Math 2, Language 3)

**RADIATION THERAPY
TECHNOLOGY**

**RATT 1201 INTERMEDIATE
TECHNICAL SKILLS I**

(0-8) Credit: 2

Prerequisite: Acceptance in the Radiation Therapy Technology Program. Supervised clinical practice at an affiliated hospital. Practical application of basic principles of radiation therapy. (8046) (Formerly: RTT 1201) (Proficiency Levels: Math 2, Language 3)

**RATT 1202 INTERMEDIATE
TECHNICAL SKILLS II**

(6-week course)

(0-21) Credit: 2

Prerequisite: RATT 1201. A continuation of RATT 1201, Intermediate Technical Skills I. (8046) (Formerly: RTT 1202) (Proficiency Levels: Math 2, Language 3)

**RATT 1301 INSTRUMENTATION AND
METHODOLOGY**

(2-4) Credit: 3

Prerequisite: Permission of the Radiation Therapy Technology Program Director. Provides an introduction to radiation therapy, an orientation to hospital setting, policy and procedure and the ethical principles of the profession. Radiation therapy techniques and machine manipulations will be emphasized. (8046) (Formerly: RTT 1301) (Proficiency Levels: Math 2, Language 3)

**RATT 2101 RADIATION THERAPY
TECHNOLOGY SEMINAR**
(6-week course)

(3-0) Credit: 1

Prerequisite: Permission of Radiation Therapy Technology Program Director. This course is designed to allow graduating students to explore methods of professional development in the field of radiation therapy in their individual futures. Emphasis is placed on emerging trends in the field, including technologic advances, changes in legislation, licensing requirements, and employment options. (8046) (Formerly: RTT 1103) (Proficiency Levels: 2, Language 3)

RATT 2301 DOSIMETRY I

(2-4) Credit: 3

Prerequisite: Acceptance in the Radiation Therapy Technology Program. The principles, aims and techniques of applying ionizing radiation to the human body are presented in this course. The course will include practical instruction in the treatment and planning rooms, and allow students the opportunity to demonstrate these principles and techniques. (8046) (Formerly: RTT 2301) (Proficiency Levels: Math 2, Language 3)

RATT 2302 DOSIMETRY II

(2-4) Credit: 3

Prerequisite: RATT 2301. Provides the student with a continuation of the basic principles of clinical dosimetry and treatment planning. Emphasis will be placed on computerized dosimetry. (8046) (Formerly: RTT 2302) (Proficiency Levels: Math 2, Language 3)

RATT 2303 ONCOLOGY I

(3-0) Credit: 3

Prerequisite: Acceptance in the Radiation Therapy Technology Program. This course is an introduction to the cancerous process in humans. Students will be presented with information regarding the presentation, diagnosis, treatment and progression of cancers, for specific sites and organ systems in the human body. (8046) (Formerly: RTT 2304) (Proficiency Levels: Math 2, Language 3)

RATT 2304 ONCOLOGY II

(3-0) Credit: 3

Prerequisite: RATT 2303. This course provides students with a continuation of the cancerous process in humans. An introduction of related treatment modalities will also be presented. (8046) (Formerly: RTT 2305) (Proficiency Levels: Math 2, Language 3)

**RATT 2305 ADVANCED TECHNICAL
SKILLS III**

(6-week course)

(0-32) Credit: 3

Prerequisite: RATT 2602. A continuation of RATT 2602, Advanced Technical Skills II. (8046) (Formerly: RTT 2603) (Proficiency Levels: Math 2, Language 3)

**RATT 2601 ADVANCED TECHNICAL
SKILLS I**

(0-24) Credit: 6

Prerequisite: RATT 1202. Supervised clinical practice at an affiliated hospital. Practical application of advanced principles of radiation therapy. (8046) (Formerly: RTT 2601) (Proficiency Levels: Math 2, Language 3)

**RATT 2602 ADVANCED TECHNICAL
SKILLS II**

(0-24) Credit: 6

Prerequisite: RATT 2601. A continuation of RATT 2601, Advanced Technical Skills I. (8046) (Formerly: RTT 2602) (Proficiency Levels: Math 2, Language 3)

RATT - READ

READING

**READ 0101 TASP REMEDIATION IN
READING**

(0-2) Credit: 1

Prerequisite: Credit in READ 0302 or ENGL 1301. A pre-transfer level college course designed for students who have received credit for READ 0302 or ENGL 1301 but who have failed the reading portion of TASP. The course may be repeated for credit. Students will continue to enroll in the course until they pass the TASP. Instructors will work cooperatively with each student to design an individualized education program which provides practice in areas failed on the TASP. The student will work in assigned areas until she/he achieves 85% accuracy. (3201035435) (Proficiency Levels: Math 0, Language 2)

READ 0301 READING IMPROVEMENT

(3-2) Credit: 3

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. (3201035535) (Formerly: RDG 0301) (Proficiency Levels: Math 0, Language 0)

READ - SOCI**READ 0302 COLLEGE READING****(3-2) Credit: 3**

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. (3201035135) (Formerly: RDG 0302) (Proficiency Levels: Math 0, Language 0)

SOCIAL WORK

**SOCW 2361 SOCIAL WORK I:
INTRODUCTION TO
SOCIAL WORK**
(3-0) Credit: 3

Prerequisite: SOCI 1301 with a grade of "C" or better.

Development of the philosophy and practice of social work in the United States, survey of the fields and techniques of social work. Competencies of the purpose and function of professional organizations, current issues confronting the social work profession, and knowledge of populations targeted for social services will be emphasized. (4407015142) (Formerly: SWK 1301) (Proficiency Levels: Math 0, Language 3)

**SOCW 2362 SOCIAL WORK II: SOCIAL
WELFARE AS A SOCIAL
INSTITUTION**
(3-0) Credit: 3

Prerequisite: SOCW 2361 with a grade of "C" or better.

An introduction to the study of modern social work, the underlying philosophy and ethics of social work, and the major divisions and types of social work together with their methods and objectives.

Competencies of the social welfare system, current Social Security Act provisions as well as other relevant social legislation with strategies for influencing legislation and social policy will be emphasized. (4407015242) (Formerly: SWK 2301) (Proficiency Levels: Math 0, Language 3)

**SOCW 2363 SOCIAL WORK FIELD
EXPERIENCE**
(1-4) Credit: 3

Prerequisite: SOCW 2361 with a grade a "C" or better.

Classroom lectures and discussion plus 64 hours of supervised observation, volunteer work, and service delivery in selected social service agencies. Competencies of basic analytical abilities, clinical practice skills, agency administration and organization, skills in observing and communicating individual, group, and community relationships and behavior, principles of ethical conduct and confidentiality, and the twelve core functions for chemical dependency counseling will be emphasized. (4599999142) (Formerly: SWK 2363) (Proficiency Levels: Math 0, Language 3)

SOCIOLOGY

**SOCI 1301 INTRODUCTION TO
SOCIOLOGY**
(3-0) Credit: 3

Prerequisite: None.

The study of human society, human behavior and personality as a product of group life, human ecology and population, social organizations, socio-cultural change, and current social problems. (4511015142) (Formerly: SOC 1301) (Proficiency Levels: Math 0, Language 3)

SOCI 1306 SOCIAL PROBLEMS
(3-0) Credit: 3

Prerequisite: None

Identification and analysis of contemporary social problems. A study of the criteria for evaluating problems of social planning and a study of conventional solutions to these problems. (4511015242) (Formerly: SOC 1303) (Proficiency Levels: Math 0, Language 3)

SOCI 2301 MARRIAGE AND FAMILY
(3-0) Credit: 3

Prerequisite: None.

A study of the problems of courtship, mate selection, and marriage adjustments. (4511015442) (Formerly: SOC 2301) (Proficiency Levels: Math 0, Language 3)

SOCI 2331 CURRENT ISSUES IN SOCIOLOGY: INTRODUCTION TO ALCOHOLISM AND DRUG ABUSE

(3-0) Credit: 3

Prerequisite: SOCI 1301 with a grade of "C" or better or concurrent enrollment in SOCI 1301.

An in-depth study of specific contemporary topics in sociology such as sociobiology, urban society, gerontology, death and dying, or sex-roles. Specifically the course focuses on chemical dependency and the factors associated with the abusive use of chemicals. Competencies of the models associated with helping the chemically dependent person including the history, definitions, study and treatment methods, patterns and prevalence of this social problem will be emphasized. (4511015742) (Formerly: SOC 1304) (Proficiency Levels: Math 0, Language 3)

SOCI 2332 CURRENT ISSUES IN SOCIOLOGY: INTRODUCTION TO GERONTOLOGY

(3-0) Credit: 3

Prerequisite: SOCI 1301 with a grade of "C" or better.

An in-depth study of specific contemporary topics in sociology such as sociobiology, urban society, gerontology, death and dying, or sex-roles. Specifically the course will focus on the study of aging and the problems of the elderly. Competencies of the scope, processes, and theories of the adult population including the psychological crisis and milestones of adulthood will be emphasized. (4511015742) (Proficiency Levels: Math 0, Language 3)

SOCI 2336 CRIMINOLOGY

(3-0) Credit: 3

Prerequisite: None.

Current theories and empirical research pertaining to crime and criminal behavior; its causes, methods of prevention, systems of punishment and rehabilitation. (Usually offered concurrently with Crime in America - CRIJ 1301. Credit can only be earned for one of these courses. See a counselor for registration information.) (4504015142) (Formerly: SOC 2302) (Proficiency Levels: Math 0, Language 3)

SPANISH

SPAN 1411 BEGINNER'S SPANISH I
(4-0) Credit: 4

Prerequisite: None.

Fundamentals of grammar, basic vocabulary, pronunciation, conversation, reading of elementary texts, emphasis on development of audiolingual skills. (1609055131) (Formerly: SPN 1401) (Proficiency Levels: Math 0, Language 3)

SPAN 1412 BEGINNER'S SPANISH II
(4-0) Credit: 4

Prerequisite: SPAN 1411.

A continuation of more advanced grammar; continued emphasis on the spoken language; acquisition of vocabulary and idioms; reading of short stories in Spanish; composition. (1609055131) (Formerly: SPN 1402) (Proficiency Levels: Math 0, Language 3)

SPAN 2311 INTERMEDIATE SPANISH I
(3-0) Credit: 3

Prerequisite: SPAN 1412.

Intensive review of grammar, reading of short stories and plays in Spanish; composition and oral reports based on a variety of topics. (1609055231) (Formerly: SPN 2301) (Proficiency Levels: Math 0, Language 3)

SPAN 2312 INTERMEDIATE SPANISH II
(3-0) Credit: 3

Prerequisite: SPAN 2311.

Continuation of reading in Hispanic culture and civilization; completion of grammar review; composition and conversation. (1609055231) (Formerly: SPN 2302) (Proficiency Levels: Math 0, Language 3)

SPECIAL PROCEDURE TECHNOLOGY

SPPT 3601 RESEARCH PROCEDURES
(5-15) Credit: 6

Introduction to special procedures imaging, basic research methods and practice, and nursing practices required of the special procedure technologist. Students will be assigned and expected to complete one major research project in this course as well as mastery of essential elements of special imaging equipment, advanced life support practices, and fundamental principles of special procedures technology. (8033) (Formerly: SPT 3601) (Proficiency Levels: Math 3, Language 3)

SOCI - SPPT

SPPT - SPCH**SPPT 3602 INTERVENTIONAL RADIOLOGY****(5-15) Credit: 6**

Exploration of anatomy and physiology of the peripheral vasculature and viscera, clinical application of theory of special imaging techniques and the practice of interventional radiologic procedures. The course includes a detailed program of instruction in anatomy, physiology and pathology and utilizes a preceptor to guide and direct the student toward attaining technical proficiency in the area of interventional radiology. (8033) (Formerly: SPT 3602)(Proficiency Levels: Math 3, Language 3)

SPPT 3603 VASCULAR IMAGING**(5-15) Credit: 6**

Instruction and practice in vascular imaging methods. The course consists of instruction in vascular anatomy, physiology and clinical applications of various imaging techniques. Emphasis is placed on acquired pathologic conditions. A preceptor is used and students are assigned to numerous case study projects. (8033) (Formerly: SPT 3603)(Proficiency Levels: Math 3, Language 3)

SPPT 3604 NEURORADIOLOGY**(5-15) Credit: 6**

Theoretical instruction and clinical practice in various imaging modalities used in diagnosis and treatment of the central nervous system. In addition to an in-depth study of the required anatomy, physiology and pathology of the central nervous system, this course includes study and application of advanced imaging techniques commonly used to diagnose disorders of the central nervous system. Modalities studied are Computerized Tomography, Magnetic Resonance, and Digital Radiology. (8033) (Formerly: SPT 3604)(Proficiency Levels: Math 3, Language 3)

SPEECH

SPCH 0301 BASIC COMMUNICATION SKILLS**(3-0) Credit: 3**

Prerequisites: None.
Development of listening, speaking, and other skills that form the basis for effective communication. (3201035435) (Formerly: SPH 0301)(Proficiency Levels: Math 0, Language 0)

SPCH 1315 BEGINNING PUBLIC SPEAKING**(3-0) Credit: 3**

Prerequisite: None.

Fundamental speech principles; articulation and pronunciation; the attitudes and resources of the speaker; fundamentals of delivery; elements of speech preparation; the informative and persuasive use of language. (2310015335) (Formerly: SPH 1301)(Proficiency Levels: Math 0, Language 3)

SPCH 1318 INTERPERSONAL COMMUNICATION**(3-0) Credit: 3**

Prerequisite: None.

A course to introduce the student to the process of creating a meaning between two or more people. The principles of self-concept, body language, non-verbal communication, perception, listening, defensiveness, and language are practically applied in this course. (2310015435) (Formerly: SPH 1306)(Proficiency Levels: Math 0, Language 3)

SPCH 1321 BUSINESS AND PROFESSIONAL SPEAKING**(3-0) Credit: 3**

Prerequisite: None.

A practical course involving the student in a discussion of current problems by use of various approaches: round table, panel, sales conference, committee, parliamentary and lecture forms. (2310015235) (Formerly: SPH 1305)(Proficiency Levels: Math 0, Language 3)

SPCH 2341 ORAL INTERPRETATION**(3-0) Credit: 3**

Prerequisite: None.

A study of the technique of effective oral reading. Attention is given to pitch, quality, pronunciation, and articulation. Includes a survey of the forensics areas of poetry reading and dramatic interpretation. (2310015735) (Formerly: SPH 1302)(Proficiency Levels: Math 0, Language 3)

**VOCN 1200 BASIC MICROBIOLOGY
FOR VOCATIONAL
NURSING****(2-0) Credit: 2**

Prerequisite: VOCN 1201, VOCN 1202, VOCN 1301, VOCN 1400, VOCN 1601. Introduces principles of microbiology including causative organisms, disease control and prevention, and community health resources. (7821) (Formerly: VNR 1200)(Proficiency Levels: Math 1, Language 3)

VOCN 1201 PHARMACOLOGY**(2-0) Credit: 2**

Prerequisite: Acceptance in the Vocational Nursing Program. Provides a review of basic mathematics required for medication administration. Drug classifications and actions as well as administration techniques will be introduced. (7821) (Formerly: VNR 1201) (Proficiency Levels: Math 1, Language 3)

**VOCN 1202 NUTRITION AND DIET
THERAPY****(2-0) Credit: 2**

Prerequisite: Acceptance in the Vocational Nursing Program. Presents principles of basic nutrition across the life span, the relationship of nutrition to wellness and alterations necessary in illness. (7821) (Formerly: VNR 1202) (Proficiency Levels: Math 1, Language 3)

**VOCN 1301 PROFESSIONAL/PERSONAL
DEVELOPMENT IN
VOCATIONAL NURSING****(3-0) Credit: 3**

Prerequisite: Acceptance in Vocational Nursing Program. Course begins the socialization process into vocational nursing. Concepts included are the history of vocational nursing, role of the vocational nurse, ethical and legal responsibilities, therapeutic communication, group dynamics, mental health, medical terminology and an introduction to the nursing process. (7821) (Formerly: VNR 1301)(Proficiency Levels: Math 1, Language 3)

**VOCN 1302 MATERNAL CHILD
HEALTH NURSING****(2-6) Credit: 3**

Prerequisite: VOCN 1201, VOCN 1202, VOCN 1301, VOCN 1400, VOCN 1601. Introduces concepts specific to the family experiences of pregnancy, birth and the neonatal period. Current trends in family-centered maternity care, patient-teaching and pharmacologic intervention are explored. Laboratory practice will focus on techniques specific to the care of the mother and neonate and clinical experiences will include community and hospital settings. (7821) (Formerly: VNR 1302)(Proficiency Levels: Math 1, Language 3)

VOCN 1303 CHILD HEALTH NURSING**(2-6) Credit: 3**

Prerequisite: VOCN 1201, VOCN 1202, VOCN 1301, VOCN 1302, VOCN 1400, VOCN 1601, VOCN 1701. This course applies selected theories of growth and development and the nursing process to the promotion and/or maintenance of optimal health for infants and children. Concepts of prevention, advocacy and pharmacologic intervention and techniques are included. Laboratory practice will focus on techniques specific to the hospitalized child and clinical experience will include nursing care for all pediatric age groups. (7821) (Formerly: VNR 1303)(Proficiency Levels: Math 1, Language 3)

**VOCN 1400 GENERAL ANATOMY AND
PHYSIOLOGY FOR
VOCATIONAL NURSING****(3-3) Credit: 4**

Prerequisite: Acceptance in the Vocational Nursing Program. Introduces the students to normal human anatomic and physiologic principles as a basis for understanding deviations which occur in disease processes. (7821) (Formerly: VNR 1400)(Proficiency Levels: Math 1, Language 3)

**VOCN 1601 FUNDAMENTALS OF
VOCATIONAL NURSING****(4-12) Credit: 6**

Prerequisite: Acceptance in the Vocational Nursing Program. Presents the basic techniques and concepts related to vocational nursing practice. Emphasis is placed on the assessment and planning phases of the nursing process. Laboratory practice and clinical experience will focus on the techniques necessary for the provision of beginning level nursing care. (7821) (Formerly: VNR 1601) (Proficiency Levels: Math 1, Language 3)

VOCN

VOCN**VOCN 1701 MEDICAL/SURGICAL
NURSING I****(5-15) Credit: 7**

Prerequisite: VOCN 1201, VOCN 1202,
VOCN 1301, VOCN 1400, VOCN 1601.

This course applies the nursing process, with emphasis on planning, implementation, and evaluation to patients with selected medical-surgical health deviations of the Integumentary, Musculo-skeletal, Gastrointestinal, Reproductive, Endocrine and Renal Systems. Concepts of aging, grief and grieving, cultural/spiritual nursing, patient teaching and pharmacologic intervention will be introduced. Laboratory practice will focus on advanced techniques and clinical *experience will include responsibility for total patient care at the vocational nursing level. (7821) (Formerly: VNR 1701) (Proficiency Levels: Math 1, Language 3)*

**VOCN 1901 MEDICAL/SURGICAL
NURSING II****(6-18) Credit: 9**

Prerequisite: VOCN 1201, VOCN 1202,
VOCN 1301, VOCN 1302, VOCN 1303,
VOCN 1400, VOCN 1601.

This course applies the total nursing process, to patients with selected medical-surgical health deviations of the Sensory, Neurologic, Respiratory, Cardio-vascular and Immune Systems. Concepts introduced in Medical-Surgical I will be expanded and mental illness and nursing in selected health care delivery systems will be explored. Laboratory practice with focus on complex techniques and clinical *experience will include decision-making at the vocational nursing level. (7821) (Formerly: VNR 1901)(Proficiency Levels: Math 1, Language 3)*

INDEX



INDEX

Academic Calendar	9	Government Courses	132
Academic Probation and Suspension	54	Grade Appeal	54
Academic Standards	47	Grade Point Average	53
Accounting Courses	115	Grade Reports	54
Accreditation	1	Grading System	52
Adding/Dropping Courses	53	Graduation Fee	57
Admission Policies and Procedures	37	Graduation Procedures	57
Administration	17	Graduation Requirements	56
Administrative Interpretation and Change	35	Grants	60
Administrative Withdrawal	53	Health Occupations Division	94
Adult Education Program	92	Associate Degree Nursing	94
Anti-Discrimination Statement	3	Nuclear Medicine Technology	100
Art Courses	117	Radiation Therapy Technology	100
Associate of Arts and Sciences	56	Radiographic Technology	99
Associate of Applied Science	56	Computerized Tomography Technology	102
Associate Degree Nursing	94	Magnetic Resonance Imaging	103
Athletics	68	Special Procedure Technology	103
Biological Sciences Courses	119	Medical Dosimetry	103
Board of Regents	4	Vocational Nursing	104
Bookstore	30	History of the College	25
Business Administration Courses	120	History Courses	132
Business and Community Education	81	Honors (Graduation)	57
Accounting	81	Honor Students	54
Business Administration	82	Housing	33
General Secretarial	83	Humanities Courses	133
Management Development	84	Humanities and Social Sciences Division	105
Medical Transcriptionist	90	Library and Media Services	66
Business Courses	120	Loans	60
Calendar, Academic	9	Magnetic Resonance Imaging Courses	133
Check Regulations	43	Management Development Courses	134
Chemistry Courses	120	Mathematics and Sciences Division	110
Class Attendance	50	Microcomputer Applications	111
Classification of Students	50	Mathematics Courses	139
Classified Staff	22	Mission/Goals	27
College Organization	17	Music Courses	141
Community Education Registration	92	Non-Discrimination Policy	3
Computer Science Courses	123	Non-Resident Student Classification	40
Computer Science Technology Courses	123	Nuclear Medicine Technology Courses	143
Computerized Tomography Technology Courses	124	Nursing Programs	
Cooperative Education	112	Associate Degree Nursing	94
Counseling Services	59	Vocational Nursing	104
Course Descriptions	115	Office Technology Courses	147
Course Load	50	Organizations, Student	68
Course Number System	50	Philosophy Courses	149
Credit by Examination	47	Physical Education and Recreation Courses	149
Credit for Courses	47	Physics Courses	150
Criminal Justice Courses	125	President's List	55
Dean's List	55	Psychology Courses	150
Degrees	56	Radiation Therapy Dosimetry Courses	155
Divisions		Radiation Therapy Technology Courses	156
Business and Community Education	81	Radiographic Technology Courses	152
Health Occupations	94	Radiologic Health Sciences Courses	154
Humanities and Social Sciences	105	Reading Courses	157
Mathematics and Sciences	110	Refund Policy	43
Drama Courses	126	Registration	41
Dropping a Course	53	Repeated Courses	53
Early Admissions Program	37	Requirements for Graduation	56
Economics Courses	127	Scholarships	61
Employment, Student	61	Scholastic Integrity	51
English Courses	127	Secretarial, Office Technology Courses	147
Expenses	42	Skills Enrichment Center	112
Facilities	30	Sociology Courses	158
Faculty	19	Spanish Courses	159
Faculty Advisory System	68	Special Procedure Technology Courses	159
Fees and Expenses	42	Speech Courses	160
Financial Aid	59	Sports	68
Fire Protection Technology Courses	129	Student Activities	68
Foreign Language Courses	131	Student Records	51
French Courses	131	Student Rights and Responsibilities	73
Galveston College Foundation, Inc.	28	Summons to Administrative Offices	77
General Educational Development (GED)	92	Televised Instruction	113
General Information	25	Testing Service	37
Geography Courses	132	Transcripts	44
German Courses	132	Transfer Students	37
Glossary of Terms	29	Tuition and Fees	41
		Upper Deck Theatre	32
		Veterans Information	65
		Vocational Nursing Courses	161
		Withdrawal from College	53

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INDEX

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 American Association of Community/Junior
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