

GALVESTON COLLEGE

2009-2010 CATALOG

This catalog was prepared on the basis of the best information available at the time of printing. However, all information contained here is subject to change without notice or obligation. This catalog is for informational purposes only and does not constitute a contract.

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

This policy extends to employment, admission, and all programs and activities supported by Galveston College. Inquiries concerning equal opportunity may be directed to the Title IX Coordinator (Director of Human Resources).

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

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

Es la política de Galveston College proporcionar oportunidades iguales sin consideración alguna hacia edad, raza, color, religión, origen nacional, sexo, discapacidad o estado de veterano. Esta política se extiende al empleo, admisión, y todos los programas y actividades apoyados por Galveston College. Preguntas referentes a oportunidades de igualdad se pueden dirigir al Cordinadorde Title IX (Director de Recursos Humanos).

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

ACCREDITATION:

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

Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097
(404) 679-4500 FAX (404) 679-4558

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

Associate Degree Nursing
National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Suite 500
Atlanta, Georgia 30326
www.nlnac.org

Radiography and Radiation Therapy –Technology
Joint Review Committee on Education in Radiologic
Technology
20 N. Wacker Drive, Suite 900
Chicago, Illinois 60606-2901
(312) 704-5300

Nuclear Medicine
Joint Review Committee on Educational Programs in Nuclear
Medicine Technology
350 South 400 East, Suite 200
Salt Lake City, Utah 84111-2938
(801) 364-4310

Emergency Medical Services
Commission on Accreditation of Allied Health Education
Programs
35 East Wacker Drive, Suite 1970
Chicago, Illinois 60601-2208
(312) 553-9355

Approval:

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

Texas Education Agency
1701 North Congress Avenue
Austin, Texas 78701-1494
(512) 463-9734

Texas Higher Education Coordinating Board
1200 E. Anderson Lane
Austin, Texas 78752
(512) 427-6101 FAX (512) 483-6444

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

Associate Degree Nursing
Texas Board of Nursing
William P. Hobby Building
333 Guadalupe Street, Suite 3-460
Austin, Texas 78701
(512) 305-7400

Vocational Nursing
Texas Board of Nursing
William P. Hobby Building
333 Guadalupe Street, Suite 3-400
Austin, Texas 78701
(512) 305-8101

The Galveston College Law Enforcement Academy is licensed and accredited by:

Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)
6330 U.S. 290 East, Suite 200
Austin, TX 78723
(512) 936-7700

Member of:

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

College Maps

DIRECTIONS TO GALVESTON COLLEGE

Traveling south on I-45. Take 61st Street exit and turn right at stop light. Travel approximately one mile to Seawall Blvd. Turn left on to Seawall. Proceed down Seawall to 39th Street. (Gaido's Restaurant is at corner of 39th and Seawall). Turn left on 39th and travel north to Avenue Q. Turn left at 39th and Avenue Q and proceed one block to Main Campus. Main Campus parking is available on Avenue Q, Avenue R and satellite parking at 39th and Avenue Q.



CAMPUS MAP



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President's Message



DR. W. MYLES SHELTON

Dr. W. Myles Shelton was appointed President of Galveston College in June of 2007

On behalf of the faculty, staff and the Board of Regents of the Galveston Community College District, welcome to Galveston College.

The programs, courses and information contained in the 2009-2010 Catalog are made available for the betterment of the people of Galveston and the surrounding region.

Whether you come to us from across the street or across the globe, our commitment to quality academic transfer, workforce development and lifelong learning courses will make a huge difference in your life and livelihood and in our community as a whole.

As a student at Galveston College, you will have the opportunity to work with faculty and staff who are committed to your success.

I believe you will be impressed with the quality and dedication of the Galveston College faculty. If there is any way I can help to make your experience at Galveston College more productive, please let me know.

Welcome to Galveston College and thank you for engaging our vision of Galveston College as a beacon of light guiding lifelong learning.

W. Myles Shelton, Ed.D.
President

Board of Regents

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



Florentino "Tino" Gonzalez
Chairman



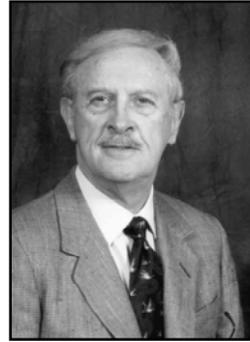
George Black
Vice Chairman



Gregory Roof, Ph.D.
Secretary



Barbara Crews



Paul Cunningham, M.D.



Carl E. Kelly



Ross Novelli, Jr.



F.A. "Andy" Odom



Carroll G. Sunseri

CHAPTER I
ACADEMIC CALENDAR

Academic Calendar

FALL 2009

April 20-August 20	Early Registration for Fall 2009
August 12	New Student Orientation
August 18	New Student Orientation
August 20	Payment due for Early Registration
August 20	Last Day to Apply for Fall Graduation
August 21	General Assembly (College Closed)
August 24-29	General Registration (Ends at 2:00 p.m. Saturday, August 29)
August 26	New Student Orientation
August 29	New Student Orientation
August 31	Classes Begin
August 31-Sept 8	Late Registration/Schedule Changes
September 1	New Student Orientation
September 2	New Student Orientation
September 7	Labor Day Holiday (College Closed)
September 16	Last Day to Drop without Receiving a "W"
November 19	Last Day to Submit AWN
November 19	Last Day to Withdraw
November 16 – 24	Early Registration for Spring 2010
November 25-29	Thanksgiving Holiday (College Closed)
November 30 – December 5	Early Registration Continues (Registration closes at 5:00 p.m. on December 5)
December 14-17	Final Exams
December 18	Grades Due to Admissions by 10:00 a.m.
December 19 – January 3	Winter Break (College Closed)
December 19 – January 3	Campus On-line Registration Only

SPRING 2010

November 16- December 5	Early Registration
December 19 - January 3	Campus On-line Registration Only
January 8	General Assembly (College Closed)
January 11-16	General Registration (Ends at 2:00 p.m. on January 16)
January 18	Martin Luther King Day (College Closed)
January 19	Classes Begin
January 19-25	Late Registration/Schedule Changes
January 25	Last Day to Apply for Spring 2010 Graduation
February 3	Last Day to Drop without Receiving a "W"
March 15-19	Spring Break
April 2	Good Friday Holiday (College Closed)
April 15	Last Day to Submit AWN
April 15	Last Day to Withdraw
April 19-May 7	Early Registration for Summer I
May 10-13	Final Exams
May 14	Grades Due to Admissions by 10:00 a.m.
May 14	Graduation
May 17 – 28	Early Registration continues for Summer I

SUMMER I 2010

April 19-May 7	Early Registration for Summer I
May 17 – 28	Early Registration continues for Summer I
May 31	Memorial Day (College Closed)
June 1 - 3	General Registration
June 7	Classes Begin
June 8	Last Day to Apply for Summer 2010 Graduation
June 7-8	Late Registration/Schedule Changes
June 10	Last Day to Drop without Receiving a “W”
June 30	Last Day to Submit AWN
June 30	Last Day to Withdraw
July 5	Independence Day Holiday
July 8	Final Exams (Summer I)
July 12	Grades Due to Admissions by 10:00 p.m. (Summer I)
July 20	Last Day to Submit AWN (10 week courses)
July 20	Last Day to withdraw (10 week courses)
August 16	Grades Due to Admissions by 10:00 a.m. (10 week courses)

SUMMER II 2010

April 19-May 7	Early Registration for Summer II
May 17 – July 1	Early Registration continues for Summer II
July 6-8	General Registration
July 12	Classes Begin
July 12-13	Late Registration & Schedule Changes
July 15	Last Day to Drop without Receiving a “W”
August 4	Last Day to Submit AWN
August 4	Last Day to Withdraw
August 12	Final Exams
August 16	Grades Due to Admissions by 10:00 a.m.

2009-2010 COLLEGE HOLIDAYS

Labor Day	September 7
Thanksgiving (College closes at 5:00 p.m. on November 24)	November 25-29
Holiday-Semester Break (College closes at 5:00 p.m. on December 18)	December 19, 2009-January 3, 2010
Martin Luther King Day	January 18
Spring Break	March 15-19
Good Friday (College Closed)	April 2
Memorial Day	May 31
Independence Day	July 5

CHAPTER II
GENERAL INFORMATION

General Information

MISSION AND GOALS

VISION

The vision statement of the College is:

“*GALVESTON COLLEGE* - a beacon of light guiding life-long learning.”

MISSION

The mission statement of the College is:

“*GALVESTON COLLEGE*, a comprehensive community college committed to teaching and learning, creates accessible learning opportunities to fulfill individual and community needs by providing high-quality educational programs and services.”

VALUES

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

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

GOALS

The college will:

1. Provide dynamic programs of study and conduct appropriate cultural activities to meet the needs of a diverse student body that is reflective of the community and service area constituents.
2. Provide comprehensive student support services that enhance student success.
3. Provide effective recruitment and retention processes.
4. Provide a qualified and diverse faculty and staff, through fair hiring processes and continuous professional development.
5. Provide facilities and grounds that create a physical environment conducive to teaching and learning in the 21st Century.
6. Provide and continuously improve technology, collect and store data, provide required information, support learning needs, and facilitate effective communications.
7. Provide effective and accountable management of resources.
8. Seek additional resources to support the mission of the college.
9. Conduct and document comprehensive institutional research, planning, and information services that support continuous improvement of every facet of college operations.
10. Meet all federal, state, local, and accreditation agency accountability standards for operations and quality.

PURPOSES

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

1. Technical programs up to two years in length leading to associate degrees or certificates.
2. Vocational programs leading directly to employment in semiskilled and skilled occupations.
3. Freshman and sophomore courses in arts and sciences.

4. Continuing adult education programs for occupational or cultural upgrading.
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.
7. Workforce development programs designed to meet local and statewide needs.
8. Adult literacy and other basic skills programs for adults.
9. Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post secondary education in Texas.

PROGRAMS

1. Adult vocational education programs lead to the development of marketable skills and provide specialized training as defined by business and industry for immediate employment; these programs assist non-degree seeking students with career advancement, the updating of job skills, and re-entry into the workforce.
2. Adult Basic Education (ABE) programs provide basic literacy instruction and may lead to the completion of the General Education Development (GED) diploma; developmental programs strengthen the basic skills of those persons lacking adequate preparation for college-level courses.
3. Personal enrichment programs provide noncredit cultural, social, recreational and vocational activities that intended to improve the quality of life of the student and to encourage lifelong learning.
4. Student activities provide opportunities for students to participate in campus life through clubs, student government, cultural and social events, and educational programs outside the classroom; athletic competition is available through campus intramurals and a program of intercollegiate athletics. Programs offered by the College include:
5. Transfer programs that establish a foundation of college-level academic skills and lead to the Associate of Arts degree (A.A.) or the Associate of Science Degree (A.S.); these programs parallel the first two years required for the baccalaureate degrees at various other colleges and universities.
6. Technical-vocational programs lead to Certificates of Proficiency, Certificates of Completion, Certificates of Technology, Advanced Technical Certificates, and the Associate of Applied Science Degree (A.A.S.) and are primarily intended to prepare students for immediate employment through a combination of marketable employment skills and college-level academic skills; in some cases, these degree programs and classes transfer to other colleges and universities.

SERVICES

The College will provide the following services:

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

HISTORY OF GALVESTON COLLEGE

Galveston College has served the learning interests of Galveston residents, businesses and industries for more than forty years. Many groups and individuals, both past and present, have played an important part in the development of Galveston College.

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

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

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

On April 2, 1966, the Union Junior College District unsuccessfully submitted bond and tax proposals to the voters. In July of 1966, the Commissioner's Court of Galveston County considered favorably a resolution by the Union Junior College District to disannex the territory comprising the Galveston Junior College District from the territory comprising the newly organized Union Junior College District. This act provided the avenue by which the original district could be activated.

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

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

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

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

During this period, the College implemented cooperative agreements with the University of Texas Medical Branch hospitals resulting in programs in associate degree nursing and associated health occupations, received a gift from the Moody Foundation for one million dollars and achieved its initial accreditation by the Southern Association of Colleges and Schools.

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

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.

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

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

In the course of twenty-five years, the College has greatly expanded its services to better serve its constituents. In the earlier years, efforts were made to establish beginnings with strong faculty and personnel in comfortable surroundings. The next decade was spent

developing strong academic and vocational programs, and the years towards the silver anniversary were marked with new programs, community service and enhancement of the College campus environment.

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

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

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

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

As Galveston College made its way through the first year of the millennium in 2001, the seventh sitting President was hired. The College went through a period of rediscovery and reorganization. The first local high school graduating classes had their tuition and fees paid for by the Galveston College Foundation's Universal Access endowment. A new vision statement was developed-Galveston College: A beacon of light guiding lifelong learning. New emphasis was placed on continuing education and partnerships. Galveston College developed a two-year Process Technology program with College of the Mainland, strengthened dual credit and tech prep initiatives with local high schools and announced a two-year associate degree in Biotechnology with the University of Texas Medical Branch. The University of Houston-Downtown Criminal Justice program began offering bachelors courses at the Galveston College campus. In the spring 2003 semester, Galveston College reported 2,647 credit students enrolled, the largest enrollment in the College's history.

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

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

In fall of 2005, Galveston College announced receipt of a 2.4 million dollar Title V grant which would be coupled with the \$450,000 Achieving the Dream Grant and the \$100,000 Dreamkeepers grant to push forward the learning college transformation.

In late September 2005, Hurricane Rita – a category 5 storm – threatened Galveston, and 299 general aid students were financially assisted in the evacuation by the Dreamkeepers fund. In spring of 2006, Galveston College hosted a regional Emotional Intelligence Conference, celebrating its mentoring, tutoring, Upward Bound and Building Bridges programs. In May 2006, the 39th Commencement of Galveston College was held featuring the largest graduating class in the College's history to date with 290 students.

Galveston College entered its 40th Anniversary year in fall 2006. In the fall of 2006 and the spring of 2007, the College held several events celebrating four decades of services to Galveston Island residents and in the surrounding region. The process of selecting the College's eighth sitting President was also near completion by May 2007, and a strong emphasis on student recruitment and workforce development programs guided the faculty and staff as they concluded the 40th Anniversary with a record graduating class of 350.

In 2008, Galveston College introduced new programs of Respiratory Therapy and Pharmacy Technician. During the fall semester the College and the community worked to recover from Hurricane Ike and by spring of 2009 the College President had worked through the City's Recovery Committee to secure 1.5 million dollars to help establish a new Vocational –Technical Center at Galveston College.

As Galveston College students registered for 2009 fall semester classes the College announced the expansion of the Cheney Student Center by developing the Abe and Annie Seibel Wing with multipurpose meeting rooms. The Seibel Foundation made a generous donation to enable the new construction expansion at no cost to the local taxpayer.

The 2009-2010 college year held the promise of new or expanded programs in Welding, Small Business Management/Entrepreneurship, Computer Technology, Ophthalmic Assistant, Diagnostic Medical Sonography, Digital Photography and Design. Online courses introduced include Magnetic Resonance Imaging and Computed Tomography Technology. New courses included Paralegal and surfing.

As Galveston College completed its 42nd year of service to the Galveston region, it was poised for growth and expansion.

GALVESTON COLLEGE FOUNDATION

The Galveston College Foundation exists to support and enhance the ability of Galveston College to accomplish its mission of improving people's lives through lifelong learning.

The Galveston College Foundation was formed in 1996 as a separate 501(c)(3) non-profit organization that would support the projects and programs of Galveston College through fundraising and friendraising. A twenty-one member volunteer board of directors sets its policies and oversees activities of the Foundation Director and staff. The President and the Director serve as ex-officio members of the Galveston College Foundation Board of Directors.

Galveston College is Galveston's college. It exists to serve the community. However, the traditional sources of funding available to the College (state funding, property taxes, tuition and fees) are not enough to provide for all that needs to be done. The Galveston College Foundation provides opportunities for any individual, company or other organization to make a difference in our community by supporting Galveston College. There are many ways to assist the College in fulfilling its Vision.

FACILITIES AND SERVICES

MAIN CAMPUS, 4015 AVENUE Q

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

MOODY HALL

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

ADMISSIONS

The College's Admissions Office processes admissions applications and conducts enrollment for the public and houses student records and transcripts. The Admissions Office is on the first floor, east wing.

BOOKSTORE

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

CONTINUING EDUCATION

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

Continuing Education 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; or
3. Strengthen or broaden their education as a means of enriching their lives or improving their personal efficiency.

The primary function of Continuing Education is to provide individuals with specific skills that will ultimately prepare them for employment or teach them skills that will lead to an upgraded position in their present employment. Continuing Education offers a variety of Leisure Learning classes. New programs will, upon request, be created to specifically address business training needs. As with the College's accredited degree programs, all classes are conducted by professionals teaching in their field of expertise, enabling participants to gain practical up-to-date knowledge.

The Continuing Education Contract Training staff works with a myriad of companies to develop seminars and workshops that specifically meet company objectives of quality, format, schedule and cost. The training may be held at Galveston College or at off-campus company facilities.

Below is a sample list of Continuing Education classes:

Bank Teller Training

Bookkeeping/Accounting Clerk

Administrative Assistant Fast-Track

Clerical Skills:

Computer Keyboarding, Computer Software, Word Processing

Computers:

Computer Support Specialist, Introduction to Microcomputers and Windows, Intro to Internet, Basic Computer Skills, Microsoft Office XP, Microsoft Excel, Access, PowerPoint, ED2GO Computer Classes

Culinary:

Food Preparation, Baking, and a wide range of culinary classes

Customized Contract Training

Continuing Education offers tailored classes that enhance current workforce skill to meet professional needs. Customized areas include but not limited to: Hospitality & Cooking Classes, Spanish for Business, Computer Training (software & programming)

Industrial Training:

Welding, Diesel Technology, Automotive Brake Technology

Languages:

Conversational Spanish I, II, III, ESL for the Workplace, Spanish for Business

Medical:

EKG Tech, Dental Assisting, Certified Medication Aide, Certified Nurse Assistant, CPR for Health Care Providers, Medical Terminology, A&P for Medical Assistants, Medical Coding, Medical Insurance, Basic, Intermediate, Paramedic Emergency Medical Technician, Emergency Medical Technician Recertification, Professional Development for Emergency Medical Technicians.

Real Estate Classes:

Principles I & II, Law of Agency, Contracts, Brokerage, Marketing, Finance, Property Management

LEISURE

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

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

Animal Behavior

Basic Drawing

Beginning Painting

Dance

Dog Obedience

Motorcycle Safety

Pet CPR & First Aid

Physical Education

Watercolor

Summer Kids' College

An amazing summer full of fun and adventure with Kids' College is available at Galveston College. Students from six to twelve years of age will encounter other thrill-seekers on their venture of fun and learning in our classes and camps. Camps include sports, science, cheerleading, computers, speaking and performing arts. Classes include art, computers, dance, fitness, cooking, language, math, and science.

Entrance Requirement

Generally, there are no entrance requirements or examinations for the Continuing Education courses; however, some courses have background check and immunization requirements. Admission is on a first-come, first-serve basis. Most classes are conducted in the evenings, weekdays, and during the day on Saturday.

Registration

Continuing Education classes begin throughout the year. Registration may be completed in person, by phone or through the mail. Continuing Education will accept Visa/MasterCard, cash, or check. To register, just complete the enrollment form and pay the fee.

Certification

College transfer credit is not awarded for continuing education classes. 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 classes. In some specialized training programs, certificates may be earned.

Continuing Education Schedule of Classes

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

COUNSELING CENTER

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

FINANCIAL AID

The financial aid program at Galveston College provides financial assistance to those students who, without such aid, would not be able to attend college. Financial assistance is offered in the form of grants, scholarships, loans and work-study for eligible students. For an application, contact the Financial Aid Office which is located on the first floor, west wing. The Financial Aid Office also offers non-financial need based scholarships.

ADMINISTRATION

The College administrative offices are located on the second floor housing the offices of the President, Vice President of Instruction, Vice President for Administration, Director of Public Affairs and the Galveston College Foundation, the Director of Human Resources and Risk Management and the Director of Institutional Effectiveness and Research.

BUSINESS OFFICE

The College's Business Office handles daily transactions of a financial nature. The Business Office is located on the second floor, west wing.

LECTURE ROOM

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

REGENTS HALL

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

LEARNING RESOURCE CENTER

The renovated Learning Resource Center (LRC) opened in November 2004 with new services dedicated to student success. In addition to the David Glenn Hunt Memorial Library, the LRC houses computer labs, Media Services, Testing Center, Distance Learning and a Cyber Café.

David Glenn Hunt Memorial Library: The Library is located in the Learning Resource Center on the first floor of Regents Hall at the Main Campus. The College's Library, named for its first president, was rededicated during the opening of Regents Hall in March, 1990. The Library serves all education program areas of the College including university parallel, occupational education, adult/continuing education, and distance learning.

The Library provides online public access catalog stations to its book collection and online databases to its magazines and newspapers. Students can access the book and journal databases from both on and off campus. Over 50 journal databases are available on the web, located on the Library home page at www.gc.edu/gc/Library.asp. Books are arranged according to the Library of Congress Classification system. Periodicals and newspapers, with back issues on open shelves and microforms are available for the users. The Library has a book collection of over 30,000 volumes and more than 4,000 periodical titles, plus more

than 20,000, electronic books. The media collection includes DVD, VHS video tapes, 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 service, a conference room, group study rooms, study carrels, group and individual orientations, preparation of subject lists and bibliographies, and an interlibrary loan system covering other academic libraries. Additionally, the Library participates in the TexShare program which allows students to check out books from other college libraries and universities.

A student ID card must be left at the circulation desk when borrowing reserve and audiovisual materials. Most materials are borrowed for two weeks. Renewals may be requested. Damaged, mutilated, late or lost materials will be subject to fines and/or replacement costs. Official records and grades will be held until obligations are cleared at the end of each term. Out of consideration for others, quiet and orderly behavior is expected. ID cards are required to use all computers in the Library area. Neither food nor drinks are allowed in the Library.

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

Media Services: Media Services are part of the Galveston College instructional system. ID cards and Parking Permits are obtained in the Media Center. An ID card provides students with borrowing privileges and allows them to use the Library.

Testing Center: The Testing Center, located in the LRC, provides proctoring services for Galveston College and the local community. The Testing Center currently administers placement exams (Compass®, CLEP®, and Nursing Entrance Testing), supports distance learning programs (Virtual College of Texas, WebCT, and Correspondence testing), and community based programs (GED, TCLOESE). The Testing Center is equipped to serve students on a drop in basis, although some exams require pre-registration. Students requiring special accommodations must provide proper documentation and receive approval from the counselor for Special Services. All exams require photo identification to test. The Testing Center's website provides more detailed information at www.gc.edu/gc/Testing.asp.

Distance Learning: Distance Learning at Galveston College provides educational opportunities to those learners who may be unable to attend traditional on-campus classes due to work, family needs, or personal matters. Distance Learning is also an excellent option for students who are unable to attend a course on a specific day and time. Although distance learning offerings are generally not limited by specific times and places, there may be occasional instances in which a student must come to campus (e.g., course orientations, exams, and labs). Though distance learning courses are more flexible and convenient than on-campus courses, one should not conclude that they are easier; distance learning courses require persistence and self-discipline.

In addition to distance learning courses based at Galveston College, students are also eligible to take online courses through the Virtual College of Texas (VCT). The VCT is a consortium of accredited, public community and technical colleges in the state. VCT enables sharing of distance learning resources to maximize student access. By enrolling in Galveston College, students may also take courses provided by other colleges throughout Texas, while receiving support services from the local institution.

Students wishing to enroll in distance learning courses must meet the same admissions requirements as on-campus students. All distance learning students are eligible for the same support services (e.g., library, tutoring, counseling, financial aid) as on-campus students. Galveston College-based distance learning courses will be listed in the regular schedule of classes. Information about classes available through the Virtual College of Texas (VCT) is available at <http://www.vct.org>. Additional information about distance learning courses offered by Galveston College is available online at <http://www.gc.edu/gc/DE.asp>

ATRIUM

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

BUILDING BRIDGES TO SUCCESS

The Building Bridges to Success program office is located on the second floor of Regents Hall.

UPWARD BOUND

The Upward Bound office is located on the second floor of Regents Hall.

GRANTS DEVELOPMENT OFFICE

The purpose of the Galveston College Office of Grants Development is to continuously seek and present new funding opportunities for the College opportunities from external resources, at the federal, state, and local levels of government, as well as private funding sources such as foundations and private industry. Additionally, cooperative linkages with other educational institutions may increase the potential to access these resources. Galveston College is committed to the pursuit of funding sources that are congruent with the mission and philosophy of the college and its long – range goals to provide quality education. Utilization of external funding can also improve student outcomes through the development of strong linkage agreements that will enhance the student’s ability to obtain gainful employment within the community, and/or successfully move on to four-year colleges or universities. The Grants Development Office is located on the second floor of Regents Hall.

NURSING DEPARTMENT

The Nursing Department is located on the second floor of Regents Hall. This area houses the Director of Nursing, Nursing Faculty, and the Nursing Administrative Assistant’s office. There are also two dedicated nursing labs complete with hospital beds and state of the art educational equipment.

HALL CENTER

The Drs. Charles Eric and Octavia Hall Center for Educational Technologies is a 24-station computer laboratory established to provide a dedicated space for Nursing and Allied Health Science students. The Hall Center offers a number of technological resources with the primary goal of ensuring excellence in every aspect of the student’s educational experience.

TELECONFERENCE ROOM

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

ADVANCED COMPUTER CENTER

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

MARY MOODY NORTHEN VOCATIONAL CENTER

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

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.

STUDENT SUCCESS CENTER

The Student Success Center is located in room N-119 next to Culinary Arts. In addition to tutoring, the Center provides sixteen computer work stations for student use. The Center provides free drop-in or appointment tutoring for any Galveston College student in the Core Curriculum offered at the College or via Distance Learning. Students enrolled in a Distance Learning course who need tutoring should contact the Center by telephone at (409) 944-1399 or (409) 944-1244 or by email at cmatthew@gc.edu. Students must bring their student identification card (ID). Reference materials and textbooks are available for check-out within the Center only. The tutoring website (http://www.gc.edu/gc/Tutoring_Services1.asp) contains many links to valuable resources on the world-wide web for each discipline and study skill. The facility offers white boards for group studying and/or tutoring, sixteen computers designated for tutoring or virtual learning, and a positive learning environment.

SUPERVISED PLAYROOM/STUDY HALL

The College provides supervised sitting services for children of single parents who are vocational majors with documented financial need. Eligible children must be between the ages of 18 months and seven years. The playroom/study hall is located on the third floor, west wing of the Mary Moody Northen Center.

OFFICE TECHNOLOGY LABORATORIES

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

ALLIED HEALTH SCIENCES

The Allied Health Science Department is located on the second floor of the Mary Moody Northen Vocational Center. Included in this area are the following program offices/laboratories: Emergency Medical Services, Nuclear Medicine Technology, Pharmacy Technology, Radiography (also Computed Tomography, Magnetic Resonance Imaging and Mammography), Radiation Therapy Technology, and Surgical Technology. This area also includes the office of the Department's Administrative Assistant.

EURINE MEADOWS CHENEY STUDENT CENTER

The Eudine Meadows Cheney Student Center is located east of Moody Hall on the Main Campus. It houses a snack bar, a student lounge with television and restrooms.

SARAH H. HERMES FITNESS CENTER/FINE ARTS BUILDING

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

GENERAL INFORMATION

Room Symbols: These symbols are used in the class schedules that are printed for distribution each semester. An explanation is as follows: M-222 means Moody Hall, Room 222; N-240 means Mary Moody Northen Center, Room 240; R-300 means Regents Hall, Room 300; FA- 207 means Fine Arts Building, Room 207; H-100 means Hermes Fitness Center, Room 100; and SC means Eudine Meadows Cheney Student Center.

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

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

Phones: No messages will be accepted at the College switchboard for students unless it is an emergency.

Lost and Found: Personal items, articles or books left on College property should be turned in to the Security Office (N-105). All persons wishing information on lost or found items should contact ext. 364.

Security Services: Uniformed security personnel provide coverage for campus-wide facilities. Students, faculty, and staff can contact the Security Office by dialing the campus operator. In addition, security phones are available for immediate contact with the security dispatch in the case of an emergency. The security force provides an escort service to the 39th Street parking lot at various times during the evening. Please contact the Security Office for an escort. The security force is duly authorized to enforce policies, including parking and traffic control and other institutional or student conduct policies. The security force may request identification of any person on campus at any time. To contact security, please dial the operator. All emergencies or reports of inappropriate or criminal behavior should be made to the Security Office immediately.

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

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

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

Posting of Notices: No public notice of any kind will be posted in College buildings or on College property without approval of the Office of Vice President of Student Services. Notices will be posted on bulletin boards or other appropriate fixtures. Notices will not be posted on walls, doors or windows.

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

Campus E-Mail Account: Galveston College provides students with access to the following free campus e-mail account: whitecaps.gc.edu. This is the method faculty, staff, and administrators use to contact students. These accounts are created the first week of every semester/session. Students can access their e-mail account and default password by logging into Campus Online. Students will be prompted to change the password the first time they log into their e-mail accounts to ensure privacy.

To set-up your account, follow the steps listed below:

1. Log into Campus Online and go to the My Info page. Write down the GC E-mail Address and the Initial Password information.
2. Go to www.hotmail.com
3. Type in your Sign-in Name, which is the GC E-mail Address in Campus Online. (Password: The Initial Password from Campus Online.) Click Sign In.
4. Type in your initial password on the Old Password line, then enter your new password (one that you choose) in the boxes labeled New Password and Retype New Password. Click Continue.
5. Select a security question or make up one of your own and enter an alternate e-mail address so that you can reset your own password. Click Continue.
6. Hotmail will ask you to log in again using your new credentials, which will be your student e-mail ID with the password you created in step 4.

The I.T. Help Desk can be reached at (409) 944-1352 if assistance is needed with this process.

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

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

All emergency announcements of cancellations or reopening of the College may be accessed by calling the College's Emergency Evacuation Status phone number at 1-866-483-4242 to receive a message update.

The decision to dismiss classes and to reopen Galveston College will rest with the President. The following radio and TV stations may broadcast information regarding local conditions and advisability of returning to the area after a hurricane or other emergency.

Houston:	KTRH (740 AM on the dial)	KRIV (TV Channel 26 - FOX)	KPRC (950 on the AM radio dial)
	KHOU (TV Channel 11 - CBS)	KPRC (TV Channel 2 - NBC)	
	KTRK (TV Channel 13 - ABC)	City Access Channel 16	

Galveston:	KGBC (1540 on the AM radio)	KRTX (104.9 on the FM radio)
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Brazosport/Freeport: KBRZ (1460 on the AM radio dial)

Connect-ED: Galveston College has implemented an emergency communication system — Connect-ED.

Connect-ED provides the technology to notify students, faculty and staff in the event of school closings or emergencies within a matter of minutes via e-mail, phone messages, and/or text messages. For the system to serve and protect the campus, all contact information (phone numbers and addresses) must be current. To update and add phone numbers to your personal file, log-in to your Campus Online account, select the "My Info Tab", run the "Update Personal Info" program, and update your address and phone number(s). Students will also receive announcements through Whitecaps e-mail accounts. Students needing assistance should contact the Help Desk at 409-944-1352 or Admissions at 409-944-1230. Faculty and staff needing assistance should contact Human Resources at 409-944-1209.

Equal Educational and Employment Opportunity Policy: Galveston College is committed to providing equal educational and employment opportunities regardless of sex, marital or parental status, race, color, religion, age, national origin, or disability. The District provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission, recruitment, extracurricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services, and athletics. Existing administrative procedures of the College are used to handle student grievances. When a student believes a condition of the College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. For more information see pages 61 - 64 in the catalog or refer to the Student Handbook.

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, change the instructor of a course, or delete or change a program in keeping with prudent instructional and financial management.

PARKING RULES AND REGULATIONS

NOTICE: **Parking in a Galveston College parking space/lot requires a valid Galveston College Parking Permit. All others will be towed. Parking Permits may be obtained (with proof of current enrollment in Galveston College) from Media Services on the first floor of Moody Hall. Several parking spaces have been designated, and are clearly marked as Visitor Parking with a one (1) hour limit. Violators will be towed.**

Galveston College Parking Rules and Regulations

1. General Provisions

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

2. Definitions

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

- m. **Restricted Parking** – parking spaces reserved for use by holders of designated permits.
- n. **Visitors** – persons other than students, faculty members, staff members or employees of Galveston College.
- o. **Violation Notice** – a notification issued by Galveston College Security for violations of parking and traffic regulations.
- p. **VIP** – Vehicle Identification Permit; same as Parking Permit.

3. Parking Regulations

- a. Registration of Motor Vehicles: All students, faculty and staff at Galveston College are required to identify their motor vehicles on campus through the use of a Galveston College parking permit. Parking permits can be obtained from Media Services by completing the appropriate form.
- b. **Procurement of a Parking Permit by students or employees does not guarantee a specified parking space. Each driver is responsible for finding a legal parking space. Inability to locate a parking space is not an excuse for violating parking regulations.**
- c. A Parking Permit may not be obtained for or displayed by an individual ineligible to receive the permit. The College may suspend for a period of one (1) year, the parking privileges of individuals who violate this regulation.
- d. Reserved Parking Permit: GC Employees assigned to designated reserved (restricted) parking spaces will be required to display a valid parking permit and the reserved parking hang-tag.
- e. Parking for Disabled Persons: Galveston College follows state law regarding parking for disabled persons. Students, faculty and staff who have qualified and obtained a license plate or placard reflecting disability from the County Tax assessor’s Office will be issued a parking permit. Those individuals may park in any parking space for disabled persons as long as their license plate reflects disabled status or their placard reflecting disability is hanging in their vehicle and is clearly visible.
- f. Display of Parking Permits: Parking permits must be current and properly displayed on the motor vehicle. On automobiles and trucks, the parking permit must be prominently displayed in a manner that allows a clear view of the permit: Decals will be placed on the lower left corner of the rear window or left side of the rear bumper for convertibles. Hang-tags will be hung from the inside rear-view mirror. On motorcycles, the parking permit must be prominently displayed in a manner that allows a clear view of the permit.

4. Enforcement

- a. Policy and Procedures:
 - i. All laws of the State of Texas, ordinances of the City of Galveston and rules and regulations of Galveston College are in effect on the campus 24 hours a day.
 - ii. The campus speed limit is ten (10) miles per hour.
 - iii. Special temporary parking arrangements must be made through the Physical Plant Director.
 - iv. Reserved spaces, whether by designated “Reserved” signs or reserved by Campus Security for special events, will be enforced.
- b. Traffic and Parking Notices: Galveston College Security may issue Galveston College Violation Notices.
- c. **Towing of Motor Vehicles: All Galveston College parking lots are posted with signs stating “Towing Enforced – Permit Parking Only – Unauthorized Vehicles Will Be Towed at Owner’s or Operator’s Expense – Towing Enforced 24 Hours a Day.” Unauthorized, illegally parked and abandoned motor vehicles are subject to removal from Galveston College parking lots by towing. Towing will be in accordance with Texas Transportation Code – Chapter 684.**
- d. Penalties: Parking privileges may be suspended for a period of up to one (1) year for habitual violators. The vehicles of habitual violators may also be towed without notice at the expense of the vehicle owner.
- e. Parking Violations:
 - i. Parking without a valid Galveston College parking permit in a “Permit Parking Only” parking lot.
 - ii. Failure to display parking permit. Parking on campus at any time without displaying a parking permit. (Exception will be for campus visitors using the reserved “Visitor Parking” for short-term parking.)
 - iii. Improper display of parking permit and/or the parking permit not displayed as required.
 - iv. Displaying a parking permit that has been altered or forged. Forging or fraudulently using a parking permit.
 - v. Parking in a “No Parking” zone.
 - Parking where prohibited by signs, painted curbs or lines.
 - Parking where no marked space exists.
 - Parking on grass, grounds, lawn, turf or any unapproved ground which has not been specifically designated for parking.
 - Parking in a fire zone.
 - Parking in loading zones.
 - vi. Parking in a reserved space or area.
 - Parking illegally within a faculty/staff designated reserved space.
 - Parking illegally in “Visitor Only” reserved spaces.
 - Parking illegally within any barricaded or controlled space and/or area.

- vii. Parking illegally in a space for disabled individuals. Parking in a space for disabled individuals without properly displaying a license plate or placard (hang-tag) for disabled individuals.
- viii. Blocking drives, sidewalks, exits or loading zones.
 - Parking in a manner that obstructs or impairs proper usage of sidewalks, driveways, streets, curbs, ramps, loading zones, marked crosswalks, or disabled access.
 - Parking in a manner to prevent, impair or obstruct other vehicles from entering or exiting parking lots, parking spaces, or access streets that enter and exit the campus.
 - Parking in a manner that obstructs truck access to dumpsters.
- ix. Parallel parking on two-way streets and roadways.
 - Parking in a manner that obstructs two-way flow of traffic on any campus street or within a parking lot.
 - Failure to park with right-hand wheels within eighteen (18) inches of the street curb.
- x. Failure to park within marked space. Failure of one vehicle to park within the marked boundaries is not implied consent for others to park with any part of the vehicle over the line.
- xi. Parking in a “double parked” fashion. Stopping or parking a vehicle on the roadway side of any vehicle parked at the edge or curb of a street or parking lot.

f. Violation Notices or Impounds:

i. Receiving three (3) Violation Notices for any violation will result in vehicle being immediately towed at owner’s expense.

ii. For any violation causing disruption or a safety concern, the vehicle may be immediately towed at owner’s expense.

iii. If the student has the same family name or home address as the registered owner of a vehicle for which a Violation Notice has been issued, the Violation Notice will be recorded in the student’s name.

g. Appeals of Violation Notices or Impounds:

i. A student who receives a Violation Notice, or whose vehicle has been impounded, may request an appeal. The appeal is handled through the Vice President of Student Services. If the Vice President of Student Services finds that vehicle was improperly impounded, the Violation Notice and towing/impounding expenses incurred by the student whose vehicle was impounded will be reimbursed by the College.

ii. Faculty and staff who receive a Violation Notice, or whose vehicle has been impounded, may request an appeal. The appeal is handled through the Physical Plant Director. If the Physical Plant Director finds that the vehicle was improperly impounded, the Violation Notice and towing/impounding expenses incurred by the faculty/staff whose vehicle was impounded will be reimbursed by the College.

iii. All appeals will be heard within fifteen (15) working days of the date an appeal is requested. Appeals for which the 15-working-day deadline falls within the winter break shall carry into the beginning of the spring semester.

5. Bicycle, Motorcycle, Motor Scooter and Moped Parking Regulations

- a. In accordance with Texas law, operators of bicycles, motorcycles, motor scooters and mopeds shall be granted all the rights and shall be subject to all the laws and duties applicable to the driver of a motor vehicle while on the Galveston College campus.
- b. Parking of bicycles must be restricted to designated areas or bicycle racks. Bicycle racks are located next to the Northern Building, east side.
- c. Parking of motorcycles, motor scooters or mopeds must be restricted to areas or spaces marked or designated for these types of vehicles. Designated motorcycle parking spaces are located between the Fine Arts Building and the Northern Building and on the eastside of the Hermes Fitness Center.
- d. Any of these vehicles found parked illegally and creating a potential safety hazard may be impounded or cited.

GALVESTON COLLEGE SECURITY

Campus Security is a public service-oriented security department charged with the responsibility of providing protection for College students, faculty, staff and property.

All incidents, thefts or other criminal offenses on Galveston College property are to be reported to Campus Security. An individual's report may prevent a crime.

Students, faculty and staff can assist security by reporting:

- Crime, no matter how insignificant it may seem.
- Suspicious activity.
- Suspicious persons at any place on campus.

Services provided include:

- Safety escorts to vehicles.
- Battery jumpstarts.
- Assistance in locating vehicles.

Campus Security is located in the Mary Moody Northen Building, room 102. Individuals are encouraged to contact Campus Security 24 hours a day, 7 days a week, as necessary. Students, faculty, and staff can contact Security by dialing "0" during normal working hours for non-emergency calls.

To report a crime or emergency, members of the campus community should call (409) 944-4242, Ext. 0, from off-campus phones or Ext 0 from on-campus phones. This number is monitored by the Dispatcher during normal business hours and will automatically "roll over" to the Campus Security cell phone after normal business hours.

Emergency Telephones: Several in-house emergency telephones are located throughout the campus. These telephones may be used to report criminal activity, medical emergencies, fire, and any other type of emergency. They may also be used for non-emergency calls, such as to request an escort.

CHAPTER III
ADMISSIONS AND REGISTRATION

ADMISSION POLICIES AND PROCEDURES

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. **High School Graduate** - Graduates of accredited high schools will be admitted upon completion of an Application for Admission and presentation of an official transcript. Galveston College defines an accredited high school as a Texas public high school authorized through the Texas Education Agency, the Texas Private School Accreditation Commission, the Southern Association of Colleges and Schools, or if located in a state other than Texas, that state's comparable agencies and/or regional accrediting association. Home Schooled students may be admitted under item 5e below.
2. **High School Graduation from a Non-Accredited High School** - Graduates from a non-accredited high school (Schools not accredited as defined in item 1 above) may be admitted upon completion of an Application for Admission and presentation of an official transcript with the condition of academic probation imposed on the student for a period of one semester.
3. **General Education Development (GED) Test** - An individual who has passed the General Education Development Test (GED) will be admitted upon completion of an Application of Admission and presentation of acceptable GED scores, as certified by the State of Texas.
4. **College Transfer** - Transfer students must be eligible for readmission to the institution in which the student was last enrolled (normally defined as being in 'good standing' – Ex: GPA of 2.0 or better on a 4.0 scale) and must meet the academic requirements of Galveston College. Students not in good standing may be admitted by individual approval. For additional information, students should consult the Director of Admissions.
5. **Individual Approval** for Early Admission, Dual Credit, Tech-Prep, Ability to Benefit and Home Schooled students. Specific requirements for each of these programs are listed below:
 - a. **Early Admission Program** – Galveston area high school juniors and seniors are able to earn transferable college credit before graduating from high school. Students participating in the Early Admissions Program enroll in classes outside of high school.
 - b. **Dual Credit** – High school students enroll in classes at the high school in courses that have been approved for high school and college credit.

Note: Early Admission and Dual Credit Programs require parent/guardian permission and the high school counselor or designee permission for courses that count toward high school graduation. Students must have qualifying scores on the following tests to be considered for Early Admissions and Dual Credit:

- i. SAT – 1070+ combined (Critical Reading) with 500 or higher math and/or verbal.
- ii. ACT – 23+ composite with 19 or higher math and/or English
- iii. TAKS (exit level) – 2200+ in math and/or 2200+ with a writing sub score of at least 3 in English/Language Arts (ELA)
- iv. COMPASS (THEA Alternative test) - Reading Skills 81+; Algebra – 39+; Writing Skills (objective) – 59+; and Written Essay – 6+ or 5 with objective Writing Skills of 59

Upon high school graduation, students must submit a final transcript stating the date of graduation. While attending Galveston College, the student will be expected to adhere to all policies of the College.

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

- e. **Home Schooled** – Home Schooled students must submit THEA test scores or THEA alternative test scores and a high school transcript. The transcript must be official and should include the following:

Course/class title
Grading Scale
Length of course and date completed
Student GPA
Grade in the course
Curriculum
Course description

Note: Student transcripts and tests scores are evaluated by the Office of Admissions. Home Schooled students interested in the Early Admissions program must have completed course work equivalent to the sophomore (10th grade) level of high school.

6. **Non-Degree Seeking** – Students who enroll in classes for professional review, cultural, or personal growth and achievement will be classified as non-degree seeking students. Students who have declared a degree at another university or college, and are enrolled in classes at Galveston College for transfer purposes only, are also classified as non-degree seeking. Non-degree seeking students are required to submit the following documents:

- a. Application for admissions
- b. Appropriate transcript(s) for placement or TSI status.

Note: Students who wish to change to a “degree-seeking status” will be required to furnish all previous college transcripts and meet entrance requirements.

7. **Readmission** – A Galveston College student who has not attended the previous long semester (fall or spring) must apply for re-admission through the Office of Admissions. If the student has attended another college since his/her previous enrollment at Galveston College, a current transcript of all college credits is required.

8. **International Students** – Galveston College is authorized under federal law to enroll non-immigrant students. International students seeking admissions should submit the following:

- a. Application for Admission. The application should be submitted along with a non refundable application fee at least sixty (60) days prior to the beginning of registration for any given semester.
- b. An official transcript of the last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and the grade earned
- c. An official transcript from each college or university attended (translated into English).
- d. Test of English as a Foreign Language (TOEFL). The minimum acceptable score of 500 on the written examination, a minimum score of 173 on the computerized examination, a minimum of 61 on the internet examination, or a minimum score of 109 from an English Language Center (ELC) is required.
Applicants are exempt from the TOEFL requirement if you:
 - Speak English as your native language. This exemption refers to students from Australia, the Bahamas, and Belize, Bermuda, the British Isles, Cameroon, and English-speaking Canadian provinces, Cayman Islands, the Fiji Islands, Gambia, Ghana, Guyana, Jamaica, Kenya, Liberia, Malta, Nauru, New Zealand, Nigeria, Sierra Leone, Solomon Islands, South Africa, Sri Lanka, Tanzania, Tobago, Trinidad, United Kingdom, the Virgin Islands, the West Indies, Zambia, and Zimbabwe.
- e. Statement of financial support.
- f. Certificates of Immunization. Individuals must have proof of US insurance (medical) or purchase appropriate insurance.
- g. Concurrent Enrollment - An International student with an I-20 AB from another college or university who would like to concurrently enroll at Galveston College must submit written permission from that college or university. English language skills and satisfaction of course prerequisites apply.
- h. An international transfer student with an I-20 AB from another college or university who would like to take summer classes at Galveston College must provide a letter from their home institution which indicates they are in status with the United States Citizenship and Immigration Service (USCIS) and have been given permissions to enroll at Galveston College. The student also must provide a foreign students advisors report, a copy of passport, and an I-94 card.

Applicants not eligible for enrollment under one of the methods listed above should contact the Director of Admissions/Registrar for special consideration.

ADMISSIONS TO SPECIFIC COURSES OR PROGRAMS OF STUDY

Admission to Galveston College does not guarantee admissions or placement in specific courses or programs of study. Prerequisites are required for some courses and some programs of study require specific approval or have additional requirements for admissions in addition to those outlined for general admission to the institution. For requirements to specific occupational/technical programs, please refer to the sections of this catalog designated “Programs of Study”.

Students should be aware that licensing and/or accrediting agencies periodically change their requirements. Galveston College may have to change both admissions and curricula in these occupational/technical programs. Students enrolled in preparatory courses for entry into one of these programs may have to change plans to meet new requirements. The college cannot guarantee “future entrance requirements” for these programs.

ADMISSIONS PROCEDURE

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

- a. Obtain an application from the Office of Admissions or the GC website (www.gc.edu) or complete the Texas Common Application for Admission to community colleges on-line at www.gc.edu.
- b. Submit the completed application for admission to the Office of Admissions. Note: The submission of the application form authorizes the College to access the state THEA database for a student’s scores.
- c. Submit official transcripts from all colleges and universities attended. Students with less than fifteen (15) college credits are required to submit an official high school transcript.
- d. Submit official placement scores as appropriate.
- e. Meet with a Counselor/Advisor prior to registration.

ACADEMIC FRESH START

Academic Fresh Start entitles residents of Texas to seek admission to public institutions of higher education as undergraduate students without consideration of courses undertaken ten (10) or more years prior to enrollment. An applicant for admission who is a Texas resident may enter Galveston College pursuant to the “academic fresh start” status, Texas Education Code, §51.931. Applicants can request a Petition For Academic Fresh Start from the Office of Admissions. Fresh Start must be declared upon entrance to the college. Students who do not declare upon entrance will not be considered after enrolled. An applicant who elects to apply under this statute may not receive any course credits or grades earned for courses taken 10 or more years prior to enrollment. This does not apply to Financial Aid or VA benefits.

TEXAS SUCCESS INITIATIVE

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

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

Examinations and Scores Accepted for Satisfying TSI Requirements

THEA	RDG	230	MTH 230	WRT	220
ASSET®	RDG	41	Elem Alg 38	WRT	6 or 5 and 40
ACCUPLACER®	RDG	78	Elem Alg 63	WRT	6 or 5 and 80
COMPASS®	RDG	81	ALG 39	WRT	6 or 5 and 59

TSI Exemptions

1. TASP - Students who met requirements or were exempt under the Texas Academic Skill Program (TASP).
2. Level 1 Certificate - Students who enroll in a level-one certificate program. (NOTE: Students may be assessed to

determine placement in courses).

3. Transfer - Students who transfer from an accredited private or out-of-state institution of higher education with demonstrated college readiness in reading, writing, or mathematics.
4. Degree - Students who have received a baccalaureate or associate degree
5. ACT – For tests taken in April 2004 and later, a composite score of 23 with a minimum of 19 in the corresponding sections of the English and/or mathematics (valid for five years from the date of testing).
6. SAT – For test taken in April 2004 and later, a combined score of 1070 with a minimum of 500 in the corresponding sections of the verbal and mathematics (valid for five years from the date of testing).
7. TAAS - A score of TLI X-89 in reading, TLI X-86 in math and 1770 in writing on the exit-level TAAS test (valid for three years from the date of testing).
8. TAKS - A score of at least 2200 English/Language Arts (ELA) with a writing subscore of at least 3, and/or 2200 in math on the exit-level TAKS test (valid for three years from the date of testing).
9. Military - Students with qualifying military service (NOTE: Students may be assessed to determine placement in courses).
10. Non-Degree Seeking - Students not seeking a degree or certificate (NOTE: Students may be assessed to determine placement in courses).

Students Who Do Not Meet TSI Requirements

- a. Must enroll continuously in developmental instruction (excluding summer sessions) directly related to the section(s) of the test where the score does not meet the college readiness standard, and must give priority in course selection to the corresponding developmental course(s).
- b. Complete satisfactorily all coursework in the developmental sequence at the point of placement before enrolling in college level courses.
- c. Cannot enroll in courses where college-readiness has not been met.
- d. Cannot graduate from an associate degree program or from a level-two certificate program.
- e. Cannot enroll at a senior institution in upper-division courses that require the college-readiness standard to have been satisfied.

Placement Test/Levels

Each credit course in the Galveston College catalog has been assigned prerequisites or placement levels. Students who enroll in these courses must demonstrate the assigned competency level through prerequisites or one of the required acceptable placement tests. If that competency level is not achieved on a placement test or prerequisites, the student must pass the appropriate developmental course or courses. Course placement levels are as follows:

<u>Level - Math</u>	<u>Level - Writing</u>	<u>Level - Reading</u>
M0 Math 0300	W1 English 0301	R0 Reading 0301
M1 Math 0303	W2 English 0302	R1 Reading 0302
M2 Math 0304	W3 College Ready	R2 College Ready
M3 College Ready		

VETERANS INFORMATION

Veterans are admitted on the same basis as other students. Galveston College is approved for Veterans training under the GI Bill of Rights, Public Laws 358 and 550, and under the Vocational Rehabilitation Laws.

Veterans, dependents or survivors of a veteran may be eligible for Veterans' Educational Benefits to assist with educational needs. For eligibility of benefits and general information visit the Department of Veteran Affairs at www.va.gov.

Applying

- Students should apply on-line with the Department of Veteran Affairs at the Veteran On-line application website (VONAPP).

- Expect 4 to 6 weeks after the add-drop or census date of a semester before educational benefits begin. All students are encouraged to apply for Financial Aid. If eligible, a student can concurrently receive Financial Aid and VA benefits.
- All official transcripts of previously attended colleges/universities must be submitted to the Office of Admissions.
- Students must meet with a Counselor/Advisor, complete a degree plan, and submit a copy of the degree plan to the VA Representative in the Office of Admissions. The degree plan will be the worksheet of record. Students will not be certified for courses outside the degree plan of record.
- Students must submit their schedule and receipt of registration to the Office of Admissions and complete an Enrollment Certification form after registering for classes. An Enrollment Certification Form must be completed at the beginning of each semester while receiving benefits. Certification of enrollment will not be submitted to the VA for students who fail to complete an Enrollment Certification Form.

General Information

Repeats -The VA will not pay for repeated coursework previously passed at Galveston College or a previous institution. (Galveston College will only accept transfer work with a grade of “C” or better)

Withdrawal – Formally withdrawing from courses may result in overpayment and therefore, repayment of VA benefits. Questions regarding withdrawing from courses, enrollment status, and academic status should be directed to the VA representative in the Office of Admissions.

Tuition, Fees and Books – Students are responsible for paying tuition, fees and books on time (check the credit class schedule for these dates). VA benefits will not begin until after the VA receives the certification of enrollment from the Office of Admissions. All students should apply for Financial Aid.

Academic Satisfactory Progress – A minimum cumulative GPA of 2.0 is required to maintain VA eligibility

Military Credit – A maximum of 9 semester credit hours may be earned for military course work upon receipt of an official ACE military transcript.

REGISTRATION PROCEDURES

First time students, transfer students, and continuing students must meet with an advisor/counselor to review degree/certificate requirements. After requirements have been reviewed, students are encouraged to register using the on-line registration system (Campus Online). Online registration assistance is provided by the Office of Admissions and the Counseling Center staff. Students are able to access Campus Online on and off campus from any computer with internet access. Students may also register in person in the Office of Admissions located in Moody Hall.

The following instructions are provided to assist with registering online:

1. Go to www.gc.edu
2. Click on **CAMPUS ONLINE**
3. Enter your 6 digit student ID number and password (password is defaulted to your date of birth yyymmdd)*and click login.
4. Select the **My Info** tab
5. Select **Class Registration**
6. Select a term and school and click **Load Registration**
7. To add a class, click the **Add Class tab**
8. Enter the call number and click the **Add Class tab**
9. When finished adding classes, click the **Complete Registration tab**
10. You are able to pay for your classes online by clicking the **FACTS* Payment** tab

REGISTRATION AND RECORDS

The registration process is held prior to the beginning of classes each semester/session. Students are encouraged to register early for best course session selection. Details for registration dates, procedures and course offerings are published each semester in the credit class schedule.

UPDATING STUDENT INFORMATION

- a. **Address:** Students can update their mailing address via Campus Online at www.gc.edu. Students may also update this information by completing a change of address form in the Office of Admissions.
- b. **Name:** The student's name is recorded from the admission application. A legal document confirming a change of name is required when a change of name is requested. The Change of Name Request Form can be obtained in the Office of Admissions.
- c. **Major:** Students who wish to change their major must request a Change of Major Form from a Counselor/Advisor. The form will be forwarded to the Office of Admissions for updating and recording the change of major request.
- d. **Social Security Number:** The student's social security number is recorded from the admission application. A social security card is required when a change of social security number is requested. The Change of Social Security Number Request Form can be obtained in the Office of Admissions.

TRANSCRIPTS

All requests for transcripts must be made in writing by the student either by completing the transcript request form in the Admissions Office, by letter, or on-line at http://www.gc.edu/gc/Current_Students.asp?SnID=1520676113. The letter must include the student's name at the time of last attendance, current name (if a name change has occurred), social security number, date of birth, and signature. All requests must provide a complete address to which the transcript is to be sent.

Incomplete requests will be returned to the requester. Requests will not be taken over the telephone. Transcript services will be provided within 3-4 working days of receipt.

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

STUDENT RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights regarding their education records. They are:

- The right to inspect and review the student's records. The student may request to review his/her records by submitting a written request with student signature to the Registrar or other school official having custody of such records.
- The right to seek amendment of the student's records that the student believes are in-accurate, misleading, or otherwise in violation of the student's privacy right. Requests for amendment of records must be in writing and must describe the specific portions of specific record(s) the student wishes to have amended, text or instructions as to the change desired, and the reasons why the change is justified.

- The right to restrict the disclosure of Directory Information.
- The right to file a complaint with the Department of Education's Family Policy Compliance Office concerning alleged failures by the college/university to comply with the requirements of FERPA. For more information about FERPA, visit the following website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

STUDENT RECORDS

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

A brief summary of this policy is as follows:

- Student records are released only for use by faculty and professional staff for authorized College-related purposes. The release of student records for off-campus use occurs only with the student’s knowledge and consent, or where required by law, or upon subpoena.
- Review of Record — Any student who desires to review his record may do so upon written request to the appropriate office immediately responsible for the record.
- Challenge to Accuracy of Records — Any student who desires to challenge accuracy of his record should contact the Director of Admissions/Registrar.
- Formal Review — If the Informal Review does not clarify the question of accuracy of the student’s record, the student may request a Formal Review. The President will appoint an institutional official, committee or other party who does not have a direct interest in the outcome of the hearing to hear challenges concerning the student’s record. A written decision will be sent to all interested parties at the conclusion of the hearing.

DIRECTORY INFORMATION

The following categories are considered Directory Information and may be released to the general public without the written consent of the student. A student may request that all or any part of the Directory Information be withheld from the public by submitting a WRITTEN REQUEST to the Office of Admissions in the FIRST 12 CLASS DAYS of a fall or spring semester or the FIRST 4 CLASS DAYS of a summer semester. A request to withhold information is valid only during the period in which the student is enrolled at Galveston College. The following is included as Directory Information:

- Name
- Current and permanent address
- Telephone listing
- Date and place of birth
- E-mail address
- Major or minor field of study
- Participation in officially recognized activities
- Dates of attendance
- Degrees and awards received
- Most recent and previous institutions attended
- Courses currently enrolled in
- Number of hours enrolled in current semester
- Classification
- Residency status
- Photographs
- Sports participation
- Weight/Height of athletic team member

SEX OFFENDER REGISTRATION

According to the Texas State Statute (Art. 62.153), within seven days of attending an institute of higher education, all registered sex offenders are required to notify campus security of their registration status. Registered sex offenders must provide Galveston College Security with all of the information required under Article 62.051.

Galveston College Security is located in N-102. The phone number to Security is 409-944-1364.

Under Article 62.153, sex offenders are also required to notify Galveston College Security within seven days of termination of their status as a student.

JEANNE CLERY ACT

The Texas Department of Public Safety provides a website where the public may access information about registered sex offenders. The website can be accessed by typing:

https://records.txdps.state.tx.us/dps_web/Portal/index.aspx.

The Jeanne Clery Act requires that institutions of higher education have the following information available to the campus community and the general public:

- information about existing counseling, mental health assistance and student services for victims of sexual assault, both on campus and in the community;
- information on sexual assault programs aimed at the prevention of sexual assault;
- education programs that raise awareness about rape, acquaintance rape, and other sex offenses;
- procedures to be followed once an assault has occurred;
- procedures for on-campus disciplinary action in cases of alleged sexual assault;
- student options to notify proper law enforcement authorities and the right to have assistance by campus authorities while doing so;
- student options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim.; and
- statistics and logs that document sexual assaults and other crimes on campus.

The required statistics and logs are kept in the Galveston College Security office (N-102). All other information is located in the Counseling Office (M-120).

CHAPTER IV
TUITION AND FEES

Tuition and Fees

RESIDENT STATUS

ESTABLISHING RESIDENCY

Galveston College is required by state law to determine the residency status of all students for tuition purposes. All new students must provide substantiating documentation to affirm their residence and sign an Oath of Residency. Students returning after more than one year will be required to affirm that they have not changed their residence status since their enrollment. Additional documentation may be requested at any time following registration.

Residency is determined at the time of registration, either by a student's current address or by the address of a parent or legal guardian if the student is being claimed as a dependent for federal income tax purposes. A post office box can not be used to establish residency. It is the responsibility of the student to register under the correct residency classification. A complete set of rules and regulations for determining residency is available at the Texas Higher Education Coordinating Board (http://www.theccb.state.tx.us/Rules/tac3.cfm?Chapter_ID=21&Subchapter=X)

Basic Residency Requirements

For tuition purposes, according to Texas Education Code 54.052 and Texas Higher Education Coordinating Board Rules 21.39, all individuals and families moving to Texas must meet the following basic residency requirements (these apply to independent students or parent of students who are dependents):

1. Reside in Texas for at least 12 months;
2. Establishment of a domicile in Texas (12 months' physical presence in the state with the intent to make it your permanent home; and
3. Gainful employment in the state for 12 months.

Additional Requirements for Non-U.S. Citizen Students

A non-U.S. citizen who is living in the U.S. under permanent resident status, appropriate visa, or who has filed a declaration of intent to become a citizen has the privilege of qualifying for resident status, for tuition purposes, as a U.S. citizen. Anyone permitted by Congress to adopt the United States as their domicile while living in this country is afforded the same privilege as citizens and permanent residents to establish Texas Residency for Tuition purposes. A list of Visas eligible for establishing domicile is available in the Office of Admissions.

Students who have applied but do not have their permanent resident card must present proof of having filed form I-130, I-140 or I-485 to establish residency.

B Visa Holders

A prospective student holding a current B visa is not eligible to attend Galveston College. The B visa status must be changed to F-1 student status before enrollment can be permitted. Students on a B visa who are interested in pursuing studies in the U.S. educational system must declare intention to study to the inspection officer at the U.S. port of entry. Once a college has been identified, the B visa holder can apply for a change of F-1 status and attend college only after the change has been approved by the U.S. Bureau of Citizenship and Immigration Services.

Undocumented Students

Undocumented students are eligible for admissions to Galveston College according to the following guidelines:

1. Students must have graduated from a Texas high school or received a GED certificate in Texas.
2. Students must have resided in Texas for three years leading up to graduation from high school or receiving a GED certificate.
3. Students must have resided or will have resided in Texas for the 12 months immediately preceding registration.
4. Students have or will file an application for permanent resident status at the earliest opportunity.

Out-of-State Residency

Students who have not resided in Texas for 12 months immediately preceding registration are classified as out-of-state residents.

1. A non-resident student classification is presumed to be correct as long as the residence in the state is primarily used for the purpose of attending school
2. A non-resident who marries a Texas resident must establish his/her own residency.

Note: Students who have attended school or resided out-of-state may be required to provide additional proof of residency. Permanent resident and international students must provide permit /visa documentation.

Change of Residency

Students who qualify for a change of out-of-state to in-state residency status for tuition purposes may obtain a Reclassification of Residency Form in the Office of Admissions. The reclassification must be filed by the Official Census Day in order to receive any adjustment of tuition paid for that semester. Tuition adjustments are never made retroactively.

Penalties

Any student who provides false information or withholds information for proper determination of residency is subject to any or all of the following penalties:

1. Withdrawal from all classes with no refund.
2. Dismissal from the institution
3. Payment of the difference in tuition and fees

Payment of Tuition and Fees

Tuition and fees are due and payable in full at the time of registration unless prior arrangements have been made through one of the available installment plans (Education Code 54.007 (a), (B), and (d)).

TUITION AND FEES TABLE

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

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

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

2009-2010 SEMESTER CREDIT HOUR TUITION AND FEES

REGISTRATION FOR RESIDENT OF TEXAS:

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

REGISTRATION FOR NON-RESIDENT OF TEXAS:

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

*General fees include registration and general services fees. The fee is charged to all students, on or off campus. The fee also covers the cost of providing transcript copies and transcript delivery by Fax,

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

NON-REFUNDABLE FEES:

Registration Fee	\$25
Drop/Add Fee	\$10
Late Registration Fee	\$25
Returned Check Fee	\$35
Stop Payment Fee	\$10
Stop Payment Fee to Reissue a Refund	
Check Mailed to the Incorrect Address:	\$10
Installment Plan Administration Fee	\$25
Installment Plan Late Fee	\$25
Transcript Delivery Fee by Overnight	\$20
Duplicate Diploma	\$10
COMPASS® Test	\$29
Test Administration Fee-for Non GC test	\$25
CLEP® Test Administration Fee	\$10
CLEP® Test Fee	\$75

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

Distance Education Course Fees

Galveston College does not charge a fee for distance education courses.

Flexible-Entry Course Fees

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

Laboratory/Supply Fees

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

Student Services Fee

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

CONCURRENT INSTITUTIONAL ENROLLMENT

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

STUDENTS WHO ARE EXEMPT FROM TUITION AND/OR FEES FOR ANY REASON MUST PRESENT PROOF OF SUCH EXEMPTION AT EACH REGISTRATION TO THE CASHIER'S OFFICE.

PROFESSIONAL & PERSONAL LIABILITY INSURANCE FOR HEALTH OCCUPATIONS STUDENTS

Galveston College provides a Blanket Student Liability program for all students in Health Occupations programs. The insurance is required for students to participate in clinical experiences in all affiliated hospitals and agencies. The amount of liability coverage is \$1,000,000 per individual claim and \$5,000,000 per aggregate claim. Radiological Health Sciences and Emergency Medical Services programs liability insurance fees vary. Students should refer to the current class schedule to verify fees. Students must maintain this insurance coverage to participate in clinical experiences.

SENIOR CITIZEN DISCOUNT

All United States citizens who are residents of Galveston Community College District who have attained the age of 65 years (65 and older) are entitled to enroll for classes at no charge (except those listed hereafter when applicable): individual music instruction, liability insurance, health fees, and testing fees. Tuition/fee adjustment requests for credit courses must be made at the time of registration.

SENIOR CITIZEN - CONTINUING EDUCATION COURSES

All United States citizens who are residents of Galveston Community College District who have attained the age of 65 years (65 and older) are eligible to receive a 50% tuition discount for non-credit continuing education courses. Tuition/fee adjustment requests for continuing education courses must be made at the time of registration.

INSTALLMENT PAYMENT OPTIONS

Tuition and Fees may be paid via e-cashier with FACTS Management. Contact the Business Office for brochures and further details or visit the Galveston College website at <http://www.gc.edu/gc/eCashier.asp?SnID=1660434978>.

UNDERGRADUATE LIMIT

Texas public universities and college may not submit for funding students enrolled that have exceeded the allowable maximum number of credit hours attempted for their program (45 credit hours) beyond the minimum number of hours required for completion of the student's baccalaureate degree program. Therefore, students should be aware that an institution of higher education may charge a higher tuition rate to students that have exceeded the allowable maximum number of credit hours attempted. Students should check with the Registrar of their senior institution for more details.

TUITION REBATE

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

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

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

REFUNDS

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

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

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

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

REFUND POLICY

COLLEGE CREDIT AND CERTIFICATE PROGRAM COURSES

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

Fall and Spring Semesters (16-week courses)

Prior to the first college class day **100%**

During the first fifteen college class days **70%**

During the next five college class days **25%**

After the twentieth college class day **NONE**

Summer Semesters (six-week courses)

Prior to the first college class day **100 %**

During the first five college class days **70%**

During the sixth and seventh college class days **25%**

After the seventh college class day **NONE**

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

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

CONTINUING EDUCATION COURSES

Full (100%) refund will be made to students dropping a course prior to the first class meeting. Any additional refund requests and questions will be addressed by the Continuing Education Office.

RETURNED CHECKS

Galveston College will assess a thirty-five dollar (\$35) handling fee for each returned check. Each individual will be notified by certified mail and given a final settlement date. After this date, the matter will be referred to the District Attorney's office for prosecution. The student will be responsible for the payment of all collection fees. In addition, no grades or transcripts will be released and future enrollments will be disallowed until the matter is settled.

STUDENT FINANCIAL AID REFUNDS:

Financial aid funds are verified and disbursed on the census date of each semester. Students receiving a financial aid refund will be verified by the Financial Aid office before any check is cut to the student. The Business Office is responsible for the billing and receiving module and the disbursement of financial aid refund checks. Refund checks must be mailed to the students 14 days after funds have been disbursed to the students' accounts. Financial aid refund check runs are performed twice a week during the long semesters and once a week during the summer terms.

MAILING FINANCIAL AID RESIDUAL CHECKS

The Business Office is responsible for mailing the students' residual checks to the address on file with the Admissions Office. No checks may be picked up unless the check was returned in the mail due to a bad address.

RETURN OF TITLE IV FUNDS:

WITHDRAWAL and RETURN OF TITLE IV AID

Unexpected events may cause students to withdraw prior to the end of the semester. Federal regulations require that a Return of Title IV Aid calculation be performed on any student receiving federal aid during the semester. Federal aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, Federal Stafford Loan, and Federal PLUS Loan.

The Financial Aid Office will perform a Return of Title IV funds for each student that withdraws or is administratively withdrawn for non-attendance for the semester and notify the student of any repayment of funds as a result of the calculation.

If the student withdraws, a Title IV refund calculation will be processed based on the last day of attendance and all federal aid will be calculated according to the federal regulation. If the student withdraws from school prior to completing 60% of the term, he or she may be required to repay all or part of financial aid received for that term.

If the student initiates the withdrawal process after the completing over 60% of the enrollment term, he or she will have earned 100% of the federal financial aid for that term and no repayment is required.

REPAYMENT OF UNEARNED AID

The portion of the term that the student does not attend represents the portion of aid that is determined to be unearned. Earned federal financial aid is prorated according to the percentage of the semester completed. The amount of the unearned federal aid is the total amount of federal aid less the portion of earned federal aid. Unearned federal aid, other than federal work study, must be returned to the federal government. The responsibility to repay unearned aid is shared by Galveston College and the student. GC's share is the lesser of the total amount of unearned aid or the institutional charges multiplied by the percentage of aid that was earned. The student's share is the difference between the total unearned amount and the institution's share.

Earned financial aid is prorated according to the percentage of the semester completed. The return of funds is allocated among the Title IV programs, in an order specified by federal statute. GC is required to return all unearned federal aid attributed to school charges. This means that a portion of the student's tuition and fees is no longer covered by financial aid and the student or financial aid recipient is liable for paying the balance of school charges. All unearned federal aid attributed to school charges is subject to immediate repayment by the financial aid recipient unless the financial aid recipient is eligible for a tuition and fee refund.

CHAPTER V
SCHOLARSHIP AND FINANCIAL AID

FINANCIAL AID GENERAL INFORMATION

The financial aid program at Galveston College attempts to provide financial assistance to those students who, without such aid, would not be able to pursue a higher education. The primary responsibility for financing an education rests with the student and his family; however, 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, to the extent possible, using all available local, state, and federal funds.

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

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

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

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

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

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

PRIORITY DATES

Applicants may apply throughout the year but should apply before June 8th for priority consideration for the following fall semester and November 1st for the spring. Students whose files are completed by these priority dates will be given priority in processing. Files completed after this date will be processed as time and funds permit. Generally, applicants who do not complete the application process by August 1 should be prepared to pay all educational costs incurred until their application is processed and eligibility is determined but are encouraged to contact the Financial Aid Office to discuss other options. A file is complete when all necessary paperwork has been received, the information verified, and the file reviewed. Minimum processing time on a file is four weeks.

TYPES OF FINANCIAL AID AND SCHOLARSHIPS

- *Federal Pell Grant:*

The Federal Pell Grant is awarded only to undergraduate students who have not earned a bachelor's or professional degree. Pell Grant eligibility is determined by a standard formula used to evaluate the information reported on the Free Application for Federal Student Aid. Pell Grant awards are from \$400 to \$5,350 per academic year according to the Federal Pell Payment Schedule and also depending on enrollment status, full-time or part-time. This is an entitlement program with funding available to eligible applicants, including those who apply after priority deadlines.

- *Federal Family Educational Loans (FFEL):*

Student loans will help you finance your college education, but they will have a long-term impact on your financial future. You should investigate all available resources before you consider applying for a student loan. The amount of money you borrow may

affect your ability to borrow money to purchase a car or house after college. Familiarize yourself with the terms of your loans, their repayment procedures, and how borrowing today will affect your future. As a part of our Federally Mandated Default Management Plan, Galveston College has implemented special procedures for students who want consideration for a FFEL loan. A copy of these procedures is available from the Financial Aid Office, upon request.

- *Federal Stafford Loan (subsidized):*

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

- *Federal Parent Loan for Undergraduate Students (PLUS):*

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

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

- *Federal Supplemental Educational Opportunity Grant (FSEOG):*

The Federal FSEOG program provides assistance for eligible undergraduate students who show financial need and are making satisfactory progress toward their educational goal. The actual amount of the grant will vary depending on the availability of funds at the school, the student's family financial condition and other financial aid the student is receiving.

- *Texas Public Educational Grant (TPEG):*

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

- *Texas Grant:*

The Texas Grant is for new high school graduates or continuing students who have previously received the Texas Grant and have maintained academic eligibility. Students must apply for financial aid, have completed the advanced or recommended curriculum at their high school, and have documented financial need. The amount of the grant at Galveston College is approximately \$865 per semester. Eligible students must be at least 3/4 time and maintain satisfactory academic progress.

- *TEOG (Texas Educational Opportunity Grant):*

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

- *Federal College Work-Study:*

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

Academic Competitiveness Grant (ACG)

This grant builds on the Pell Grant Program to provide increased funds for students who complete a rigorous high school program of study. To receive an ACG, a student must receive a Federal Pell Grant during the same award year; be a U.S. citizen; be a first-year or second-year fulltime undergraduate student in a degree program at a two-year or four-year degree-granting institution; have completed a rigorous secondary program of study; and if a first-year student, have completed secondary school after January 1, 2006; if a second-year student, have completed secondary school after January 1, 2005 and have at least a 3.0 grade point average as of the end of his or her first academic year of undergraduate study. Maximum amount of grant is \$750 for the first year and \$1,300 for the second year.

Hazelwood Act:

Under the Hazelwood Act certain veterans who have exhausted remaining educational benefits from the Veterans Administration can attend Texas state-supported institutions and have tuition and certain fees waived. To be eligible, students must have been residents of Texas at the time they entered the service, have an honorable discharge or have been discharged under honorable conditions, must now be residents of Texas, and be ineligible for federal financial aid. Applications are available in the Financial Aid Office. To apply, students must submit a Hazelwood Act application, a copy of their Form DD214 and a Student Aid Report stating ineligibility to the

Financial Aid Office. Application processing must be completed prior to the semester the veteran wishes to use this benefit. Please allow four weeks.

INSTITUTIONAL SCHOLARSHIPS

Students interested in the following scholarships should complete a scholarship application prior to the priority date deadline.

Ben S. and Marjorie Brown Trust
Clelie Ann Moore Ceramics
Coca Cola
Culinary
Drs. Eric and Octavia Hall
Easter-Wilson
Edmonds/Nelson/Craft/Parker
Emergency Medical Services
Galveston College Scholars
Hermes-Jordan Athletic
Houston Metropolitan Area Diagnosticians
Humphries/Morgan/Agnesita Memorial
Janice Stanton
Jean Thompson Psychology
Joan Cannady
John Parker Davie Trust
Lambdin
Laura Mae Elrod
Lovelace, McDaniel, Nielson, Patton Music
Marionette Beyah Memorial
Michael Hodge Memorial
Murillo
Regents
Rob Brasier Memorial Fund
Rudy Tomjanovich
Tommy Smith
William Maury Darst

UNIVERSAL ACCESS

In 1996, Galveston College revived its concept of The Galveston College Foundation and formed a separate community-based nonprofit that "exists to support and enhance the ability of Galveston College to accomplish its mission of improving people's lives through lifelong learning." A flagship feature of that effort was the creation of a program called Universal Access (UA) that was designed to reduce local high school dropout rates by providing college tuition and fee payments for Ball and O'Connell high school graduates, homeschooled graduates and GED graduates regardless of income level.

The Universal Access program, implemented in the fall of 2001, has gone through many positive transitions, received state and national media recognition and awards and has remained a valuable gift to the residents of Galveston Island, Port Bolivar and Crystal Beach since its inception.

The program provides up to \$2,400 to local high school, homeschooled and GED graduates. All participants must file the FAFSA. If students receive the Pell Grant, the Universal Access commitment is considered met. If they are denied the Pell Grant, their tuition and fees are paid from the interest earned on the 3.1 million dollar Universal Access endowment. Universal Access endowment recipients have up to five years to use their \$2,400. They also receive a one time \$200 book voucher on entry to the Universal Access program.

The Universal Access program also allows for non-credit work force programs to be funded so students may pursue short-term training programs like dental assisting, pharmacy technician, nurse assistant and welding.

STATE TUITION EXEMPTION PROGRAMS

- *Mature Citizen Students:*

All United States citizens who are residents of Galveston Community College District who have attained the age of 65 years are entitled to enroll for credit classes free of charge and at 1/2 the regular cost of fees, except those listed hereafter: individual music instruction, liability insurance, health fees, and testing fees (when applicable).

- *Outside Aid Sources*

Veterans Administration Educational Benefits:

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

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

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

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/she may be eligible for a reduction in tuition. This adjustment will be in accordance with Section 54.0602 of the Education Code which establishes, in essence, that once a student has enrolled at one public institution, and paid the required minimum tuition, he/she will be charged tuition at the credit rate only when enrolling at a second public institution, and will not have to pay the minimum tuition charge a second time. **IN ORDER TO QUALIFY THE STUDENT MUST BRING A COPY OF THE RECEIPT FOR PAYMENT OF TUITION FROM THE INSTITUTION IN WHICH ENROLLMENT WAS FIRST MADE.**

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

GALVESTON COLLEGE FINANCIAL AID ACADEMIC STANDARDS OF PROGRESS

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 standard specified for acceptable academic performance and for satisfactory progress toward completion of their program of study. This standard should not be confused with Probation or Good Standing as defined by academic regulations, nor is satisfactory progress affected by "academic fresh start." For the purpose of determining eligibility for student loans, the "Time Frame" and "Incremental Progress" components will take into account hours the student has attempted at other schools.

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

Students are expected to maintain an overall cumulative grade point average (GPA) of 1.50 for 0 – 30 hours and 2.0 for 31 hours and above based on the number of semester hours attempted at Galveston College. Students receiving FFELP loans must maintain a 2.0 GPA for all semester hours attempted.

II. Maximum Time Frame Component

Students may receive consideration for financial aid for up to 90 hours attempted.

III. Rate of Completion

A student's overall completion rate (percentage of credit hours attempted) is required to be at least 75%.

REVIEW PROCEDURE

I. Academic Standards and Incremental Progress

The Financial Aid Office staff will determine each semester/session if a student has successfully completed at least the minimum expected percentage of hours with the required grade point average and shows progress toward the educational objective for all completed coursework.

The following will be considered as semester hours successfully completed:

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

The following shall be considered as semester hours not completed:

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

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

Financial aid will not be provided for courses taken by audit, credit hours earned by placement tests, or continuing education courses.

II. Time Frame

At the end of each semester, the Financial Aid Office staff will determine the aggregate number of hours the student has attempted. The student must not exceed 150% of the required program hours to graduate from any one degree program. Once a student has attempted 90 hours, he/she is ineligible to receive consideration for financial aid after that semester. He/she may appeal to have aid reinstated by enacting the appeal process.

Example- Students requiring 60 credits to graduate from a program may not earn more than 90 hours and still receive financial aid.

Students are allowed only two opportunities to change their major.

III. Developmental Classes

Federal regulation limits financial aid for developmental classes to 30 attempted hours. Students who enroll in developmental hours in excess of 30 hours will not be considered in calculating eligibility for federal aid which includes Pell Grant, Supplemental Educational Opportunity Grants (SEOG), and Stafford Loans. No exceptions can be made.

FINANCIAL AID PROBATION/SUSPENSION

Following the first semester in which the standards of academic progress are not met, except time frame, the student will be placed on financial aid probation. Probation may be waived on a case by case basis due to special circumstances as determined by the Satisfactory Academic Taskforce. The student who fails to meet the standards of academic progress during the semester of attendance while on probation will be placed on suspension and denied further funding. Automatic suspension will be placed on students who totally withdraw during a semester, receive 0.00 GPA or receive NC's in all developmental classes. Students who are suspended may become eligible again, by bringing themselves into compliance with the requirements at their own expense.

APPEALS

A student whose financial aid has been suspended may submit an appeal to the Student Affairs Committee. The appeal must be in writing and supporting documentation regarding special circumstances must be provided. The committee will respond in writing within 10 school days of receiving the appeal. Appeals are considered for extenuating circumstances such as injury, illness, death in the immediate family, or undue hardship. Students who have their appeals approved by the committee will continue on financial

aid probation for as long as they maintain satisfactory academic progress for each semester attempted. To address the appeal decision made by the Committee, the student must respond to the Committee's decision within 10 school days of the receipt of the Committee's decision. The rebuttal appeal must be submitted to the Vice President of Student Services. The Vice President will forward his/her appeal decision to the student within 10 days of the receipt of the rebuttal appeal.

If the outcome of the appeal to the Vice President of Student Services is not to the student's satisfaction, the student may, within ten (10) working days of receiving notice of the decision, submit a written appeal to the College President. The written appeal at minimum must include a written reason for the appeal or a statement of the problem and/or complaint, and the expected resolution. The President may, at his/her sole discretion, choose to allow oral arguments on the petition. The President may act to affirm, modify, remand, or reverse the decision. If no action is taken within sixty (60) days, the Vice President's decision will be affirmed. The appeal process ends with the decision of the President.

INTERNATIONAL 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.

ESTIMATED COST OF ATTENDENCE

The estimated cost of attending Galveston College for the 2009-2010 academic year is:

	Not living with Parents	Living with Parents
Tuition/fees	\$ 1,414	\$ 1,414
Books/Supplies	\$ 878	\$ 878
Room/Board	\$ 5,754	\$ 2,700
Transportation	\$ 1,714	\$ 1,714
Miscellaneous	\$ 2,034	\$ 1,560
Sub-total	\$ 11,794	\$ 8,266

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

CHAPTER VI
STUDENT LIFE AND STUDENT SERVICES

STUDENT LIFE

STUDENT ACTIVITIES

Purposes and General Information: Student Activities emphasizes the holistic development of students through co-curricular experiential involvement, as well as provides professional advising support and resources for recognized student clubs and organizations at Galveston College.

Membership Requirements: Information about participation in any student organization may be obtained through the Student Activities Office located in Moody Hall Room 150. Copies of procedures for establishing a new student organization, student organization rules and regulations, and student organization advisory guidelines are also available in the in the Student Activities Office. The development of student organizations is determined by student interest. Categories of organizations include:

- Co-Curricular organizations which are pertinent to the educational goals and purposes of the College.
- Social organizations which provide an opportunity for friendships and promote a sense of community among students.
- Service organizations which promote student involvement in the community.
- Pre-professional and academic organizations which contribute to the development of students in their career fields.

Student Clubs and Organizations

- African American Club
- Exposures Unlimited
- Hispanic Student Organization
- Island Potters Guild
- Nuclear Medicine Club
- Phi Theta Kappa Honor Society
- Student Government Association
- Student Nurses Association

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.

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 include women's volleyball, which plays its schedule in the fall; women's fast pitch softball and men's baseball, which are contested during the spring. Whitecaps athletic teams compete locally in the nationally prominent and highly competitive National Junior College Athletic Association – Region XIV. The governing body for two-year college athletics in the United States is the National Junior College Athletic Association (NJCAA). Galveston College is active in the NJCAA and abides by its regulations and policies in the operation of its intercollegiate athletic programs. For additional information regarding the intercollegiate athletic program, please contact the Director of Athletics at Galveston College at 409-944-11314.

Gulf Coast Intercollegiate Conference (GCIC)

Galveston College is a member of the Gulf Coast Intercollegiate Conference (GCIC) which provides its students the opportunity to compete on an extramural level. 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. For more information contact the Student Activities Office at 409-944-1224.

STUDENT SERVICES

Galveston College is committed to providing Student Services that support the vision, mission and goals of the institution. Student Services are provided by the Admissions Office, Financial Aid, Counseling, Student Activities, Special Services, Learning Resource Center, Student Success Center, Testing Center and the Office of the Vice President of Student Services.

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

ADVISEMENT AND COUNSELING

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

Seminars, groups, and workshops are presented or hosted by Student Services throughout the academic year on a variety of topics related to student success. Confidential personal counseling is provided on a short term basis to assist students with academic as well as personal issues. Career counseling is available for students who would like to explore career options and choices. Students who are struggling with special needs can also get help by contacting the Special Services Counselor. Student Services maintains a list of community agencies and resources that are available to students who may need assistance with services not provided by the college.

Counseling/Advisement Services: A student's advisor is determined by the area of study that the student is pursuing.

Advisors assist current and prospective students with plans and decisions which affect the student's educational goals. Academic advisement assists in the selection of majors, examination of appropriate choices of courses, degree planning, and transferability of courses and also assists students with interpretation of test scores, placement, and follow-up services.

Career Services: Career assistance is available for all students at Galveston College. The following career assistance is provided by the Counseling Center:

1. Career counseling to explore possible vocational directions, occupational information, and self-appraisals of interests, personality and abilities.
2. Workshops and seminars conducted or hosted by counselors focusing on choosing a career, job search techniques, and resume writing.

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

Career Services are available to:

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

Special Services: The major goals of Special Services are to increase the admission, retention and graduation rates of students who self-identify as having a disability, impairment, or health condition or other special circumstance that impedes the student's ability to be successful in a college setting. A variety of programs, services, and related activities are designed to provide educational support such as academic advising, class scheduling, campus support groups book loan program, child care assistance and referrals to local community agencies.

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

Special Services for Students with Disabilities:

1. Brochure – describes the services for students with disabilities, lists campus resources and identifies local community referral agencies.
2. Pre-enrollment advising, class scheduling, and priority registration. (Students must notify their Counselor/Advisor regarding the need for Special Services about special needs or accommodations.)
3. Special Orientation – familiarizes students with the Galveston College campus and provides information of the support services available to meet student needs.

4. Student Equipment – cassette recorders, Visual Tek machine, Kurtzwell Reading machine, and JAWS Computer Scanner are available to students with disabilities who provide appropriate documentation.
5. Sign Interpreters – assistance in locating speech interpreters to translate information to the hearing impaired (in cooperation with the Texas Rehabilitation Commission).
6. Tutors – tutoring services are provided at no cost by the College’s Student Success Center.
7. Personal Counseling – assistance with referrals to appropriate local agencies and organizations, and also serves as liaison to the Texas Rehabilitation Commission, Texas Commission for the Blind, the local high schools, etc.

Services for Single Parents and Single Pregnant Women: With funds from the Carl Perkins Grant for Single Parents and Single Pregnant Women, Galveston College in collaboration with local community agencies and organizations, other education institutions, and the private sector has developed and implemented a variety of activities to help single parents and single pregnant women. Some of the programs include textbook loan, child care assistance, personal counseling, job placement and support groups.

To be eligible for the book loan and/or child care programs, the student must be:

1. A single parent and/or single pregnant female;
2. Economically disadvantaged; and
3. A declared vocational or technical major.

Students are encouraged to apply early for child care and the book loan program and may need to re-apply each academic year, as resources are limited. Students should contact the Special Services Counselor in the Counseling Center to request services.

FACULTY ADVISEMENT SYSTEM

In order that the faculty may be of service to Galveston College students in planning and attaining their academic and vocational goals, faculty advisors from each division are available to advise students. Students should meet with their advisors on an ongoing basis to plan their program of study.

BUILDING BRIDGES TO SUCCESS

The Building Bridges to Success (BBS) program at Galveston College is designed to provide support for approximately 200 students who are first generation college students and/or low income. The goals of BBS, a TRIO Student Support Services program funded by the Department of Education, are to increase retention rates, course completion, graduation, and transfers. Services offered include academic advising and degree planning, course selection and registration, individualized tutoring, personal counseling, career guidance, financial aid and scholarship information, educational activities, and transfer assistance to four year colleges or universities. Interested students must complete an application and orientation interview to determine if they qualify for the program.

UPWARD BOUND

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

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

STUDENTS RIGHTS AND RESPONSIBILITIES

The role of Galveston College is to encourage individuals of all ages to develop their skills and talents based on their abilities and interests, so that collectively they may contribute to the growth and development of this democracy. College policies, procedures, and regulations are formulated to promote an appropriate teaching and learning environment where each student has the freedom to learn and where the constitutional rights of others are protected.

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

Violations of student conduct regulations will be handled through the Office of the Vice President of Student 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.

A. Freedom of Expression

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

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

B. Freedom of Access

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

C. Freedom of Association

Students are free to associate to promote their common interests. They have the right to seek, through official procedures, and 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 completing their academic program, being familiar with all requirements of the college catalog, and for maintaining their grade point average for degree requirements.

E. Student Records

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

F. Student Participation in Institutional Decision-Making

The primary route of Galveston College students in decision-making is through participation in the Student Government Association (SGA). Students also may be invited to serve on one of the various institutional committees. Student input on food services, student housing, student activities, as well as other student support services is sought via surveys. All student input, whether it be through organized clubs, committees, or questionnaires, is given serious consideration as suggestions for change in and improvement of the College.

STUDENT CODE OF CONDUCT

STUDENT CONDUCT

Each individual student is considered to be a responsible adult and is expected to act accordingly. Emphasis will be placed on standards of student conduct rather than on limits or restrictions on students.

A student's enrollment is subject to acceptance of standards of conduct which are developed and published in the Student Handbook, the College Catalog, and/or the Policy Manual, and which may be explained and clarified in other statements prepared and published by the College. Non compliance with these standards will be sufficient cause for suspension from the College. Authority for suspension of a student is vested with the President or designee (which in most cases shall be the Vice President of Student Services).

All applicable federal laws, state laws, and city ordinances are in effect and enforceable on the premises of Galveston College or at College-sponsored events/activities. If an offense, which occurs off campus, is such that in the judgment of the President or Vice President of Student Services, the circumstances of the offense are likely to interfere with the educational process or the orderly operation of the College, or endanger the health, safety, or welfare of the College community, disciplinary actions may be taken. Any violation of the ordinances and laws referred to above shall, upon conviction, be punishable by the same penalties provided for in said ordinances or applicable laws.

Galveston College is an educational institution committed to the philosophy that a community college should open its doors to all citizens of its area who can benefit from its educational programs. The Board of Regents and the College administration will not condone nor tolerate acts calculated to disrupt the continuing educational functions of the College, or to deny to any person or persons their opportunity to participate in the educational programs of the College.

RESPONSIBILITY

Each student shall be charged with notice and knowledge of the contents and provisions of the District's rules and regulations concerning student conduct.

In addition to activities prohibited by law the following types of behavior shall be prohibited:

1. Illegal gambling in any form.
2. Dishonesty.
3. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
4. Possessing, using, selling or being under the influence of alcoholic beverages. A student in violation may be required to participate in an alcohol awareness class (at the student's expense) for the first offense in addition to other disciplinary measures. [See FLBE]
5. Academic or scholastic dishonesty, cheating, and/or plagiarism shall constitute a violation of these rules and regulations. Academic dishonesty or scholastic dishonesty shall include, but not be limited to, cheating, plagiarism, collusion, willfully submitting false information with the intent to deceive, forgery, alteration of a document, or misuse of a college document.

"Cheating" shall include, but not be limited to:

- a. Copying from another student's test paper.
- b. Using test materials not authorized by the person administering the test.
- c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of tests, research papers, essays, research documents, or other documents.
- e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- f. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- g. Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

(When cheating, collusion, or plagiarism has occurred, the instructor may give the student or students involved a zero or "F" on a particular assignment or an "F" in the course. The instructor shall make a written report of the incident and of the planned action to his or her respective dean who in turn shall report the incident to the Vice President of Instruction and the Vice President of Student Services. Depending upon the seriousness of the academic misconduct, the instructor, the dean, and/or the Vice President of Instruction may refer the case to the Vice President of Student Services who shall take the matter up as a disciplinary matter. Depending upon the seriousness of the academic misconduct, the District may impose disciplinary sanctions, up to and including suspension and/or expulsion.)

6. Fraudulent financial transactions with the College that include, but are not limited to, the following:
 - a. Refusal or failure to pay a debt owed to the College.
 - b. Giving the District a check, draft, or order with the intent to defraud the College.
 - c. A student's failure to pay the College the amount due on a check, draft, or order is prima facie evidence that the student intended to defraud the College.
 - d. Disciplinary action may be initiated against any student who has allegedly violated the provisions of this section.
7. Violations of the Penal Statutes of Texas or of the United States occurring on District property or in connection with District-sponsored activities may also constitute violations of the District's rules and regulations when such violations affect the educational process and goals of the District.
8. Possession or use of firearms on District-controlled property except for educational purposes that have the prior approval of the Vice President of Administration. [See FLBF]
9. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior." [See FLBH]
10. Hazing in all forms, as defined and prohibited in the Texas Penal Code, Articles 1152, 1153, 1154, and 1155. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
11. Endangering the health or safety of members of the District community or visitors to the campus. Physical abuse or harassment of another person, or conduct that threatens or endangers the health and safety of others.
12. Theft.
13. Damaging or destroying District property.
14. Improper use of college identification cards. All college I.D. cards are the property of the College and must be shown on request of a representative of the College. Students shall be prohibited from loaning their I.D. card to another person for any reason. Likewise, it shall be prohibited to use any other card except the one issued by the College for College purposes.
15. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by any campus disciplinary or appeals proceeding.
16. Knowingly giving false information in response to requests from the College or a College Official. (Providing false information to a College official.)
17. Forging, altering, or misusing College documents, records, or I.D. cards.
18. Unauthorized entry to or use of college facilities.
19. Possession of or making use of college keys for unauthorized purposes.
20. Misuse of fire or safety equipment.

21. Failure to be responsible for financial obligations to the College, including failure to repay loans and deferred payment agreements. (Issuing dishonored check to the College.)
22. Violating College policies or regulations concerning parking, registration of student organizations, use of College facilities, or the time, place, and manner of public expression.
23. Failing to comply with directions of College officials acting in the performance of their duties.
24. Behaving in a manner that adversely affects his or her suitability as a member of the academic community or endangers his or her own safety or the safety of others.
25. Committing any act which is classified as an indictable offense under either state or federal law.
26. Disrupting or obstructing, or attempting to disrupt or obstruct, any lawful activity of the College, or violating H.B. 141, as enacted by the 61st Texas Legislature.
27. Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
28. Threatening by force or violence the overthrow of any legally constituted governmental body or system, or any local, state or federal law, or any rule, regulation or policy of the Board of Regents and administrative officials of the College.
29. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
30. Engaging in discrimination or harassment.
31. Misusing the College's computing and informational resources.
32. Malfeasance in an elective or appointive student office of any college endeavor.
33. Arson or attempted arson.

DISCIPLINE

Any student violating this policy shall be subject to discipline, including suspension, in accordance

STUDENT DISCIPLINE/CONDUCT

According to its Student Code of Conduct, Galveston College views college-level students as adults who subscribe to a basic standard of conduct which requires that they not violate any municipal, state, or federal laws. A student's enrollment in the college is a privilege and carries with it obligations to participate in and contribute to the educational mission of the college and to avoid any behavior that is contrary to the mission. Therefore, no student may disrupt or otherwise interfere with any educational activity being performed by a member of the college community. In addition, no student may interfere with his/her fellow students' right to pursue their respective academic goals.

Expected student conduct and responsibilities are described in the Galveston College Student Code of Conduct, and students are expected to use these as guidelines for their behavior. An instructor may establish additional reasonable behavioral guidelines for his/her class. Any student failing to abide by appropriate standards of conduct during scheduled college activities may be asked to leave that day's class or activity by the instructor or another college official. If the problem persists, the instructor should consult with the appropriate Dean(s) concerning disciplinary action. If a student refuses a request to leave the classroom voluntarily, security can be summoned to remove the student so that the scheduled activity may resume without further disruption. The faculty member should promptly report the incident verbally and in writing to his or her instructional supervisor. If a faculty member who is having a disciplinary problem with a student feels that the student is a threat to the faculty member's safety and/or the safety of the other students, the faculty member should immediately alert Campus Security. Further disciplinary action may be pursued according to campus guidelines regarding student conduct and student disciplinary procedures.

STUDENT-FACULTY CLASSROOM RELATIONSHIP

The student-teacher relationship is a very sensitive 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 the student 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 of Student Services for possible investigation or disciplinary action. Normally, the College expects such difficulties to be handled by the instructor without resort to such measures.

CELL PHONE USE

Cell phone use is strictly prohibited during any and all class/lab sessions.

SUMMONS TO ADMINISTRATIVE OFFICES

At times it becomes necessary that a student be requested to report to an administrative office for a conference. The summons may be transmitted by letter, by telephone, or by other means of communication. A student who receives an Administrative Summons is expected to respond immediately. Failure to heed such summons may result in disciplinary action

COMPUTER USAGE POLICIES

Purpose and Scope

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

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

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

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

Authorized Use

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

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

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

Privacy

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

Intellectual Property

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

Misuse of Computing Resources

The following actions are strictly prohibited:

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

10. Unauthorized use, access, duplication, disclosure, alteration, damage, or destruction of data contained on any electronic file, program, network, or college hardware or software.
11. Unauthorized duplication of commercial software. All commercial software is covered by a copyright of some form. Duplication of software covered by such copyrights is a violation of the copyright law and this policy.
12. Attempting to circumvent, assisting someone else to circumvent, or requesting that someone else circumvent any security measure or administrative access control that pertains to college computer resources.
13. Use of college computer resources in a manner that violates other college policies such as racial, ethnic, religious, sexual, or other forms of harassment.
14. Use of the college's computer system for the transmission of commercial or personal advertisements, solicitations, or promotions.

Responsibilities of Users

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

Potential Liability for Failure to Adhere to this Policy

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

STUDENT DISCIPLINARY PROCESS

When the Vice President of Student Services (herein referred to as the "Vice President") or the President's designee (in case the Vice President is unavailable) receives information that a student has allegedly violated a district policy or administrative rule, the Vice President shall investigate the alleged violation. After completing a preliminary investigation, the Vice President may:

11. Dismiss the allegation.
12. Summon the student for a conference and notify the student of his/her rights, including the right to be advised by a person of his or her choice. If the student wishes to be assisted by an advisor, the conference shall be postponed until the advisor can be present; otherwise, the conference shall proceed. After conferring with the student the Vice President shall:
 - a. Dismiss the allegation
 - b. Proceed with the disposition of the violation. The Vice President may issue a warning or reprimand, impose specific restrictions, assess a fine and/or require restitution, assign community service, place the student on disciplinary probation (with or without other restrictions), suspend the student, or expel the student. The decision of the Vice President will be considered final unless the student appeals the decision of the Vice President within three working days. The appeal must be submitted as outlined in the Galveston College Policy found in the Galveston College Catalog, Galveston College Student Handbook, or www.gc.edu.
 - c. Prepare a complaint and forward the complaint to the Student Affairs Committee.

Student Rights

Before formal charges are presented students are informed of the following rights:

1. To be accompanied by an advisor of his/her choice. (Note: The student disciplinary process is an educational process not a court of law; however, if the student elects to be advised by legal counsel, legal counsel may be present to advise the individual.)
2. To be informed of the nature of the allegation, charges or reports brought against him/her.
3. No person should be required to testify against himself/herself.
4. To present testimony, witnesses, and/or evidence with respect to the complaint.
5. To be notified of decisions reached regarding his/her case.
6. To appeal the decision in accordance with college policy.

Summary Suspension

The President, the Vice President of Student Services or the President's designee may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

Suspended Students

No former student who has been suspended for disciplinary reasons from the district shall be permitted on the campus or other facilities of the district during the period of suspension without the prior written approval of the President or designated representative.

DISCIPLINARY HEARING PROCEDURE

Hearing Committee

In cases where the student is appealing a disciplinary decision or in cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard by a hearing committee, which will normally be the Student Affairs Committee. The hearing committee shall be impartial and shall be designated by the college President or selected according to procedures approved by the College President. The hearing committee shall preside over a fair hearing for the student and the district's administration. Although student discipline is an educational process, the parties involved (the student and the district) may be advised by legal counsel.

Notice

The Vice President of Student Services (herein referred to as the "Vice President") shall notify the accused student by letter or e-mail of the date, time, and place for the hearing. Unless the student and the hearing committee otherwise agree, the hearing shall take place within ten (10) working days of the date of the letter. If the student has been suspended, the hearing shall take place as soon as possible. The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Contain a statement of the charges or a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges. The student shall also be advised that he/she may request copies of any additional evidence in the district's possession relevant to charges or complaint.
3. Contain the names of witnesses who may testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Advise the student of his or her rights:
 - a. To be accompanied by an advisor of his/her choice or advised by counsel at the hearing. (Note: The Student Discipline process is an educational process not a court of law; however, if the student elects to be advised by legal counsel, legal counsel may be present to advise the individual.)
 - b. To be informed of the nature of the allegation, charges, or reports brought against him/her.
 - c. To not be required to testify against himself/herself.
 - d. To ask questions of each witness who testifies against the student.
 - e. To present testimony, witnesses, and/or evidence with respect to the complaint.
 - f. To be notified of decisions reached regarding his/her case.
 - g. To appeal the decision in accordance with college policy.
5. State the proposed punishment or range of punishments that may be imposed.

Failure to Appear for Hearing

The hearing committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing. The hearing committee may proceed with the hearing and render a decision in the student's absence.

Hearing Procedure

The hearing shall proceed as follows:

- a. The hearing chairperson of the Student Affairs Committee shall read the complaint.
- b. The designated official shall present the district's case.
- c. The student shall present his or her defense.
- d. The designated official shall present rebuttal evidence.
- e. The designated official shall summarize and argue the district's case.
- f. The student shall summarize and argue his or her case.
- g. The designated official shall have an opportunity for rebuttal argument.
- h. The hearing committee, by majority vote, shall decide the issue of guilt or innocence and an appropriate penalty on the basis of the evidence presented at the hearing. The hearing committee may take the matter under advisement for up to three (3) business days before rendering a decision.
- i. The decision shall be communicated to the student in writing within ten (10) working days of the hearing.
- j. A recording of the hearing shall be made. The student may request a copy of the recording. A stenographic digest of the recording shall only be made, if needed for an appeal, and, on request, a student defendant shall be given a copy of the digest. A student defendant shall along with his/her advisor may listen to the tape recording and compare it to the digest. A student defendant may at his or her own expense have a stenographer present at the hearing to make a stenographic transcript of the hearing.

Evidence

Evidence shall be handled according to the following:

Legal rules of evidence do not apply, the hearing committee chairperson may admit evidence and/or testimony that are commonly accepted by reasonable persons in the conduct of their affairs. The hearing chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.

Decision

The hearing committee shall render a written decision as to the accused student's guilt or innocence of the charges. If it finds the student guilty, it shall set forth findings of facts in support of its decision. The penalty shall also be stated in the decision. The Vice President of Student Services shall administer the penalty, if any.

Hearing Records

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record.

Types of Penalties

The hearing committee may impose one or more of the following penalties:

1. Reprimand – A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Specific Restrictions – The committee assign specific academic, social, or behavioral restrictions without placing the student on Disciplinary Probation.
3. Assessment of Fines or Restitution – The committee may assess a specific monetary fine or require restitution without placing the student on Disciplinary Probation.
4. Community Service – The committee may assign the student specific work hours or community service without placing the student on Disciplinary Probation.
5. Disciplinary Probation – The placing of a student on notice that any future infraction of the College's Code of Student Conduct, any future violation of the college's rules, regulations, or procedures, or violation of the conditions of probation may result in suspension or expulsion from the college. Disciplinary probation may include social and behavioral restrictions, a fine, restitution for harm caused by misconduct of student, or specified community service. This probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to immediate suspension or expulsion.
6. Suspension – Forced withdrawal from the college for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse); however, suspension may exceed the one semester minimum.
7. Expulsion – Permanent forced withdrawal from the college. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.

Appeal

If the outcome of the hearing before the Student Affairs Committee is not to the student's satisfaction, the student may, within ten (10) working days of receiving notice of the hearing officer's or committee's decision, submit to the college President an appeal of the Committee's decision. The appeal at a minimum must include a written reason for the appeal or a statement of the problem and/or complaint, and the expected resolution.

The President may, in his/her sole discretion, choose to allow oral arguments on the petition.

The President may act to affirm, modify, remand, or reverse the decision. If no action is taken within sixty (60) days, the hearing officer's or committee's decision will thereby be affirmed. If the outcome of the appeal to the President is not to the student's satisfaction, the student may submit to the president a written request to place the matter on the agenda of the Galveston College Board of Regents.

The college President or designee shall inform the student of the date, time, and place of the meeting. (The posting of the Board's agenda shall be considered adequate notice to the student.) The Board of Regents may, in its sole discretion, choose to allow oral arguments on the petition. If the Board elects to hear oral arguments, the Board Chairman shall establish a reasonable time limit for oral arguments. The Board may affirm, modify, remand, or reverse the previous decisions. If the Board takes no action within sixty (60) days, the decision of the President will thereby be affirmed.

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. If the Board elects to allow oral arguments, each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

STUDENT COMPLAINT AND GRIEVANCE PROCESS

Students, employees, and visitors at Galveston College, by nature of their citizenship and residence, have certain individual rights and freedoms established by the constitutions and laws of the United States, the State of Texas, and the respective communities in which they live. The possession of these personal rights and freedoms is neither increased nor diminished by reason of a person's association with Galveston College. Galveston College is an educational institution governed by the legally constituted Board of Regents of Galveston College. The freedom of students to receive

an education at Galveston College, and the freedom of the college to provide such an education to students will be protected by the Board of Regents and the administrative personnel it may select for the college.

Responsibilities

The Board of Regents of Galveston College expects employees, students, visitors, and guests of the college to accept the following responsibilities:

1. Compliance with and support of duly constituted civil authority.
2. Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
3. Cooperation to ensure that the will of the majority is implemented after due consideration, but not to include the suppression to the minority.
4. To exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences.
5. Knowledge of and active support of college regulations.

Exclusions

Student complaints regarding grades, discipline, financial aid, discrimination, and harassment are covered by separate procedures.

Purpose

The grievance procedure at Galveston College shall serve two purposes: to determine whether an injury alleged by the grievant was the result of an error in the institution's policies and procedures or in their administration, and if an error is established, to determine an equitable redress for the grievant.

Grievable issues shall include all student related policies, extracurricular activities, athletics, and/or other matters as appropriate. The purpose of the grievance procedure of Galveston College is to ensure to that all persons involved receive fair and equitable treatment and that there is a clear trail of documentation for each case.

Representation

The student may be represented at any level of the complaint. Under extenuating circumstances, a student may designate, in writing, a person to represent the student.

Level One

All grievances voiced by students of Galveston College should first be aired in an informal meeting between the student and the college representative directly involved (i.e., instructor, coach, or administrator). At this face-to-face meeting, a bonafide attempt must be made to resolve the issue(s) in question.

It shall be the responsibility of the student grievant to:

1. Explain fully the nature of the grievance;
2. When and under what conditions the alleged grievance occurred; and
3. What redress is expected.

The College representative (instructor, coach, administrator, etc.) involved in the dispute shall have the responsibility to:

1. Hear the grievance;
2. Make an honest attempt to resolve the issue; or
3. If resolution is not possible at that level, to refer the problem to the appropriate supervisor.

It shall also be the responsibility of the college representative to document the meeting in writing to include the date, location, person(s) involved, issues discussed, and results achieved.

Level Two

If the outcome of the conference at level one is not to the student's satisfaction, the student has ten (10) working days to request a conference with the appropriate supervisor(s), who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the regulation sought, the student's signature, and the date of the conference with the appropriate supervisor or dean.

Level Three

If the outcome of the conference with the appropriate supervisor is not to the student's satisfaction, the student has ten (10) working days to submit an appeal to the Student Affairs Committee. The appeal must be a written statement of the complaint and any evidence in its support, the resolution sought, the date of the appeal, and the signature of the student. The chairperson of the Committee shall set the appeal hearing in as timely a fashion as possible.

Level Four

If the matter is still not resolved by the Student Affairs Committee, the student may appeal to the appropriate Vice President within ten (10) working days. The Vice President will forward the appeal decision to the student within ten (10) working days of the receipt of the appeal document.

Level Five

If the outcome of the appeal to the Vice President is not to the student's satisfaction, the student may, within ten (10) working days of receiving notice of the decision, submit a written appeal to the College President. The written appeal at minimum must include a written reason for the appeal or a statement of the problem and/or complaint, and the expected resolution. The President may, at his/her sole discretion, choose to allow oral arguments on the petition. The President may act to affirm, modify, remand, or reverse the decision. If no action is taken within sixty (60) days, the Vice President's decision will be affirmed.

Level Six

If the outcome of the appeal to the President is not to the student's satisfaction, the student may submit to the College President a written request to place the matter on the agenda of the Board. The College President or designee shall inform the student of the date, time, and place of the meeting. The Board Chairperson 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.

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.

Closed Meeting

If the complaint involves complaints or charges about an employee, it will be heard by the Board in a closed meeting unless the employee complained about requests it to be public.

DISCRIMINATION AND/OR HARASSMENT

Discrimination and/or Harassment by Students

Students shall not engage in discrimination and/or harassment toward another student or a District employee. A substantiated charge of discrimination and/or harassment against a student shall result in disciplinary action. [See FM series of Procedural Manual] Discrimination and/or harassment may be motivated by race, color, religion, national origin, or disability and directed at another student. Harassment may include unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Sexual Harassment by Employees

District employees are prohibited from sexually harassing students. [See also FLDA (LEGAL) and DHA (LEGAL).]

Procedures for Reports, Investigations, Resolution, and Appeals

1. Any student who believes that he/she has been subjected to harassment and/or a discriminatory action shall report the incident to any administrator. The administrator receiving the complaint shall report the incident in writing to the Vice President of Student Services. If the complaint is against an employee of the College, the administrator receiving the complaint shall also notify the Title IX Coordinator in writing who in turn shall take the appropriate actions in accordance with College Policy as it relates to an employee of the institution. (Under no circumstances, shall this procedure require a student bringing a complaint to present the matter to a person who is the subject of the complaint.)
2. Upon the receipt of an allegation, the Vice President of Student Services shall ascertain the facts and shall seek redress as appropriate through an informal process and/or mediation. If during the course of the investigation, the Vice President determines that disciplinary action against a student or students may be warranted, the Vice President shall take appropriate action through the college's disciplinary process.
3. If the Vice President makes a decision to resolve the issue and the complainant is not satisfied with the results, the complainant may formally appeal the decision of the Vice President to the Student Affairs Committee (See Student Complaints and Grievance Process). Or, if the Vice President determines that the evidence warrants further review, a hearing may be called, and the student bringing the allegations as well as any individuals named in the complaint will be notified of the time, date, and place of the hearing.
4. At the hearing, the student will have the opportunity to articulate his/her allegations and present substantiating evidence. In turn, those named in the complaint will have the same opportunity to rebut the allegations.
5. Once all evidence has been heard, the Committee will meet in closed session to consider the evidence and to reach a decision.
6. The Committee shall make a decision as soon as possible and shall communicate its decision to all parties. The Vice President shall be responsible for communicating the decision of the Committee to all parties and for enforcing student discipline as it relates to these matters.
7. Should the student not be satisfied with the Committee's decision, further appeals are possible in accordance with College policy.

Protection from Retaliation

The District shall not retaliate against a student who in good faith reports perceived discrimination, harassment, sexual harassment or sexual abuse.

Complaint Process

For the purposes of the following complaint process, "days" mean working days.

Level One-Investigation and Informal Resolution

Upon the receipt of an allegation, the Vice President of Student Services shall ascertain the facts and shall seek redress as appropriate through an informal process and/or mediation. If during the course of the investigation, the Vice President determines that disciplinary action against a student or students may be warranted, the Vice President shall take appropriate action through the College's disciplinary process. If the complaint is against an employee to the College, the Vice President shall notify the Title IX Coordinator who in turn shall take the appropriate actions in accordance with College Policy as it relates to an employee of the institution. (Under no circumstances, shall this procedure require a student bringing a complaint to present the matter to a person who is the subject of the complaint.)

A student who has a complaint alleging discrimination, harassment, sexual harassment, or sexual abuse by an employee may request a conference with the appropriate administrator, designee, or the Title IX Coordinator. The student may be accompanied by an advisor at the initial conference and throughout the complaint process. The conference shall be scheduled and held as soon as possible, but in any event within seven (7) working days of receipt of the complaint. At the conference, the person bringing the complaint shall be informed of the right to file a formal complaint with the College's Title IX Coordinator.

The appropriate administrator or designee or the Title IX Coordinator shall coordinate an appropriate investigation. Nothing in the complaint process shall have the effect of requiring a student alleging discrimination, harassment, sexual harassment, or sexual abuse to report the matter to a person who is the subject of the complaint.

Level Two

If the complaint of discrimination and/or harassment is a complaint against a student and if the complaint cannot be resolved at Level One, the Vice President of Student Services may begin disciplinary proceedings against a student or students, as appropriate. From this point forward, the Student Disciplinary Process becomes the operative process for students charged with discrimination and/or harassment.

If the complaint is a complaint against an employee and if the complaint cannot be resolved informally, the Title IX Coordinator, after investigating the complaint and trying to resolve the complaint shall forward the results of the investigation, findings, and recommendations to the appropriate Vice President or designee. The Vice President or designee shall consider the investigation, findings, and recommendations of the Title IX Coordinator and take appropriate action in accordance with College Policy.

If the complaint is not resolved to the satisfaction of the complainant, the complainant may appeal the decision through the institution's Student Affairs Committee and the institution's Complaint and Grievance Process (FLD)(Local).

STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is appointed annually and consists of faculty, staff and a student representative. This committee may review procedures in the areas of admission, residency, retention, academic probation and suspension, and financial aid. Student appeals of academic suspension will be processed by the Director of Admissions. A student's next step in these appeal procedures would be to the Vice President of Student Services (the committee may also conduct a hearing after a student has filed a formal grievance).

CHAPTER VII
ACADEMIC STANDARDS

Academic Standards

SEMESTER CREDIT HOUR

The semester credit hour is defined as one clock hour of class per week for a sixteen-week semester, or its equivalent.

The number of clock hours of Laboratory work will vary with the requirements of the course. It is the student's responsibility to take courses in sequence and at the proper level.

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.

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. Any student registered for twelve (12) or more semester credit hours is defined as a full-time student.
2. During the Summer Terms:
 - a. Any student registered for six (6) or more semester credit hours each term is defined as a full-time student.
 - b. See Veterans Information for classification of veterans.
 - c. See Financial Aid Information for requirements for students receiving financial aid.

Part-time student:

3. During the Regular Semester:
 - a. Any student registered for less than twelve (12) semester credit hours is defined as a part-time student.
 - b. See Veterans Information for classification of veterans.
 - c. See Financial Aid Information for requirements for students receiving financial aid.
4. During the Summer Terms:
 - a. Any student registered for less than six (6) semester hours is defined as a part-time student.
 - 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. For most courses a minimum of two hours of preparation outside class is necessary for each hour of class time.

In order to determine a practical course load, students should meet with a counselor or the appropriate program advisor. In general, students should not exceed 18 hours per semester (fall and spring). The suggested course load for students enrolled during a summer semester should not exceed 8 hours per term.

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

CLASS ATTENDANCE

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

Any student who misses 10% of the total clock hours of instruction, not excused by the instructor, may be withdrawn from class by the instructor with a grade of "AWN".

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 AWN policy may be applied.

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

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

Programs with special attendance requirements mandated by local, state or national accrediting or professional agencies will observe the agency attendance requirements which affect student certification, registry or licensure, as well as those of the College. All special attendance requirements must be approved in writing by the Vice President of 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 after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day.

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

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

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

EXAMINATIONS

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

In an effort to evaluate student learning, a final exam or final experience is required in each course as provided for in the course syllabus. Guidelines covering the final examinations are listed below:

1. A final examination or final experience is required as stated in the grading section of the course syllabus. (A final exam is defined to include a test, a final project, a portfolio, or other final experience.)
2. A final examination schedule will be published each semester. All tests should be given at the time scheduled.
3. Students will not normally be allowed to take a final examination at any time other than the assigned period. Exceptions to this policy may be granted in cases of extreme need when approved by both the faculty member and the appropriate Dean.

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. For more information refer to "Students Rights and Responsibilities section (F) Student Code of Conduct".

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.

TRANSFER OF CREDIT

Credit for courses in which a passing grade (C or better) has been earned may be transferred to Galveston College from a post-secondary institution that is accredited by one of the following regional accrediting bodies:

Middle States Association of Colleges and Schools/Commission on Higher Education
New England and Association of Schools and Colleges
North Central Association of Colleges and Schools
Northwest Association of Colleges and Schools/ Commission on Colleges
Southern Association of Colleges and Schools/Commission on Colleges
Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges

It is the responsibility of each transfer applicant to arrange for an official transcript to be sent to Galveston College from each institution previously attended. A course from a regionally accredited institution will be accepted in lieu of a specific course at Galveston College only if evidence indicates the course is equivalent. Remedial courses are not transferable.

Students whose overall grade point average is less than 2.0 on a 4.0 scale may only be admitted by the Director of Admissions and the appropriate Dean or Division Director. Transfer students who are admitted by the Dean or Division Director and whose GPA is less than a 2.0 will be placed on academic probation. Failure to achieve a minimum grade point average of 2.0 at Galveston College while on academic probation will result in academic suspension.

Course work completed at colleges and universities outside the United States will be considered for transfer on an individual basis. International transcripts must be evaluated by an accrediting agency prior to enrollment. A list of accrediting agencies can be obtained from the Office of Admissions. All foreign credentials submitted to Galveston College must include the original transcript plus a certified English translation. There is no guarantee, even after a transcript has been evaluated, that the credits will be accepted.

Galveston College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Because of this recognition, Galveston College credits are regarded as equivalent to courses of the same description at other colleges and universities. Transfer problems typically occur only when students change their planned educational objectives. Examples of transfer difficulties include those encountered by students who change majors or who change from a two year career education program to an academic transfer program.

Counselors, advisors, and faculty advisors have access to a wide range of information on credit transfer. Students should work with an academic advisor or counselor to design an educational plan consistent with their educational goals. Changes in plans should be discussed with the academic advisor or counselor to avoid potential transfer problems. In order to assist students transferring to other institutions within the State of Texas, Galveston College has joined with other junior/community colleges and universities in the State of Texas and has adopted a common course numbering system. The purpose of the numbering system is to improve articulation and assist students who are transferring between institutions.

In accordance with rules and guidelines established by the Texas Higher Education Coordinating Board, if a Texas public institution does not accept a lower-division course credit earned by a student at another Texas public institution, the institution is required to provide a written notice to the student and the sending institution that the transfer of the course credit was denied. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and regulations. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the commissioner of the denial.

The Commissioner of Higher Education or the commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and the institutions.

RESOLUTION OF TRANSFER DISPUTES

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

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

More information on the guidelines of the resolution of transfer disputes is available in the office of the Director of Admissions/Registrar or Vice President of Student Services.

CREDIT BY EXAMINATION

A person who believes he/she is qualified by experience or previous training is provided the opportunity to earn college credit in specific courses through a variety of examination programs. Credit established through examination becomes part of the student's record. Students who successfully complete an examination receive a grade of a "CR*" on their transcript and the semester credit hours will apply toward graduation requirements but are not calculated in the grade point average.

Students may earn a maximum of twenty-four (24) semester credit hours towards a degree 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. Students should visit with a counselor and/or advisor for more information.

Effort has been made to interrelate the College's credit by examination program with transferring four-year institutions; however, final acceptance of these credits for specific degree purposes is determined by the accepting institution.

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

1. Course Challenge by Examination

Students who elect to challenge a course by examination for credit in occupational-technical or specific academic courses, which are on the College's approved list, are to complete the following steps:

- a. Obtain a Course Challenge by Examination Form from a counselor/advisor.
- b. Pay the required fee for the examination at the Business Office
- c. Submit the Course Challenge by Examination Form to the appropriate Dean/Division Director
- d. The Dean's/Division Director's Office will contact the student to schedule the examination

Course Challenge Examinations will be prepared by the appropriate Dean's/Division Director's Office. Scoring and grade determination procedures will be identified by the Dean/Division Director. The Dean/Division Director will forward successful examination results to the Office of Admission, and results will be recorded with the grade of a "CR" on the transcript. Semester credit hours are included in hours earned and apply toward graduation requirements but are not calculated in the grade point average.

2. **CLEP - The College Entrance Examination Board, College Level Examination Program** Some subject examinations will be recognized for credit. Credit will be granted by the designation of the grade "CR" on the student's transcript. Semester credit hours are included in hours earned and apply toward graduation requirements but are not calculated in the grade point average.

CLEP Examination	Minimum Score	Equivalent Course	Semester Hrs
Biology	50	BIOL 1406, 1407	8
American Government	50	GOVT 2305	3
Introductory Psychology	50	PSYC 2301	3
Human Growth and Development	50	PSYC 2314	3
Introductory Sociology	50	SOCI 1301	3
U.S. History I: Early Colonization	50	HIST 1301	3
U.S. History II: 1865 to the Present	50	HIST 1302	3
Freshman College Composition	50	ENGL 1301	3
English Composition (with essay)	50	ENGL 1301,1302	6
Financial Accounting	50	ACCT 2301	4
Intro to Macro-Econ	50	ECON 2301	3
Intro. Micro-Econ.	50	ECON 2302	3
Chemistry	50	CHEM 1411,1412	8
College Algebra	50	MATH 1314	3
Calculus	50	MATH 2413	4
Spanish Language, Level I	50	SPAN 141, 1412	8

Spanish Language, Level 2	66	SPAN 1411,1412, 2311,2312	14
Humanities	50	HUMA 1301	3
American Literature	50	ENGL 2327,2328	6

3. AP - The College Entrance Examination Board Advanced Placement Program Examination Advanced Placement examinations are taken at the high school level. Credit will be granted by the designation of the grade “CR” on the student’s transcript. Semester credit hours are included in hours earned and apply toward graduation requirements but are not calculated in the grade point average.

AP Examination	Minimum Score	Equivalent Course	Semester Hrs.
Biology	4	BIOL 1406 & 1407	8
Chemistry	4	CHEM 1411 & 1412	8
Calculus AB	3	MATH 2413	4
Calculus BC	3	MATH 2413 & 2414	8
English Language	3	ENGL 1301*	3
English Literature	3	ENGL 1301*	3
Environmental Science	3	ENVR 1401 & 1402	8
French Language	3	FREN 1411 & 1412	8
	4	FREN 1411, 1412 & 2311	11
	5	FREN 1411, 1412, 2311 & 2312	14
German Language	3	GERM 1411 & 1412	8
	4	GERM 1411, 1412 & 2311	11
	5	GERM 1411, 1412, 2311 & 2312	14
Macroeconomics	3	ECON 2301	3
Physics B	3	PHYS 1401 & 1402	8
Physics C	3	PHYS 2425 & 2426	8
Psychology	3	PSYC 2301	3
Spanish Language	3	SPAN 1411 & 1412	8
	4	SPAN 1411, 1412 & 2311	11
	5	SPAN 1411, 1412, 2311 & 2312	14
Statistics	3	PSYC 2317 OR MATH 1342	3
Studio Art	3	ARTS 1316	3
	4-5	ARTS 1311 & 1312	6
U.S. History	3	HIST 1301 & 1302	6
U.S. Government & Politics	3	GOVT 2305	3

*Students who have taken both English Language and English Literature and obtained a minimum score of 3 on both, receive credit for ENGL 1301 and ENGL 1302.

4. INTERNATIONAL BACCALAUREATE (IB)

The Board of Regents of Galveston College authorizes the President of Galveston College to implement the provisions of Senate Bill 111 for new student applicants who have earned the International Baccalaureate (IB) Diploma effective for the 2006-2007 academic year.

Galveston College will post the procedures for credit awarded to International Baccalaureate Diploma recipients and successfully completed International Baccalaureate courses with a score between 4-7 via the Admissions and Records webpage and in the Galveston College catalog for academic year 2006-2007 and subsequent catalogs.

Galveston College will continue to evaluate and assess International Baccalaureate Program courses. IB courses approved

for credit will be updated accordingly on the Admission and Records webpage and in the Galveston College catalog.

International Baccalaureate (IB) Policy for Galveston College Acceptance Procedures

Galveston College, in compliance with SB 111, will award a minimum of 24 semester credit hours of course-specific college credit in subject-appropriate areas on all International Baccalaureate (IB) examination scores of 4 or above as long as the incoming freshman has earned an IB Diploma. While some course credit will be awarded regardless of a student's IB Diploma status, some course credit at Galveston College may be subject to the successful completion of the IB Diploma. IB credit will be awarded and graded as Credit Only (CR) at Galveston College. The semester credit hours will apply toward graduation requirements but are not calculated in the grade point average.

Entering freshman students should submit their International Baccalaureate transcript to the Office of Admissions regarding their eligibility for course credit. Students should work with a Counselor or Academic Advisor to determine the application of the IB credits in their individual degree. The evaluation of IB courses in order to identify the appropriate course credit is continuing and will be posted as it becomes available.

IB Examination	Minimum Score	GC Course(s)	Credit Hours
Biology (HL)	4	BIOL 1406	4
	5	BIOL 1406/1407	8
Chemistry (HL)	4	CHEM 1411	4
	5	CHEM 1411/1412	8
Economics	4	ECON 2301	3
English: Language A	4	ENGL 1301	3
	5	ENGL 1301/1302	6
French: Language A or B (SL)	4w/diploma	FREN 1411	4
	5w/diploma	FREN 1411/1412	8
Language A or B (HL)	4	FREN 1411/1412	8
	5	FREN 1411/1412/2311/2312	14
Fundamentals of Music	5	MUSI 1301/1302	6
Further Mathematics (SL)	4 w/diploma	MATH 1314	3
	5	MATH 2412	4
German: Language A or B (SL)	4w/diploma	GERM 1411	4
	5w/diploma	GERM 1411/1412	8
Language A or B (HL)	4	GERM 1411/1412	8
	5	GERM1411/1412/2311/2312	14
Mathematics (HL)	4	MATH 2412	4
	5	MATH 2412/2413	8
Mathematical Methods (SL)	4 w/diploma	MATH 1314	3
	5	MATH 2412	4
Mathematical Studies (SL)	4 w/diploma	MATH 1314	3
	5	MATH 2412	4
Philosophy	4	PHIL 1301	3
Physics (HL)	4	PHYS 1401/1402	8
Psychology	4	PSYC 2301	3
Spanish Language A or B (SL)	4w/diploma	SPAN 1412	4
	5w/diploma	SPAN 1411/1412	8
Language A or B (HL)	4	SPAN 1411/1412	8
	5	SPAN 1411/1412/2311/2312	14
Visual Arts	5	ARTS 1311	3

HL = Higher Level Exams
 SL = Standard Level Exams

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
NR	= In Progress-No Grade Reported Yet	Not computed
W	= Official Withdrawal *Note 2	Not computed
AUDIT	= No credit	Not computed
AWN	= Administratively withdrawn for non-attendance/no credit *Note 3	Not computed
RT	= Retaken course	Computed
RP	= Repeated Course	Not computed
CR	= Credit *Note 4	Not computed
CRA	= Credit *Note 4	Not computed
CRB	= Credit *Note 4	Not computed
CRC	= Credit *Note 4	Not computed
NC	= No Credit *Note 4	Not computed
NCD	= No Credit *Note 4	Not computed
NCF	= No Credit *Note 4	Not computed
(AP)	= Indicates grade was earned by Advanced Placement	Computed

- *Note 1: Incomplete work must be completed on or before the end of the next long term semester. Work not completed by the end of the next long semester (summers do not count) will automatically be changed to a grade of "F" or "NC". Students with grade of "I" will not be eligible for "Honors" until "I" has been completed.
- *Note 2: The last day to drop a course with a grade of "W" is noted in the College Calendar.
- *Note 3: See Administrative Withdrawal section in catalog.
- *Note 4: Developmental courses are not computed in semester or cumulative GPA, effective spring 1988.

Repeated Courses: When a student repeats a course (takes the same course more than once) at Galveston College, the hours and grade earned on the last graded course will be used in computing the cumulative grade point average, even when the last grade earned is lower. This is a Galveston College policy that is not necessarily honored at other colleges. Transcripts will indicate all courses and grades even when a course is not calculated into the GPA after being repeated.

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 can 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 official census date of each semester. After the official census date, 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/session's published schedule. Forms for dropping or adding courses may be obtained from the Counseling Center.

Administrative Withdrawal: A student who registers and does not attend class in accordance with College's attendance policy will be administratively withdrawn upon written recommendation from the instructor. A grade of AWN will be assigned to the student. The grade of AWN is not computed in a student's grade point average or semester hours earned. If an AWN is processed before a student completes the drop procedures, the AWN will become the grade of record. The student, instructor, and financial aid officer will receive copies of the AWN form.

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

Withdrawal for Military Service: If a student withdraws because he or she is called to military service, the College, at the student's

option, shall:

- Grant a student, who is eligible under the College’s guidelines, an incomplete grade in all courses which must be completed in the next long semester or a grade of “F” will be recorded;
- Withdraw from all classes with a designated “Military Withdraw” on the students transcript; or
- Assign an appropriate final grade and credit, as determined by the instructor, to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

Withdrawal Limit Provisions (TEC §51.907): Students who enroll as entering freshmen or first-time in college students in undergraduate courses offered through any public Texas institution of higher education for the first time beginning in the Fall 2007 semester or any subsequent semester are subject to the course withdrawal limit of six courses including any course a transfer student has withdrawn from at another public Texas institution. A course withdrawal, which will be recorded on the transcript, is defined as an affected credit course not completed by an undergraduate student who is enrolled in the course at the official date of record, and who will receive a non-punitive grade of W or AWN. Transfer students who are affected by this legislation shall be required to submit all transfer institution transcripts for processing of the transfer course withdrawals which apply to the limit.

The following types of courses are excluded from the course withdrawal limit:

- Courses taken by students while enrolled in high school – whether for dual credit, early college credit, or for college credit alone;
- Courses dropped at private or out-of-state institutions;
- Remedial or developmental courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree; or
- Courses which meet the definition of complete “good cause” withdrawal.

Students who demonstrate and provide appropriate documentation for good cause may be excluded from the course withdrawal limit. The following may demonstrate course withdrawal for a ‘good cause’:

- Severe illness or other debilitating condition: Statement from doctor;
- Care of a sick, injured or needy person: Statement from doctor regarding illness of the person being cared for. Statement from the sick, injured, or needy person regarding the student’s role as the care-giver or in case of a child, statement from the student;
- Death of family member or another person who is otherwise considered to have a sufficiently close relationship: Death certificate or obituary from newspaper;
- Active duty service with the Texas National guard or other armed forces by the student, a family member, or a person who has a sufficiently close relationship: Orders from service;
- Change in work schedule that is beyond the control of the student: Letter from employer; or
- Other good cause as determined by the institution.

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”. The grade point average (GPA) is calculated by dividing the total number of grade points by the number of graded semester hours earned. Entries of “Audit,” “I,” “IP,” “AWN,” “CR,” “CRA/B/C,” “NC,” “NC/D/F,” “NR,” “W,” are not assigned grade point values.

A student’s grade point average is computed by adding the total grade point values for all courses and dividing by the number of graded 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: $43 \div 17 = 2.53$

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 minimum grade point average of 2.0. No grade lower than a "C" is acceptable for transfer credit.

ACADEMIC STANDARDS OF PROGRESS (Probation and Suspension)

1. **Measure of Quality.** The records of all students enrolled each semester will be reviewed and evaluated at the end of each semester. Full time students and part time students will be considered to be achieving satisfactory progress and be in "Good Standing" if they earn a cumulative 2.0 grade point average or higher (on a 4.0 scale).
2. **Academic Probation.** Students who do not achieve satisfactory progress (cumulative minimum G.P.A. of 2.0) will be placed on Academic Probation for the next long semester (*Note: both summer sessions are considered equivalent to one long semester*). Students on Academic Probation are also on "attendance probation" and are expected to attend every class unless hindered by circumstances beyond their control. No unexcused absences or "cuts" are allowed. Such "cuts" may result in immediate suspension from classes. In addition, students on academic probation are required to meet with an advisor or counselor to complete an enrollment contract. In addition, students on academic probation may be limited to a maximum of 16 semester credit hours. (*Note: Students on Academic Probation are not allowed to enroll in on-line courses.*)
3. **Academic Suspension.** Students who are on academic probation and fail to achieve minimum cumulative G.P.A. of 2.0 or higher during the next term will be placed on Academic Suspension (suspended from enrollment for the next long semester). A student may appeal this action through the Student Affairs Committee if there are extenuating circumstances which might alter the suspension status. After serving a one-semester suspension these students will be eligible to re enter on academic probation.
4. **Continued Academic Probation.** Continued probation instead of suspension will be in effect for students who fail to achieve the cumulative 2.0 G.P.A., but who attain a 2.0 G.P.A. or higher in the current semester. When these students attain the cumulative minimum of 2.0 or higher G.P.A., they will be in "Good Standing."
5. **Re-entry.** Students who have been on suspension may re-enter on academic probation. If they fail to meet the minimum requirements as indicated, they will be placed on academic suspension for one calendar year. After one year the student may be admitted on academic probation. Should the student still not meet the minimum requirements, he/she will be placed on academic suspension again for a calendar year and may be re-admitted only upon approval of the Director of Admissions and the appropriate dean.

GRADE APPEAL

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

Level One Informal Steps

A student who believes that an improper or incorrect grade was assigned should first take informal steps to resolve the situation. The request for a grade correction must occur within thirty (30) calendar days of the end of the semester in which the grade was issued. The student should first discuss the matter with the instructor of record. If the matter is not resolved at this point, the student should discuss the matter with the appropriate program coordinator or faculty chair, who will attempt to resolve the grade dispute.

Level Two

If an informal attempt to resolve the grade issue is unsuccessful, the following procedures will be observed at level two:

1. The student will submit to the appropriate Dean or Division Director, in writing, a request for review using a Grade Appeal Form, which is available in the office of the Dean or Division Director.
2. The Dean or Division Director, on receiving the request, will inform the instructor, the program coordinator or director and the faculty chair of the appeal, provide the instructor with a copy of the appeal, and request a written response from the instructor.
3. The Dean or Division Director shall review all material and information and seek an appropriate solution.

Level Three

If an appropriate solution is not forthcoming at the Dean or Division Director's level, the Dean or Division Director shall forward the appeal to the Student Affairs Committee. The Committee's responsibility shall be to:

1. To review the complainant's request and evidence;
2. To consider the instructor's response;
3. To consider the Dean's or Division Director's decision; and,
4. To call any witnesses, if deemed appropriate by the committee, to corroborate documentary evidence; (A witness requested to testify by either the complainant or the instructor, or both, may decline.)
5. The Student Affairs Committee shall render a decision which shall be communicated to the Dean or Division Director who in turn shall communicate the decision in writing to the student and to the instructor within ten (10) working days following the report of the committee.

Level Four

If the matter is still not resolved to the student's satisfaction, he or she may present a written request for review by the Vice President of Instruction. The Vice President of Instruction will review the appeal with the appropriate Dean or Division Director and render a decision.

Level Five

If the outcome of the appeal to the Vice President of Instruction is not to the student's satisfaction, the student may, within ten (10) working days of receiving notice of the decision, submit a written appeal to the College President. The written appeal at minimum must include a written reason for the appeal or a statement of the problem and/or complaint, and the expected resolution. The President may, at his/her sole discretion, choose to allow oral arguments on the petition. The President may act to affirm, modify, remand, or reverse the decision. If no action is taken within sixty (60) days, the Vice President's decision will thereby be affirmed. The grade appeal process ends with the decision of the President.

GRADE REPORTS

Final grades are available at the end of each semester via Campus Online at www.gc.edu. A transcript is the official record of all college coursework. Transcripts are withheld from students who have not met financial or other obligations to the College. Students can request up to five transcripts per week at no cost from the Office of Admissions.

ACADEMIC RECOGNITION

Galveston College has several means of recognizing students for their outstanding and distinguished academic achievement.

President's List

Students who have a 3.9 average or better and who are taking at least twelve (12) semester hours (excluding developmental coursework and incomplete grades) are listed on the President's Honor List at the end of each long semester.

Vice President's List

Students who have a grade point average of 3.6, but less than 3.9 and who are taking at least (12) semester hours (excluding developmental coursework and incomplete grades) are listed on the Vice-President's Honor List at the end of each long semester.

Dean's List

Students who have an grade point average of 3.2, but less than a 3.6 and who are taking at least twelve (12) semester hours (excluding developmental coursework and incomplete grades) are listed on the Dean's Honor List at the end of each long semester.

CHAPTER VIII
GRADUATION REQUIREMENTS

Graduation Requirements

GRADUATION INFORMATION

The Office of Admissions/Registrar certifies eligibility to participate in commencement exercises for those students planning to receive an associate degree and/or certificate.

Galveston College holds commencement exercises in May. Eligible candidates who completed their academic program during the previous summer, fall, and spring semesters are invited to participate in the commencement ceremony.

TYPES OF DEGREES AND CERTIFICATES

The College awards the Associate of Arts, the Associate of Science, and the Associate of Applied Sciences degrees to students who have completed a prescribed course of study. In addition, the College awards Certificates of Completion and Certificates of Technology. The degree and certificate awarded are determined by the particular program of study as described in the College catalog. In order to graduate with an Associate degree from the College, the student, in addition to other requirements listed in the College Catalog, must have earned 18 of the last 27 semester hours as a resident student in the District. If two or more colleges offer the program through a cooperative agreement, the student is granted the degree from the institution of their choice.

APPLICATION FOR DEGREE/CERTIFICATE

Students who plan to receive an Associate of Arts degree, Associate of Science degree, Associate of Applied Science degree and/or a Certificate must submit an Application for Graduation to the Office of Admissions. Graduation application deadline dates are available in the semester class schedule and the academic calendar of this catalog. Applying for graduation in advance to the Office of Admissions permits timely updating of degree audits, allowing students to plan or change their final semester courses to ensure completion of all requirements.

Incompletes, grade changes, and transfer work needed to complete graduation requirements that are not resolved within thirty days after graduation will result in reapplying for graduation for the subsequent semester. Academic records are sealed thirty days after the conferral of a degree/certificate; no changes to the record will be made following that date.

There is one formal commencement exercise held at the end of each spring semester. All graduating students are encouraged to participate in the exercise. Summer and fall graduates are also encouraged to participate.

GRADUATION UNDER A PARTICULAR CATALOG/DEGREE PLAN

The student is responsible for all requirements of the catalog under which that student is graduating. To graduate, students must complete the course requirements of the Galveston College Catalog in effect at the time a degree or certificate program is selected. To change majors, a change of major form must be completed and filed in the Office of Admissions. Major changes will be governed by the degree requirements in effect at the time the change of major becomes effective.

These exceptions apply:

1. A catalog more than 10 years old shall not be used.
2. Students who stop out (not enrolled) for twelve months or more, will be governed by the catalog in effect at the time of the student's re-entrance to the College. For these purposes, enrollment will be defined as registration for and successful completion of at least one course during an academic term.

SECOND ASSOCIATE DEGREE

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

CORE CURRICULUM

Included in the degree requirements for the Associate of Arts and the Associate of Science degrees at Galveston College is a basic core of general education courses or a core curriculum. The purpose of the Galveston College core curriculum is to provide the skills, knowledge, and perspectives that help define the educated person. The core emphasizes the basic intellectual competencies (reading, writing, speaking, and critical thinking) as well as broad intellectual perspectives including historical consciousness; multicultural awareness; numerical comprehension and analysis; and, concern about ethics, aesthetics, and values. Competency in each of the core components is established by successful completion of the core courses which are required for the Associate of Arts and the Associate of Science degree.

In accordance with the laws of the State of Texas and the guidelines and procedures established by the Texas Higher Education Coordinating Board (THECB), all Texas public colleges and universities are required to establish a core curriculum. The law and the established guidelines indicate that if a student completes the core curriculum at one public college or university within the State of Texas, that block of courses may be transferred to any other public college or university within the State of Texas and must be substituted for the receiving institution's core curriculum. Further, in accordance with the law and the guidelines, a student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution, unless the THECB has approved a larger core curriculum for that institution.

The Galveston College Core Curriculum consists of seven areas – Communications, Humanities, Visual and Performing Arts, Mathematics, Natural Sciences, Social and Behavioral Sciences, and Physical Education. The Galveston College Core Curriculum requirements are listed below. These requirements must be met by every student pursuing an Associate of Arts or Associate of Science degree at Galveston College.

CORE COMPONENT	COURSE SELECTION	CREDIT HOURS
COMMUNICATION	ENGL 1301 and ENGL 1302	6
	SPCH 1311, SPCH 1315, SPCH 1318, or SPCH 1321	3
HUMANITIES	<i>Select one course from the following list of courses</i> ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311, or GERM 2312	3
VISUAL AND PERFORMING ARTS	<i>Select one course from the following list of courses</i> ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, DRAM 2366, MUSI 1306, MUSI 1308, MUSI 1309, MUSI 1310	3
MATHEMATICS	<i>Select one course from the following list of courses</i> MATH 1314, MATH 1316, MATH 1324, MATH 1325, MATH 1342, MATH 1350, MATH 1351, MATH 2318, MATH 2320, MATH 2413, MATH 2414, MATH 2415	3
NATURAL SCIENCE	<i>Select two courses from the following list of courses</i> ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426,	8
SOCIAL AND BEHAVIORAL SCIENCES	History (<i>Select two from the following courses</i>) HIST 1301, HIST 1302, HIST 2301	6
	Political Science GOVT 2305 and GOVT 2306	6
	Social or Behavior Science (<i>Select One</i>) ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339	3
PHYSICAL EDUCATION	One PHED 11XX Activity Course	1
	TOTAL	42

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

GRADUATION REQUIREMENTS

Associate of Arts

The Associate of Arts Degree from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.*
2. The student must complete all core curriculum / general education requirements for graduation. And in programs which include a THECB approved Field of Study curriculum students must complete the required Field of Study curriculum.
3. The student must complete the general academic course requirements for the AA degree as outlined in the College Catalog.
4. The student must earn at least 18 of the last 27 semester credit hours required for the degree at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College.
6. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
7. The student must successfully complete a minimum of one physical education activity course, unless a substitution for this requirement is petitioned for and approved by the Vice President of Instruction.
8. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Associate in Arts Degree.

Associate of Science

The Associate of Science Degree from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.*
2. The student must complete all core curriculum / general education requirements for graduation or all courses in a THECB approved Field of Study curriculum.
3. The student must earn at least 18 of the last 27 semester credit hours required for the degree at Galveston College.
4. The student must have a 2.0 cumulative grade point average on all work from Galveston College.
5. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
6. The student must successfully complete a minimum of one physical education activity courses, unless a substitution for this requirement is petitioned and approved by the Dean of Instruction.
7. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Associate in Science Degree.

Associate of Applied Science

The Associate of Applied Science Degree from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete a minimum of 60 semester hours of college-level credit.*
2. As part of the minimum 60 semester hour degree requirement, the student must complete a minimum of 15 semester hours of general education courses. The core of general education courses must include at least one course from each of the following areas: Humanities/Fine Arts, Social and Behavioral Sciences, and Natural Sciences and Mathematics. In addition, evidence of computer literacy must be satisfied by completion of specific curriculum requirements within the program or by completion BCIS 1305, COSC 1301, or a higher level computer science.
3. The student must complete the prescribed competencies and curriculum for a two-year occupational or work force education program as outlined in the degree plan (Galveston College Catalog).
4. The student must earn at least 18 of the last 27 semester credit hours of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Galveston College.
5. The student must have a 2.0 cumulative grade point average on all work from Galveston College. +
6. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
7. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Associate of Applied Science Degree.

+Students seeking a AAS in Nursing (Associate Degree Nursing) must achieve a C (75) or better in all nursing courses.

Certificate of Technology

The Certificate of Technology from Galveston College will be granted to the student who makes formal application for graduation and completes the following requirements:

1. The student must complete a minimum of 45 semester hours.
2. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Galveston College Catalog.*
3. The student must earn at least 25 percent of the total credit hours required for the certificate and at least 50 percent of the technical/workforce education courses required for the certificate at Galveston College.
4. The student must have a 2.0 grade point average on all work from Galveston College.
5. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.
6. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours toward the Certificate of Technology.

Certificate of Completion

The Certificate of Completion from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational programs outlined in the Galveston College Catalog.*
2. The student must earn at least 25 percent of the total credit hours required for the degree and at least 50 percent of the technical/workforce education courses required for the degree at Galveston College.
3. The student must have a 2.0 grade point average on all work from Galveston College.†
4. The student must have satisfactorily settled all college financial obligations.

*Developmental courses may not be counted or used as hours towards the Certificate of Completion.

†Students completing a Certificate of Completion in Vocational Nursing must earn a 'C' (75) or better in each nursing course and each related course (including any pre-requisite courses).

Advanced Technical Certificate

The Advanced Technical Certificate from Galveston College will be granted to the student who has made formal application for graduation and who completes the following requirements:

1. The student must complete the prescribed technical competencies and curriculum for the work force education or occupational program as outlined in the Galveston College Catalog.*
2. The student must earn at least 25 percent of the total credit hours required for the certificate and at least 50 percent of the technical/workforce education courses required for the certificate at Galveston College.
3. The student must have a 2.0 grade point average on all work from Galveston College.
4. The student must have satisfactorily settled all college financial
5. The student must have satisfied the requirements of the Texas Success Initiative, unless exempt.

*Developmental courses may not be counted or used as hours towards the Certificate.

Second Associate Degree

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

GRADUATE GUARANTEE FOR TRANSFER CREDIT

Galveston College guarantees to its Associate of Arts and Associate of Science 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. If such courses are rejected by the college or the university, the student may take tuition free alternate courses at Galveston College which are acceptable to the college or university.

Special conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in course Selection Guides dated December 1993 or later;
2. Limitation of total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability;
3. The guarantee applies to courses included in a written transfer (degree) plan which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made which must be filed with Galveston College;
4. Only college-level courses with Community College Course Guide Manual approved numbers and a common course number are included in this guarantee;
5. If all conditions are met and course or courses are not accepted by a receiving institution transfer, the student must notify Galveston College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated;
6. If it is determined that the course or courses are not transferable, Galveston College will allow the student to take up to

- six (6) semester credit hours of comparable courses, which are acceptable to the receiving institution;
7. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career; and,
 8. The students' sole remedy against the College and its employees for academic deficiencies shall be limited to six (6) credit hours of tuition-free education under conditions described above.

GUARANTEE FOR JOB COMPETENCY

If a recipient of an Associate of Applied Science (A.A.S.) degree or Certificate of Completion is judged by his/her-employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to six (6) tuition-free credit hours of additional skill training by Galveston College under the conditions of the guarantee policy.

Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the Associate of Applied Science degree, Certificate of Technology, or a Certificate of Completion beginning December 1993, or thereafter in a workforce education/technical program identified in the college catalog;
2. The graduate must have completed the requirements for the Associate of Applied Science degree, or Certificate at Galveston College, with a minimum 75 percent of credits earned at Galveston College, and must have completed the degree/certificate within a four-year time span;
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instruction;
4. Employment must commence within 12 months of graduation;
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Galveston College as the employee's program competencies and must specify the area(s) of deficiency within 90 days of the graduate's initial employment;
6. The employer, a faculty member, the appropriate Dean, and Vice President of Instruction will develop a written educational plan for retraining;
7. Retraining will be limited to six credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan;
8. All retraining must be completed within one calendar year from the time the educational plan is agreed upon;
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course related expenses;
10. The guarantee does not imply that the student will pass any licensing or qualifying examination for a particular career;
11. The student's sole remedy against the College and its employees for skill deficiencies shall be limited to six (6) credit hours of tuition free education under conditions described above.
12. The program can be initiated through written contact with the Office of the College President.

GRADUATION WITH HONORS

Students who are graduating with an Associate Degree (A.A., A.S., or A.A.S), who have at least 24 semester hours in residence, who have completed at least two semesters at Galveston College, and who have a grade point average of at least 3.5 (on a 4.0 scale) on all work attempted will graduate cum laude (with honors).

Students who are graduating with an Associate Degree, who have at least 24semester hours in residence, who have completed at least two semesters at Galveston College, and who have a grade point average of at least 3.75 (on a 4.0 scale) on all work attempted will graduate magna cum laude (with high honors).

Students who are graduating with an Associate Degree, who have at least 24semester hours in residence, who have completed at least two semesters at Galveston College, and who have a grade point average of at least 3.9 (on a 4.0 scale) on all work attempted will graduate summa cum laude (with highest honors).

CHAPTER IX
DEGREE PLANS AND PROGRAMS OF STUDY

Degree and Certificate Programs

DEGREE PROGRAMS

Associate of Arts (A.A.) and Associate of Science (A.S.)

Associate degrees at Galveston College require a minimum of 60 credit hours for completion. Each degree program will satisfy the requirements for the first two years of a four-year degree, which may be completed by the student upon transfer to a university.

Associate degrees at Galveston College parallel the first two years required for Bachelor of Arts and Bachelor of Science degrees at senior colleges and universities. Degree requirements at senior colleges and universities vary; therefore, students should select courses with the assistance of a Galveston College counselor or faculty advisor.

Associate of Arts Degree Program Outcomes

Upon completion of an Associate of Arts Program at Galveston College students will be able to:

- Demonstrate an ability to gather, use, and evaluate evidence to solve problems;
- Demonstrate knowledge of computational methods of calculating and reporting quantitative data;
- Demonstrate a working knowledge of computer basics, including software applications and interest use, as well as equipment specific to particular discipline;
- Communicate effectively through multiple means of expression (verbal, written, visual, aural);
- Build life skills to improve personal and interpersonal well-being; and
- Apply knowledge of personal, societal and cultural development to living in a diverse world.

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

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

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

Accounting
Biotechnology
Computer Science Technology
 Microcomputer Applications and Networking
Criminal Justice
Culinary Arts/Hospitality Management
Emergency Medical Services
Hotel, Restaurant and Tourism Management
Nursing
 Associate Degree Nursing
 EMT-P to ADN Transitional
 LVN to ADN Transitional
Office Administration
 Office Administration
 Medical Office Administration
Radiologic Health Sciences
 Nuclear Medicine Technology
 Radiation Therapy Technology
 Radiography

NOTE: Students desiring to earn a second associate degree must complete a minimum of an additional 18 semester hours in residence. A number of courses contained in the AAS degree programs are specifically created as workforce education courses and may not transfer to baccalaureate programs - see counselors, advisors and program directors for more information.

CERTIFICATE PROGRAMS

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

Galveston College offers the following certificates:

- Para-Professional Accounting
- Administrative Professional
- Breast Imaging/Mammography
- Computerized Tomography Technology
- Criminal Justice
- Culinary Arts
- EMT Basic
- EMT Intermediate
- EMT Paramedic
- General Management
- Hospitality Management
- Law Enforcement Academy
- Magnetic Resonance Imaging
- Medical Coding
- Medical Office Assistant
- Microcomputer Applications
- Microcomputer Networking
- Pharmacy Technician
- Phlebotomy Technology
- Radiation Therapy Technology
- Surgical Technology
- Vocational Nursing

Advanced Technical Certificates

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

ARTICULATION AGREEMENTS

Articulation agreements have been made with The University of Texas Medical Branch, Wiley College, University of Houston, Texas A & M at Galveston, Midwestern University, and the University of Phoenix. Students should contact for specific course requirements before making a degree plan.

SUGGESTED COURSES OF STUDY - TRANSFER PROGRAMS

Students who plan to transfer to a four-year college or university will want to decide upon a major, field of study, or area of emphasis that fits their career plans. Examples of an area of emphasis or major in a transfer program are: Art, Biology, Business, Drama, Mathematics, Education, etc. Students planning a professional career in areas such as law, medicine, or veterinary medicine, usually consider themselves as 'pre-law,' 'pre-med,' or 'pre-vet.' However, these are not designated as majors by most colleges and universities. Students preparing for law school should consider a major in Business, Government/Political Science, or a closely related area; and, students considering a career in medicine or other professional health programs should consider a major in Biology, Chemistry, or a closely related field of study.

Several suggested courses of study are given in the pages that follow. In general, all students working towards a Bachelors Degree should follow one of the Associate of Arts or Associate of Science degree plans. Students who are undecided about a major, field of study, or an area of emphasis and who are planning to transfer to a senior institution are strongly advised to complete the Galveston College Core Curriculum (see pages 78-79). In addition, undecided majors should follow the Liberal Arts or the General Studies course of study until such time a major or an area of emphasis is declared. Students planning to transfer to a senior college or university are advised to consult a copy of that institution's catalog, use it for additional guidance in course selection, and work with a Galveston College counselor or advisor to plan their course of study.

Variations in the suggested courses of study given in the following pages and additional courses of study (not listed) can be determined with assistance from an appropriate Galveston College counselor or advisor. Students are advised to choose electives in consultation with their advisor on the basis of their possible major, field of study, or area of emphasis.

Academic/Transfer Degree Plans

Associate of Arts (A.A.) and Associate of Science (A.S.)

GENERAL STUDIES

Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree at a senior college or university after completing their studies at Galveston College, but who have not decided upon an area of emphasis or a major field of study. * Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR			
First Semester		Second Semester	
ENGL 1301	Composition I	3	
HIST 1301	US History to 1877 ¹	3	
	Visual and Performing Arts Elective ³	3	
	Elective [#]	3	
	Social/Behavior Science Elective ⁷	3	
PHED 11XX	Physical Education Activity	1	
		16	
			15
SECOND YEAR			
First Semester		Second Semester	
ENGL 23XX	Humanities Elective ⁴	3	
GOVT 2305	Federal Government	3	
	Elective [#]	3	
	Natural Science ⁵	4	
	Humanities Elective ⁴	3	
		16	
			13-9

Total Semester Credit Hours: 60-63

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

Select any academic elective as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

¹HIST 2301 may be substituted for either HIST 1301 or HIST1302

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR1404, BIOL1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

Associate of Science

The transfer curriculum below is designed for students who plan to pursue a degree at a senior college or university after completing their studies at Galveston College, but who have not decided upon an area of emphasis or a major field of study. * Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

FIRST YEAR				
First Semester		Second Semester		
ENGL 1301	Composition I	3	ENGL 1302 Composition II	3
HIST 1301	US History to 1877 ¹	3	HIST 1302 US History from 1877 ¹	3
MATH 1314	College Algebra ²	3	MATH or Natural Science Elective ⁵	3/4
	Elective [#]	3	Visual and Performing Arts	3
	Social/Behavior Science Elective ⁷	3	SPCH 13XX Speech Elective ⁶	3
PHED 11XX	Physical Education Activity	1		15/16
		16		
SECOND YEAR				
First Semester		Second Semester		
GOVT 2305	Federal Government	3	GOVT 2306 Texas Government	3
	Natural Science ⁵	4	Natural Science ⁵	4
	Humanities Elective ⁴	3	Electives [#]	6-9
	Electives [#]	6		
		16		13-16
Total Semester Credit Hours: 60-64				

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

Select any academic elective as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

¹ HIST 2301 may be substituted for either HIST 1301 or HIST 1302

² MATH 1314 or a higher college-level mathematics course

³ Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴ ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵ Select one course from ASTR 1403, ASTR1404, BIOL1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶ Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷ Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

⁸ Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343

LIBERAL ARTS Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree at a senior college or university after completing their studies at Galveston College, but who have not decided upon an area of emphasis or a major field of study.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester		Second Semester	
ENGL 1301 Composition I	3	ENGL 1302 Composition II	3
HIST 1301 US History to 1877 ¹	3	HIST 1302 US History from 1877 ¹	3
MATH 1314 College Algebra ²	3	SPCH 13XX Speech Elective ⁶	3
COSC 1301 or Elective [#]	3	Visual and Performing Arts Elective ³	3
Foreign Language ⁹ or Elective [#]	3-4	Foreign Language ⁹ or Elective [#]	3-4
PHED 11XX Physical Education Activity	1	PHED 11XX Physical Education Activity	1
	16-17		16-17

SECOND YEAR

First Semester		Second Semester	
ENGL 23XX Sophomore English ⁸	3	ENGL 23XX Sophomore English ⁸	3
GOVT 2305 Federal Government Elective [#]	3	GOVT 2306 Texas Government	3
Natural Science Elective ⁵	4	Social/Behavior Science Elective ⁷	3
Foreign Language ⁹ or Humanities Elective ⁴	3	Natural Science Elective ⁵	4
	16	Foreign Language ⁹ or Humanities Elective [#]	3
			16

Total Semester Credit Hours: 64-66

- Notes:
- *Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.
 - #Select any academic elective, as most technical or workforce and development education will not satisfy elective hours requirements.
 - ¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302
 - ²MATH 1314 or a higher college-level mathematics course
 - ³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310
 - ⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312
 - ⁵Select one course from ASTR 1403, ASTR1404, BIOL1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426
 - ⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321
 - ⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PYSC 2301, PSYC2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339
 - ⁸Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343
 - ⁹Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

ART
(Ceramics and/or Sculpture Option)
Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree in Art with an emphasis in Ceramics and/or Sculpture at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1314	College Algebra ²	3	SPCH	13XX	Speech Elective ⁶	3
ARTS	1303	Art History I	3	ARTS	1304	Art History II	3
ARTS	1311	Design I	3	ARTS	1312	Design II	3
ARTS	1316	Drawing I	3	ARTS	1317	Drawing II	3
			18				18

SECOND YEAR

First Semester			Second Semester				
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
Natural Science Elective ⁵			4	Natural Science Elective ⁵			4
ARTS	2346	Ceramics I	3	ENGL	23XX	Sophomore English ⁸	3
ARTS	2326	Sculpture I	3	Social/Behavior Science Elective ⁷			3
PHED	11XX	Physical Education Activity	1	ARTS 2347 or ARTS 2327			3
			14				16

Total Semester Credit Hours: 66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²MATH 1314 or a higher college-level mathematics course

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

⁸Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343

ART
(Design Communications, Commercial Art, Photography)
Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree in Art with an emphasis in Design Communications, Photography, and/or Commercial Art at a senior college or university after completing their studies at Galveston College. *Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1314	College Algebra ²	3	SPCH	13XX	Speech Elective ⁶	3
ARTS	1303	Art History I	3	ARTS	1303	Art History II	3
ARTS	1311	Design I	3	ARTS	1312	Design II	3
ARTS	1316	Drawing I	3	ARTS	1317	Drawing II	3
			18				18

SECOND YEAR

First Semester				Second Semester			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
Natural Science Elective ⁵			4	Natural Science Elective ⁵			4
ARTS	2356	Photography I	3	ENGL	23XX	Sophomore English ⁸	3
ARTS	2313	Design Communications I	3	ARTS	2357 or ARTS 2314		3
PHED	11XX	Physical Education Activity	1	Social/Behavior Science Elective ⁷			3
			14				16

Total Semester Credit Hours: 66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹ HIST 2301 may be substituted for either HIST 1301 or HIST1302

² MATH 1314 or a higher college-level mathematics course

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

⁸Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343

ART
(Drawing and/or Painting Option)
Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree in Art with an emphasis in Drawing and/or Painting at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1314	College Algebra ²	3	SPCH	13XX	Speech Elective ⁶	3
ARTS	1303	Art History I	3	ARTS	1304	Art History II	3
ARTS	1311	Design I	3	ARTS	1312	Design II	3
ARTS	1316	Drawing I	3	ARTS	1317	Drawing II	3
			18				18

SECOND YEAR

First Semester				Second Semester			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
Natural Science Elective ⁵			4	Natural Science Elective ⁵			4
ARTS	2323	Life Drawing I	3	ENGL	23XX	Sophomore English ⁸	3
ARTS	2316	Painting I	3	Social/Behavior Science Elective ⁷			3
PHED	11XX	Physical Education Activity	1	ARTS 2324 or ARTS 2317			3
			14				16

Total Semester Credit Hours: 66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²MATH 1314 or a higher college-level mathematics course

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

⁸Select one course from ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, or 2343

BIOCHEMISTRY Associate of Science

The transfer curriculum below is designed for students who plan to pursue a degree in Biochemistry at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

FIRST YEAR			
First Semester		Second Semester	
ENGL	1301	Composition I	3
HIST	1301	US History to 1877 ¹	3
MATH	2413	Calculus I ²	4
BIOL	1406	Biology for Science Majors I	4
CHEM	1411	General Chemistry I	4
			18

SECOND YEAR			
First Semester		Second Semester	
Approved Elective [#]		3	Humanities Elective ⁴
GOVT	2305	Federal Government	3
CHEM	2423	Organic Chemistry I	4
Visual & Performing Arts Elective ³		3	PHED 11XX Physical Education Activity
SPCH	13XX	Speech Elective ⁶	3
			14

Total Semester Credit Hours: 66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

[#]Select any academic elective, as most technical or workforce and development education will not satisfy elective hours requirements.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²This degree plan assumes that students have been placed into Calculus. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

BIOLOGY Associate of Science

The transfer curriculum below is designed for students who plan to pursue a degree in Biology at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

FIRST YEAR			
First Semester		Second Semester	
ENGL	1301	Composition I	3
HIST	1301	US History to 1877 ¹	3
MATH	2413	Calculus I ²	4
BIOL	1406	Biology for Science Majors I	4
CHEM	1411	General Chemistry I	4
			18

SECOND YEAR			
First Semester		Second Semester	
GOVT	2305	Federal Government	3
CHEM	2423	Organic Chemistry I	4
Humanities Elective ⁴			3
Visual & Performing Arts Elective ³			3
PHED	11XX	Physical Education Activity	1
			14

Total Semester Credit Hours: 64

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²This degree plan assumes that students have been placed into Calculus. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

**BIOLOGY AND PRE-PROFESSIONAL HEALTH
(PRE-MEDICAL, PRE-DENTAL, PRE-VETERINARY)
Associate of Science**

The transfer curriculum below is designed for students who plan to pursue a degree in Biology and continue their education in Pre-Medical, Pre-Dental, or Pre-Veterinary at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
MATH	2413	Calculus I ²	4	MATH	2414	Calculus II	4
BIOL	1406	Biology for Science Majors I	4	BIOL	1407	Biology for Science Majors II	4
CHEM	1411	General Chemistry I	4	CHEM	1412	General Chemistry II	4
PHED	11XX	Physical Education Activity	1	HIST	1301	US History to 1877 ¹	3
			16				18

SECOND YEAR

First Semester			Second Semester				
HIST	1302	US History from 1877 ¹	3	Humanities Elective ⁴		3	
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SPCH	13XX	Speech Elective ⁶	3	Social / Behavior Science Elective ⁹		3	
CHEM	2423	Organic Chemistry I	4	CHEM	2425	Organic Chemistry II	4
Visual & Performing Arts Elective ³			3	PHED	11XX	Physical Education Activity	1
			16				14

Total Semester Credit Hours: 64

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹ HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²This degree plan assumes that students have been placed into Calculus. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

BUSINESS ADMINISTRATION
(Field of Study-ACCOUNTING, ECONOMICS, FINANCE, MANAGEMENT, MARKETING)
Associate of Science

The transfer curriculum below is designed for students who plan to pursue a degree in Business Administration (Accounting, Economics, Finance, Marketing, or Management) at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1324	Finite Mathematics	3	MATH	1325	Business Calculus ⁺	3
BCIS	1305	Bus Computer Applications ⁺	3	SPCH	1321	Bus & Professional Communication ⁺	3
Natural Science Elective ⁵			4	Natural Science Elective ⁵			4
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			17				17

SECOND YEAR

First Semester				Second Semester			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
ECON	2301	Macroeconomics ⁺	3	ECON	2302	Microeconomics ⁺	3
ACCT	2301	Financial Accounting ⁺	3	ACCT	2302	Managerial Accounting ⁺	3
ENGL	23XX	Sophomore English ⁸	3	BUSI	1301 or BUSI 2301		3
Visual & Performing Arts Elective ³			3	Humanities Elective ⁴			3
			15				15

Total Semester Credit Hours: 64

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

⁺Denotes Courses required for the Business Administration Field of Study Curriculum.

¹ HIST 2301 may be substituted for either HIST 1301 or HIST 1302

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁸Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343

BUSINESS ADMINISTRATION
(Field of Study - INTERNATIONAL BUSINESS)
Associate of Science

The transfer curriculum below is designed for students who plan to pursue a Bachelor of Business Administration or Bachelor of Science in Business with an emphasis in International Business at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science in International Business. This degree satisfies the state approved Field of Study Curriculum for International Business.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1324	Finite Mathematics	3	MATH	1325	Business Calculus ⁺	3
Natural Science Elective ⁵			4	Natural Science Elective ⁵			4
BCIS	1305	Bus Computer Applications ⁺	3	SPCH	1321	Bus & Professional Communication ⁺	3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			17				17

SECOND YEAR

First Semester			Second Semester				
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
ECON	2301	Macroeconomics ⁺	3	ECON	2302	Microeconomics ⁺	3
ACCT	2301	Financial Accounting ⁺	3	ACCT	2302	Managerial Accounting ⁺	3
Visual and Performing Arts Elective ³			3	BUSI 1301 or BUSI 2301			3
GERM 2311, FREN 2312, or SPAN 2311 ¹⁰			3	GERM 2312, FREN 2312, or SPAN 2312			3
			15				15

TOTAL SEMESTER CREDIT HOURS: 64

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

⁺Denotes Courses required for the Business Administration Field of Study Curriculum in International Business as adopted by the State of Texas for Business Administration majors who attend a public higher education institution in the State of Texas.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

¹⁰Prerequisite is one year of freshman foreign language or approval of instructor.

BUSINESS ADMINISTRATION
(Field of Study- MANAGEMENT INFORMATION SYSTEM)
Associate of Science

The transfer curriculum below is designed for students who plan to pursue a degree in Management Information Systems at a senior college or university after completing their studies at Galveston College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1324	Finite Mathematics	3	MATH	1325	Business Calculus ⁺	3
Natural Science Elective ⁵			4	Natural Science Elective ⁵			4
BCIS	1305	Business Computer Applications ⁺	3	SPCH	1321	Business & Professional Communication ⁺	3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			<u>17</u>				<u>17</u>

SECOND YEAR

First Semester³			Second Semester				
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
Visual and Performing Arts Elective ³			3	Humanities Elective ⁴			3
ECON	2301	Principles of Macroeconomics ⁺	3	ECON	2302	Principles of Microeconomics ⁺	3
ACCT	2301	Financial Accounting ⁺	3	ACCT	2302	Managerial Accounting ⁺	3
COSC	1436	Programming Fundamentals I	4	COSC	1437	Programming Fundamentals II	4
			<u>16</u>				<u>16</u>

Total Semester Credit Hours: 66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

⁺Denotes Courses required for the Business Administration Field of Study Curriculum in Management Information Systems as adopted by the State of Texas for Business Administration majors who attend a public higher education institution in the State of Texas.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302.

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

CHEMISTRY Associate of Science

The transfer curriculum below is designed for students who plan to pursue a degree in Chemistry at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	2413	Calculus I ²	4	MATH	2414	Calculus II	4
SPCH	13XX	Speech Elective ⁶	3			Visual & Performing Arts Elective ³	3
CHEM	1411	General Chemistry I	4	CHEM	1412	General Chemistry II	4
			17				17

SECOND YEAR

First Semester			Second Semester				
MATH	2315	Calculus III	3			Humanities Elective ⁴	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
CHEM	2423	Organic Chemistry I	4	CHEM	2425	Organic Chemistry II	4
PHYS	2425	University Physics I	4	PHYS	2426	University Physics II	4
PHED	11XX	Physical Education Activity	1			Social / Behavior Science Elective ⁷	3
			15				17

Total Semester Credit Hours: 66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²This degree plan assumes that students have been placed into Calculus. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

COMPUTER SCIENCE
(Field of Study)
Associate of Science

The transfer curriculum below is designed for students who plan to pursue a degree in Computer Science at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree in Computer Science. This degree satisfies the state approved Field of Study Curriculum for Computer Science.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	2413	Calculus I ²	4	MATH	2414	Calculus II	4
COSC	1436	Programming Fundamentals I ⁺	4	COSC	1437	Programming Fundamentals II ⁺	4
SPCH	13XX	Speech Elective ⁶	3			Visual & Performing Arts Elective ³	3
			17				17

SECOND YEAR

First Semester				Second Semester			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
COSC	2436	Programming Fundamentals III ⁺	4	COSC	2425	Computer Org & Machine Lang ⁺	4
PHYS	2425	University Physics I ⁺	4	PHYS	2426	University Physics II ⁺	4
MATH	2315	Calculus III	3			Humanities Elective ⁴	3
PHED	11XX	Physical Education Activity	1			Social/Behavior Science Elective ⁷	3
			15				17

TOTAL SEMESTER CREDIT HOURS: 66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

⁺Denotes Courses required for the Computer Science Field of Study Curriculum as adopted by the State of Texas for Computer Science majors who attend a public higher education institution in the State of Texas.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²This degree plan assumes that students have been placed into Calculus. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

CRIMINAL JUSTICE
(Field of Study)
Associate of Science

The transfer curriculum below is designed for students who plan to pursue a degree in Criminal Justice at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1314	College Algebra ²	3			Visual and Performing Arts Elective ³	3
		Natural Science Elective ⁵	4			Natural Science Elective ⁵	4
CRIJ	1301	Intro to Criminal Justice ⁺	<u>3</u>	CRIJ	1306	Court Systems and Practices ⁺	<u>3</u>
			16				16

SECOND YEAR

First Semester				Second Semester			
ENGL	2311	Tech and Bus Writing	3			Humanities Elective ⁴	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SPCH	13XX	Speech Elective ⁶	3			Elective [#]	3
CRIJ	1307	Crime in America	3	CRIJ	2313	Correctional Systems and Practices ⁺	3
CRIJ	1310	Fund of Criminal Law ⁺	3	CRIJ	2328	Police Systems and Practices ⁺	3
PHED	11XX	Physical Education Activity	<u>1</u>	PHED	11XX	Physical Education Activity	<u>1</u>
			16				16

Total Semester Credit Hours: 64

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

⁺Denotes Courses required for the Criminal Justice Field of Study Curriculum as adopted by the State of Texas for Criminal Justice majors who attend a public higher education institution in the State of Texas.

[#]Select any academic elective as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

CRIMINAL JUSTICE
(Field of Study with Corrections Option)
Associate of Science

The transfer curriculum below is designed for students who plan to pursue a degree in Criminal Justice with a Corrections Option at a senior college or university after completing their studies at Galveston College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1314	College Algebra ²	3			Visual and Performing Arts Elective ³	3
		Natural Science Elective ⁵	4			Natural Science Elective ⁵	4
CRIJ	1301	Intro to Criminal Justice ⁺	<u>3</u>	CRIJ	1306	Court Systems and Practices ⁺	<u>3</u>
			16				16

SECOND YEAR

First Semester				Second Semester			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
CRIJ	1307	Crime in America	3			Humanities Elective ⁴	3
SPCH	13XX	Speech Elective ⁶	3	CRIJ	2301	Comm Resources in Corrections	3
CRIJ	2323	Legal Aspects of Law Enf	3	CRIJ	2313	Correctional Systems and Practices ⁺	3
CRIJ	1310	Fund of Criminal Law ⁺	3	CRIJ	2328	Police Systems and Practices ⁺	3
PHED	11XX	Physical Education Activity	<u>1</u>	PHED	11XX	Physical Education Activity	<u>1</u>
			16				16

Total Semester Credit Hours: 64

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

⁺Denotes Courses required for the Criminal Justice Field of Study Curriculum as adopted by the State of Texas for Criminal Justice majors who attend a public higher education institution in the State of Texas.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

CRIMINAL JUSTICE
(Field of Study with Law Enforcement Option)
Associate of Science

The transfer curriculum below is designed for students who plan to pursue a degree in Criminal Justice with a Law Enforcement Option at a senior college or university after completing their studies at Galveston College. * Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1314	College Algebra ²	3			Visual and Performing Arts Elective ³	3
		Natural Science Elective ⁵	4			Natural Science Elective ⁵	4
CRIJ	1301	Intro to Criminal Justice ⁺	3	CRIJ	1306	Court Systems and Practices ⁺	3
			16				16

SECOND YEAR

First Semester				Second Semester			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SPCH	13XX	Speech Elective ⁶	3			Humanities Elective ⁴	3
CRIJ	2323	Legal Aspects of Law Enf	3	CRIJ	2314	Criminal Investigation	3
CRIJ	1307	Crime in America	3	CRIJ	2313	Correctional Systems and Practices ⁺	3
CRIJ	1310	Fund of Criminal Law ⁺	3	CRIJ	2328	Police Systems and Practices ⁺	3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			16				16

Total Semester Credit Hours: 64

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

⁺Denotes Courses required for the Criminal Justice Field of Study Curriculum as adopted by the State of Texas For Criminal Justice majors who attend a public higher education institution in the State of Texas.

¹HIST 2301 may be substituted for either HIST 1301 or HIST1302

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

EDUCATION/TEACHING
(Field of Study -EC- 8 Generalist, Special Education)
Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a teaching career and teacher certification at the Early Childhood – 8 level at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
SPCH	13XX	Speech Elective ⁸	3	COSC	1301	-or- Elective [#]	3
		Life Science Elective ¹¹	4			Earth Science Elective ¹²	4
		Visual and Performing Arts Elective ³	3			Elective [#]	3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			17				17

SECOND YEAR

First Semester				Second Semester			
ENGL	23XX	Sophomore English ⁶	3			Humanities Elective ⁴	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
		Physical Science Elective ¹³	4			Social/Behavior Science Elective ⁷	3
MATH	1350	Fundamentals of Math I ⁺	3	MATH	1351	Fundamentals of Math II ⁺	3
EDUC	1301	Introduction to Teaching ⁺	3	EDUC	2301	Intro to Special Populations ⁺	3
			16				15

Total Semester Credit Hours: 65

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

⁺Denotes Courses required for the Education EC -8 Generalist Field of Study Curriculum as adopted by the State of Texas for Education majors who attend a public higher education institution in the State of Texas.

[#]Select any academic elective as most technical or workforce and developmental education courses will not satisfy elective hour requirement.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

⁸Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343

¹¹Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, ENVR 1401, or ENVR 1402.

¹²Select one course from GEOL 1403 or GEOL 1404

¹³Select one course from PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426, ASTR 1403, ASTR 1404, CHEM 1411, CHEM 1412, CHEM 2423 or CHEM 2425.

EDUCATION/TEACHING
(MATHEMATICS EDUCATION – High School Level)
Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a Texas Teaching Certificate with grades 8 – 12 Mathematics specialization at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Degree with emphasis in 8 - 12 Mathematics precertification.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1316	Plane Trigonometry ²	3	MATH	2413	Calculus I	4
SPCH	13XX	Speech Elective ⁶	3			Humanities Elective ⁴	3
PHED	11XX	Physical Education Activity	1			Visual & Performing Arts Elective ³	3
Social / Behavior Science Elective ⁷			3				
			16				16

SECOND YEAR

First Semester			Second Semester				
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
PHYS	2425	University Physics I	4	PHYS	2426	University Physics II	4
MATH	2414	Calculus II	4	MATH	2415	Calculus III	4
EDUC	1301	Intro to Teaching Profession	3	EDUC	2301	Introduction to Special Populations	3
MATH	2318	Linear Algebra	3	MATH	2320	Differential Equations	3
			17				17

TOTAL SEMESTER CREDIT HOURS: 66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²This degree plan assumes that students have been placed into Plane Trigonometry. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

**EDUCATION/TEACHING
(MATHEMATICS EDUCATION- Middle School Level)
Associate of Arts**

The transfer curriculum below is designed for students who plan to pursue a Texas Teaching Certificate with grades 4 – 8 Mathematics specialization at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree with emphasis in 4 – 8 Mathematics precertification.

FIRST YEAR

First Semester

ENGL	1301	Composition I	3
HIST	1301	US History to 1877 ¹	3
MATH	1316	Plane Trigonometry ²	3
		Life Science Elective ¹¹	4
GEOG	1303	World Regional Geography	3
			16

Second Semester

ENGL	1302	Composition II	3
HIST	1302	US History from 1877 ¹	3
MATH	2413	Calculus I	4
		Visual and Performing Arts Elective ³	3
SPCH	13XX	Speech Elective ⁶	3
PHED	11XX	Physical Education Activity	1
			17

SECOND YEAR

First Semester

GOVT	2305	Federal Government	3
MATH	1350	Fundamentals of Mathematics I	3
MATH	2414	Calculus I	4
EDUC	1301	Introduction to Teaching Profession	3
		Earth Science Elective ¹²	4
			17

Second Semester

GOVT	2306	Texas Government	3
MATH	1351	Fundamentals of Mathematics II	3
		Humanities Elective ⁴	3
EDUC	2301	Introduction to Special Populations	3
		Physical Science Elective ¹³	4
			16

TOTAL SEMESTER CREDIT HOURS: 66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²This degree plan assumes that students have been placed into Plane Trigonometry. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

¹¹Select one course from BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, ENVR 1401, or ENVR 1402.

¹²Select one course from GEOL 1403 or GEOL 1404.

¹³Select one course from PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426, ASTR 1403, ASTR 1404, or CHEM 1411, CHEM 1411, CHEM 1412, CHEM 2423 or CHEM 2425

EDUCATION
(SECONDARY EDUCATION)
Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a teaching career and teacher certification at the secondary level at senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
SPCH	13XX	Speech Elective ⁶	3			Social/Behavior Science Elective ⁷	3
		Natural Science Elective ⁵	4			Natural Science Elective ⁵	4
		Visual and Performing Arts Elective ³	3			Elective [#]	3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			17				17

SECOND YEAR

First Semester				Second Semester			
ENGL	23XX	Sophomore English ⁸	3			Humanities Elective ⁴	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
MATH	1314	College Algebra ² or Math 1350	3	MATH	13XX	Math Elective or MATH 1351	3
		Elective [#]	3			Elective [#]	3
EDUC	1301	Introduction to Teaching	3	EDUC	2301	Intro to Special Populations	3
			15				15

Total Semester Credit Hours: 64

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

[#]Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course form SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PYSC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

⁸Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343

ENGLISH
(Creative Writing Option)
Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree in English with an emphasis in creative writing at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1314	College Algebra ²	3	Visual and Performing Arts Elective ³			3
Natural Science ⁵			4	Natural Science ⁵			4
COSC	1301	-or- Elective [#]	3	SPCH	13XX	Speech Elective ⁶	3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			<u>17</u>				<u>17</u>

SECOND YEAR

First Semester				Second Semester			
ENGL	23XX	Literature Elective ⁸	3	ENGL	23XX	Sophomore English	3
ENGL	2307	Creative Writing I	3	ENGL	2308	Creative Writing II	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
Elective [#]			3	Social / Behavior Science Elective ⁷			3
Foreign Language ⁹ or Humanities Elective ⁴			3/4	Foreign Language ⁹ or Humanities Elective ⁴			3/4
			<u>15/16</u>				<u>15/16</u>

Total Semester Credit Hours: 64

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

[#]Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

⁸Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343

⁹Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

ENGLISH
(Literature Option)
Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree in English with an emphasis in Literature at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1314	College Algebra ²	3	SPCH	13XX	Speech Elective ⁶	3
COSC	1301	or Elective [#]	3			Visual and Performing Arts Elective ³	3
		Natural Science Elective ⁵	4			Natural Science Elective ⁵	4
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			17				17

SECOND YEAR

First Semester				Second Semester			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
ENGL	2322	British Literature I	3	ENGL	2323	British Literature II	3
ENGL	23XX	Sophomore English ⁸	3	ENGL	23XX	Sophomore English ⁸	3
		Elective [#]	3			Social / Behavior Science Elective ⁷	3
		Foreign Language ⁹ or Humanities Elective ⁴	3/4			Foreign Language ⁹ or Humanities Elective ⁴	3/4
			15/16				15/16

Total Semester Credit Hours: 64

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

[#]Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

¹HIST 2301 may be substituted for either HIST 1301 or HIST1302

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PYSC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2315, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

⁸Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343

⁹Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish, French or German) or the selection of an elective.

HEALTH AND PHYSICAL EDUCATION
(Health and Physical Education, Kinesiology,
Recreation and Leisure Services, or Exercise and Sports Sciences)
Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree in Health and Physical Education (Health and Physical Education, Kinesiology, Recreation and Leisure Services, or Exercise and Sports Sciences) at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1314	College Algebra ²	3			Visual and Performing Arts Elective ³	3
		Natural Science Elective ⁵	4			Natural Science Elective ⁵	4
PHED	1301	Intro Physical Fitness & Sport	3	PHED	1144	Strength and Conditioning	1
PHED	1115	Weight Training	1				
			17				14

SECOND YEAR

First Semester				Second Semester			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
ENGL	23XX	Sophomore English ⁸	3	PSYC	2301	General Psychology	3
SPCH	13XX	Speech Elective ⁶	3			Humanities Elective ⁵	3
PHED	13XX	Elective [#]	3	PHED	13XX	Elective [♦]	3
PHED	13XX	Elective [#]	3	PHED	13XX	Elective [♦]	3
PHED	1116	Weight Training II	1	PHED	11XX	Physical Education Activity	1
			16				16

Total Semester Credit Hours: 63

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

♦Select any three (3) hour PHED elective

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁸Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343

HEALTH SCIENCES
ALLIED HEALTH - Clinical Laboratory Science Option
Associate of Science

The transfer curriculum listed below is designed for students who plan to enter a health career as Clinical Laboratory Science (Medical Technologists (MT) or Laboratory Scientists (CLS)).* The pre-requisite or pre-professional phase of these programs normally consists of 60 to 90 semester hours of pre-professional coursework before a student is admitted to the professional level in a school of allied health. The curriculum listed below is designed for students who plan to transfer to a senior college or university and who plan to complete their studies within a school of Allied Health or Health Sciences. *Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
CHEM	1411	General Chemistry I	4	CHEM	1412	General Chemistry II	4
BIOL	1406	Biology for Science Majors I	4	BIOL	1407	Biology for Science Majors II	4
MATH	1314	College Algebra ²	3			Visual and Performing Arts Elective ³	3
			17				17

SECOND YEAR

First Semester			Second Semester				
ENGL	23XX	Literature Elective ⁸	3			Humanities Elective ⁴	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SPCH	13XX	Speech Elective ⁶	3	BIOL	2421	Microbiology	4
BIOL	2401	Anatomy & Physiology I	4	BIOL	2402	Anatomy & Physiology II	4
		Social/Behavior Science Elective ⁷	3	PHED	11XX	Physical Education Activity	1
			16				15

Total Semester Credit Hours: 65

Notes:

*Degree requirements may vary among different senior institutions and/or health science centers. Students should consult an advisor for specific course selection.

¹HIST2301 may be substituted for either HIST 1301 or HIST 1302.

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

⁸Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343

HEALTH SCIENCES
ALLIED HEALTH – Occupational Therapy Option
Associate of Science

The transfer curriculum listed below is designed for students who plan to enter a health career in Occupational Therapy.* The pre-requisite or pre-professional phase of these programs normally consists of 60 to 90 semester hours of pre-professional coursework before a student is admitted to the professional level in a school of allied health. The curriculum listed below is designed for students who plan to transfer to a senior college or university and who plan to complete their studies within a school of Allied Health or Health Sciences. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
PSYC	2301	General Psychology	3	PSYC	2314	Lifespan Growth and Development	3
BIOL	1406	Biology for Science Majors I	4	BIOL	1407	Biology for Science Majors II	4
MATH	1314	College Algebra ²	3			Visual and Performing Arts Elective ³	3
			16				16

SECOND YEAR

First Semester			Second Semester				
SPCH	13XX	Speech Elective ⁶	3			Humanities Elective ⁴	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
COSC	1301	Or Elective [#]	3	MATH	1342	Statistics or PSYC 2317	3
BIOL	2401	Anatomy & Physiology I	4	BIOL	2402	Anatomy & Physiology II	4
SOCI	1301	Intro to Sociology	3	PHED	11XX	Physical Education Activity	1
			16				14

Total Semester Credit Hours: 62

Notes:

*Degree requirements may vary among different senior institutions and/or health science centers. Students should consult an advisor for specific course selection.

[#]Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirement.

¹HIST2301 may be substituted for either HIST 1301 or HIST 1302.

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from the following ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

HEALTH SCIENCES
(Field of Study- Transfer Nursing)
Associate of Science

The curriculum listed below is designed for students who plan to transfer and continue their education towards a bachelors degree in Nursing.* Upon completion of the curriculum, students will be eligible to graduate from Galveston College with an Associate of Science Degree. Students should identify early the institution to which they intend to transfer for specific requirements.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History form 1877 ¹	3
BIOL	2401	Anatomy and Physiology ⁺	4	BIOL	2402	Anatomy and Physiology II ⁺	4
PSYC	2301	General Psychology ⁺	3	PSYC	2314	Lifespan Growth and Dev ⁺	3
COSC	1301	or Elective [#]	3	MATH	1314	College Algebra ²	3
PHED	11XX	Physical Education Activity	<u>1</u>	PHED	11XX	Physical Education Activity	<u>1</u>
			17				17

SECOND YEAR

First Semester				Second Semester			
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SPCH	13XX	Speech Elective ⁶	3	MATH	1342	Statistics ⁺	3
BIOL	2421	Microbiology ⁺	4	BIOL	1322	Nutrition ⁺	3
SOCI	1301	Intro to Sociology	3	CHEM	1411	Chemistry I ⁺	4
		Visual and Performing Arts Elective ³	<u>3</u>			Humanities Elective ⁴	<u>3</u>
			16				16

Total Semester Credit Hours: 66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

⁺Denotes Courses required for the Nursing Field of Study Curriculum as adopted by the State of Texas for Nursing majors who attend a public higher education institution in the State of Texas.

[#]Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

¹HIST 2301 may be substituted for either HIST 1301 or HIST1302

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course form SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

HEALTH SCIENCES - PRE-PHYSICAL THERAPY Associate of Science

The transfer curriculum listed below is designed for students who plan to enter a health career in Physical Therapy and who plan to transfer to a senior college or university to complete their studies.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
BIOL	1406	Biology for Science Majors I	4	BIOL	1407	Biology for Science Majors II	4
		Visual and Performing Arts Elective ³	3	PYSC	2301	General Psychology	3
MATH	2413	Calculus I	4	MATH	2414	Calculus II	4
			17				17

SUMMER

First Semester			Second Semester				
BIOL	2401	Anatomy & Physiology I	4	BIOL	2402	Anatomy & Physiology II	4
SOCI	1301	Intro to Sociology	3				
			7				4

SECOND YEAR

First Semester			Second Semester				
SPCH	13XX	Speech Elective ⁶	3			Humanities Elective ⁴	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
PYSC	2314	Lifespan Growth & Dev	3	MATH	1342	Statistics or PSYC2317	3
CHEM	1411	General Chemistry I	4	CHEM	1412	General Chemistry II	4
PHYS	2425	University Physics I	4	PHYS	2426	University Physics II	4
			17	PHED	11XX	Physical Education Activity	1
							18

Total Semester Credit Hours: **80**

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

HEALTH SCIENCES – RESPIRATORY CARE
Associate of Science
(2 + 2 Associate of Science with an emphasis in Respiratory Care
In cooperation with University of Texas Medical Branch)

The curriculum listed below is designed for students who plan to transfer and continue their education towards a Baccalaureate degree in Respiratory Care at the University of Texas Medical Branch (UTMB) at Galveston.* Upon completion of this curriculum, students will be eligible to graduate from Galveston College with an Associate of Science Degree. Students should identify early that they intend to enter the UTMB Respiratory Care Program. Courses listed below satisfy UTMB Program prerequisites.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
CHEM	1411	General Chemistry I	4	CHEM	1412	General Chemistry II	4
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
MATH	1314	College Algebra ²	3	BIOL	2401	Anatomy & Physiology I	4
			16				17

SUMMER

Summer I			Summer II				
RSPT	1101	Intro to Respiratory Care	1	COSC	1301	Microcomputer Applications	3
HPRS	1206	Essentials of Medical Term	2	PHED	11XX	Physical Education Activity	1
			3				4

SECOND YEAR

First Semester			Second Semester				
ENGL	23XX	Sophomore English ⁸	3	Humanities Elective ⁴		3	
BIOL	2402	Anatomy & Physiology II	4	PHYS	1401	College Physics I	4
PSYC	2301	General Psychology	3	Visual and Performing Arts Elective ³		3	
SPCH	13XX	Speech Elective ⁶	3	BIOL	2421	Microbiology	4
			13	Social / Behavior Science Elective ⁷		3	
						17	

Total Semester Credit Hours: 70

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²Math 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

⁸Select one course from ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, or 2343

HISTORY

Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree in History at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877	3	HIST	1302	US History from 1877	3
MATH	1314	College Algebra ²	3	PHED	11XX	Physical Education Activity	1
Natural Science Elective ⁵			4	Natural Science Elective ⁵			4
SPCH	13XX	Speech Elective	3	HIST	2301	Texas History	3
PHED	11XX	Physical Education Activity	1	COSC	1301	-or- Humanities Elective ⁴	3
			17				17

SECOND YEAR

First Semester			Second Semester				
ENGL	23XX	Sophomore English ⁸	3	Humanities Elective ⁴			3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
HIST	2311	Western Civilization I	3	HIST	2312	Western Civilization II	3
Visual and Performing Arts Elective ³			3	Social / Behavior Science Elective ⁷			3
Foreign Language ⁹ or Elective [#]			3-4	Foreign Language ⁹ or Elective [#]			3-4
			15-16				15-16

Total Semester Credit Hours: 64-66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

[#]Select any academic elective as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

⁸Select one course from ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, or 2343

⁹Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

LANGUAGES / FOREIGN LANGUAGE

Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree in a foreign language or in languages at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester		3	Second Semester		3
ENGL 1301 Composition I		3	ENGL 1301 Composition II		3
HIST 1301 US History to 1877 ¹		3	HIST 1302 US History from 1877 ¹		3
MATH 1314 College Algebra ²		3	Visual and Performing Arts Elective ³		3
COSC 1301 or Elective [#]		3	Elective [#]		3
1 st Year Foreign Language ⁹		4	1 st Year Foreign Language ⁹		4
PHED 11XX Physical Education Activity		1	PHED 11XX Physical Education Activity		1
		17			17

SECOND YEAR

First Semester		3	Second Semester		3
ENGL 23XX Sophomore English ⁸		3	Elective [#]		3
GOVT 2305 Federal Government		3	GOVT 2306 Texas Government		3
SPCH 13XX Speech Elective ⁶		3	Social/Behavior Science Elective ⁷		3
Natural Science Elective ⁵		4	Natural Science Elective ⁵		4
2 nd Year Foreign Language ⁹		3	2 nd Year Foreign Language ⁹		3
		16			16

Total Semester Credit Hours: 66

- Notes:
- *Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.
 - [#]Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.
 - ¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302
 - ²MATH 1314 or a higher college-level mathematics course
 - ³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310
 - ⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426
 - ⁶Select one course form SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321
 - ⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PYSC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339
 - ⁸Select one course from ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, or 2343
 - ⁹Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

MATHEMATICS / STATISTICS

Associate of Science

The transfer curriculum below is designed for students who plan to pursue a Bachelor of Science degree in Mathematics or Statistics at a senior college or university after completing their studies at Galveston College.^{*} Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree in Mathematics.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1316	Plane Trigonometry ²	3	MATH	2413	Calculus I	4
SPCH	13XX	Speech Elective ⁶	3	Social / Behavior Science Elective ⁷			3
Visual and Performing Arts Elective ³			3	Humanities Elective ⁴			3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			16				17

SECOND YEAR

First Semester			Second Semester				
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
PHYS	2425	University Physics I	4	PHYS	2426	University Physics II	4
MATH	2414	Calculus II	4	MATH	2415	Calculus III	4
MATH	2318	Linear Algebra	3	MATH	2320	Differential Equations	3
			14				14

TOTAL SEMESTER CREDIT HOURS: 61

Notes:

^{*}Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹HIST 2301 may be substituted for either HIST 1301 or HIST1302

²This degree plan assumes that students have been placed into plane trigonometry. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

PHILOSOPHY Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree in Philosophy at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1314	College Algebra ²	3	COSC	1301	or Elective [#]	3
Natural Science Elective ⁵			4	Natural Science Elective ⁵			4
PHIL	1301	Introduction to Philosophy	3	PHIL	2303	Introduction to Logic	3
			16				16

SECOND YEAR

First Semester			Second Semester				
ENGL	23XX	Sophomore English ⁸	3	Social / Behavior Science Elective ⁷			3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SPCH	13XX	Speech Elective ⁶	3	Visual and Performing Arts Elective ³			3
Foreign Language ⁹ or Elective [#]			3-4	Foreign Language ⁹ or Elective [#]			3-4
PHIL	2306	Introduction to Ethics	3	PHIL	2307	Social & Political Philosophy	3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			16-17				16-17

Total Semester Credit Hours: 64-66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

[#]Select any academic elective as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

¹HIST 2301 may be substituted for either HIST 1301 or HIST1302

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course form SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

⁸Select one course from ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, or 2343

⁹Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

PHYSICS Associate of Science

The transfer curriculum below is designed for students who plan to pursue a degree in Physics at a senior college or university after completing their studies at Galveston College. Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

First Semester			FIRST YEAR			Second Semester		
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3	
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3	
MATH	2413	Calculus I ²	4	MATH	2414	Calculus II	4	
SPCH	13XX	Speech Elective ⁶	3			Social/Behavior Science Elective ⁷	3	
CHEM	1411	General Chemistry I	4	CHEM	1412	General Chemistry	4	
			17				17	

First Semester			SECOND YEAR			Second Semester		
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3	
MATH	2415	Calculus III	4	MATH	2320	Differential Equations	3	
MATH	2318	Linear Algebra	3			Humanities Elective ⁴	3	
PHYS	2425	University Physics I	4	PHYS	2426	University Physics II	4	
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1	
			15			Visual and Performing Arts Elective ³	3	
							17	

Total Semester Credit Hours: 66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²This degree plan assumes that students have been placed into Calculus. Students not meeting this requirement should consult with their advisor for placement into foundation courses.

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, OR SOCI 2339

POLITICAL SCIENCE Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree in Government / Political Science at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877	3	HIST	1302	US History from 1877	3
MATH	1314	College Algebra ²	3	Visual and Performing Arts Elective ³			3
Natural Science Elective ⁵			4	Natural Science Elective ⁵			4
SPCH	13XX	Speech Elective ⁶	3	SOCI	1301	Intro to Sociology	3
PHED	11XX	Physical Education Activity	<u>1</u>	PHED	11XX	Physical Education Activity	<u>1</u>
			17				17

SECOND YEAR

First Semester				Second Semester			
ENGL	23XX	Sophomore English ⁸	3	Humanities Elective ⁴			3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
ECON	2301	Principles of Macroeconomics	3	ECON	2302	Principles of Microeconomics	3
MATH	1342	Elem Statistical Methods	3	HIST	2301	Texas History	3
Foreign Language ⁹ or Elective [#]			<u>3-4</u>	Foreign Language ⁹ or Elective [#]			<u>3-4</u>
			15-16				15-16

Total Semester Credits Hours: 64-66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

[#]Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁸Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, or ENGL 2343

⁹Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

PSYCHOLOGY Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree in Psychology at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1314	College Algebra ²	3			Humanities Elective ⁴	3
		Natural Science Elective ⁵	4			Natural Science Elective ⁵	4
PSYC	2301	General Psychology	3	PSYC	2314	Lifespan Growth & Dev	3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			17				17

SECOND YEAR

First Semester				Second Semester			
ENGL	23XX	Sophomore English ⁸	3			Humanities Elective ⁴	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
PSYC	2306	Human Sexuality	3	PSYC	2317	Statistical Methods in Psychology	3
SPCH	13XX	Speech Elective ⁶	3			Visual and Performing Arts Elective ³	3
		Foreign Language ⁹ or PSYC Elective	3-4			Foreign Language ⁹ or SOCI Elective	3-4
			15-16				15-16

Total Semester Credit Hours: 64-66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁸Select one course from ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, or 2343

⁹Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish, French or German) or the selection of an elective.

PSYCHOLOGY Associate of Science

The transfer curriculum below is designed for students who plan to pursue a degree in Psychology at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Science Degree.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	2413	Calculus I ²	4	MATH	2414	Calculus II ²	4
BIOL	1406	Biology for Science Majors I	4	BIOL	1407	Biology for Science Majors II	4
PSYC	2301	General Psychology	3	PSYC	2314	Lifespan Growth and Development	3
			17				17

SECOND YEAR

First Semester			Second Semester				
SPCH	13XX	Speech Elective ⁶	3	Humanities Elective ⁴		3	
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
PSYC	2306	Human Sexuality	3	PSYC	2317	Statistical Methods in Psychology	3
CHEM	1411	General Chemistry I	4	CHEM	1412	General Chemistry II	4
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
Visual and Performing Arts Elective ³			3				
			17				14

Total Semester Credit Hours: 65

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

SOCIOLOGY / SOCIAL WORK Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree in Sociology / Social Work at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree.

FIRST YEAR

First Semester				Second Semester			
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1314	College Algebra	3	Visual and Performing Arts Elective ³			3
Natural Science Elective ⁵			4	Natural Science Elective ⁵			4
SOCI	1301	Intro to Sociology	3	SOCI	1306	Social Problems	3
PHED	11XX	Physical Activity	1	PHED	11XX	Physical Activity	1
			17				17

SECOND YEAR

First Semester				Second Semester			
ENGL	23XX	Sophomore English ⁸	3	Humanities Elective ⁴			3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SOCI	2301	Marriage and the Family	3	SOCI	23XX	Elective	3
SPCH	13XX	Speech Elective ⁶	3	SOCI	2339	Juvenile Delinquency	3
Foreign Language ⁹ or PSYC/SOCI Elective			3-4	Foreign Language ⁹ or PSYC/SOCI Elective			3-4
			15-16				15-16

Total Semester Credit Hours: 64-66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²Math 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course from SPCH 1311, SPCH 1315, SPCH 1318 or SPCH 1321

⁸Select one course from ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, or 2343

⁹Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

SPEECH / SPEECH COMMUNICATIONS
(Field of Study)
Associate of Arts

The transfer curriculum below is designed for students who plan to pursue a degree in Speech or Speech Communications at a senior college or university after completing their studies at Galveston College.* Upon successful completion of the prescribed courses, the student will be eligible to graduate from Galveston College with an Associate of Arts Degree. Students should identify early the institution to which they intend to transfer for specific requirements.

FIRST YEAR

First Semester			Second Semester				
ENGL	1301	Composition I	3	ENGL	1302	Composition II	3
HIST	1301	US History to 1877 ¹	3	HIST	1302	US History from 1877 ¹	3
MATH	1314	College Algebra ²	3			Natural Science Elective ⁵	4
		Natural Science Elective ⁵	4	SPCH	1318	Interpersonal Speech+	3
SPCH	1315	Public Speaking+	3			Visual and Performing Arts Elective ³	3
PHED	11XX	Physical Education Activity	1	PHED	11XX	Physical Education Activity	1
			17				17

SECOND YEAR

First Semester			Second Semester				
ENGL	23XX	Sophomore English ⁸	3			Humanities Elective ⁴	3
GOVT	2305	Federal Government	3	GOVT	2306	Texas Government	3
SPCH	2333	Small Group Discussion+	3	SPCH	2341	Oral Interpretation+	3
		Elective [#]	3			Social / Behavior Science Elective ⁷	3
		Foreign Language ⁹ or Elective [#]	3-4			Foreign Language ⁹ or Elective [#]	3-4
			15-16				15-16

Total Semester Credit Hours: 64-66

Notes:

*Degree requirements may vary among different senior institutions. Students should consult an advisor for specific course selection.

[#]Select any academic elective, as most technical or workforce and developmental education courses will not satisfy elective hour requirements.

⁺Denotes courses required for the Speech/Speech Communications field of study Curriculum as adopted by the State of Texas for Speech/Speech Communications majors who attend a public higher education institution in the State of Texas.

¹HIST 2301 may be substituted for either HIST 1301 or HIST 1302

²MATH 1314 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336, or SOCI 2339

⁸Select one course from ENGL 2322, 2323, 2327, 2328, 2332, 2333, 2342, or 2343

⁹Foreign language requirements vary from institution to institution. Students should consult with their advisor regarding the selection of a foreign language (such as Spanish or German) or the selection of an elective.

PROFESSIONAL AND TECHNICAL EDUCATION PROGRAMS

ENROLLMENT IN PROFESSIONAL AND TECHNICAL EDUCATION PROGRAMS

Galveston College provides coursework to prepare students for entry into particular occupational areas after a one-year or a two-year period of specialized training. This can lead to a specific certificate or an Associate of Applied Science (A.A.S.) degree or both. In some cases, such work can also prepare students to continue their professional education at a four-year institution. Suggested programs of study for these alternatives are included in this catalog; however, each student should see a faculty advisor or program coordinator at the earliest opportunity, in order to develop an effective educational plan.

ADVISORY COMMITTEES

Advisory committees assist Galveston College with the identification and measurement of program needs, particularly in the applied sciences, community service and general adult educational areas. College personnel and persons representing related institutions, area schools and business and industry work together to identify relevant content for the program or course, recommend necessary equipment, and evaluate program outcomes.

TECH PREP

Associate degree programs designated as Tech Prep have been developed to assist students who begin their technical studies in high school. While any student may receive the degree, students who begin a Tech Prep program in a high school with a Galveston College Tech Prep agreement may receive advanced credit for specified courses at no cost to the student. Students must enroll within 15 months after high school graduation, declare a major in the Tech Prep program, and complete at least six college-level semester credit hours prior to receiving Tech Prep credit.

WECM

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

The purposes of the WECM are to:

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

PROGRAM INFORMATION AND DEGREE PLANS FOR PROFESSIONAL AND TECHNICAL EDUCATION PROGRAMS

Associate of Applied Science (A.A.S.) Degrees and Certificates

ACCOUNTING Associate of Applied Science Degree

The Associate of Applied Science in Accounting degree prepares students for a variety of accounting careers such as basic bookkeeping, accounting technician, payroll clerk or clerical assistant in business, government and non-profit organizations. Most of the courses taught in the last two semesters are transferable for credit to four-year institutions of study.

Program Outcomes for Associate of Applied Science Degree in Accounting

Upon completion of the Associate of Applied Science Degree in Accounting students will be able to:

- Properly process financial transactions and analyze them as well. In addition, the student will be able to identify and understand the implementation of business policies and problem solving based on information obtained from accounting procedures and practices;
- Demonstrate work ethics, integrity, and leadership skills. The student will also utilize the skills needed to work in a team environment and a diverse workforce;
- Successfully apply basic computer technology skills in all phases of accounting work and in producing business documents; and,
- Utilize written, oral, and presentation skills.

FIRST YEAR					
First Semester		Second Semester			
ACNT 1303	Introduction to Accounting ^(TP)	3	ACNT 1382	Cooperative Education	3
ACNT 1331	Federal Income Tax: Individual	3	ACNT 1411	Introduction to Computerized Acct	4
ACNT 1329	Payroll and Business Tax Acct	3	BMGT 1303	Principles of Management	3
BUSI 1301	Business Principles	3	HRPO 2307	Organizational Behavior	3
COSC 1301	Microcomputer App or		<u>ENGL 1301</u>	Composition I	3
ITSC 1309	Integrated Software App I ^(TP)	3			
		<hr style="width: 50%; margin: 0 auto;"/>			<hr style="width: 50%; margin: 0 auto;"/>
		15			16

SECOND YEAR					
First Semester			Second Semester		
ACCT 2301	Financial Accounting or	3	ACCT 2302	Managerial Accounting or	3
ACNT 1425	Principles of Accounting I	4	ACNT 1426	Principles of Accounting II	4
ECON 2301	Macroeconomics	3	ACNT 2382	Cooperative Education*	3
<u>MATH 1324</u>	Math for Business & SS I	3	BUSI 2301	Business Law	3
<u>SPCH 1315</u>	Public Speaking	3	<u>ECON 2302</u>	Microeconomics	3
<u>Humanities Elective</u> ⁴		3	<u>GOVT 2306</u>	Texas Government	3
		<hr style="width: 50%; margin: 0 auto;"/>			<hr style="width: 50%; margin: 0 auto;"/>
		15-16			15-16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 61-63

⁴ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

*Identifies CAPSTONE course (TP) Identifies Tech Prep courses

Underline – Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

ACCOUNTING-PARA PROFESSIONAL Level-One 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 positions. An emphasis is placed on computerized applications of all phases of accounting work. These courses are the first year of the Associate of Applied Science (AAS) degree in Accounting.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria;
2. Currently hold a cumulative GPA of 2.5 on transfer course work;
3. Submit course syllabi for review, if requested by program coordinator; and
4. Agree to a complete a disclosure of information form.

ONE YEAR PROGRAM

First Semester				Second Semester			
ACNT	1303	Introduction to Accounting I ^{TP}	3	ACNT	1382	Cooperative Education*	3
ACNT	1331	Fed Income Tax: Individual	3	ACNT	1411	Intro to Computerized Accounting	4
ACNT	1329	Payroll and Business Tax Acct	3	BMGT	1303	Principles of Management	3
BUSI	1301	Business Principles	3	HRPO	2307	Organizational Behavior	3
COSC	1301	Microcomputer App or					
ITSC	1309	Integrated Software App I	3				
			15				13

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 28

* Identifies CAPSTONE course (TP) - Identifies Tech Prep courses
Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

BIOTECHNOLOGY

Associate of Applied Science Degree

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

Program Outcomes:

1. Apply critical thinking and technical laboratory skills necessary to perform in a biotechnology laboratory;
2. Apply effective communication, positive interpersonal skills and exhibit professional behavior and ethical standards in the work environment; and,
3. Follow policies, safety techniques and procedures when working in regulated laboratory environment.

Admission Criteria:

For entrance to the Biotechnology Program at Galveston College, the applicant should contact the Program Coordinator at (409) 772-3797.

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Biotechnology program.**
 - Requirements for the College include:
 - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions Office.
3. Continue the Program Checklist Process and Complete Program Degree Plan in the Counseling Office.
 - Degree Plan must show evidence of:
 - a. Achieve a grade of "C" or better in Math 0304 Intermediate Algebra or a passing placement test score within five years of acceptance into the Program
 - b. Achieve a grade of "C" or better in BIOL 1406 Biology for Science Majors
 - c. Achieve a grade of "C" or better in high school Chemistry or CHEM 1405 Introductory Chemistry I or equivalent.
 - d. Achieve a grade of "C" or better in ENGL 1301, Composition I.
 - e. An overall GPA of 2.5. It is highly recommended that the general education courses be completed prior to enrollment in the Program. A grade of "C" or better is required in the general education courses. Math and Science courses must be completed within five years of acceptance into the Program.
4. Submit Program Application to the Program Coordinator.
 - Program Applications are accepted until July 15th each year to be considered for the next academic semester. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
 - Complete the following prior to enrollment:
 - a. Complete the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program. (This process takes seven months to complete).
 - b. Complete Varicella immunization (Chicken pox) or show proof of illness by the start of the program.
 - c. Complete a background check through the College at students cost upon acceptance to the Program.
 - d. Complete a clear drug screening test at students cost as directed by the Program.
 - e. Potential students may need to complete interview or meet with the Program coordinator upon request.
 - f. Attend Mandatory Orientation.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria;
2. Submit course syllabi for review, if requested by program coordinator;
3. Agree to complete a disclosure of information form;

Curriculum

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

PREREQUISITE COURSES+

<u>BIOL</u>	<u>1406</u>	Biology for Science Majors I	4
CHEM	1405	Introductory Chemistry I	4
<u>ENGL</u>	<u>1301</u>	Composition I	<u>3</u>
			11

FIRST YEAR

First Semester

BIOL	1407	Biology for Science Majors II	4
BITC	1311	Intro to Biotechnology	3
<u>MATH</u>	1314	College Algebra ²	3
ENGL	1302	Composition II	<u>3</u>
			13

Second Semester

BITC	1402	Biotech Lab Methods and Tech	4
<u>COSC</u>	<u>1301</u>	Microcomputer Applications	3
CHEM	1411	General Chemistry I	4
BITC	1291	Special Topics- (Biological Tech)	<u>2</u>
			13

Summer I

BIOL	2421	Microbiology for Sci Majors	4
BITC	2286	Internship	<u>2</u>
			6

SECOND YEAR

First Semester

BITC	2441	Molecular Biology Tech	4
BITC	2411	Biotech Lab Instrumentation	4
SPCH	1318	Interpersonal Communication	3
<u>PSYC</u>	<u>2301</u>	General Psychology	<u>3</u>
			14

Second Semester

BITC	1391	Special Topics-Adv Biotech	3
BITC	2387	Internship *	3
		Humanities Elective ⁴	3
ENGL	2311	Technical Business Writing	<u>3</u>
			12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 69

⁴MATH 0304 Intermediate Algebra is a requirement to be met for admission to the program by placement or course completion according to Galveston College requirements.

²MATH 1314 or a higher college-level mathematics course

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

*Identifies CAPSTONE course

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

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

This Associate of Applied Science degree qualifies the student to pursue further college training or seek employment in the field of computer technology in computer maintenance, or computer network administration. The AAS is not a transfer degree, but some of the courses required for the AAS will transfer. Students should consult with counselors at the institution they anticipate transferring to regarding the transfer of technical specialty courses. Up to twelve (12) workforce education courses hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Coordinator.

FIRST YEAR

First Semester				Second Semester			
COSC	1301	Microcomputer Applications	3	COSC	1436	Programming Fundamentals I	4
ENGL	1301	Composition I	3	ITSC	1305	Intro to PC Operating Systems	3
MATH	1314	College Algebra ²	3	ITSC	1325	Personal Computer Hardware	3
ACNT	1303	Intro Accounting ^(TP)	3	ITSC	2431	Integrated Software App III	4
Social/Behavior Science Elective ⁷			3	Humanities Elective ⁴			3
			15				17

SECOND YEAR

First Semester				Second Semester			
COSC	1437	Programming Fund II	4	ITNW	1308	Implementing & Support Client Operating System	3
ITNW	1425	Fund of Networking Tech	4	IMED	1316	Web Design I ^(TP)	3
SPCH	1321	Business & Prof Speaking	3	ITSC	1380	Cooperative Education I*	3
Natural Science Elective ⁵			4	Natural Science Elective ⁵			4
			15				13

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60

²MATH 1314 or a higher college-level mathematics course
⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312
⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426
⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336 or SOCI 2339
*Identifies CAPSTONE course (TP) Identifies Tech Prep courses
Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

MICROCOMPUTER NETWORKING CERTIFICATE Level-One Certificate Program

This one year certificate prepares students to become computer support specialists, network service specialists or operator, repair technicians, system analyst assistants, along with other network-related opportunities. The curriculum is designed to be included within the Network Administration A.A.S. degree plan. Up to six (6) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Coordinator. Prerequisite: Computer proficiency.

ONE YEAR PROGRAM

First Semester			Second Semester			
ITSC	1305	Intro to PC Operating Systems	3	ITXX	2 nd Course in departmentally approved Networking sequence	4
ITSC	1325	Personal Comp. Hardware	3			
ITXX	1 st	Course in departmentally approved Networking sequence	4	ITXX	3 rd Course in departmentally approved Networking	4
			10			8

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 18

*Identifies CAPSTONE course. (TP) Identifies Tech Prep courses
Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

COMPUTER TECHNOLOGY CERTIFICATE PLAN
Entry Microcomputer Applications Specialist
Level-One Certificate Program

This one year certificate enables students to be proficient in basic operating system use, word processing, spreadsheets, databases, presentation graphics, desktop publishing, Internet search engines, e-mail and emerging applications. Up to six (6) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Coordinator.

ONE SEMESTER PROGRAM

First Semester

ACNT	1303	Introductory Accounting	3
POFT	1301	Business English	3
COSC	1301	Microcomputer Applications	3
IMED	1316	Web Design I	3
ITSC	2431	Integrated Software App III *	4
			16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 16

*Identifies CAPSTONE course (TP) Identifies Tech Prep courses
Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

CRIMINAL JUSTICE Associate of Applied Science Degree

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

PROGRAM LEARNING OUTCOMES

Criminal Justice Associate of Applied Science Degree

1. Upon graduation, the graduate will be prepared for an entry-level position in many state and local criminal justice agencies.
2. Upon completion, the graduate is prepared to transfer to a four-year institution in pursuit of a bachelor degree in criminal justice.
3. Upon completion of the program, the graduate will:
 - **Demonstrate** an understanding of the relationship of the various criminal justice agencies in the criminal justice system;
 - **Understand** the history and philosophy of law enforcement in the United States;
 - **Understand** the history and philosophy of corrections in the United States;
 - **Have** a working knowledge of the history and philosophy of substantive and procedural law;
 - **Demonstrate** an understanding of the court system in the United States;
 - **Be aware** of cultural and ethnic values and how they influence interactions in criminal justice situations; and,
 - **Practice** within the legal and ethical framework of the criminal justice field.

FIRST YEAR					
First Semester		Second Semester			
<u>ENGL</u> 1301	Composition I	3	<u>ENGL</u> 1302	Composition II	3
<u>PSYC</u> 2301	General Psychology or		<u>CRIJ</u> 1306	Court Systems and Practices	3
<u>SOCI</u> 1301	Intro to Sociology	3	<u>CRIJ</u> 1313	Juvenile Justice System	3
<u>CRIJ</u> 1301	Intro to Criminal Justice	3	<u>CRIJ</u> 2313	Correctional Systems & Practice	3
<u>CRIJ</u> 1307	Crime in America	3	<u>CRIJ</u> 2301	Comm Resources in Corrections	3
<u>CRIJ</u> 1310	Fund of Criminal Law	3			
		15			15

SECOND YEAR					
First Semester		Second Semester			
<u>GOVT</u> 2305	Federal Government	3	<u>GOVT</u> 2306	Texas Government	3
<u>SPCH</u> 1315	Public Speaking	3	<u>MATH</u> 1324	Finite Mathematics	3
<u>HUMA</u> 1302	Intro to Humanities II	3	<u>COSC</u> 1301	Microcomputer Applications	3
<u>CRIJ</u> 2314	Criminal Investigation	3	<u>CRIJ</u> 2323	Legal Aspects of Law Enforce	3
<u>CRIJ</u> 2328	Police Systems & Practices	3	<u>CJSA</u> 1382	Law Enforcement Experience I*	3
		15			15

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60

*Identifies CAPSTONE course.
Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

CRIMINAL JUSTICE Level-One Certificate Program

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.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria;
2. Currently hold a cumulative GPA of 2.5 on transfer course work;
3. Submit course syllabi for review, if requested by program coordinator; and,
4. Agree to a complete disclosure of information form.

ONE YEAR PROGRAM

First Semester

CRIJ	1301	Intro to Criminal Justice	3
CRIJ	1306	Courts Systems and Practices	3
CRIJ	1307	Crime in America	3
CRIJ	1310	Fund of Criminal Law	3
			12

Second Semester

CRIJ Electives: 9 hours of Law Enforcement or 9 hours of Law Enforcement and Criminal Justice Courses	9
9	

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 21

**CRIMINAL JUSTICE
LAW ENFORCEMENT CERTIFICATE
Level One Certificate Program**

Law Enforcement Academy

1. At the end of the nine-month program, graduates will be able apply to the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) for licensure and sit for the TCLEOSE exam.
2. Upon completion, the graduate is prepared to function as an entry-level police officer.
3. The program prepares the graduate to:
 - **Demonstrate** to the Academy Director the knowledge necessary to enter the field of law enforcement as a competent entry-level law enforcement officer.
 - **Be prepared** for licensure testing through TCLEOSE.
 - **Demonstrate** moral and ethical values consistent with those of a law enforcement professional.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria;
2. Currently hold a cumulative GPA of 2.5 on transfer course work;
3. Submit course syllabi for review, if requested by program coordinator; and,
4. Agree to a complete a disclosure of information form.

ONE YEAR PROGRAM

First Semester				Second Semester			
CJLE	1506	Basic Peace Officer I	5	CJLE	1518	Basic Peace Officer III	5
CJLE	1512	Basic Peace Officer II	5	CJLE	1524	Basic Peace Officer IV*	5
PHED	1117	Fitness Training: Law Enforcement I	1	PHED	2100	Fitness Training: Law Enforcement III	1
PHED	1118	Fitness Training: Law Enforcement I	1	PHED	2101	Fitness Training: Law Enforcement I	1
			12				12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 24

*Identifies CAPSTONE course

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

CULINARY/HOSPITALITY MANAGEMENT

Associate of Applied Science Degree

This Associate of Applied Science degree is designed to provide a well rounded culinary education towards an entry level position in the food service industry. This program also teaches the business side of food service operations.

Transfer Policy: Up to fifteen (15) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Coordinator/Director.

FIRST YEAR

First Semester				Second Semester			
HAMG	1321	Intro to the Hospitality Indus ^(TP)	3	CHEF	1301	Basic Food Preparation ^(TP)	3
CHEF	1205	Sanitation & Safety ^(TP)	2	CHEF	2302	Saucier ^(TP)	3
IFWA	1318	Nutrition for Food Serv Prof ^(TP)	3	PSTR	1301	Fundamentals of Baking	3
CHEF	1291	Survey of Culinary Careers ^(TP)	2	CHEF	2301	Intermediate Food Preparation	3
SPNL	1291	Restaurant Spanish	2	<u>ENGL</u>	<u>1301</u>	Composition I	3
			12				15

SECOND YEAR

First Semester				Second Semester			
PSTR	2331	Advanced Pastry Shop	3	<u>GOVT</u>	<u>2306</u>	Texas Government	3
CHEF	1345	International Cuisine	3	<u>MATH</u>	<u>1314</u>	College Algebra or	
CHEF	1310	Garde Manger	3	<u>MATH</u>	<u>1324</u>	Finite Math or	
CHEF	1341	American Regional Cuisine	3	<u>BIOL</u>	<u>1322</u>	Nutrition & Diet Therapy I or	
<u>SPCH</u>	<u>1321</u>	Business & Prof Comm or		<u>ENVR</u>	<u>1401</u>	Environmental Science	3/4
<u>SPCH</u>	<u>1311</u>	Intro to Speech Comm	3	RSTO	2301	Principles of Food & Bev Controls ^(TP)	3
			15	HAMG	2307	Hospitality Marketing & Sales ^(TP)	3
							12/13

SUMMER

First Semester

<u>Humanities</u> Elective ⁴	3
RSTO 1313 Hospitality Supervision ^(TP)	3
CHEF 1380 Cooperative Education-Culinary Arts/Chef Training	3
9	

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 63-64

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Identifies CAPSTONE course (TP) Identifies Tech Prep courses

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

**CULINARY ARTS/ HOSPITALITY MANAGEMENT
Level-One Certificate Program**

This one year certificate is designed for individuals who are interested in the business side of the food service industry. It provides management skills that should assist someone who is seeking to advance their position in the food service/hospitality job market.

Transfer Policy: Up to nine (9) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Coordinator/Director.

ONE YEAR PROGRAM

First Semester

HAMG 1321	Intro to the Hospitality Industry	3
CHEF 1205	Sanitation and Safety	2
IWFA 1318	Nutri for the Food Service Prof.	3
CHEF 1291	Survey of Culinary Careers or	
TRVM 1201	Customer Sales and Service	2
CHEF 1301	Basic Food Preparation	3

13

Second Semester

RSTO 2301	Principles of Food and Bev Controls	3
RSTO 1313	Hospitality Supervision	3
HAMG 2307	Hospitality Marketing and Sales	3
RSTO 1325	Purchasing for Hospitality Oper	3
CHEF 1280	Coop Ed –Culinary Arts/Chef Training*	2

14

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 27

*Identifies CAPSTONE course (students may substitute CHEF 1164 and CHEF 1165)

(TP) Identifies Tech Prep courses

Underline – Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

CULINARY ARTS Level-One Certificate Program

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

Transfer Policy: Up to nine (9) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

ONE YEAR PROGRAM

First Semester

CHEF	1205	Sanitation & Safety	2
CHEF	1301	Basic Food Preparation	3
CHEF	2302	Saucier	3
PSTR	1301	Fundamentals of Baking	3
CHEF	2301	Intermediate Food Prep	3
SPNL	1291	Restaurant Spanish	2
			16

Second Semester

PSTR	2331	Advanced Pastry Shop	3
CHEF	1345	International Cuisine	3
CHEF	1310	Garde Manger	3
CHEF	1341	American Regional Cuisine	3
IFWA	1318	Nutrition Food Service Profession	3
			15

Summer I

First Semester

CHEF	1380	Coop Ed-Culinary Arts/ Chef Training*	3
			3

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 34

(TP) - Identifies Tech Prep courses * - Identifies CAPSTONE course.
Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

EMERGENCY MEDICAL SERVICES

Associate of Applied Science Degree

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

Mission Statement

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

Program Outcomes:

1. Provide care for the emergency patient in the pre-hospital setting.
2. Work as a team with other EMS care providers in the pre-hospital setting.
3. Use critical thinking and decision-making skills to determine the healthcare needs of the pre-hospital patient.
4. Plan treatment to include prevention and initial care procedures to promote and maintain the healthcare needs in an emergency situation.
5. Place the patient's welfare, comfort, and privacy first when planning and implementing initial care.

Admissions Criteria:

All prospective students who wish to be admitted to the Emergency Medical Services Degree Program should contact the Program Director at (409) 944-1494 or email at rprue@gc.edu.

Applicants Must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
 - Requirements for the College include:
TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions Office.
3. Continue the Program Checklist Process and Complete Program Degree Plan in the Counseling Office.
 - Degree Plan must show evidence of:
 - a. Achieve a grade of "C" or better in Math 0303 Introductory Algebra or a passing placement test score within five years of acceptance into the Program.
 - b. Achieve a grade of "C" or better in BIOL 2401 Anatomy and Physiology I, within five years of acceptance into the Program. Students are highly recommended to complete HPRS 1206 Essentials of Medical Terminology prior to starting the program.
 - c. An overall GPA of 2.0. A grade of "C" or better is required in the general education courses. Math and Science courses must be completed within five years of acceptance into the Program.
4. Submit Program Application to the Program Director.
 - Program Applications are accepted until the start of semester. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
 - Complete the following prior to enrollment:
 - a. A physical examination.
 - b. TB skin test within six months of starting the program.
 - c. Immunization series; including the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program. (This process takes seven months to complete).
 - d. Students must be certified in American Heart Health Care and maintain certification throughout their course of study.
 - e. Complete a background check through the College at students cost upon acceptance to the Program.
 - f. Complete a clear drug screening test at students cost as directed by the Program.
 - g. Potential students may need to complete interview or meet with the Program Director upon request.
 - h. Attend Mandatory Orientation.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Director. A grade of "C" or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by Program Director.
3. Agree to complete a disclosure of information form.

Curriculum:

				FIRST YEAR			
First Semester				Second Semester			
EMSP	1501	EMT-Basic ^(TP)	5	EMSP	1338	Introduction to Advanced Practice ^(TP)	3
EMSP	1260	Clinical (Basic) ^(TP)	2	EMSP	1355	Trauma Management ^(TP)	3
EMSP	1291	Special Topics in Emergency Medical Technology ^(TP)	2	EMSP	1356	Patient Assessment and Airway Management ^(TP)	3
<u>BIOL</u>	<u>2401</u>	Anatomy and Physiology I	4	EMSP	1262	Clinical (Intermediate) ^(TP)	2
HPRS	1206	Essentials of Medical Term	2	<u>BIOL</u>	<u>2402</u>	Anatomy and Physiology II	4
			15				15

Third Semester			
EMSP	2348	Emergency Pharmacology	3
<u>ENGL</u>	<u>1301</u>	Composition I	3
EMSP	2544	Cardiology	5
EMSP	2260	Clinical I (Paramedic)	2
			13

				SECOND YEAR			
Fourth Semester				Fifth Semester			
EMSP	2434	Medical Emergencies	4	EMSP	2143	Assessment Based Management *	1
EMSP	2430	Special Populations	4	EMSP	2338	EMS Operations	3
EMSP	2261	Clinical II (Paramedic)	2	EMSP	2262	Clinical III (Paramedic)	2
<u>PSYC</u>	<u>2301</u>	General Psychology	3	<u>SPCH</u>	<u>1318</u>	Interpersonal Communications	3
			13				<u>Humanities Elective</u> ⁴
							12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 68

Upon completion of First Semester EMS Basic courses student is eligible to take the national registry EMT Basic certificate test.

Upon completion of Second Semester EMS Intermediate courses student is eligible to take the National Registry EMT Intermediate certificate test.

<p>³MATH 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion</p> <p>⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312</p> <p>⁵Identifies CAPSTONE course (TP) Identifies Tech Prep courses</p> <p><u>Underline</u> - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours</p>
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EMERGENCY MEDICAL SERVICES BASIC CERTIFICATE

Level-One Certificate Program

All prospective students who wish to be admitted to the Emergency Medical Services Basic Program should contact the Program Director at (409) 944-1494 or email at rprue@gc.edu.

Applicants Must:

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Program.
 - Requirements for the College include:
 - TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions Office.
3. Continue the Program Checklist Process and Complete Program Degree Plan in the Counseling Office.
 - Degree Plan must show evidence of:
 - a. Achieve a grade of “C” or better in Math 0300 Basic Mathematics or a passing placement test score within five years of acceptance into the Program.
 - b. An overall GPA of 2.0. A grade of “C” or better is required in the general education courses. Math and Science courses must be completed within five years of acceptance into the Program.
4. Submit Program Application to the Program Director.
 - Program Applications are accepted until the start of semester. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
 - Complete the following prior to enrollment:
 - a. A physical examination.
 - b. TB skin test within six months of starting the program.
 - c. Immunization series; including the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program. (This process takes seven months to complete).
 - d. Students must be certified in American Heart Health Care and maintain certification throughout their course of study.
 - e. Complete a background check through the College at students cost upon acceptance to the Program.
 - f. Complete a clear drug screening test at students cost as directed by the Program.
 - g. Potential students may need to complete interview or meet with the Program Director upon request.
 - h. Attend Mandatory Orientation.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Director. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by Program Director.
3. Agree to complete a disclosure of information form.

ONE SEMESTER PROGRAM

First Semester

EMSP	1501	EMT (Basic)	5
EMSP	1260	Clinical – Emergency Medical Technician	2
EMSP	1291	Special Topics in Emergency Medical Technology	2
BIOL	2401	Anatomy and Physiology I	4
HPRS	1206	Essentials of Medical Term	2
			15

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 15

Upon completion of EMS Basic courses student is eligible to take the national registry EMT Basic certificate test.

+MATH 0300 is a co-requisite for the Basic Certificate program.
 *Identifies CAPSTONE course. (TP) Identifies Tech Prep courses
Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

EMERGENCY MEDICAL SERVICES INTERMEDIATE CERTIFICATE Level-One Certificate Program

All prospective students who wish to be admitted to the Emergency Medical Services Intermediate Program should contact the Program Director at (409) 944-1494 or email at rprue@gc.edu.

Applicants Must:

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Program.
 - Requirements for the College include:
 - TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions Office.
3. Continue the Program Checklist Process and Complete Program Degree Plan in the Counseling Office.
 - Degree Plan must show evidence of:
 - a. Achieve a grade of “C” or better in Math 0300 Basic Mathematics or a passing placement test score within five years of acceptance into the Program.
 - b. An overall GPA of 2.0. A grade of “C” or better is required in the general education courses. Math and Science courses must be completed within five years of acceptance into the Program.
 - c. Successful completion of EMS Basic program.
 - d. File a copy of current EMT-B certification in EMS office.
4. Submit Program Application to the Program Director.
 - Program Applications are accepted until the start of semester. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
 - Complete the following prior to enrollment:
 - a. A physical examination.
 - b. TB skin test within six months of starting the program.
 - c. Immunization series; including the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program. (This process takes seven months to complete).
 - d. Students must be certified in American Heart Health Care at program entry and maintain certification throughout their course of study.
 - e. Complete a background check through the College at students cost upon acceptance to the Program.
 - f. Complete a clear drug screening test at students cost as directed by the Program.
 - g. Potential students may need to complete interview or meet with the Program Director ~~Coordinator~~ upon request.
 - h. Attend Mandatory Orientation.

Policy:

Course work from another program will be evaluated on an individual basis by the Program Director. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by Program Director.
3. Agree to complete a disclosure of information form.

Basic				Intermediate			
First Semester				Second Semester			
EMSP	1501	EMT (Basic)	5	EMSP	1338	Introduction to Advanced Practice	3
EMSP	1260	Clinical – EMT	2	EMSP	1356	Patient Assessment and Airway Management	3
EMSP	1291	Special Topics in EMT	2	EMSP	1355	Trauma Management	3
BIOL	2401	Anatomy and Physiology I	4	EMSP	1262	Clinical (Intermediate)	2
HPRS	1206	Essentials of Medical Term	2	BIOL	2402	Anatomy and Physiology II	4
			15				15

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 30

Upon completion of EMSP courses listed above, a student is eligible to take the National Registry EMT Intermediate certificate test.

*MATH 0300 is a prerequisite for the EMS Intermediate Certificate program

†Identifies CAPSTONE course. (TP) Identifies Tech Prep courses

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

EMERGENCY MEDICAL SERVICES PARAMEDIC CERTIFICATE Level-Two Certificate Program

All prospective students who wish to be admitted to the Emergency Medical Services Paramedic Program should contact the Program Director at (409) 944-1494 or email at rprue@gc.edu.

Applicants Must:

1. Complete the requirements for admission to the College. Admission to the College does not guarantee admission to the Program.
 - Requirements for the College include:
 - TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions Office.
3. Continue the Program Checklist Process and Complete Program Degree Plan in the Counseling Office.
 - Degree Plan must show evidence of:
 - a. Achieve a grade of “C” or better in Math 0303 Introductory Algebra or a passing placement test score within five years of acceptance into the Program.
 - b. An overall GPA of 2.0. A grade of “C” or better is required in the general education courses. Math and Science courses must be completed within five years of acceptance into the Program.
 - c. Successful completion of EMS Basic program.
 - d. File a copy of current EMT-B certification in EMS office.
4. Submit Program Application to the Program Director.
 - Program Applications are accepted until the start of semester. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
 - Complete the following prior to enrollment:
 - a. A physical examination.
 - b. TB skin test within six months of starting the program.
 - c. Immunization series; including the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program. (This process takes seven months to complete).
 - d. Students must be certified in American Heart Health Care at program entry and maintain certification throughout their course of study.
 - e. Complete a background check through the College at students cost upon acceptance to the Program.
 - f. Complete a clear drug screening test at students cost as directed by the Program.
 - g. Potential students may need to complete interview or meet with the Program Director upon request.
 - h. Attend Mandatory Orientation.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Director. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by Program Director.
3. Agree to complete a disclosure of information form.

Basic		FIRST YEAR					
First Semester				Intermediate			
				Second Semester			
EMSP	1501	EMT (Basic)	5	EMSP	1338	Introduction to Advanced Practice	3
EMSP	1260	Clinical – EMT	2	EMSP	1356	Patient Assessment and Airway Management	3
EMSP	1291	Special Topics in EMT	2				
BIOL	2401	Anatomy and Physiology I	4	EMSP	1355	Trauma Management	3
HPRS	1206	Essentials of Medical Term	2	EMSP	1262	Clinical (Intermediate)	2
			15				11

SECOND YEAR

Paramedic

First Semester+

EMSP	2348	Emergency Pharmacology	3
EMSP	2544	Cardiology	5
EMSP	2260	Clinical I (Paramedic)	<u>2</u>
			10

Second Semester

EMSP	2434	Medical Emergencies	4
EMSP	2430	Special Populations	4
EMSP	2261	Clinical II (Paramedic)	<u>2</u>
			10

Summer I

EMSP	2143	Assessment Based Mgmt *	1
EMSP	2338	EMS Operations	3
EMSP	2262	Clinical III (Paramedic)	<u>2</u>
			6

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 52

Upon completion of EMS Paramedic courses students are eligible to take the National Registry EMT Paramedic certificate test.

+MATH 0303 is a prerequisite for EMS Paramedic Certificate Program. *Identifies CAPSTONE course (TP) Identifies Tech Prep courses <u>Underline</u> - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

HOTEL, RESTAURANT AND TOURISM MANAGEMENT Level One Certificate

This one year certificate is designed for the student who seeks employment as an entry level manager in the hospitality field. Upon graduation, the student will be able to employ effective leadership skills when dealing with customers and coworkers.

Transfer Policy: Up to nine (9) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

ONE YEAR PROGRAM

First Semester

HAMG	1321	Intro to Hospitality	3
RSTO	1313	Hospitality Supervision	3
CHEF	1205	Safety and Sanitation	2
TRVM	1201	Customer Sales and Service	2
HAMG	1313	Front Office Procedures	3
HAMG	2307	Hospitality Marketing & Sales	3

16

Second Semester

HAMG	2337	Hospitality Facilities Management	3
RSTO	2301	Principles of Food & Beverage Controls	3
TRVM	2345	Advance Topics in Tourism	3
RSTO	2307	Catering	3
HAMG	1380	Co-Op Education Hosp Admin & Mgt*	3

15

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 31

*Identifies CAPSTONE course	(TP) Identifies Tech Prep courses
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SALES, CONFERENCE SERVICES AND CATERING CERTIFICATE
Level Two Certificate
(Pending THECB approval)

This three semester certificate is designed for the student who seeks employment as an entry level sales or meeting planner. Upon graduation, the student will be able to employ effective leadership skills when dealing with customers and coworkers.

Transfer Policy: Up to nine (9) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

First Semester

HAMG	1321	Introduction to the Hospitality Industry	3
RSTO	1313	Hospitality Supervision	3
CHEF	1205	Safety and Sanitation	2
TRVM	1201	Customer Sales & Service	2
HAMG	1313	Front Office Procedures	3
HAMG	2307	Hospitality Marketing and Sales	3
			<hr/>
			16

Second Semester

RSTO	2301	Principles of Food and Beverage Controls	3
TRVM	2345	Advance Topics in Tourism	3
HAMG	2337	Hospitality Facilities Management	3
RSTO	2307	Catering	3
HAMG	1380	Co-Op Education Hosp Admin & Mgt	3
			<hr/>
			15

Third Semester

HAMG	1324	Hosp. Human Resource Mgmt	3
HAMG	1340	Hospitality Legal Issues	3
HAMG	2305	Hospitality Management and Leadership	3
HAMG	2330	Convention & Group Mgt.	3
SPCH	1315	Public Speaking OR	
SPCH	1321	Business & Professional Communication	3
			<hr/>
			15

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 46

HOTEL, RESTAURANT AND TOURISM MANAGEMENT

Associate of Applied Science Degree

The Hotel, Restaurant and Tourism Management Associate of Applied Science degree is designed to provide specialized training as preparation for a career in the immense hospitality industry. Hotel, Restaurant and Tourism Management graduates can then join a hotel, restaurant, cruise line, travel agency, attraction, or gaming property as a supervisor or an entry-level manager and perform various management, customer service, and leadership functions.

Transfer Policy: Up to twelve (12) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

FIRST YEAR							
First Semester				Second Semester			
HAMG	1321	Intro to Hospitality Industry ^(TP)	3	TRVM	2345	Advance topics in Tourism	3
RSTO	1313	Hospitality Supervision	3	RSTO	2301	Principles of Food and Beverage Controls	3
HAMG	1313	Front Office Procedures	3	HAMG	2337	Hospitality Facilities Management	3
TRVM	1201	Customer Sales and Service	2	RSTO	2307	Catering	3
CHEF	1205	Safety and Sanitation	2	HAMG	1380	Co-Op Education Hosp. Admin. & Mgt.	3
HAMG	2307	Hospitality Marketing and Sales	3				
			16				15
SECOND YEAR							
Third Semester				Fourth Semester			
HAMG	1324	Hospitality Human Resources Management	3	<u>ENGL</u>	<u>1301</u>	<u>Composition I</u>	3
HAMG	2305	Hospitality Management and Leadership	3	HAMG	1391	Special Topics Hospitality Industry	3
HAMG	1340	Hospitality Legal Issues	3	<u>MATH</u>	<u>1324</u>	<u>Finite Mathematics OR</u>	
HAMG	2330	Convention & Group Management	3	<u>ENVR</u>	<u>1401</u>	<u>Environmental Science I</u>	3/4
<u>SPCH</u>	<u>1315</u>	<u>Public Speaking OR</u>				<u>Visual/Performing Arts³ or Humanities⁴</u>	3
<u>SPCH</u>	<u>1321</u>	<u>Business & Professional Communications</u>	3			<u>Elective</u>	
						<u>Soc or Behavior Science Elective</u>	3
			15				15/16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 61/62

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336 or SOCI 2339

^{*}Identifies CAPSTONE course (TP) Identifies Tech Prep courses

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

GUEST SERVICE CERTIFICATE

Level One Certificate (xxxx)

(Pending THECB approval)

This one semester certificate is designed for the student who seeks employment in the “Front of the House” with a hotel, restaurant or other hospitality company. Upon graduation, the student will have the basic skills needed to interact positively with guests and co-workers.

ONE SEMESTER PROGRAM

Semester Classes

HAMG	1321	Intro to Hospitality	3
RSTO	1313	Hospitality Supervision	3
CHEF	1205	Safety and Sanitation	2
TRVM	1201	Customer Sales and Service	2
HAMG	1313	Front Office Procedures	3
HAMG	2307	Hospitality Marketing and Sales	3

16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 16

NURSING

Associate of Applied Science Degree

The Associate of Applied Science Degree in Nursing is a 72 credit hour curriculum designed to prepare a student to become a Registered Nurse in the State of Texas. Upon program completion the Associate Degree Nursing graduate is eligible to take the NLCEX-RN licensure examination.

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

Mission Statement:

In keeping with the mission of Galveston College, the Nursing Programs will provide a **Collaborative** educational environment of the **Highest Standards** to prepare graduates committed to **Excellence in Nursing Practice** in **Evolving Healthcare** settings serving **Local and Global Communities**.

Program Outcomes:

The faculty of Galveston College Associate Degree Nursing Program is acutely aware of their mission to move students from novice learner to professional healthcare provider. Nursing program graduates are expected to demonstrate certain skills that reflect a professional demeanor. These outcomes include the ability to function as a/an:

1. Caring, competent, critically thinking practitioner;
2. Involved Community member;
3. Client care manager;
4. Life long learner;
5. Moral and ethical decision maker;
6. Accountable, contributing member of the nursing profession; and,
7. Advocate for high standards of nursing practice.

Admission Requirements:

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

1. Complete the requirements for admission to the college. (Admission to Galveston College does not guarantee admission to the nursing program.) Application to the nursing program requires the filing of a pre-plan/degree plan, which shows evidence of:
 - a. Having satisfied Texas Success Initiative (TSI)
 - b. Satisfactory completion of CHEM 1405, Introductory Chemistry I, within five years of the date of acceptance to the nursing program.
 - c. Satisfactory completion of an Introductory Algebra course or a passing placement test score, within five years of the date of acceptance to the nursing program.
 - d. Satisfactory completion of BIOL 2401, Anatomy and Physiology I, within five years of the date of acceptance to the nursing program.
 - e. Satisfactory completion of PSYC 2301, General Psychology.
 - f. Satisfactory completion of HPRS 1206, Essentials of Medical Terminology.
2. Achieve a grade of "C" or better in all required courses. An overall G.P.A. of 2.5 as well as a G.P.A. of 2.5 on all prerequisite courses is required for admission consideration. Math and science courses must have been taken within five years of the date of acceptance to the nursing program. Transcripts may not reflect more than one (1) "D" or "F" in any nursing course (with exception of RNSG 1215, RNSG 1301, and RNSG 1311).
3. Prospective applicants will be required to pass a nurse entrance test administered at Galveston College, as part of the admission criteria. Information on dates and time of the exam administration is available from the Nursing Department. Students who do not pass the examination will be counseled and remediation will be recommended. Students may retake the examination one time each year. A passing score on the exam is valid for one year.
4. Be in good standing at Galveston College.
5. Obtain a clear background check or approved Declaratory Order from the Texas Board of Nursing.
6. Provide evidence of first Hepatitis B vaccination.
7. Personally complete the Nursing Program Application. (This is a separate application from the Galveston College application.) This application is to be filed with the Nursing Director.
8. Pharmacology must be completed within 12 months of beginning the program. Health Assessment may not be completed more than two semesters prior to starting the program.

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

Procedure After Admission:

Successful applicants will:

1. Be informed by mail of acceptance into the program. All entering students will be notified by mail of the scheduled nursing orientation session and will be required to attend.
2. Submit a complete personal health history form furnished by the UTMB Office of Student Wellness. Health history and required immunizations will be at student expense. Immunizations must be completed prior to beginning clinical.
3. Maintain certification in Basic Life Support (CPR-Health Professional Level) throughout the course of study.
4. Be required to produce a clear drug screening test as directed by the school. Failure to pass the drug test will result in expulsion from the program.

State Board Requirements

Students should be advised that permission to take the NCLEX-RN for licensure as a professional nurse is regulated by the Texas Board of Nursing. 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 Texas Board of Nursing in Austin.

Application Requirements:

Applications for admission to the Associate Degree Nursing Program will be accepted by the Nursing Department beginning **September 15** of each year for the next academic year. Only those prospective students whose files are completed and submitted by **January 15** will be considered for admission according to specific criteria. Applicants completing prerequisites by the end of the spring semester may 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 admission. 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 Nursing Department. Only students who have completed all admission requirements will be considered for admission to the Associate Degree Nursing Program.

TRANSFER POLICIES

Students who wish to transfer credits should submit official transcripts to Galveston College Admissions. Transfer nursing courses are evaluated on a course-by-course basis. Transfer grades below a "C" are not accepted for credit in the nursing program. Mathematics and science courses must have been taken no more than five years from acceptance to the nursing program; mathematics are accepted according to Galveston College requirements. Only one nursing course repeat is allowed. Students transferring credits must meet with the Nursing Director to have their transcripts evaluated. Admission must be within one (1) year of leaving the prior nursing program. Students desiring admission after one (1) year must complete the entire program from the beginning.

Transfer students from other nursing programs who meet the standard admission requirements are eligible for admission on a space-available basis.

The student desiring transfer credit must:

1. Meet admission requirements for Galveston College and the Associate Degree Nursing Program.
2. Currently hold an overall GPA of 2.5 as well as a GPA 2.5 on all prerequisite courses.
3. Arrange to have transcripts from former institutions including high school or G.E.D. certificate sent to the Admissions Office at Galveston College.
4. Have a letter concerning eligibility from previous nursing programs sent to the Director of Nursing.
5. Submit course syllabi for review to Nursing Director.
6. Successfully complete all testing requirements.
7. Enter the ADN program before or at the beginning of the second year.
8. Complete 18 of the last 36 semester hours at Galveston College prior to graduation from Galveston College (ADN).
9. Obtain a clear background check or an approved Declaratory Order from the Texas Board of Nursing.
10. Be aware that there will be random and/or unannounced drug screening tests after acceptance into the nursing program. Failure to pass the random drug test will result in expulsion from the program.

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

All requirements must be accomplished prior to completion of the preceding semester to which the student is requesting entry. Students will be notified of admission status prior to the first day of class.

ACADEMIC PROGRESSION REQUIREMENTS

Grading System and Repetition of Courses

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

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

The student is required to:

1. Achieve a grade of “C” (75) or better in all nursing courses required in the ADN curriculum to progress in the nursing program. Grades will not be rounded.
2. Achieve a grade of “C” or better in all science and general education courses required in the ADN curriculum to progress in the nursing program. Students must complete all concurrent courses within a semester to progress to the next semester.
3. Complete nursing and science courses in sequence and within a period of five years. Students are subject to failure or dismissal at any time for documented incidents of unsatisfactory/unsafe clinical performance.
4. Pass specialty exams at the completion of RNSG courses as outlined in course syllabi.

Students with a grade of “W”, “F”, or “AWN”, in any nursing course are dismissed from the ADN Program and must re-apply to repeat the course on a space available basis after meeting the criteria for re-admission. Students must also satisfy all requirements to remove “scholastic probation” status prior to re-admission.

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

Students with a total of two failures in nursing courses will be dismissed from the ADN program. Students may re-apply following specified criteria after a period of two (2) years.

Re-admission Requirements

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

The applicant must:

1. Be in good academic standing.
2. Submit a written request to the Admission and Progression Committee.
3. Currently hold an overall GPA of 2.5 as well as a GPA of 2.5 on all prerequisite courses. The cumulative GPA must be 2.5 on any courses taken at or transferred to Galveston College. Math and science courses must have been taken within five years of the date of acceptance to the nursing program; Math courses must follow Galveston College admission requirements.
4. Satisfactorily complete testing re-admission requirements identified for each course.
5. Resubmit current clear background check and drug screening tests as directed by the Associate Degree Nursing Program. A Texas Board of Nursing Declaratory order may be required.

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

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

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

Students with two (2) failures

Students who fail any combination of two nursing courses have two options for transferring/returning to a nursing program at Galveston College.

1. Wait two years from the second failure and apply for admission to the nursing program, taking nursing courses from their original point of entry (1st semester or transition).
2. Apply for admission to the program, taking nursing courses from their original point of entry (1st semester or transition) waiving the two year waiting period. Students requesting to apply in this manner will be required to:
 - a. Meet all program admission criteria.
 - b. Obtain a letter of recommendation from a nursing faculty member.
 - c. Submit a letter to the Admission and Progression Committee stating what they believe their weaknesses were and how they intend to return as a successful student.
 - d. Interview with the Admission and Progression Committee
 - e. Be aware that students with zero nursing course failures will be considered prior to applicants with two nursing course failures.
 - f. Repeat all nursing courses from their original point of entry, following the curriculum requirements at the time of re-entry.

Non-academic withdrawals

Nursing students who are in good academic standing who have withdrawn from the Galveston College Associate Degree Nursing Program for non-academic reasons may apply for readmission by submitting a request to the Admission and Progression Committee.

Liability Insurance

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

Nursing Organizations

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

Curriculum:

The Associate Degree Nursing Program is approved by the Texas Board of Nursing and accredited by the National League for Nursing Accrediting Commission. Information regarding the program can be obtained from NLNAC at 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, (404) 975-5000, www.nlnac.org, or from the BON website.

Graduation Requirements

To be eligible for an Associate of Applied Science Degree in Nursing and receive permission to take the NCLEX-RN exam for licensure, students must have:

1. Successfully completed the prescribed course of study of 72 credit hours
2. Met the required passing score on a comprehensive NCLEX-RN readiness exam
3. Met any individually prescribed behavior or remediation related requirements.

PREREQUISITE COURSES+

<u>BIOL</u>	<u>2401</u>	Anatomy and Physiology I	4
<u>CHEM</u>	<u>1405</u>	Introductory Chemistry I	4
<u>HPRS</u>	<u>1206</u>	Essentials of Medical Terminology ^(TP)	2
<u>PSYC</u>	<u>2301</u>	General Psychology	3
			<u>13</u>

FIRST YEAR

First Semester				Second Semester			
<u>BIOL</u>	<u>2402</u>	Anatomy & Physiology II	4	<u>BIOL</u>	<u>2421</u>	Microbiology for Science Majors	4
RNSG	1413	Foundations for Nursing Practice	4	RNSG	1441	Common Concepts of Adult Health	4
				RNSG	1360	Clinical -Nursing-Registered Nurse Training (Common Concepts)	3
RNSG	1260	Clinical-Nursing-Registered Nurse Training (Foundations)	2	RNSG	1301	Pharmacology	3
RNSG	1215	Health Assessment	2				
RNSG	1105	Nursing Skills I	1				
			<u>13</u>				<u>14</u>

Third Semester

RNSG	2213	Mental Health Nursing	2
RNSG	1261	Clinical -Nursing-Registered Nurse Training (Psyc/Mental Health)	2
<u>ENGL</u>	<u>1301</u>	Composition I	3
HITT	1211	Computers in Health Care ^(TP)	<u>2</u>
			9

SECOND YEAR

First Semester				Second Semester			
RNSG	2201	Care of Children and Families	2	<u>PSYC</u>	<u>2314</u>	Lifespan Growth and Dev	3
RNSG	2260	Clinical -Nursing-Registered Nurse Training (Pediatrics)	2	RNSG	1443	Complex Concepts of Adult Health	4
RNSG	2308	Maternal/Newborn Nursing and Women's Health	3	RNSG	2360	Clinical -Nursing-Registered Nurse Training (Complex Concepts)	3
RNSG	2261	Clinical-Nursing-Registered Nurse Training (Maternal/Newborn Child)	2	RNSG	1166	Practicum (Preceptorship/Capstone)* ^c	1
<u>Humanities Elective</u> ⁴			<u>3</u>				<u>11</u>
			12				

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 72

[†]MATH 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion according to Galveston College requirements.
^cStudents must pass the exit level exam. Students will be offered remediation and may repeat the exam twice.
⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312
* Identifies CAPSTONE course (TP) Identifies Tech Prep courses
Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

LVN TO TRANSITION ADN PROGRAM

Associate of Applied Science Degree

The Associate of Applied Science Degree in Nursing is a 72 credit hour curriculum designed to prepare a student to become a Registered Nurse in the State of Texas. Upon program completion the Associate Degree Nursing graduate is eligible to take the NLCEX-RN licensure examination.

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 LVN Transition Program. The admissions criteria include the completion of all prerequisite and general education courses required in the first year of the Associate Degree Nursing curriculum. These courses must be completed prior to the beginning of the Transition program. Applications will be accepted by the Nursing Department beginning **September 15th** of each year for the next academic year. Only those prospective students whose files are completed and submitted by **January 15th** will be considered for admission according to specific criteria. Applicants completing prerequisites by the end of the spring semester may be considered on a space available basis. For admission, the applicant should contact the Nursing Department.

Applicants must:

1. Complete the requirements for admission to the college. (Admission to Galveston College does not guarantee admission to the nursing program.) Application to the nursing program requires the filing of a pre-plan/degree plan which shows evidence of:
 - a. Satisfying Texas Success Initiative (TSI) requirements.
 - b. In good standing with Galveston College.
 - c. Satisfactory completion of sciences, within five years of the date of acceptance to the LVN Transition program.
 - d. Satisfactory completion of an Introductory Algebra course, or a passing placement test score, within five years of the date of acceptance to the LVN Transition program. Mathematics courses are accepted according to Galveston College requirements.
 - e. Pharmacology and Health Assessment may not be completed more than two semesters prior to starting the program.
 - f. Satisfactory completion of required prerequisite courses.
2. Send official copies of the following to the Admissions Office:
 - a. Transcript from state board approved VN/PN nursing program
 - b. High school transcript/GED scores
 - c. Transcripts for all college work completed.
3. Show proof of current licensure as an LVN/LPN.
4. Have one year of current work experience as an LVN/LPN defined as:
 - a. Working at least one-half time during the last calendar year or,
 - b. Full-Time student pursuing general education requirements for the nursing program while working part-time.
5. Provide evidence of first Hepatitis B vaccination.
6. Achieve a grade of "C" or better in all required courses. An overall GPA of 2.5 as well as a GPA of 2.5 on all prerequisite courses is the minimal requirement for admission consideration. Acceptance to the ADN Transition program is through a competitive selection process based on a point system. Students will earn points based on pre-requisite and science courses, and general education and pre-nursing courses. The information packet available on-line details the procedure for program application.
7. Submit current, clear background check or approved Declaratory Order from the Texas Board of Nursing.
8. Personally complete the Nursing Program Application. (This is a separate application from the Galveston College application.) This application is to be filed with the Nursing Director.
9. Be aware there will be random and/or unannounced drug screening tests after acceptance into the nursing program.
10. Be certified in Basic Life Support, Health Care Provider (CPR) at program entry and maintain certification throughout their course of study.

Curriculum:

PREREQUISITES+

First Semester				Second Semester			
<u>ENGL</u>	<u>1301</u>	Composition I	3	<u>BIOL</u>	<u>2402</u>	Anatomy and Physiology II	4
<u>PSYC</u>	<u>2301</u>	General Psychology	3	<u>Humanities Elective</u> ⁴			3
<u>BIOL</u>	<u>2401</u>	Anatomy and Physiology I	4	<u>BIOL</u>	<u>2421</u>	Microbiology for Science Majors	4
<u>CHEM</u>	<u>1405</u>	Introductory Chemistry I	4	HPRS	1206	Essentials of Medical Terminology ^(TP)	2
				RNSG	1215	Health Assessment	<u>2</u>
			14				15

FIRST YEAR

Summer I

RNSG 1262 Clinical-Nursing-Registered Nurse Training (Medical/Surgical Psyc)^a

RNSG	2307	Transition to Nursing Practice ^a			18 ^a
RNSG	1301	Pharmacology ^b			3
					<u>21</u>

SECOND YEAR

First Semester			Second Semester				
RNSG	2201	Care of Children and Families	2	RNSG	1443	Complex Concepts of Adult Health	4
RNSG	2260	Clinical-Nursing-Registered Nurse Training (Pediatrics)	2	RNSG	2360	Clinical-Nursing-Registered Nurse Training (Complex Concepts)	3
RNSG	2308	Maternal/Newborn Nursing and Women's Health	3	RNSG	1166	Practicum (Preceptorship/Capstone)* ^c	1
RNSG	2261	Clinical-Nursing-Registered Nurse Training (Maternal/Newborn Child)	2	<u>PSYC</u>	<u>2314</u>	<u>Lifespan Growth and Development</u>	3
HITT	1211	Computers in Health Care ^(TP)	<u>2</u>				
			11				11

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 72

^aMATH 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion according to Galveston College requirements.

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

^bPharmacology may be taken in the Fall and Spring prior to entering the program.

^cStudents must pass the exit level exam. Students will be offered remediation and may repeat the exam twice.

^dSelect one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

*Identifies CAPSTONE course (TP) Identifies Tech Prep courses

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

NURSING – EMT-P to Transition ADN Program Associate of Applied Science Degree

The Associate of Applied Science Degree in Nursing is a 72 credit hour curriculum designed to prepare a student to become a Registered Nurse in the State of Texas. Upon program completion the Associate Degree Nursing graduate is eligible to take the NLCEX-RN licensure examination.

Paramedics who meet the College and Nursing Program Admissions criteria are eligible to enter the second year of the nursing program via the EMT-P Transition Program. The admission criteria include the completion of all prerequisite and general education courses required in the first year of the Associate Degree Nursing curriculum. These courses must be completed prior to the beginning of the Transition program. Applications will be accepted by the Nursing Department beginning **September 15th** of each year for the next academic year. Only those prospective students whose files are completed and submitted by **January 15th** will be considered for admission according to specific criteria. Applicants completing prerequisites by the end of the spring semester may be considered on a space available basis.

Applicants must:

1. Complete the requirements for admission to the college. (Admission to Galveston College does not guarantee admission to the nursing program.) Application to the nursing program requires the filing of a pre-plan/degree plan which shows evidence of:
 - a. Satisfying Texas Success Initiative (TSI) requirements.
 - b. In good standing with Galveston College
 - c. Satisfactory completion of science courses within five years of the date of acceptance to the nursing program.
 - d. Satisfactory completion of an Introductory Algebra course, or a passing placement test score, within five years of the date of acceptance to the EMT-P Transition program. Mathematics courses are accepted according to Galveston College requirements
 - e. Pharmacology and Health Assessment may not be completed more than two semesters prior to starting the program.
 - f. Satisfactory completion of required prerequisite courses.
2. Send official copies of the following to the Admissions Office:
 - a. Transcript showing successful completion of Basic, Intermediate and EMT-Paramedic courses.
 - b. High school transcript/GED scores
 - c. Transcripts for all college work completed.
3. Show proof of Texas certification or Licensed Paramedic.
4. Provide evidence of first Hepatitis B Vaccination.
5. Achieve a grade of “C” or better in all required courses. An overall GPA of 2.5 as well as a GPA of 2.5 on all prerequisite courses is the minimal requirement for admission consideration. Acceptance to the ADN Transition program is through a competitive selection process based on a point system. Students will earn points based on pre-requisite and science courses, and general education and pre-nursing courses. The information packet available on-line details the procedure for program application.
6. Submit current, clear background check or approved Declaratory Order from the Texas Board of Nursing.
7. Students must personally complete the Nursing Program application. (This is a separate application from the Galveston College application.) This application is to be filed with the Nursing Director.
8. Be aware that there will be an unannounced drug screening test after acceptance into the nursing program.
9. Be certified in Basic Life Support, Health Care Provider (CPR) at program entry and maintain certification throughout the course of study.

Curriculum:

PREREQUISITES+

First Semester

<u>ENGL</u>	<u>1301</u>	Composition I	3
<u>PSYC</u>	<u>2301</u>	General Psychology	3
<u>BIOL</u>	<u>2401</u>	Anatomy and Physiology I	4
<u>CHEM</u>	<u>1405</u>	Introductory Chemistry I	4
<u>HPRS</u>	<u>1206</u>	Essentials of Medical Term. ^(TP)	2
			16

Second Semester

<u>BIOL</u>	<u>2402</u>	Anatomy and Physiology II	4
<u>BIOL</u>	<u>2421</u>	Microbiology for Science Majors	4
		<u>Humanities Elective</u> ⁴	3
<u>RNSG</u>	<u>1215</u>	Health Assessment	2
			13

FIRST YEAR

Summer I

RNSG	1140	Nursing Skills for Articulating Students ^a	
RNSG	1262	Clinical-Nursing-Registered Nurse Training (Medical/Surgical/Psyc) ^a	
RNSG	2307	Transition to Nursing Practice ^a	
			18 ^a
RNSG	1301	Pharmacology ^b	3
			3

SECOND YEAR

First Semester

RNSG	2201	Care of Children and Families	2
RNSG	2260	Clinical-Nursing-Registered Nurse Training (Pediatrics)	2
RNSG	2308	Maternal/Newborn Nursing and Women's Health	3
RNSG	2261	Clinical-Nursing-Registered Nurse Training (Maternal/Newborn Child)	2
HITT	1211	Computers in Health Care ^(TP)	2
			11

Second Semester

RNSG	1443	Complex Concepts of Adult Health	4
RNSG	2360	Clinical-Nursing-Registered Nurse Training (Complex Concepts)	3
RNSG	1166	Practicum (Preceptorship/Capstone)* ^c	1
<u>PSYC</u>	<u>2314</u>	Lifespan Growth and Development	3
			11

TOTAL SEMESTER CREDIT HOURS IN PROGRAM 72

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

^aStudent receives a total of 18 credits for education and experience upon successful completion of RNSG 1262, 2307 and 1140.

^bPharmacology may be taken in the Fall and Spring prior to entering the program.

^cStudents must pass the exit level exam. Students will be offered remediation and may repeat the exam twice.

^dSelect one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

^eIdentifies CAPSTONE course (TP) Identifies Tech Prep courses

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

NURSING – VOCATIONAL Level-Two Certificate Program

The Vocational Nursing Program is a 54 credit hour curriculum leading to a certificate in Vocational Nursing in the State of Texas.

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

Program Outcomes:

The faculty of Galveston College Vocational Nursing Program is acutely aware of their mission to move students from novice learner to professional healthcare provider. The vocational nursing program graduate is expected to demonstrate certain skills that reflect a professional demeanor. These outcomes include the ability to function as a/an:

1. Caring, competent, critically thinking practitioner.
2. Involved community member.
3. Client care manager.
4. Lifelong learner.
5. Moral and ethical decision maker.
6. Accountable, contributing member of nursing.
7. Advocate for high standards of nursing practice.

Admission Requirements:

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

1. Complete the requirements for admission to the college. Admission to Galveston College does not guarantee admission to the Vocational Nursing Program.
2. Have satisfied Texas Success Initiative (TSI).
3. Have an overall GPA of 2.0 as well as a GPA of 2.25 on all prerequisite courses for admission consideration.
4. Have satisfactory completion of VNSA 1420 within five years of the date of acceptance to the nursing program.
5. Have satisfactory completion of an Introductory Algebra course, or passing placement test score, within five years of the date of acceptance to the nursing program. Mathematic courses are accepted according to Galveston College requirements.
6. Provide a current, clear background check or an approved Declaratory Order from the Texas Board of Nursing.
7. Be in good standing at Galveston College.
8. Provide evidence of first Hepatitis B vaccination.
9. Pharmacology and VNSG 1216 Nutrition may not be completed more than two semesters prior to starting the program.

Prerequisite Courses:

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

Courses		Credit Hrs.
HPRS 1206	Essentials of Medical Terminology	2
VNSG 1227	Essentials of Medication Administration	2
*VNSG 1420	A&P for Allied Health	$\frac{4}{8}$
**		8

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

** Math 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion according to Galveston College requirements.

Applications will be accepted in the Nursing Department beginning **September 15th** of each year for the next academic year. Only those prospective students whose files are completed by **January 15th** will be considered for admission in the summer according to specific criteria. Applicants completing prerequisites by the end of the spring semester may be considered on a space available basis.

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 mandatory nursing orientation for new students. All entering students will be notified by mail of the date and time of the mandatory scheduled orientation session.

2. Submit a completed personal health history form furnished by the UTMB Office of Student Wellness. Health history and required immunizations will be at student expense. Immunizations must be completed prior to beginning clinical.
3. Be certified in Basic Life Support Health Care Provider (CPR) at program entry and maintain Certification throughout the course of study.
4. Be required to produce a clear drug screening test as directed by the school.

State Board Requirements:

Students should be advised that permission to take the NCLEX-PN for licensure as a vocational nurse is regulated by the Texas Board of Nursing. 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 Texas Board of Nursing in Austin, (512-305-7400).

Criminal Background Checks/Fingerprinting:

Each student must obtain a clear criminal background check or Declaratory Order prior to admission to the program. Upon completion of the program, the graduate will be required to provide the Texas Board of Nursing official fingerprints in order to provide a more in-depth background check prior to taking the licensure test (NCLEX).

Transfer Policies:

Students who desire to enter the Galveston College Vocational Nursing Program after taking nursing courses at another college or university should contact the Nursing Director. Admission of transfer students is based upon an individual review of previous course work and space availability.

The student desiring transfer credit must:

1. Meet admission requirements for Galveston College and the Vocational Nursing Program.
2. Currently hold an overall GPA of 2.0 as well as a GPA 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 program sent to the Director of Nursing.
5. Submit course syllabi for review to the Nursing Director.
6. Complete examinations and skills check-offs according to the procedure for transfers.
7. Enter the VN program during the first or second semester.
8. Complete a minimum of Medical-Surgical Nursing I and II prior to graduation from Galveston College.
9. Submit clear background check or an approved Texas Board of Nursing Declaratory order. Students must complete the Nursing Program application (This is a separate application from the Galveston College application.) This application is to be filed with the Nursing Department.
10. Comply with any random and/or unannounced drug screening test after acceptance into the nursing program.

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. Students with a grade of “W”, “F”, or “AWN” in any nursing course are dismissed from the VN Program and must re-apply to repeat the course on a space available basis after meeting the criteria for re-admission. Students must also satisfy all requirements to remove “scholastic probation” status prior to re-admission. Re-admission is based upon an individual review of the student’s record and space availability. Students may re-enter the Vocational Nursing Program only one time if the reason for exit was failure of a course or courses in the program. Re-admission must be within one (1) year of leaving the program. Students desiring re-admission after one (1) year must complete the entire program.

The applicant must:

1. Be in good academic standing.
2. Currently hold an overall GPA of 2.0 as well as a GPA of 2.25 on all prerequisite courses.
3. Submit a written request to the Admission and Progression Committee.
4. Satisfactorily complete re-admission requirements identified at the time of exit.
5. Satisfactorily complete testing re-admission requirements identified for each course.
6. Submit a clear background check or an approved Texas State Board of Nursing Declaratory Order.
7. Be aware that there will be random and/or unannounced drug screening tests after acceptance into the nursing program.

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

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

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

Students with two (2) failures:

Students who fail any combination of two nursing courses have two options for transferring/returning to a nursing program at Galveston College.

1. Wait two years from the second failure and apply for admission to the nursing program, taking nursing courses from their original point of entry (1st semester or transition).
2. Apply for admission to the program, taking nursing courses from their original point of entry (1st semester or transition) waiving the two year waiting period. Students requesting to apply in this manner will be required to:
 - a. Meet all program admission criteria.
 - b. Submit a letter to the Admission and Progression Committee stating what they believe their weaknesses were and how they intend to return as a successful student.
 - c. Interview with the Admission and Progression Committee
 - d. Be aware that students with zero nursing course failures will be considered prior to applicants with two nursing course failures.

Note: Failure of VNSG 1216 and/or VNSG 1191 will not hold students from progressing in the program, but must be successfully completed prior to graduation from Galveston College.

Non-academic withdrawals:

Nursing students who are in good academic standing who have withdrawn from the Galveston College Vocational Nursing Certificate Program for non-academic reasons may apply for readmission by submitting a request to the Admission and Progression Committee.

Curriculum:

Prerequisite Courses+

HPRS	1206	Essentials of Medical Terminology ^(TP)	2
VNSG	1227	Essentials of Medication Administration	2
VNSG	1420	Anatomy & Physiology for Allied Health ^d	4
			8

ONE YEAR PROGRAM

Summer I				Summer II			
VNSG	1216	Nutrition ^{eb}	2	VNSG	2413	Applied Nursing Skills II	4
VNSG	1222	Vocational Nursing Concepts	2				
VNSG	1400	Nursing in Health & Illness I	4				
VNSG	1402	Applied Nursing Skills I	4				
VNSG	1231	Pharmacology ^b	2				
			14				4
Fall Semester				Spring Semester			
VNSG	1236	Mental Health	2	VNSG	1230	Maternal/Neonatal Nursing	2
VNSG	1234	Pediatrics	2	VNSG	1162	Clinical-Licensed Vocational Nurse Training (Maternal/Neonatal Nursing)	1
VNSG	1161	Clinical (Pediatrics)	1				
VNSG	1409	Nursing in Health & Illness II	4	VNSG	1410	Nursing in Health & Illness III	4
VNSG	2361	Clinical (Medical-Surgical Nursing I)	3	VNSG	2461	Clinical (Medical-Surgical Nursing II)	4
VNSG	2214	Applied Nursing Skills III	2	HPRS	1205	Ess. of Medical Law/Ethics for Health Professionals ^(TP)	2
			14	VNSG	1191	Special Topics: NCLEX Preparation	1
							14

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 54

^aMATH 0303 Introductory Algebra is a requirement to be met for admission to the program by placement or course completion according to Galveston College requirements.
^bPharmacology and VNSG 1216 may be taken in the Fall and Spring prior to entering the program.
^dBIOL 2401 and 2402 may be used in place of VNSG 1420 Anatomy & Physiology for Allied Health. VNSG 1420 will not apply towards the LVN to ADN transition program.
^eBIOL 1322 Nutrition and Diet Therapy I may be used in place of VNSG 1216 Nutrition. BIOL 1322 or VNSG 1216 may be taken prior to entering the nursing program.
 (TP) Identifies Tech Prep courses

OFFICE SUPPORT Level One Certificate Program

The Office Support Certificate provides knowledge and skills in areas such as interpersonal skills, basic accounting skills in receivables and payables, basic word processing, spreadsheet, database, presentation, and keyboarding skills needed to be successful in entry-level positions. Students gain skills for positions in data entry, receptionist, inventory clerk, customer call center, and general office duties. Office Administration students receive training in the most commonly used business software applications, operating system, and computer equipment. These courses can also be applied towards the Office Administration AAS Degrees.

Transfer Policy: Up to **5** workforce education course hours may be counted toward the program for students, who transfer to Galveston College, if found to be equivalent by the Program Coordinator/Director.

First Semester

POFT	1329	Beginning Keyboarding	3
POFT	1313	Professional Workforce	3
ITSC	1309	Integrated Software Appls. I*	3
ACNT	1303	Introduction to Accounting	3
POFT	1301	Business English	3
POFT	1325	Bus. Math & Machine Appls.	3
			18

TOTAL SEMESTER CREDIT HOURS IN PROGRAMS: 18

*Identifies CAPSTONE course.

OFFICE ASSISTANT Level One Certificate Program

The Office Assistant Certificate provides the technical skills, knowledge, and interpersonal skills needed to be successful in today's global and computerized business office. Students receive training in the most commonly used business software applications, records management, team work, critical thinking skills, verbal and non-verbal and written communications skills for front desk clerk, receptionist, document production, customer service clerk, and general office assistant. These courses can also be applied towards the Office Administration AAS Degrees.

Transfer Policy: Up to **9** workforce education course hours may be counted toward the program for students, who transfer to Galveston College, if found to be equivalent by the Program Coordinator.

FIRST YEAR

First Semester			Second Semester				
POFT	1329	Beginning Keyboarding	3	POFT	2301	Intermediate Keyboarding	3
POFT	1313	Professional Workforce	3	ITSC	2321	Integrated Software Appls. II	3
ITSC	1309	Integrated Software Appls. I	3	ACNT	1411	Intro to Computerized Accounting	4
ACNT	1303	Introduction to Accounting	3	POFT	1319	Records & Information Mgt. I	3
POFT	1301	Business English	3	POFT	2312	Bus. Correspondence & Comm.*	3
POFT	1325	Bus. Math & Machine Appls.	<u>3</u>				<u>16</u>
			18				

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 34

*Identifies CAPSTONE course.

OFFICE PROFESSIONAL Level Two Certificate

The Office Professional Certificate provides the technical skills, knowledge, and interpersonal skills needed to be successful in today's global and computerized business office. This certificate prepares students for careers as intermediate-level administrative assistants and secretaries, intermediate level office support, accounting clerk, administrative clerk, senior clerk typist, customer service support, and receptionist. Students receive skills in computer software applications, diversity, teamwork approach, written and non-verbal communication skills, Internet, document production, problem-solving, and records management. These courses can also be applied towards the Office Administration AAS Degrees.

Transfer Policy: Up to **9** workforce education course hours may be counted toward the program for students, who transfer to Galveston College, if found to be equivalent by the Program Coordinator.

				FIRST YEAR			
First Semester				Second Semester			
POFT	1329	Beginning Keyboarding	3	POFT	2301	Intermediate Keyboarding	3
POFT	1313	Professional Workforce	3	ITSC	2321	Integrated Software Apps II	3
ITSC	1309	Integrated Software Appls. I	3	ACNT	1411	Intro to Computerized Accounting	4
ACNT	1303	Introduction to Accounting	3	POFT	1319	Records & Information Mgt.	3
POFT	1301	Business English	3	POFT	2312	Bus. Correspondence & Comm.	3
POFT	1325	Bus. Math & Machines Appls.	3				
			18				16
				SECOND YEAR			
First Semester							
POFT	1309	Administrative Office Procedures*	3				
POFT	1328	Business Presentations	3				
IMED	1301	Introduction to Multimedia	3				
IMED	1316	Web Design I	3				
BMGT	1325	Office Management	3				
			15				

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 49

*Identifies CAPSTONE course.

OFFICE ADMINISTRATION Associate of Applied Science Degree

The Office Administration Degree provides the technical skills, knowledge, and interpersonal skills needed to be successful in today's global and computerized business office. Companies are seeking employees who are skilled in computer software applications, diversity, teamwork approach, written and non-verbal communication skills, Internet, document production, problem-solving, and records management. Office Administration students receive training in the most commonly used business software applications, operating system, and computer equipment for careers as administrative assistants, secretaries, office coordinators, project assistants, document control, presentations specialist, and others.

Transfer Policy: Up to thirteen (13) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

FIRST YEAR			
First Semester		Second Semester	
POFT 1329	Beginning Keyboarding	3	POFT 2301 Intermediate Keyboarding 3
POFT 1313	Professional Workforce	3	ITSC 2321 Integrated Software Apps II 3
ITSC 1309	Integrated Software Appls. I	3	ACNT 1411 Intro to Computerized Accounting 4
ACNT 1303	Introduction to Accounting	3	POFT 1319 Records & Information Mgt. 3
ENGL 1301	<u>English Composition</u>	3	POFT 2312 Bus. Correspondence & Comm. 3
MATH 1314 or MATH 1324 or Science ⁵		3/4	
		18/19	16

SECOND YEAR			
First Semester		Second Semester	
POFT 1309	Administrative Office Procedures	3	ELEC <u>SPCH 1321 or SPCH 1315⁶</u> 3
POFT 1328	Business Presentations	3	BUSI 1301 Business Principles 3
IMED 1301	Introduction to Multimedia	3	POFT 2457 Certified Prof. Sec. Exam Prep* or
IMED 1316	Web Design I	3	POFT 1380 Cooperative Education * 4/3
BMGT 1325	Office Management	3	ELEC <u>Visual-Perform Arts³ or Humanities⁴</u> 3
		15	<u>Social or Behavior Sciences⁷</u> 3
			15-16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 64-66

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426

⁶Select one course from SPCH 1315 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336 OR SOCI 2339

⁸Identifies CAPSTONE course.

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

MEDICAL CODING CERTIFICATE Level-One Certificate Program

This certificate program is designed to prepare students to work with physicians' medical coding and billing in a variety of health care settings such as hospitals, medical clinics, insurance companies, urgent care clinics, doctors' offices, and other medical offices that submit physicians' insurance claims. This certificate will also prepare students for the physician's certification exam.

Transfer Policy: Up to nine (9) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Coordinator.

FIRST YEAR			
First Semester		Second Semester	
POFT	1329	Beginning Keyboarding	3
POFT	1313	Professional Workforce	3
POFT	1301	Business English	3
HITT	1305	Medical Terminology I	3
MDCA	1309	Anatomy & Physiology for Medical Assistants	3
		15	
		ITSC	1309
		Integrated Software Appls. I	3
		POFM	1327
		Medical Insurance	3
		HITT	1341
		Coding & Classification Systems	3
		HITT	1353
		Legal/Ethical Aspects of Health Info.	3
		HITT 1380	Coop. Ed.-Health Inform./Med.Rec.* or
		HITT 1301	Health Data Content & Structure
			3
			15

TOTAL SEMESTER CREDIT HOURS IN PROGRAMS: 30

* Identifies CAPSTONE course

MEDICAL OFFICE ASSISTANT CERTIFICATE
Level-One Certificate Program

This certificate program is designed to prepare students to work in a variety of health care settings including hospitals, medical clinics, insurance companies, and doctors' offices in entry level positions such as a receptionist, medical front office, basic coding and billing clerk, medical office assistant, and medical secretary. These courses can also be applied towards the Medical Office Administration AAS Degrees.

Transfer Policy: Up to nine (9) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

First Semester				Second Semester			
POFT	1329	Beginning Keyboarding	3	ITSC	1309	Integrated Software Appls. I	3
POFT	1313	Professional Workforce	3	POFM	1327	Medical Insurance	3
POFT	1301	Business English	3	HITT	1341	Coding & Classification Systems	3
HITT	1305	Medical Terminology I	3	HITT	1353	Legal/Ethical Aspects of Health Info.	3
MDCA	1309	Anatomy & Physiology for Medical Assistants	3	HITT	1380	Cooperative Education or	
				HITT	1301	Health Data Content & Structure*	3
			<u>15</u>				<u>15</u>

Third Semester			
POFM	1309	Medical Office Procedures	3
HITT	2340	Adv Med Billing & Reimburse	3
POFM	1317	Medical Administrative Suppt	3
MRMT	1307	Medical Transcription I	3
BMGT	1325	Office Management	3
			<u>15</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 45

* Identifies CAPSTONE course

MEDICAL OFFICE ADMINISTRATION

Associate of Applied Science Degree

The Medical Office Administration degree offers students the courses, skills, and knowledge to work in health related fields from entry level positions (receptionist, medical front office, coding and billing clerk, medical administrative assistant, transcriptionist, and medical secretary) to high level positions (office manager, medical office coordinator, supervisor, and executive administrative assistant). Job opportunities for skilled, knowledgeable medical office workers continue to increase as the need for medical clerical support increases at hospitals, clinics, long-term care facilities, insurance and billing companies, medical transcription and coding services, urgent care clinics, and federal and state agencies. Skills needed to meet the demands of today's medical office include computer applications, diversity, teamwork, customer service, written communication and presentation skills, interpersonal skills, internet, patient confidentiality, coding, insurance and transcription.

Transfer Policy: Up to thirteen (13) workforce education course hours may be counted toward the program for students who transfer to Galveston College, if found to be equivalent by the Program Chair/Coordinator.

FIRST YEAR

First Semester				Second Semester			
POFT	1329	Beginning Keyboarding	3	ITSC	1309	Integrated Software Appls. I	3
POFT	1313	Professional Workforce	3	POFM	1327	Medical Insurance	3
ENGL	1301	<u>English Composition</u>	3	HITT	1341	Coding Classification Systems I	3
HITT	1305	Medical Terminology I	3	HITT	1353	Legal/Ethical Aspects of Health Infor.	3
MDCA	1309	Anatomy & Physiology for Medical Assistants	3	HITT 1380	Cooperative Education or		3
			<hr/>	HITT 1301	Health Data Content & Structure*		<hr/>
			15				15

SECOND YEAR

First Semester				Second Semester			
POFM	1309	Medical Office Procedures	3	SPCH		<u>SPCH 1321 or SPCH 1315⁶</u>	3
HITT	2340	Adv Med Billing & Reimburse	3	POFM 2333	Medical Document* or		
POFM	1317	Medical Administrative Support	3	MRMT 2333	Medical Transcription II		3
MRMT	1307	Medical Transcription I	3	ELEC	<u>Social or Behavior Sciences⁷</u>		3
BMGT	1325	Office Management	3	ELEC	<u>College level Math² or Science ELEC⁵</u>		3/4
			<hr/>	ELEC	<u>Visual-Perform Arts³ or Humanities⁴</u>		<hr/>
			15				15-16

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 60-61

²Select one course from MATH 1314 or MATH 1324 or a higher college-level mathematics course

³Select one course from ARTS 1301, ARTS 1303, ARTS 1304, DRAM 1310, DRAM 2361, DRAM 2362, MUSI 1301, MUSI 1306, MUSI 1308, MUSI 1309 or MUSI 1310

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Select one course from ASTR 1403, ASTR 1404, BIOL 1406, BIOL 1407, BIOL 2401, BIOL 2402, BIOL 2406, BIOL 2421, CHEM 1405, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENVR 1401, ENVR 1402, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 2425 or PHYS 2426 (This program highly recommends BIOL 2401)

⁶Select one course from SPCH 1315 or SPCH 1321

⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2314, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336 or SOCI 2339

*Identifies CAPSTONE course.

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

PHARMACY TECHNICIAN Level One Certificate Program

The Pharmacy Technician Program is a two-semester Certificate program. It is a Level I Certificate of Technology consisting of 29 credit hours and 800 contact hours. This program is located at Galveston College under the administrative direction of the Dean of Health Sciences. Students who successfully complete this certificate program will be eligible to take the National Certification Examination for Pharmacy Technicians administered by the Pharmacy Technician Certification Board, the accrediting board for Pharmacy Technicians.

Admissions Requirements

All prospective candidates who wish to be admitted to the Pharmacy Technician Program should contact the Program Coordinator at (409) 944-1292.

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
 - Requirements for the College include:
 - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions office.
3. Continue the Program Checklist Process and Complete Program Degree Plan in the Counseling Office.
 - Degree plan must show evidence of:
 - a. Complete Math 0304 Intermediate Algebra, by placement or course completion within five years prior to acceptance into the Program.
 - b. Achieve a “C” or better in all general education and program specific courses. An overall GPA of 2.0.
4. Submit Program Application to the Program Coordinator.
 - Program Applications are accepted beginning April 1st through August 14th of each year for the Fall Semester and beginning October 1st through January 6th to be considered for the Spring Semester. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
 - Complete the following prior to enrollment:
 - a. Show proof of Hepatitis B immunization series or proof of illness including titer (takes seven months to complete). To be eligible to apply to the program, students must show proof that the immunization process has been started. The process needs to be completed by the start of the program.
 - b. Complete Varicella (Chicken pox) vaccination or proof of illness by the start of the program.
 - c. Complete a background check through the college at students cost upon acceptance to Program.
 - d. Complete a clear drug screening test as directed by the Program.
 - e. Potential students may need to complete an interview process or meet with the Program Coordinator upon request.
 - f. Attend Mandatory Orientation.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by program coordinator.
3. Agree to complete a disclosure of information form.

PHLEBOTOMY TECHNOLOGY Level One Certificate Program

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

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

PHLEBOTOMY TECHNICIAN ADMISSION CRITERIA

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

1. Complete the requirements for admission to the College. Admission to Galveston College does not guarantee admission to the Phlebotomy Technician program. Application to the Phlebotomy program requires the filing of a pre-plan which demonstrates eligibility for enrollment in college level courses. This may be completed by:
 - a. Placement tests – a proficiency level of reading and English post-high school
 - OR
 - b. Passing READ 0302 and ENGL 0302.
2. Be certified in Basic Life Support, Health Care Provider (CPR) at program entry.
3. Submit a completed personal health history form furnished by the UTMB Office of Student Wellness. Physical examinations and required immunizations will be at student's expense. Immunizations must be complete prior to beginning clinical. Immunizations take 4-6 months to compete.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred pre-requisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Prerequisite Courses:

Candidates for admission to the Phlebotomy Technician program must complete the following prerequisite courses to be eligible for consideration:

Courses	Credit Hrs.
HPRS 1205 Essentials of Medical Law/Ethics for Health Professionals	2
HPRS 1206 Essentials of Medical Terminology	2
HITT 1211 Computers in Health Care	2
HPRS 2333 Consumer Oriented Health Delivery Systems	3

CURRICULUM

This program is designed to be completed within one semester. Students are eligible to take the American Society for Clinical Pathology Board of Registry examination after successfully completing PLAB 1223, PLAB 1166, and PLAB 1391. Students will receive a certificate from Galveston College after successfully completing the entire 15 semester hour program.

ONE SEMESTER PROGRAM

First Semester

HITT 1211	Computers in Health Care ^(TP)	2
HPRS 1205	Essentials of Medical Law/Ethics for Health Professionals ^(TP)	2
PLAB 1223	Phlebotomy	2
PLAB 1166	Practicum-Phlebotomy/Phlebotomist*	1
PLAB 1391	Special Topics in Phlebotomy (Seminar)	3
HPRS 1206	Essentials of Medical Terminology ^(TP)	2
HPRS 2333	Consumer Oriented Health Delivery Systems ^(TP)	3
		15

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 15

*Identifies CAPSTONE course

(TP) - Identifies Tech Prep courses

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

RADIOLOGIC HEALTH SCIENCE PROGRAMS

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

The Radiologic Health Sciences programs are divided into two categories: Associate Degree programs and Certificate programs. The Radiologic Health Sciences programs that lead to an Associate in Applied Science degree are in Nuclear Medicine Technology, Radiation Therapy Technology and Radiography. The Radiologic Health Science programs that lead to a certificate of completion are in Breast Imaging/Mammography, Computerized Tomography Technology, Magnetic Resonance Imaging Technology and Radiation Therapy. These are advanced programs that require credentials, such as certification or registry in a Radiologic field, as a prerequisite.

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

NUCLEAR MEDICINE TECHNOLOGY Associate of Applied Science Degree

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. and/or A.R.R.T.(N) examination, will be registered as a Certified Nuclear Medicine Technologist (CNMT) and/or Registered Radiologic Technologist (RT(N)) respectively.

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

Program Outcomes:

1. Trained and qualified entry level position as a Nuclear Medicine Technologist.
2. Qualified and eligible to sit for national certification exam (NMTCB and/or ARRT).
3. Discern and manage ethical issues in a rapidly changing environment.
4. Embrace a commitment to lifelong learning and the ability to acquire and use new knowledge.
5. Demonstrate effective communication skills.
6. Demonstrate critical thinking skills.
7. Draw from multiple disciplines in the healthcare environment in order to understand the patient's overall condition.

MISSION STATEMENT:

In addition to supporting the mission and goals of Galveston College, the mission of the Nuclear Medicine Technology Program is to provide a comprehensive, competency-based nuclear medicine curriculum to prepare a diverse group of graduates with the entry-level skills needed to provide quality nuclear medicine procedures, the best possible patient care, and rewarding careers; encouraged to become leaders in the nuclear medicine community with a need for a lifetime of continued learning.

THE ROLE OF THE NUCLEAR MEDICINE TECHNOLOGIST:

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

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

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

Depending on a number of factors, including geographic location, duties of employment and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$40,500 to \$52,500 per year.

NUCLEAR MEDICINE TECHNOLOGY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Nuclear Medicine Technology program should contact the Program Coordinator at (409) 944-1491 or email at bbrown@gc.edu.

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
 - Requirements for the College include:
 - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions Office.
3. Continue the Program Checklist Process and Complete Program Degree Plan in the Counseling Office.
 - Degree Plan must show evidence of:
 - a. Achieve a grade of “C” or better in Math 0304 Intermediate Algebra or a passing placement test score within five years of acceptance into the Program. MATH 1314-College Algebra is strongly recommended.
 - b. Achieve a grade of “C” or better in BIOL 2401 Anatomy and Physiology I, within five years of acceptance into the Program.
 - c. Achieve a grade of “C” or better in HPRS 1206 Essentials of Medical Terminology.
 - d. Achieve a grade of “C” or better in CHEM 1405 Introductory Chemistry I or equivalent.
 - e. An overall GPA of 2.5. It is highly recommended that the general education courses be completed prior to enrollment in the Program. A grade of “C” or better is required in the general education courses. Math and Science courses must be completed within five years of acceptance into the Program.
4. Submit Program Application to the Program Coordinator.
 - Program Applications are accepted beginning September 15th through April 15th of each year to be considered for the next Summer Semester. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
 - Complete the following prior to enrollment:
 - a. Complete the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program. (This process takes seven months to complete.
 - b. Complete Varicella (Chicken pox) immunization or show proof of illness by the start of the program.
 - c. Complete a background check through the College at students cost upon acceptance to the Program.
 - d. Complete a clear drug screening test at students cost as directed by the Program.
 - e. Potential students may need to complete interview or meet with the Program coordinator upon request.
 - f. Attend Mandatory Orientation.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by program coordinator.
3. Agree to complete a disclosure of information form.

CURRICULUM:

PREREQUISITES+

<u>BIOL</u>	<u>2401</u>	Anatomy and Physiology I	4
HPRS	1206	Essentials of Medical Terminology	2
<u>CHEM</u>	<u>1405</u>	Introductory Chemistry I	4
			10

FIRST YEAR

First Semester				Second Semester			
<u>BIOL</u>	<u>2402</u>	Anatomy and Physiology II	4	NMTT 1162	Clinical- Nuclear Medicine Tech		1
NMTT	1301	Intro to Nuclear Medicine	3	NMTT 2305	Nuclear Medicine Methodology		3
NMTT	1303	Radiation Biology and Safety	3	NMTT 2301	Radiochemistry and Radiopharmacy		3

NMTT	1311	Nuclear Medicine Patient Care	3	NMTT	1313	Nuclear Medicine Physics	3
NMTT	1309	Nuclear Medicine Instrumentation	3				
RADT	2317	Radiological Physics I	<u>3</u>				<u>3</u>
			16				13

Summer I

<u>ENGL</u>	<u>1301</u>	Composition I	3
CTMT	2336	Computed Tomography Equipment and Methodology	3
			<u>6</u>

Summer II

<u>Humanities/Fine Arts Elective</u> ⁴	3
<u>Social/Behavior Science Elective</u> ⁷	3
	<u>6</u>

SECOND YEAR

First Semester

NMTT	2309	Nuclear Medicine Methodology II	3
NMTT	1205	Nuclear Medicine Data Processing	2
NMTT	2466	Practicum-Nuclear Medicine Technology	4
			<u>9</u>

Second Semester

NMTT	2235	Nuclear Medicine Technology Seminar *	2
NMTT	2313	Nuclear Medicine Methodology III	3
NMTT	2467	Practicum-Nuclear Medicine Technology	4
			<u>9</u>

Summer I

NMTT	2361	Practicum-Nuclear Medicine Technology	3
			<u>3</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 72

^{*}MATH 0304 Intermediate Algebra is a requirement to be met for program by placement or course completion according to Galveston College requirements
MATH 1314 College Algebra is highly recommended or a higher college-level mathematics course
⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312
⁷Select one course from ANTH 2346, ANTH 2351, CRIJ 1307, ECON 2301, ECON 2302, GEOG 1303, HIST 2311, HIST 2312, PSYC 2301, PSYC 2306, PSYC 2308, PSYC 2311, PSYC 2315, PSYC 2317, SOCI 1301, SOCI 1306, SOCI 2301, SOCI 2319, SOCI 2336 or SOCI 2339
^{*}Identifies CAPSTONE course. **(TP)** Identifies Tech Prep courses
Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

RADIATION THERAPY TECHNOLOGY

Associate of Applied Science Degree

The Radiation Therapy Program at Galveston College offers two educational options to complete the program. The first option is the Associate of Applied Science degree. The second option is the Certificate Program designed for register radiographers. Upon completion of either program the graduates will be eligible for The American Registry of Radiologic Technologists (ARRT) registry.

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

Program Outcomes:

1. Prepares graduates for an entry level position in the field of radiation therapy.
2. Students develop effective communication techniques and learn how to apply critical thinking skills in assessing patients in a clinical environment.
3. Students are taught to manage ethical issues both in an academic and clinical setting.
4. Qualified and eligible to sit for national registry for certification as a registered radiation therapist.
5. Promotes and embraces a commitment to life long learning.

MISSION STATEMENT

In keeping with the mission of Galveston College, the Radiation Therapy Program is committed to providing its students a basic general education as well as presenting the opportunity for students to develop specific skills through the program which will prepare the graduate for an entry level position in the field of Radiation Therapy. The faculty and staff of the Radiation Therapy program are committed to assisting the student toward the greatest academic, personal and professional potential through quality courses and instruction.

WHAT IS THE ROLE OF THE RADIATION THERAPIST?

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

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

RADIATION THERAPY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Radiation Therapy Program should contact the Program Coordinator/Director at (409) 944-492 or hcallaha@gc.edu.

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
 - Requirements for the College include:
 - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions Office
3. Continue the Program Checklist Process and Complete Program Degree Plain in the Counseling Office
 - Degree plan must show evidence of:
 - a. Achieve a grade of “C” or better in Math 1314 College Algebra or successful completion of College Algebra CLEP exam within five years of acceptance into the Program.
 - b. Achieve a grade of “C” or better in BIOL 2401 Anatomy and Physiology I, within five years of acceptance into the Program.
 - c. Achieve a grade of “C” or better in HPRS 1206 Essentials of Medical Terminology.
 - d. An overall GPA of 2.5. It is highly recommended that the general education courses be completed prior to enrollment in the Program. A grade of “C” or better is required in the general education courses. Math and Science courses must be completed within five years of acceptance into the Program.
4. Submit Program Application to the Program Coordinator
 - Program Applications are accepted beginning September 15th through April 15th of each year to be considered for the

next Academic Year. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.

- Complete the following prior to enrollment:
 - a. Complete the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the Program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program. This process takes seven months to complete.
 - b. Complete Varicella immunization (Chicken pox) or show proof of illness by the start of the program.
 - c. Complete a background check through the College at students cost upon acceptance to the Program.
 - d. Complete a clear drug screening test at students cost as directed by the Coordinator.
 - e. Potential students may need to complete interview or meet with the Program coordinator upon request.
 - f. Attend mandatory orientation.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator/Director. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by program coordinator.
3. Agree to complete a disclosure of information form.

CURRICULUM

All professional (NMTT or RADT) course work must be completed with a grade of 75 or better in order to progress in the program. Classroom instruction is presented at Galveston College, while clinical training is conducted through multiple clinical affiliates.

Upon completion of requirements, the student receives the Associate of Applied Science degree from Galveston College. The graduate is then eligible to apply for the national certification examination.

**Radiation Therapy
Associate of Applied Science Degree**

PREREQUISITES

<u>HPRS</u>	1206	Essentials of Medical Term	2
<u>BIOL</u>	<u>2401</u>	Anatomy & Physiology I	4
<u>MATH</u>	<u>1314</u>	College Algebra	3
			9

FIRST YEAR

First Semester				Second Semester			
RADT	1301	Introduction to Radiation Therapy	3	<u>BIOL</u>	<u>2402</u>	Anatomy & Physiology II	4
NMTT	1303	Radiation Biology and Safety	3	RADT	1344	Instrumentation and Methodologies	3
RADR	1303	Patient Care	3	RADT	2301	Oncology I	3
RADT	2317	Radiologic Physics I	3	RADT	1266	Practicum I	2
RADT	1171	Introduction to RT-Clinical	1				12
			13				

Summer I

<u>ENGL</u>	<u>1301</u>	Composition I	3
RADT	2266	Practicum II	2
RADT	1191	Special Topics: Trends	1
RADT	2307	Dosimetry I	3
			9

Summer II

<u>Humanities Elective⁴</u>			
<u>PSYC</u>	<u>2301</u>	General Psychology	-Or- 3
<u>SOCI</u>	<u>1301</u>	Introductory Sociology	-Or- 3
<u>GOVT</u>	<u>2305</u>	Federal Government	3
			6

SECOND YEAR

First Semester

RADT	2309	Dosimetry II	3
RADT	2303	Oncology II	3
RADT	2366	Practicum III	3
RADR	2340	Sectional Anatomy for Medical Imaging	3
<u>SPCH</u>	<u>1318</u>	Interpersonal Comm	<u>3</u>
			15

Second Semester

RADT	1291	Special Topics: Seminar*	2
RADT	2367	Practicum IV	3
			<u>5</u>

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 69

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

⁵Identifies CAPSTONE course.

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

RADIOGRAPHY

Associate of Applied Science Degree

Upon completion of the A.A.S. degree, the student will be eligible to sit for the board exam with the American Registry of Radiologic technologists (A.R.R.T.) to become a licensed medical radiographer.

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

Program Outcomes:

1. Graduate students that will be competent, entry-level radiographers prepared for the healthcare field.
2. Students will demonstrate appropriate communication skills.
3. Students will demonstrate appropriate critical thinking and problem solving skills.
4. The student (graduate) will understand the importance of professional values and life long learning.
5. The student (graduate) will be capable of fulfilling the needs of the healthcare community in radiologic sciences.

MISSION STATEMENT

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

WHAT IS THE ROLE OF THE RADIOGRAPHER?

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

Depending on a number of factors, including geographic location, duties of employment and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$41,000 to \$45,000 per year.

RADIOGRAPHY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Radiography Program should contact the Program Coordinator at (409) 944-1497 or estout@gc.edu.

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
 - Requirements for the College include:
 - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions Office
3. Continue the Program Checklist Process and Complete Program Degree Plain in the Counseling Office
 - Degree plan must show evidence of:
 - a. Achieve a grade of “C” or better in MATH 0304 Intermediate Algebra or a passing placement test score within five years of acceptance into the Program. MATH 1314 College Algebra is strongly recommended.
 - b. Achieve a grade of “C” or better in BIOL 2401 Anatomy and Physiology I, within five years of acceptance into the Program.
 - c. Achieve a grade of “C” or better in HPRS 1206 Essentials of Medical Terminology.
 - d. An overall GPA of 2.5. It is highly recommended that the general education courses be completed prior to enrollment in the Program. A grade of “C” or better is required in the general education courses. Math and Sciences courses must be completed within five years of acceptance into the Program.
4. Submit Program Application to the Program Coordinator
 - Program Applications are accepted beginning September 15th through April 15th of each year to be considered for the next Academic Year. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
 - Complete the following prior to enrollment:
 - a. Complete the Hepatitis B immunization series including titer or show proof of illness. To be eligible to apply to the Program, student must show proof that immunization process has been started. The process needs to be completed by the start of the Program. (This process takes seven months to complete).

- b. Complete Varicella immunization (chicken pox) or show proof of illness by the start of the Program.
- c. Complete a background check through the college at students cost upon acceptance to Program.
- d. Complete a clear drug screening test at students cost as directed by the Coordinator.
- e. Potential student may need to complete an interview or meet with the Program Coordinator upon request.
- f. Attend Mandatory Orientation.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by program coordinator.
3. Agree to complete a disclosure of information form.

CURRICULUM

RADIOGRAPHY
Associate of Applied Science Degree

Prerequisite Courses+

<u>BIOL</u>	<u>2401</u>	Anatomy & Physiology I	4
<u>HPRS</u>	<u>1206</u>	Essentials of Med Term ^(TP)	2
			6

FIRST YEAR

First Semester				Second Semester			
RADR	1411	Basic Radiographic Procedures	4	BIOL	2402	Anatomy & Physiology II	4
RADR	1301	Introduction to Radiography	3	RADR	1366	Practicum II	3
NMTT	1303	Radiation Biology and Safety	3	RADR	1313	Principles of Radiographic Imaging I	3
RADR	1303	Patient Care	3	RADR	2401	Inter Radiographic Procedures	4
RADR	1166	Practicum I	1				
			14				14

Summer I

<u>ENGL</u>	<u>1301</u>	Composition I	3
RADR	1367	Practicum III	3
			6

Summer II

<u>SPCH</u>	<u>1318</u>	Interpersonal Communication	3
		Humanities Elective ⁴	3
			6

SECOND YEAR

First Semester				Second Semester			
RADR	2305	Principles of Radiographic Imaging II	3	<u>ENGL</u>	<u>1302</u>	Composition II	3
RADR	2217	Radiographic Pathology	2	RADR	2367	Practicum V*	3
RADR	2366	Practicum IV	3	RADR	2333	Advanced Medical Imaging	3
<u>PSYC</u>	<u>2301</u>	General Psychology	3	RADR	2335	Radiographic Technology Seminar	3
HITT	1211	Computers in Healthcare ^(TP)	2				
			13				12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 71

⁺MATH 0304 Intermediate Algebra is a requirement to be met for admission to the program by placement or course completion according to the Galveston College requirements

⁴Select one course from ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333, ENGL 2342, ENGL 2343, HUMA 1301, HUMA 1302, PHIL 1301, PHIL 1316, PHIL 2303, PHIL 2306, PHIL 2307, PHIL 2321, SPAN 2311, SPAN 2312, FREN 2311, FREN 2312, GERM 2311 or GERM 2312

^{*}Identifies CAPSTONE course. (TP) Identifies Tech Prep courses

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

CERTIFICATE PROGRAMS (RADIOLOGIC HEALTH SCIENCES)

Applicants are required to be a registered technologist from an accredited program in order to apply to the Radiologic Health Science Certificate Program.

Certificate programs which are offered through the Allied Health Office include:

- Breast Imaging/Mammography
- Computerized Tomography Technology
- Magnetic Resonance Imaging Technology
- Radiation Therapy Technology Certificate Program

BREAST IMAGING/MAMMOGRAPHY Certificate Program

The Breast Imaging/Mammography program is a post-associate degree certificate program designed to assist Radiographers become registered Mammography Technologists (M) with the American Registry of Radiologic Technologists (ARRT). The program contains both a didactic and a clinical component to help prepare individuals become entry level Mammographers.

WHAT IS THE ROLE OF THE MAMMOGRAPHER?

Mammography is a branch of radiology that employs specialized x-ray equipment to produce images of the breast which aid the radiologist in diagnosing breast cancer and other pathologies. The mammographer works closely with patients to provide instruction and ensure quality care while performing various specialized breast-imaging studies.

In order to produce quality images, the mammographer must be able to communicate and work effectively with patients and health professionals, operate sophisticated equipment, observe radiation protection measures, and participate in quality assurance measures.

Depending on a number of factors, including geographic location, duties of employment and their own personal qualities, mammographers' can reasonably expect entry-level salaries ranging from \$35,000 to \$45,000 per year.

BREAST IMAGING/MAMMOGRAPHY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Breast Imaging/Mammography program should contact the Program Director or rprue@gc.edu.

Applicant must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
 - Requirements for the College include:
 - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions office.
3. Continue the Program Checklist Process and Complete Program Degree Plan in the Counseling Office.
 - Degree plan must show evidence of:
 - a. An overall GPA of 2.5.
 - b. Be a graduate of an accredited Radiologic Health Science Program.
 - c. Be a registered technologist by the start of the Program
 - d. File a copy of current Texas Department of Health certification and American Registry of Radiologic Technologists (ARRT) certificate in the Allied Health Office.
4. Submit a Program Application to the Program Coordinator. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each semester. Successful applicants will be notified by mail of acceptance to the program. The Application deadlines are:
 - ❖ July 30th for the Fall Semester
 - ❖ November 30th for the Spring Semester
 - ❖ April 30th for the Summer Semester
 - Complete the following prior to enrollment:
 - a. Students must be certified American Heart Health Care Provider level CPR at program entry and maintain certification though out their course of study.
 - b. Complete Hepatitis B immunization series including titer or show proof of illness by the start of the Program. (This process takes approximately seven months to complete.)
 - c. Show proof of Varicella immunization (chicken pox) or show proof of illness by the start of the Program. (This

- process takes approximately seven months to complete.)
- d. Complete a background check through the College at students cost upon acceptance to Program.
 - e. Complete a clear drug screening test at students cost as directed by the Coordinator.
 - f. Potential students may need to complete an interview or meet with program Coordinator upon request.
 - g. Attend mandatory orientation.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by program coordinator.
3. Agree to complete a disclosure of information form.

CURRICULUM

Classroom instruction will be conducted at Galveston College. Clinical training will be conducted at UTMB hospitals and a number of affiliated health care institutions (Clinical Schedule can be flexible). The clinical portion of the program will begin at the end of the sixth week.

Upon completion of requirements, the student will receives a certificate of completion from Galveston College.

BREAST IMAGING/MAMMOGRAPHY CERTIFICATE PROGRAM

ONE SEMESTER PROGRAM

First Semester

MAMT	2233	Anatomy/Positioning & Patient Assessment	2
MAMT	2231	Instrumentation/Modalities	2
MAMT	2230	Quality Assurance	2
MAMT	2260	Clinical*	2
			8

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 8

*Identifies CAPSTONE course

COMPUTERIZED TOMOGRAPHY

Certificate Program

Computerized Tomography is a post-associate degree certificate program offered by Galveston College. This course is designed for the cross-trained professional, the new Radiographer, Nuclear Medicine Technologists, and for Radiation Therapy technologists. Upon completion of the 12 credit hour program the student will be eligible for the American Registry of Radiologic Technologists (ARRT) registry. This program can also be counted as CE credit and is worth 16 CEs per credit hour according to the ARRT. Once a student passes the registry they then earn 24 CEs.

WHAT IS THE ROLE OF THE CT TECHNOLOGIST?

Computerized Tomography (CT) is a branch of radiology that employs specialized x-ray equipment to produce sectional images of the human anatomy. The CT Technologist performs various diagnostic procedures under the supervision of a licensed radiologist. In order to produce quality images, the CT Technologist must be able to work effectively with patients and health professionals, operate sophisticated computer equipment and observe radiation protection measures.

COMPUTERIZED TOMOGRAPHY TECHNOLOGY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Computerized Tomography Technology program should contact the Program Coordinator at (409) 944-1444 or email at tmoran@gc.edu

Applicant must:

1. Complete the requirements for admission to the College. **Admission to the college does not guarantee acceptance to the Program.**
 - Requirement to the College include:
 - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions office.
3. Continue the Program Checklist Process and Complete Program Degree Plan with the Program Coordinator.
 - Degree plan must show evidence of:
 - a. A GPA of 2.5 or higher from an Accredited Medical Radiography Program.
 - b. Be a graduate of an accredited Radiologic Health Science Program.
 - c. Be a registered technologist by the start of the Program.
4. Submit a Program Application to the Program Coordinator. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each semester. Successful applicants will be notified by mail of acceptance to the program. The Application deadlines are:
 - ❖ July 30th for the Fall Semester
 - ❖ October 30th for the Spring Semester
 - ❖ April 30th for the Summer Semester
 - Complete the following prior to enrollment:
 - a. File a copy of current Texas Department of Health certification and American Registry of Radiologic Technologists (ARRT) certificate in the Allied Health Office.
 - b. Students must be certified in American Heart Health Care Provider level CPR at program entry and maintain certification through out their course of study.
 - c. Complete Hepatitis B immunization series including titer or show proof of illness by the start of the Program.
 - d. Show proof of Varicella immunization (Chicken pox) or show proof of illness by the start of the Program.
 - e. Complete a background check through the College at students cost upon acceptance to Program.
 - f. Complete a clear drug screening test at students cost as directed by the Program.
 - g. Potential student may need to complete a program interview or meet with Program coordinator upon request.
 - h. Attend Mandatory Orientation.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "C" or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program.
2. Submit course syllabi for review, if requested by program coordinator.
3. Agree to complete a disclosure of information form.

CURRICULUM

The program is offered in the fall, spring, or summer semesters and can be completed in one semester of full-time study.

Classroom instruction will be conducted at Galveston College. Clinical training will be conducted at The University of Texas Medical Branch hospital and a number of affiliated health care institutions. Clinical Schedule can be flexible.

Upon completion of requirements, the student receives a certificate of completion from Galveston College.

COMPUTERIZED TOMOGRAPHY TECHNOLOGY CERTIFICATE PROGRAM

ONE SEMSTER PROGRAM

First Semester

CTMT	2336	Computed Tomography Equipment and Methodology	3
RADR	2340	Sectional Anatomy for Medical Imaging	3
CTMT	2360	Clinical I (Computed Tomography - first 8 weeks)	3
CTMT	2361	Clinical II (Computed Tomography - second 8 weeks)*	3
			<hr/>
			12

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 12

*Identifies CAPSTONE course

MAGNETIC RESONANCE IMAGING TECHNOLOGY

Certificate Program

The Magnetic Resonance Imaging Technology (MRI) is a post-associate degree Certificate Program offered by Galveston College. This program is designed for the cross-trained professional, the Radiographer, Nuclear Medicine, Ultrasound Technologists, and for Radiation Therapy technologists. Upon completion of the 22 credit hour program the student will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) MRI registry exam. This program is also valid as CE credit and once students pass the ARRT MRI registry exam they earn 24 CEs.

WHAT IS THE ROLE OF THE MRI TECHNOLOGIST?

The MRI Technologist performs various diagnostic procedures under the supervision of a licensed physician and works closely with patients to provide instruction and quality care while performing diagnostic procedures. These procedures are quite varied and provide images of virtually all parts of the anatomy.

MRI is unique in the field of diagnostic imaging because of the manner in which images are obtained. The patient is positioned within a powerful magnetic field and radio frequency signals are utilized to create images of the patient's internal structures. This is accomplished without the use of radiation.

Depending on a number of factors, including geographic locations, duties of employment and their own personal qualities, graduates can reasonably expect entry level salaries ranging from \$44,000 to \$50,000 per year.

MRI TECHNOLOGY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Magnetic Resonance Imaging Technology program should contact the Program Coordinator at (409) 944-1270 or email at ecerani@gc.edu.

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
 - Requirement to the College include:
 - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions office.
3. Continue the Program Checklist Process and Complete Program Degree Plan with the Program Coordinator.
 - Degree plan must show evidence of:
 - a. An overall GPA of 2.5
 - b. Be a graduate of an accredited Radiologic Health Science Program.
 - c. Be a registered technologist by the start of the Program.
 - d. Achieve a grade of "C" or better in MATH 0304 Intermediate Algebra or successful completion of equivalent math placement exam. Students are recommended to take MATH 1314 College Algebra and PHYS 1401 College Physics I prior to starting the Program.
4. Submit a Program Application to the Program Coordinator. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each semester. Successful applicants will be notified by mail of acceptance to the program. The Application deadlines are:
 - ❖ July 30th for the Fall Semester
 - ❖ October 30th for the Spring Semester
 - ❖ April 30th for the Summer Semester
 - Complete the following prior to enrollment:
 - a. File a copy of current Texas Department of Health certification and ARRT, NMTCB or ARDMS certificate in the Allied Health Office.
 - b. Students must be certified in American Heart Health Care Provider level CPR at program entry and maintain certification through out their course of study.
 - c. *Show proof of Hepatitis B immunization series including titer or show proof of illness. (Takes seven months to complete). To be eligible to apply to the program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program.
 - d. *Complete Varicella immunization (Chicken pox) or proof of illness by the start of the program.
 - e. *Complete a background check through the college at students cost upon acceptance to Program.
 - f. *Complete a clear drug screening test at students cost as directed by the Program.
 - g. Potential students may need to complete interview process or meet with Program Coordinator upon request.
 - h. Attend Mandatory Orientation

*Not required for students taking the online instruction and completing the clinical training independently from Galveston College.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred pre-requisites, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by program coordinator.
3. Agree to complete a disclosure of information form.

CURRICULUM

Upon completion of requirements, the student receives a certificate of completion from Galveston College (only if the clinical hours have been completed through Clinical Sites affiliated with Galveston College).

MAGNETIC RESONANCE IMAGING TECHNOLOGY CERTIFICATE PROGRAM

ONE YEAR PROGRAM

First Semester				Second Semester			
MRIT	2330	Principles of MRI	3	RADR	2340	Sectional Anatomy for Medical Imaging	3
MRIT	2334	MRI Equipment & Methodology	3	MRIT	2374	Advanced MRI Physics	3
MRIT	2560	Clinical I ^f	5	MRIT	2561	Clinical II* ^f	5
			<hr/>				<hr/>
			11				11

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 22

^f The Clinical Application courses (MRIT 2560 and MRIT 2561) will consist of 16 hours per week each semester. Total clinical hours for the program will be 512 hours [*] Identifies CAPSTONE

RADIATION THERAPY TECHNOLOGY CERTIFICATE

The Radiation Therapy Program at Galveston College offers two educational options to complete the program. The first option is the Associate of Applied Science degree. The second option is the Certificate Program designed for register radiographers. Upon completion of either program the graduates will be eligible for The American Registry of Radiologic Technologists (ARRT) registry.

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

WHAT IS THE ROLE OF THE RADIATION THERAPIST?

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

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

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

RADIATION THERAPY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Radiation Therapy Technology program should contact the Program Coordinator at (409) 944-1492 or email at hcalla@gc.edu.

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
 - Requirement to the College include:
 - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions office.
3. Continue the Program Checklist Process and Complete Program Degree Plan with the Program Coordinator.
 - Degree plan must show evidence of:
 - a. An overall GPA of 2.5
 - b. Be a graduate of an accredited Radiologic Health Science Program.
 - c. Be a registered technologist by the start of the Program.
 - d. Achieve a grade of "C" or better in MATH 1314 College Algebra or successful completion of equivalent math placement exam. Students are highly recommended to take PHYS 1401 College Physics I prior to starting the program.
4. Submit Program Application to the Program Coordinator.
 - Program applications are accepted beginning September 15th through April 15th of each year to be considered for the next academic year. All applicants must be registered radiographers from accredited Program by April 15th. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must reapply each year. Successful applicants will be notified by mail of acceptance to the program.
 - Complete the following prior to enrollment:
 - a. File a copy of current Texas Department of Health certification and ARRT, or NMTCB certificate in the Allied Health Office.
 - b. Students must be certified in American Heart Health Care Provider level CPR at program entry and maintain certification through out their course of study.
 - c. Show proof of Hepatitis B immunization series including titer or show proof of illness. (Takes seven months to complete). To be eligible to apply to the program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program.
 - d. Complete Varicella immunization (Chicken pox) or proof of illness by the start of the program.
 - e. Complete a background check through the college at students cost upon acceptance to Program.
 - f. Complete a clear drug screening test at students cost as directed by the Program.
 - g. Potential students may need to complete interview process or meet with Program Coordinator upon request.

h. Attend Mandatory Orientation

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of “C” or better is required on all transferred pre-requisites, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by program coordinator.
3. Agree to a complete a disclosure of information form.

CURRICULUM

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

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

RADIATION THERAPY TECHNOLOGY CERTIFICATE PROGRAM

FIRST YEAR

Summer I

RADT	1344	Instrumentation and Methodologies	3
RADT	2307	Dosimetry I	3
RADT	2301	Oncology I	3
RADT	1266	Practicum I	2
			11

First Semester

RADR	2340	Sectional Anatomy for Medical Imaging	3
RADT	2309	Dosimetry II	3
RADT	2303	Oncology II	3
RADT	1366	Practicum II	3
			12

Second Semester

RADT	1291	Special Topics: Seminar	2
RADT	2366	Practicum III	3
			5

SECOND YEAR

Summer I

RADT	1191	Special Topics & Trends*	1
RADT	2367	Practicum IV	3
			4

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 32

* Identifies CAPSTONE

SURGICAL TECHNOLOGY

Level-Two Certificate Program

Surgical Technology is a 12 month program offered by Galveston College. Student's who complete the program will earn a Level II certificate. This program focuses on the need for qualified personnel to provide quality peri-operative care in the surgical arena. Upon completion of this course, the student candidate is eligible to apply to the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certification exam. Upon completion, the graduate is prepared to function as an entry-level surgical technologist and upon passing the CST examination the candidate becomes a Board Certified Surgical Technologist (CST).

Surgical Technology courses are part of an interdisciplinary curriculum designed to provide educational experiences that are common to the surgical environment. The surgical technologist is an integral part of the surgical team who works closely with both nurses and surgeons to provide the best possible care for the surgical patient. The surgical technologist is responsible for assisting the surgeon during surgery by passing instruments and other equipment to him/her in the prescribed manner and maintaining sterility throughout the entire surgical procedure.

Program Outcomes:

1. Verbalize and demonstrate the principle of sterile and aseptic techniques in the peri-operative environment.
2. Provide insight to the physiological impact of surgical intervention on patients across life span.
3. Demonstrate teamwork among peri-operative caregivers to encourage cooperation for positive surgical outcomes.
4. Identify guidelines and standards for planning and implementing individualized care based on the setting and procedure.
5. Be accountable for the care and teaching provided to the patient and/or the family.
6. Communicate effectively with patients, families and staff to provide sharing of facts and feelings.
7. Maintain personal and professional standards that accurately and positively influence patient care.
8. Practice within the legal and ethical framework of Surgical Technology.
9. The role of the surgical technologist is to provide safe and effective care for the surgical patient before, during and after surgery.

SURGICAL TECHNOLOGY ADMISSION CRITERIA

All prospective candidates who wish to be admitted to the Surgical Technology program should contact the Coordinator at (409) 944-1493.

Applicants must:

1. Complete the requirements for admission to the College. **Admission to the College does not guarantee admission to the Program.**
 - Requirements for the College include:
 - a. TSI scores for TSI-eligible students or placement scores for TSI-exempt students which permit enrollment in college level courses. Official TSI scores must appear on a transcript to be sent directly to Galveston College from the test company on an official test score report form.
2. Initiate the Program Checklist in the Admissions office.
3. Continue the Program Checklist Process and Complete Program Degree Plan in the Counseling Office.
 - Degree plan must show evidence of:
 - a. Complete Math 0303 Introductory Algebra, by placement or course completion within five years prior to acceptance into the Program.
 - b. Satisfactory completion of HPRS 1206, Essentials of Medical Terminology.
 - c. Satisfactory completion of HITT 1211, Computers in Health Care or COSC 1301 Microcomputer Applications.
 - d. An overall GPA of 2.0. Math and Sciences course must have been taken within five years prior to acceptance into the Program. SRGT 1491 and HPRS 2200 are highly recommended to be taken prior to starting the Program. Students may substitute BIOL 2401 and BIOL 2402, or VNSG 1420 for SRGT 1491.
4. Submit Program Application to the Program Coordinator.
 - Program Applications are accepted beginning September 15th through April 15th of each year to be considered for the next Summer Semester. Applications that are submitted after the deadline will be reviewed at the discretion of the Selection Committee. Due to limited enrollment, we cannot accept every applicant. Applicants not admitted to the program must re-apply each year. Successful applicants will be notified by mail of acceptance to the program.
 - Complete the following prior to enrollment:
 - a. Show proof of Hepatitis B immunization series or proof of illness including titer (takes seven months. to complete). To be eligible to apply to the program, student must show proof that the immunization process has been started. The process needs to be completed by the start of the program.
 - b. Complete Varicella vaccination (Chicken pox) or proof of illness by the start of the program.
 - c. Completion of Tdap (Tetanus/Diphtheria/Pertussis), MMR (measles, mumps & rubella) immunizations by the start of the Program and TB skin (Tuberculin Test) test within six months of starting the Program.
 - d. Students must be certified in American Heart Health Care Provider level CPR at program entry and maintain certification throughout their course of study.

- e. Complete Physical Exam within one year prior of starting the Program.
- f. Complete a background check through the college at students cost upon acceptance to Program.
- g. Complete a clear drug screening test at students cost as directed by the Coordinator.
- h. Potential students may need to complete interview process or meet with Program Coordinator upon request.
- i. Attend Mandatory Program Orientation.

Transfer Policy:

Course work from another program will be evaluated on an individual basis by the Program Coordinator. A grade of "75" or better is required on all transferred prerequisite, general education and program specific courses. Transfer students from another program will be admitted on a space-available basis.

Transfer students must:

1. Complete admission requirements to Galveston College as well as the Program admission criteria.
2. Submit course syllabi for review, if requested by program coordinator.
3. Agree to complete a disclosure of information form.

Re-Admission Policies:

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

The applicant must:

- Be in good academic standing.
- Submit a request to the Admission and Progression Committee.
- Satisfactorily complete re-admission requirements identified at the time of exit.
- Meet Program Admission Criteria

Certification Requirements:

Upon satisfactory completion of the Surgical Technology Program the student may sit for the National Certification Examination. The student must submit the application to the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Approved candidates will be provided with an authorization to test (ATT) number and a phone number and website address to contact the testing agency to schedule the date, time and location for testing. More information is available by contacting: NBSTSA, 6 West Dry Circle, Suite 100, Littleton, CO, 80120, www.nbstsa.org.

Liability Insurance:

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

Surgical Technology Organizations:

All students enrolled in the Surgical Technology program are encouraged to seek membership in the college, local, state and national Association of Surgical Technologist organization.

Pregnancy Policy:

The disclosure of pregnancy is completely voluntary and it is the exclusive right of the student to declare herself as pregnant. If the student does choose to voluntarily inform program officials of her pregnancy, she must do so in writing.

Curriculum:

Classroom instruction is presented at Galveston College, while clinical training is conducted at UTMB hospitals and a number of affiliated health care institutions. Upon completion of the program requirements, the graduate will receive a certificate of completion from Galveston College. The graduate then qualifies to sit for the national certification exam.

SURGICAL TECHNOLOGY

Prerequisites

HPRS	1206	Essentials of Medical Term	2
HITT	1211	Computers in Healthcare -Or-	
COSC	1301	Microcomputer App	<u>2-3</u>
			4-5

ONE YEAR PROGRAM

First Semester(Summer)

SRGT	1491	Special Topics (Human Anatomy) ^f	4
HPRS	2200	Pharmacology for Health Professionals ^f	2
SRGT	1405	Intro to Surgical Technology	4
SRGT	1509	Fund of Perioperative Concepts and Techniques	5
SRGT	1160	Beginning Clinical	<u>1</u>
			16

Second Semester (Fall)

SRGT	1441	Surgical Procedures I	4
SRGT	1660	Intermediate Clinical	6
SRGT	1244	Technological Sciences for the Surgical Technologist	2
			<u>12</u>

Third Semester (Spring)

SRGT	1442	Surgical Procedures II	4
SRGT	2660	Advanced Clinical	6
SRGT	2260	Specialty Clinical*	2
SRGT	2130	Professional Readiness	<u>1</u>
			13

TOTAL SEMESTER CREDIT HOURS IN PROGRAM: 45-46

^fSRGT 1491 and HPRS 2200 are strongly recommended to be taken as co-requisites.

*Identifies CAPSTONE course **(TP)** Identifies Tech Prep courses

Underline - Identifies courses to meet academic, general education requirements for AAS Degree; 15 credit hours

CHAPTER X
COURSE DESCRIPTIONS

Course Descriptions

EXPLANATION OF THE COURSE NUMBER SYSTEM

The courses offered by Galveston College carry a four letter prefix and four-digit number format (for example, the format for a course in English would be ENGL 1301). 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 credit hour(s) assigned to the course (“0” indicates no credit value, “1” indicates one semester credit hour, “2” indicates two semester credit hours, “3” indicates three semester credit hours, “4” indicates four semester credit hours, 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).

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 Division Director or Dean or the Vice President of Instruction. Those students seeking a prerequisite waiver should first consult with a college counselor.

CORE CURRICULUM REQUIREMENTS

The student must complete the required courses from the core curriculum (identified in order to be awarded the A.A. degree. These courses are identified in the following section with a †).

TRANSFER COURSES

Transfer courses are those that are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor about the transferability of specific courses. There is no guarantee, however, that a course which “transfers” will apply to a specific major or degree at a four year college or university.

Developmental courses do not transfer and are identified with a four digit course number beginning with 0.

EXAMPLE:

Transfer course = ENGL 1301

Non-Transfer course = MATH 0303

ACCOUNTING

ACCT 2301 FINANCIAL ACCOUNTING

(3-2) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)
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.

ACCT 2302 MANAGERIAL ACCOUNTING

(3-2) Credit: 3

Prerequisite: ACCT 2301 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.

ACCOUNTING TECHNOLOGY

ACNT 1303 INTRODUCTION TO ACCOUNTING I

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)
A study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll.

ACNT 1329 PAYROLL AND BUSINESS TAX ACCOUNTING

(3-0) Credit: 3

Prerequisite: ACNT 1303
A study of payroll procedures, taxing entities and reporting requirements of local, state and federal taxing authorities in a manual and computerized environment.

ACNT 1331 FEDERAL INCOME TAX: INDIVIDUAL

(3-0) Credit: 3

Prerequisite: ACNT 1303.
Basic instruction in the tax laws as currently implemented by the Internal Revenue Service, providing a working knowledge of preparing taxes for the individual.

ACNT 1382 COOPERATIVE EDUCATION – ACCOUNTING TECHNICIAN I

(1-20) Credit: 3

Prerequisite: ACNT 1303.
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

ACNT 1411 INTRODUCTION TO COMPUTERIZED ACCOUNTING

(3-3) Credit: 4

Prerequisite: ACNT 1303.
Introduction to utilizing the computer in maintaining accounting records, making management decisions and processing common business applications with primary emphasis on a general ledger package.

ACNT 1425 PRINCIPLES OF ACCOUNTING I

(3-3) Credit: 4

Prerequisite: ACNT 1303 or permission of instructor.
A study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations. Emphasis on accounting cycle for service and merchandising. Same as ACCT 2301.

ACNT 1426 PRINCIPLES OF ACCOUNTING II

(3-3) Credit: 4

Prerequisite: ACNT 1425.
A study of the fundamentals of managerial accounting. Emphasis on accounting for a manufacturing concern, budgeting, planning, management decision making and analysis of financial reports. Same as ACCT 2302.

ACNT 2382 COOPERATIVE EDUCATION – ACCOUNTING TECHNICIAN II

(1-20) Credit: 3

Prerequisite: ACNT 1303.
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

ALLIED HEALTH SCIENCES

HITT 1211 COMPUTERS IN HEALTH CARE

(2-0) Credit: 2

Prerequisite: ENGL 0301 (W2); READ 0301(R1).
Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data

HPRS 1205 ESSENTIALS OF MEDICAL LAW/ETHICS FOR HEALTH PROFESSIONALS

(2-0) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0301 (W2)
Introduction to the relationship between legal aspects and ethics in health care, with emphasis on responsibilities of health care professionals.

HPRS 1206 ESSENTIALS OF MEDICAL TERMINOLOGY

(2-0) Credit: 2

Prerequisite: READ 0302 (R2); ENGL 0301(W2)
A study of common medical terminology, word origin, structure, and application.

ANTHROPOLOGY

†ANTH 2351 CULTURAL ANTHROPOLOGY

(3-0) Credit: 3

Prerequisites: READ 0302 (R2); ENGL 0302 (W3)
Key concepts, methods and theory in the study of cultural diversity, social institutions, linguistics, and culture change among world peoples.

ART

†ARTS 1301 ART APPRECIATION

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
Exploration of purposes and processes in the visual arts, including evaluation of selected works. (Formerly: ARTS 1300)

†ARTS 1303 ART HISTORY I

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
The first of a two-semester course sequence studying the history of art. This course examines painting, sculpture, architecture and other art forms from Ancient times to the 1400's

†ARTS 1304 ART HISTORY II

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
The second of a two-semester course sequence studying the history of art. This course examines painting, sculpture, architecture and other art forms from the 1400's to modern times

ARTS 1311 DESIGN I (2-Dimensional)

(2-4) Credit: 3

Prerequisite: None.
Elements and principles of art using two dimensional concepts.

ARTS 1312 DESIGN II (3-Dimensional)

(2-4) Credit: 3

Prerequisite: ARTS 1311.
Elements and principles of art using three dimensional concepts.

ARTS 1316 DRAWING I (2-4) Credit: 3
Prerequisite: None.
Investigation of drawing media and techniques including descriptive and expressive possibilities.

ARTS 1317 DRAWING II (2-4) Credit: 3
Prerequisite: ARTS 1316.
Investigation of drawing media and techniques including descriptive and expressive possibilities.

ARTS 2313 DESIGN COMMUNICATIONS I (3-3) Credit: 3
Prerequisite: None
Communication of ideas through processes and techniques of graphic design and illustration.

ARTS 2314 DESIGN COMMUNICATIONS II (3-3) Credit: 3
Prerequisite: ARTS 2313
Communication of ideas through processes and techniques of graphic design and illustration.

ARTS 2316 PAINTING I (2-4) Credit: 3
Prerequisite: None.
Exploration of ideas using painting media and techniques.

ARTS 2317 PAINTING II (2-4) Credit: 3
Prerequisite: ARTS 2316
Exploration of ideas using painting media and techniques

ARTS 2323 LIFE DRAWING I: 3RD SEMESTER DRAWING (2-4) Credit: 3
Prerequisite: ARTS 1317
Basic study of the human form.

ARTS 2324 LIFE DRAWING II: 4TH SEMESTER DRAWING (2-4) Credit: 3
Prerequisite: ARTS 2323.
Basic study of the human form.

ARTS 2326 SCULPTURE I (2-4) Credit: 3
Prerequisite: None.
Exploration of ideas using sculpture media and techniques.

ARTS 2327 SCULPTURE II (2-4) Credit: 3
Prerequisite: ARTS 2326.
Exploration of ideas using sculpture media and techniques.

ARTS 2346 CERAMICS I (2-4) Credit: 3
Prerequisite: None.
Exploration of ideas using basic ceramic processes.

ARTS 2347 CERAMICS II (2-4) Credit: 3
Prerequisite: ARTS 2346.
Exploration of ideas using basic ceramic processes.

ARTS 2356 PHOTOGRAPHY I (2-4) Credit: 3
Prerequisite: None.
Introduction to the basics of photography, including an emphasis on digital photography, photographic technique and application.

ARTS 2357 PHOTOGRAPHY II (2-4) Credit: 3
Prerequisite: ARTS 2356.
Prerequisite: Photography I (or its equivalent).

ARTS 2366 WATERCOLOR PAINTING I (2-4) Credit: 3
Prerequisite: None.
Exploration of ideas using water-based printing media and techniques.

ARTS 2367 WATERCOLOR PAINTING II (2-4) Credit: 3
Prerequisite: ARTS 2366.
Exploration of ideas using water-based printing media and techniques.

ASTRONOMY

†**ASTR 1403 STARS AND GALAXIES** (3-3) Credit: 3
Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)
An introduction to the present cosmological theories about the structure and evolution of the universe. A comparison with previous models since antiquity, a study of the celestial sphere and the constellations, the motions in the sky, gravity, light, radiation, optics, telescopes and spacecraft. A survey of stars, clusters, galaxies, superclusters, their properties, structure and evolution.

†**ASTR 1404 SOLAR SYSTEM** (3-3) Credit: 3
Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)
An introduction to present theories about the structure and evolution of the solar system, compared to the models and theories since antiquity. A study of the celestial sphere and the constellations, the motions in the sky, gravity, light, radiation and optics, telescopes, spacecraft and their discoveries. A survey of the Sun, planets, moons, rings, asteroids, comets and debris in our solar system, the possibility of the life in the Universe.

BIOLOGICAL SCIENCES

BIOL 1322 NUTRITION AND DIET THERAPY I (3-0) Credit: 3
Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)
Study of chemical, physical, and sensory properties of food; nutritional quality; and food use and diet applications.

†**BIOL 1406 BIOLOGY FOR SCIENCE MAJORS I** (3-3) Credit: 4
Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)
The first of a two-semester course surveying interdisciplinary studies and principles to explore the scientific methodology and frameworks for understanding biological systems. This course focuses on basic concepts related to chemistry of inorganic and organic molecules, cell structure and function, metabolism, photosynthesis and cellular respiration, mitosis and meiosis, mendelian patterns of inheritance, DNA and chromosomal organization and function, gene activity, biotechnology, evolution, origin and history of life. It includes a practical laboratory with emphasis on the application of fundamental principles of biology as well as critical thinking. This course is designed to fulfill four credit hours of the Natural Science component of the core curriculum for science majors.

†**BIOL 1407 BIOLOGY FOR SCIENCE MAJORS II** (3-3) Credit: 4
Prerequisite: BIOL 1406
The second of a two-semester course surveying interdisciplinary studies and principles to explore classification, evolution, and comparative-level organization of living systems. This course focuses on basic concepts related to microbiology and evolution of prokaryotes and eukaryotes, plant structure and function, invertebrates and vertebrates, comparative animal biology and organ systems, and ecology. It includes a practical laboratory with emphasis on the application of fundamental principles of biology as well as critical thinking. This course is designed to fulfill four credit hours of the Natural Science component of the core curriculum for science majors.

†**BIOL 2401 ANATOMY AND PHYSIOLOGY I** (3-3) Credit: 4
Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)
The first of a two-semester course sequence introducing the normal structure and function of the human body, its cells, tissues, organs and organ systems. Major body systems to be studied in this course include the integumentary, skeletal, muscular and nervous systems. This course serves as a foundation for students of Associate Degree Nursing, Allied Health disciplines and physical education majors.

†BIOL 2402 ANATOMY AND PHYSIOLOGY II**(3-3) Credit: 4**

Prerequisite: BIOL 2401

The second of a two-semester course sequence introducing the normal structure and function of the human body, its cells, tissues, organs and organ systems. Major body systems to be studied in this course include the endocrine, circulatory, respiratory, digestive, excretory and reproductive systems. This course serves as a foundation for students of Associate Degree Nursing, Allied Health disciplines and physical education majors.

BIOL 2406 ENVIRONMENTAL BIOLOGY**(3-3) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)

This course is an introduction to basic ecological principles, biotic interrelationships in aquatic and terrestrial communities, and environmental issues that have national and global effects. This course is designed to fulfill four credit hours of a non-science major's laboratory science requirement.

†BIOL 2421 MICROBIOLOGY FOR SCIENCE MAJORS**(3-3) Credit: 4**

Prerequisite: BIOL 1406 or BIOL 2401.

Study of the morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief preview of food microbes, public health, and immunology.

BIOTECHNOLOGY**BITC 1291 SPECIAL TOPICS: ETHICS****(2-0) Credit: 2**

Prerequisite: Acceptance in the Biotechnology program

This course will cover ethical considerations in research. A combination of lectures and discussion sessions will be utilized to emphasize the importance of ethical behavior in the research work force. Topics will include the use of animals and humans in research, scientific misconduct, handling of scientific data, sharing of data and materials and authorship of publication.

BITC 1311 INTRODUCTION TO BIOTECHNOLOGY**(3-2) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3) and Acceptance into the Biotechnology program.

An introduction to biotechnology including career exploration, history and applications of DNA/RNA technology, molecular biology, bioethics, and laboratory safety practices.

BITC 1391 SPECIAL TOPICS: ADVANCED BIOTECHNOLOGY**(2-2) Credit: 3**

Prerequisite: BITC 2411

This course will address one or more topics in skills in biotechnological research relevant to the professional development of the student. Topics will be selected based on the student's interests and projected trends in workforce needs. Topics will include: preparative nucleic acid techniques, analytical nucleic acid techniques, animal handling, histology and protein manipulation.

BITC 1402 BIOTECHNOLOGY LAB METHODS AND TECHNIQUES**(3-3) Credit: 4**

Prerequisite: BITC 1311 or concurrently enrolled

A study of laboratory operations, management, equipment, instrumentation, quality control techniques, and safety procedures. Laboratory practice in using pH meters, mixing buffers, performing measurements, preparing solutions, and performing separatory techniques.

BITC 2286 INTERNSHIP (BIOTECHNOLOGY LAB TECH)**(0-12) Credit: 2**

Prerequisite: BITC 1311, BITC 1402

A worked-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience.

BITC 2387 INTERNSHIP-BIOTECHNOLOGY LAB TECH**(0-18) Credit: 3**

Prerequisite: BITC 2286

A worked-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience.

BITC 2411 BIOTECHNOLOGY LABORATORY INSTRUMENTATION**(3-3) Credit: 4**

Prerequisite: BITC 1311, BITC 1402

Theory, applications, and operation of various analytical instruments. Separation and identification techniques including electrophoresis, spectrophotometry, and chromatography emphasized.

BITC 2441 MOLECULAR BIOLOGY TECHNIQUES**(3-3) Credit: 4**

Prerequisite: BITC 1311, BITC 1402

An introduction to the theory and laboratory techniques in molecular biology with an emphasis on proteins, gene expression and regulation, recombinant DNA, and nucleic acids.

BREAST IMAGING/MAMMOGRAPHY**MAMT 2230 QUALITY ASSURANCE****(2-0) Credit: 2**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), Certification in a Radiologic Health Sciences program and Enrollment in the Post-Associate Breast Imaging program.

Instruction in Quality Control and Quality Assurance procedures. The student will participate in the performance evaluation and recording of the Quality Control tests as described in the Mammography Quality Control Manual.

MAMT 2231 INSTRUMENTATION/MODALITIES**(2-0) Credit: 2**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), Certification in a Radiologic Health Sciences program and Enrollment in the Post-Associate Breast Imaging program.

Concepts, theories and equipment employed in breast imaging. Includes mamographic technique for breast compression, magnification and selection of technical factors and specimen radiology. Emphasizes interventional procedures, special exam and special modalities.

MAMT 2233 ANATOMY/POSITIONING & PATIENT ASSESSMENT**(2-0) Credit: 2**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3),

Certification in a Radiologic Health Sciences program and Enrollment in the Post-Associate Breast Imaging program.

Presentation of specialized instruction in breast imaging. Emphasis will be placed on breast anatomy, physiology, positioning, patient education, and assessment. Anatomy instruction will include surface anatomy as well as deep anatomy. Special emphasis will be placed on standard projections as well as additional projections/positions and positioning modifications.

MAMT 2260 CLINICAL (MAMMOGRAPHY)**(0-10) Credit: 2**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), Certification in a Radiologic Health Sciences program and Enrollment in the Post-Associate Breast Imaging program.

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Capstone experience.

BUSINESS ADMINISTRATION

BMGT 1301 SUPERVISION

(3-0) Credit: 3

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0300 (M1).
A study of the role of a supervisor. Managerial functions as applied to leadership, counseling, motivation and human skills are examined. (520201)

BMGT 1305 COMMUNICATIONS IN MANAGEMENT

(3-0) Credit: 3

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0300 (M1)
Basic theory and processes of communication skills necessary for the management of an organization's workforce. Special emphasis will be placed on techniques of communication, especially oral communication and group process. (Formerly: MGMT 2302)

BMGT 1325 OFFICE MANAGEMENT

(3-0) Credit: 3

Prerequisite: POFT 1313 and POFT 1329
Systems, procedures, and practices related to organizing and planning office work, controlling employees' performance, and exercising leadership skills

BMGT 1327 PRINCIPLES OF MANAGEMENT

(3-0) Credit: 3

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0300 (M1)
Concepts, terminology, principles, theory and issues that are the substance of the practice of management. Planning, organizing, leading and controlling will receive extensive treatment. (Formerly: MGMT 1301)

BMGT 1382 COOPERATIVE EDUCATION – BUSINESS ADMINISTRATION AND MANAGEMENT I

(1-20) Credit: 3

Prerequisite: BMGT 1303
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly: MGMT 2318)

BMGT 1383 COOPERATIVE EDUCATION – BUSINESS ADMINISTRATION AND MANAGEMENT II

(1-20) Credit: 3

Prerequisite: BMGT 1303
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly: MGMT 2319)

BMGT 2303 PROBLEM SOLVING AND DECISION MAKING

(3-0) Credit: 3

Prerequisite: BMGT 1303
Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application theory is provided by experiential activities such as small group discussions, case studies and the use of other managerial decision aids.

BMGT 2309 LEADERSHIP

(3-0) Credit: 3

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0300 (M1)
Concepts of leadership and its relationship to management. Prepares the student with leadership and oral communication skills needed to inspire and influence. (Formerly: MGMT 2314)

BMGT 2341 STRATEGIC MANAGEMENT

(3-0) Credit: 3

Prerequisite: BMGT 1303
Strategic management process involving analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. (Formerly: MGMT 2310)

BMGT 2382 COOPERATIVE EDUCATION – BUSINESS ADMINISTRATION AND MANAGEMENT III

(1-20) Credit: 3

Prerequisite: BMGT 1303

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly: MGMT 2320)

BUSI 1301 BUSINESS PRINCIPLES

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)
This course is designed to acquaint the student with the modern business world and the opportunities it offers. The course includes an overview of the operation of a business. It includes a history of business in the U.S. including the current business environment. The course includes an analysis of the specialized fields within business organizations, including organizational structure, the need for business plans, decision making and operations management, forms of ownership and current management problems.

BUSI 2301 BUSINESS LAW

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)
The student is introduced to the history and role of law in modern business and society. Emphasis is placed on legal institutions and reasoning, framework of basic legal principles and application of basic principles of contract and property law. It is acceptable as transfer credit at some schools. Check with a counselor before enrollment.

CHEMISTRY

†CHEM 1405 INTRODUCTORY CHEMISTRY I

(3-3) Credit: 4

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0300 (M1)
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students.

†CHEM 1411 GENERAL CHEMISTRY I

(3-3) Credit: 4

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2) and CHEM 1405 or High School chemistry
Introduction to modern theories of atomic structure and chemical bonding, states of matter, chemical reactions, stoichiometry, behavior of gases and thermochemistry.

†CHEM 1412 GENERAL CHEMISTRY II

(3-3) Credit: 4

Prerequisite: CHEM 1411
Understanding principles, fundamental laws and theories, intermolecular forces, solutions, kinetics, equilibrium, acids and bases, electrochemistry, transitional metals and nuclear chemistry

CHEM 2423 ORGANIC CHEMISTRY I

(3-3) Credit: 4

Prerequisite: CHEM 1412
Study of the properties and behavior of hydrocarbon compounds (alkanes, alkenes and alkynes) and their derivatives, reaction mechanisms and stereochemistry. Designed for students in science or pre-professional programs.

CHEM 2425 ORGANIC CHEMISTRY II

(3-3) Credit: 4

Prerequisite: CHEM 2423
Chemistry of the compounds of carbon, structure of organic molecules, general principles of infrared and nuclear magnetic resonance spectroscopy, mass spectrometry and organic synthesis. Designed for students in science or pre-professional programs

COMPUTER SCIENCE

BCIS 1305 BUSINESS COMPUTER APPLICATIONS

(3-2) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)
Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the internet.

COSC 1301 MICROCOMPUTER APPLICATIONS

(3-3) Credit: 3

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0300 (M1)
This course is an overview of computer information systems. It will introduce computer hardware, software, procedures, systems, and human resources, and explore their integration and application in business and other segments in society. The fundamentals of numbering systems, logic gates, computer problem solving and programming in a higher-level programming language will be introduced. The hands-on portion of the course is designed to help students learn basic skills in PC operating systems, programming and common desktop applications like word processing, spreadsheets, database, presentation graphics and internet use.

COSC 1436 PROGRAMMING FUNDAMENTALS I

(3-3) Credit: 4

Prerequisite: COSC 1301
Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.

COSC 1437 PROGRAMMING FUNDAMENTALS II

(3-3) Credit: 4

Prerequisite: COSC 1436
Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering.

COSC 2425 COMPUTER ORGANIZATION AND MACHINE LANGUAGE

(3-3) Credit: 4

Prerequisite: COSC 1436
This course studies basic computer organization; machine cycle, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages.

COSC 2436 PROGRAMMING FUNDAMENTALS III

(3-3) Credit: 3

Prerequisite: COSC 1437
Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis.

COMPUTER TECHNOLOGY

IMED 1316 WEB DESIGN I

(2-2) Credit: 3

Prerequisite: COSC 1301 or ITSC 1309
Instruction in web page design and related graphic design issues including mark-up languages, web sites and browsers.

ITNW 1308 IMPLEMENTING AND SUPPORTING CLIENT OPERATING SYSTEMS

(2-4) Credit: 3

Prerequisite: COSC 1301
This course helps students develop skills in the management of client as desktop operating systems. Students will install and configure network clients; set up users, groups, policies, and profiles; configure hardware components and applications; set up and maintain a logon security and security for files and printers; configure clients in multiple environments including Microsoft, TCP/IP, and Novell Networks. Students will also implement dial up networking and tune system performance. (Formerly: ITMC 1458)

ITNW 1408 IMPLEMENTING AND SUPPORTING CLIENT OPERATING SYSTEMS

(2-4) Credit: 4

Prerequisite: COSC 1301
This course helps students develop skills in the management of client as desktop operating systems. Students will install and configure network clients; set up users, groups, policies, and profiles; configure hardware components and applications; set up and maintain a logon security and security for files and printers; configure clients in multiple environments including Microsoft, TCP/IP, and Novell Networks. Students will also implement dial up networking and tune system performance. (Formerly: ITMC 1458)

ITNW 1425 FUNDAMENTALS OF NETWORKING TECHNOLOGIES

(3-3) Credit: 4

Prerequisite: ITSC 1305, ITSC 1325
This course provides instructions for technicians in networking technologies (both LAN and WAN) and their implementations. Students will design, install and maintain a small LAN with a variety of users, applications and devices. Topics include: OSI model, types of networks, topologies, transmission media, processing levels, utilities, security, licensing, resource integration (both hardware and software), administration, management, archiving, backups, compatibility and common networking problems. It is highly recommended that students are COMPTIA A+ certified before attempting this course. The course prepares students for the COMPTIA Network+ examination and is also preparation for the Microsoft Certified Systems Engineer (MCSE) courses. (Formerly: CSCI 2408)

ITNW 1454 IMPLEMENTING AND SUPPORTING SERVERS

(3-3) Credit: 4

Prerequisite: ITNW 1308
This course develops the skills necessary to implement, administer, and troubleshoot information systems that incorporate Windows Based Servers in a networked computing environment. Students will learn how to configure peripherals and devices; set up servers for various client computers; configure directory replication; manage licensing, user groups accounts, user profiles, system policies, and profiles. Students will also administer remote servers and disk resources; create and share resources; implement permissions and security; implement fault-tolerance data storage measures and configure servers for interoperability with various network operating systems servers. Other topics include installing and configuring Remote Access Service (RAS), identifying and monitoring performance bottlenecks and resolve configuration problems. (Formerly ITMC 1319) (521204)

ITSC 1305 INTRODUCTION TO PC OPERATING SYSTEMS

(2-2) Credit: 3

Prerequisite: COSC 1301
Corequisite: ITSC 1325
This course is a study of personal computer operating systems. Topics include: installation and configuration, file management systems, memory and storage management, control of peripheral devices, and use of utilities. The course prepares students for the COMPTIA Operating System Technologies examination which is one-half of the A+ Certification. (Formerly CSCI 2403)

ITSC 1325 PERSONAL COMPUTER HARDWARE

(2-2) Credit: 3

Prerequisite: COSC 1301
Corequisite: ITSC 1305
This course is a study of current personal computer hardware including personal computer assembly and upgrading, set up and configuration, and troubleshooting. The course prepares students for the COMPTIA Core Hardware examination which is one-half of the A+ Certification. (Formerly CSCI 2403)

ITSC 1380 COOPERATIVE EDUCATION I – COMPUTER AND INFORMATION SCIENCES GENERAL

(1-20) Credit: 3

Prerequisite: COSC 1301
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly CSCI 2450)

ITSC 2431 INTEGRATED SOFTWARE APPLICATIONS III
(3-3) Credit: 4

Prerequisite: COSC 1301 or ITSC 1309

This course is a continuation of Microcomputer Applications (COSC 1301 or ITSC 1309). It is designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality. The student will demonstrate advanced proficiency with word processing, spreadsheets, database and/or presentation media software. They will plan, design and implement solutions using integrated software. (Formerly CSCI 2405)

ITSY 1400 FUNDAMENTALS OF INFORMATION SECURITY
(3-3) Credit: 4

Prerequisite: COSC 1301

Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.

ITSY 2401 FIREWALLS AND NETWORK SECURITY
(3-3) Credit: 4

Prerequisite: ITNW 1425 OR ITSY 1400

Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

COMPUTERIZED TOMOGRAPHY TECHNOLOGY

CTMT 2336 CT EQUIPMENT & METHODOLOGY
(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); Graduate of a 2-year accredited medical Radiography Program in Ionized Radiation, ARRT Certificate in Radiography, Radiation Therapy or Nuclear Medicine. Skill development in the operation of computed tomographic equipment, focusing on routine protocols, image quality, quality assurance and radiation protection.

CTMT 2360 CLINICAL I (CT)
(0-10) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); Graduate of a 2-year accredited medical Radiography Program in Ionized Radiation, ARRT Certificate in Radiography, Radiation Therapy or Nuclear Medicine.

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinic professional capstone experience.

CTMT 2361 CLINICAL II (CT)
(0-10) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); Graduate of a 2-year accredited medical Radiography Program in Ionized Radiation, ARRT Certificate in Radiography, Radiation Therapy or Nuclear Medicine.

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinic professional capstone course.

COMMUNICATIONS/JOURNALISM

COMM 1129 NEWS PUBLICATIONS I
(0-1) Credit: 1

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Work with staff on one of the college publications. Students are required to work with staff of at least one of the official college publications for prescribed periods under faculty supervision.

COMM 1130 NEWS PUBLICATIONS II
(0-1) Credit: 1

Prerequisites: READ 0302 (R2); ENGL 0302 (W3)

Work with staff of one of the college publications. Students are required to work with staff of at least one of the official college publications for prescribed periods under faculty supervision.

COMM 1307 INTRODUCTION TO MASS COMMUNICATION
(3-0) Credit: 3

Prerequisites: READ 0302 (R2); ENGL 0302 (W3)

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.

COMM 1316 NEWS PHOTOGRAPHY I
(3-0) Credit: 3

Prerequisites: READ 0302 (R2); ENGL 0302 (W3)

Problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance, film and plate developing, and printing media.

COMM 1317 NEWS PHOTOGRAPHY II
(3-0) Credit: 3

Prerequisites: READ 0302 (R2); ENGL 0302 (W3)

Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences.

COMM 2129 NEWS PUBLICATIONS III
Credit: 1

Prerequisites: READ 0302 (R2); ENGL 0302 (W3)

Work with staff on one of the college publications for prescribed periods under faculty supervision.

COMM 2130 NEWS PUBLICATIONS IV
(0-1) Credit: 1

Prerequisites: READ 0302 (R2); ENGL 0302 (W3)

Work with staff of one of the college publications. Students are required to work with staff of at least one of the official college publications for prescribed periods under faculty supervision.

COMM 2311 NEWS GATHERING & WRITING I
(3-0) Credit: 3

Prerequisites: READ 0302 (R2); ENGL 0302 (W3)

Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner.

COMM 2315 NEWS GATHERING & WRITING II
(3-0) Credits: 3

Prerequisites: READ 0302 (R2); ENGL 0302 (W3) & COMM 2311

Continuation of the aims and objectives of news gathering and writing with emphasis on advanced reporting techniques.

CRIMINAL JUSTICE

CRIJ 1301 INTRODUCTION TO CRIMINAL JUSTICE
(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

History and philosophy of criminal justice and ethical considerations; crime defined; its nature and impact; overview of criminal justice system; prosecution and defense; trial process; corrections. (Formerly: CRIJ 1302)

CRIJ 1306 COURT SYSTEMS AND PRACTICES
(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

The judiciary in the criminal justice system; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing. (Formerly: CRIJ 1305)

CRIJ 1307 CRIME IN AMERICA
(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

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 2336. Credit can only be earned for one of these courses. See a counselor for registration information.) (Formerly: CRIJ 1301)

CRIJ 1310 FUNDAMENTALS OF CRIMINAL LAW

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility. (Formerly: CRIJ 1303)

CRIJ 1313 JUVENILE JUSTICE SYSTEM

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

A study of the juvenile justices process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies and theories concerning delinquency.

CRIJ 2301 COMMUNITY RESOURCES IN CORRECTIONS

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment. (Formerly: CRIJ 2306)

CRIJ 2313 CORRECTIONAL SYSTEMS & PRACTICES

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. (Formerly CRIJ 2313 Criminal Justice Studies)

CRIJ 2314 CRIMINAL INVESTIGATION

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (Formerly: CRIJ 2302) (Proficiency Levels: MATH 0, Language 3)

CRIJ 2323 LEGAL ASPECTS OF LAW ENFORCEMENT

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Police authority; responsibilities; constitutional restraints; laws of arrest, search and seizure; police liability. (Formerly: CRIJ 2304) (Proficiency Levels: MATH 0, Language 3)

CRIJ 2328 POLICE SYSTEMS AND PRACTICES

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

The police profession; organization of law enforcement systems; the police role; police discretion, ethics; police-community interaction; current and future issues. (Formerly: CRIJ 2301)

CRIMINAL JUSTICE LAW ENFORCEMENT

CJSA 1382 LAW ENFORCEMENT EXPERIENCE I

(1-20) Credit: 3

Prerequisites: READ 0302 (R2); ENGL 0302 (W3)

Currently enrolled in law enforcement credit program.

The student works with a law enforcement agency for a minimum of 20 hours per week and attends a seminar for one hour each week. The student will be receiving on-the-job training related to classroom instruction under the supervision of employer and the college coordinator.

CJLE 1506 BASIC PEACE OFFICER I

(3-6) Credit: 5

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Introduction to fitness and wellness, history of policing, professionalism and ethics, United States Constitution and Bill of Rights, criminal justice system, Texas Penal Code, Texas Code of Criminal Procedure, civil process, and stress management. This course taken in conjunction with Basic Peace Officer II, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Training Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY THE COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION (TCLEOSE)***

CJLE 1512 BASIC PEACE OFFICER II

(3-6) Credit: 5

Prerequisite: CJLE 1506

Basic preparation for a new peace officer. Covers field note taking, report writing, "use of force" law and concepts, problem solving, multiculturalism, professional policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management, HAZMAT, and criminal investigation. This course taken in conjunction with Basic Peace Officer I, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY THE COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION (TCLEOSE)***

CJLE 1518 BASIC PEACE OFFICER III

(3-6) Credit: 3

Prerequisite: CJLE 1506, CJLE 1512

Basic preparation for a new peace officer. Covers laws pertaining to controlled substances, crowd management, personal property, and crime scene investigation. This course taken in conjunction with Basic Peace Officer I, III, and IV will satisfy the TCLEOSE-approved Basic Peace Officer Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY THE COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION (TCLEOSE)***

CJLE 1524 BASIC PEACE OFFICER IV

(3-6)Credit: 5

Prerequisite: CJLE 1506, CJLE 1512, CJLE 1518

Basic preparation for a new peace officer. Covers laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crimes, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. Also includes study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control and jail operations. This course taken in conjunction with Basic Peace Officer I, II and III will satisfy the TCLEOSE-approved Basic Peace Officer Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY THE COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION (TCLEOSE)***

CULINARY ARTS/HOSPITALITY MANAGEMENT

CHEF 1164 PRACTICUM

(0-10) Credit: 1

Prerequisite: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student in the first semester.

CHEF 1165 PRACTICUM

(0-10) Credit: 1

Prerequisite: None

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student in the second semester.

CHEF 1280 COOPERATIVE EDUCATION – CULINARY ARTS/CHEF TRAINING

(0-11) Credit: 2

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3); or Permission of Coordinator or Division Director.

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience.

CHEF 1205 SANITATION AND SAFETY

(2-0) Credit: 2

Study of personal cleanliness; sanitary practices in food preparation, causes, investigation, control of illness caused by food contamination (Hazard analysis Critical Control Points); and work place safety standards.

CHEF 1291 SPECIAL TOPICS IN CULINARY ARTS SURVEY OF CULINARY CAREERS

(2-0) Credit: 2

A review of the many career paths available to students with a degree in Culinary Arts/Hospitality Management.

CHEF 1301 BASIC FOOD PREPARATION

(2-3) Credit: 3

Prerequisite/Co-requisites: CHEF 1205 and TSI satisfied or approval of Division Director.

A study of the fundamental principles of food preparation and cookery to include Brigade system, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition and professionalism.

CHEF 1341 AMERICAN REGIONAL CUISINE

(2-3) Credit: 3

Prerequisite: CHEF 1205, and TSI satisfied or approval of Division Director.

A study of the development of regional cuisines in the United States with emphasis on the similarities in production and service of systems. Application of skills to develop, organize and build a portfolio of recipe strategies and production systems.

CHEF 1345 INTERNATIONAL CUISINE

(2-3)Credit: 3

Prerequisite: CHEF 1205, and TSI satisfied or approval of Division Director.

A study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food productions systems used in the United States and other regions of the world. Cuisines of Germany, Mexico, France, Italy and China and their impact in the development of classical cooking principles and food preparation. Origins of menu items.

CHEF 1380 COOPERATIVE EDUCATION: CULINARY ARTS CHEF TRAINING

(1-20) Credit: 3

Prerequisite: TSI satisfied or approval of Division Director

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

CHEF 1310 GARDE MANGER

(2-3) Credit: 3

Prerequisite: CHEF 1205, and TSI satisfied or approval of Division Director

A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. The preparation of charcuterie products including sausages, pates and terrines; carving of vegetables, fruits and ice; the seven families of hors d'oeuvres; composed salads; green salads; a variety of cold sauces and menu development are all addressed..

CHEF 2301 INTERMEDIATE FOOD PREPARATION

(2-3) Credit: 3

Prerequisite/Co-requisites: CHEF 1205, and TSI satisfied or approval of Division Director

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques. Topics to be covered include: preparation of fruits, sandwiches, salads, breakfast cookery, product identification, and the cooking of various protein, vegetable, starches and farinaceous dishes. Menu development, food costing, sanitation, and leadership skills are addressed.

CHEF 2302 SAUCIER

Prerequisite/Co-requisites: CHEF 1205, and TSI satisfied or approval of Division Director

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments and the pairing of sauces with a variety of foods.

PSTR 1301 FUNDAMENTALS OF BAKING

(2-3) Credit: 3

Prerequisite/Co-requisites: CHEF 1205, TSI Satisfied or approval of the Division Director.

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients and the evaluation of baked products.

PSTR 2331 ADVANCED PASTRY SHOP

(2-3) Credit: 3

Prerequisite: CHEF 1205, TSI Satisfied or approval of the Division Director.

A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work and decorations. Emphasis on advanced techniques.

IFWA 1318 NUTRITION FOR THE FOOD SERVICES PROFESSIONAL

(3-0) Credit: 3

Prerequisite: TSI satisfied or Division Director

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease and healthy cooking techniques.

DEVELOPMENTAL EDUCATION

ENGL 0301 INTRODUCTION TO WRITING SKILLS

(3-0) Credit: 3

Prerequisite: None

Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision.

ENGL 0302 BASIC WRITING SKILLS

(3-0) Credit: 3

Prerequisite: ENGL 0301 (W2)

Development of fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision.

MATH 0300 BASIC MATHEMATICS

(3-2) Credit: 3

Prerequisite: None

Students will learn to use arithmetic operations, signed numbers, fractions, decimals, ratios, percents, and proportions and will be introduced to basic concepts in algebra, geometry, and statistics.

MATH 0303 INTRODUCTORY ALGEBRA

(3-2) Credit: 3

Prerequisite: MATH 0300 (M1)

Students will learn to simplify variable expressions, factor polynomials, solve linear equations and linear inequalities, as well as systems of equations, understand function notation, and use integer exponents.

MATH 0304 INTERMEDIATE ALGEBRA

(3-1) Credit: 3

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0303 (M2)

Students will study relations and functions, more complex factoring and inequalities, rational expressions and quadratics, and be introduced to exponential and logarithmic functions

READ 0301 READING IMPROVEMENT

(3-0) Credit: 3

Prerequisite: None

Fundamental reading skills to develop comprehension, vocabulary, and rate.

READ 0302 COLLEGE READING

(3-0) Credit: 3

Prerequisite: READ 0301 (R1)

Fundamental reading skills to develop comprehension, vocabulary, and rate.

SSFC 0301 STUDY SKILLS FOR COLLEGE

(3-0) Credit: 3

Prerequisite: None

Techniques of study such as time management, listening, note-taking, text marketing, 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.

DRAMA

DRAM 1120 THEATER PRACTICUM I

(1-5) Credit: 1

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Practicum in theater with emphasis on technique and procedures with experience gained in play productions.

DRAM 1121 THEATER PRACTICUM II

(1-5) Credit: 1

Prerequisite: DRAM 1120
Practicum in theater with emphasis on technique and procedures with experience gained in play productions.

†DRAM 1310 INTRODUCTION TO THEATRE

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Survey of all phases of theater including its history, works, stage techniques, production procedures, and relation to the fine arts. Participation in a major production may be required.

DRAM 1330 STAGECRAFT I

(2-4) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
This course provides basic knowledge of the arts and craft of technical theatre including visual aesthetics of design, the physical theatre, scenery construction and painting, properties lighting, and back stage organization.

DRAM 1341 MAKEUP

(2-4) Credit: 3

This course covers design and execution of makeup for developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application.

DRAM 1351 BEGINNING ACTING I

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotional and analysis as tools for the actor.

DRAM 1352 BEGINNING ACTING II

(3-0) Credit: 3

Prerequisite: DRAMA 1351.
Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

DRAM 2120 THEATER PRACTICUM III

(1-5) Credit: 1

Prerequisite: DRAM 1121
Practicum in theater with emphasis on technique and procedures with experience gained in play productions.

DRAM 2121 THEATER PRACTICUM IV

(1-5) Credit: 1

Prerequisite: DRAM 2120
Practicum in theater with emphasis on technique and procedures with experience gained in play productions.

DRAM 2331 STAGECRAFT II

(2-4) Credit: 3

Prerequisite: DRAM 1330
This course provides basic knowledge of the arts and craft of technical theatre including visual aesthetics of design, the physical theatre, scenery construction and painting, properties lighting, and back stage organization.

DRAM 2336 VOICE FOR THE THEATER

(3-0) Credit: 3

This course includes a study of the physiology and mechanics of effective voice production. Practice is provided in breath control, articulation, enunciation, pronunciation, and phonetics.

†DRAM 2361 HISTORY OF THE THEATER I

(3-0) Credit: 3

Prerequisite: READ 0302 (R2)
Theatre is surveyed from its beginning through the 16th century. The theatre is studied in each period as part of the total culture of the period.

†DRAM 2362 HISTORY OF THE THEATER II

(3-0) Credit: 3

Prerequisite: READ 0302 (R2)
Theatre is surveyed from the 17th century through the 20th century. The theatre is studied in each period as part of the total culture of the period.

†DRAM 2366 DEVELOPMENT OF THE MOTION PICTURE

(3-0) Credit: 3

Prerequisite: READ 0302 (R2)
An analysis of the motion picture as an art form with special interest in landmark films, directors, actors and actresses. Selected emphasis will be given to the historical growth and sociological effects of film on society. The lab part of the course will primarily be devoted to viewing selected films.

ECONOMICS

†ECON 2301 PRINCIPLES OF ECONOMICS: MACROECONOMICS

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
A study of the principles of macroeconomics. The factors of production and the concepts of distribution as these factors and concepts are related to our highly industrial economy, wages, interest, rent, profit, consumption, saving, investment, the business cycle, national income, and fiscal policy.

†ECON 2302 PRINCIPLES OF ECONOMICS: MICROECONOMICS

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); 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.

EDUCATION

EDUC 1301 INTRODUCTION TO THE TEACHING PROFESSION

(3-1) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
An enriched, integrated pre-service course and content experience that: Provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms; course content is aligned and applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; includes a minimum of 16 contact hours of field experience in P-12 classrooms

EDUC 2301 INTRODUCTION TO SPECIAL POPULATIONS

(??) Credit: 3

Prerequisite: EDUC 1301
An enriched integrated re-service course and content experience that provides an overview of schooling and classrooms from the perspective of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning.

EMERGENCY MEDICAL SERVICES

EMSP 1260 CLINICAL (BASIC)

(0-6) Credit: 2

Prerequisite: READ 0301 (R1); ENGL 0301 (W2);
Permission of EMS Program Director
Co-requisites: EMSP 1501, EMSP 1291, MATH 0300
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

EMSP 1262 CLINICAL (INTERMEDIATE)**(0-6) Credit: 2**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0300 (M1)
 Enrollment in the EMS-Intermediate program and successful completion of first semester courses.
 Co-requisites: EMSP 1338, EMSP 1355, EMSP1356
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

EMSP 1291 SPECIAL TOPICS IN EMERGENCY MEDICAL TECHNOLOGY**(2-0) Credit: 2**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2);
 Permission of EMS Program Director
 Co-requisites: EMSP 1501, EMSP 1260, MATH 0300
 Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

EMSP 1338 INTRODUCTION TO ADVANCED PRACTICE**(3-1) Credit: 3**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0300(M1)
 Enrollment in the EMS-Intermediate program and successful completion of first semester courses.
 Co-requisites: EMSP 1262, EMSP 1355, EMSP1356
 An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

EMSP 1355 TRAUMA MANAGEMENT**(2-2) Credit: 3**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0300 (M1)
 Enrollment in the EMS-Intermediate program and successful completion of first semester courses.
 Co-requisites: EMSP 1338, EMSP 1356, EMSP1262
 A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries.

EMSP 1356 PATIENT ASSESSMENT & AIRWAY MANAGEMENT**(2-2) Credit: 3**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0300 (M1)
 Enrollment in the EMS-Intermediate program and successful completion of first semester courses.
 Co-requisites: EMSP 1338, EMSP 1355, EMSP1262
 A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management.

EMSP 1501 EMERGENCY MEDICAL TECHNICIAN – BASIC**(4-4) Credit: 5**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2);
 Permission of EMS Program Director
 Co-requisites: EMSP 1260, EMSP 1291, MATH 0300
 Introduction to the level of Emergency Medical Technician (EMT) – Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.

EMSP 2143 ASSESSMENT BASED MANAGEMENT**(0-3) Credit: 1**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0303 (M2)
 Enrollment in the EMS-Paramedic program and successful completion of first, second, third and fourth semester courses.
 Co-requisites: EMSP 2338, EMSP 2262
 Comprehensive assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric and special needs patients.

EMSP 2260 CLINICAL I (PARAMEDIC)**(0-12) Credit: 1**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0303 (M2)
 Enrollment in the EMS-Paramedic program and successful completion of first and second semester courses.
 Co-requisites: EMSP 2348, EMSP 2544
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

EMSP 2261 CLINICAL II (PARAMEDIC)**(0-12) Credit: 2**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0303 (M2)
 Enrollment in the EMS-Paramedic program and successful completion of first, second, and third semester courses.
 Co-requisites: EMSP 2434, EMSP 2430
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

EMSP 2262 CLINICAL III (PARAMEDIC)**(0-12) Credit: 2**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0303 (M2)
 Enrollment in the EMS-Paramedic program and successful completion of first, second, third and fourth semester courses.
 Co-requisites: EMSP 2143, EMSP 2338
 A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

EMSP 2338 EMS OPERATIONS**(3-1) Credit: 3**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0303 (M2)
 Enrollment in the EMS-Paramedic program and successful completion of first, second, third and fourth semester courses.
 Co-requisites: EMSP 2143, EMSP 2262
 A detailed study of the knowledge and skills to safely manage the scene of an emergency.

EMSP 2348 EMERGENCY PHARMACOLOGY**(3-1) Credit: 3**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0303 (M2)
 Enrollment in the EMS-Paramedic program and successful completion of first and second semester courses.
 Co-requisites: EMSP 2544, EMSP 2260
 A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to compliment Cardiology, Special Populations, and Medical Emergency courses.

EMSP 2430 SPECIAL POPULATIONS**(4-2) Credit: 4**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0303 (M2)
 Enrollment in the EMS-Paramedic program and successful completion of first, second, and third semester courses.
 Co-requisites: EMSP 2434, EMSP 2261
 A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.

EMSP 2434 MEDICAL EMERGENCIES**(3-3) Credit: 4**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0303 (M2)
 Enrollment in the EMS-Paramedic program and successful completion of first, second, and third semester courses.
 Co-requisites: EMSP 2430, EMSP 2261
 A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies.

EMSP 2544 CARDIOLOGY**(4-4) Credit: 5**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0303 (M2)
 Prerequisite: Enrollment in the EMS-Paramedic program and successful completion of first and second semester courses.
 Co-requisites: EMSP 2348, EMSP 2260
 Assessment and management of patients with cardiac emergencies. Includes basic dysrhythmia interpretation, recognition of 12-lead EKG's for field diagnosis, and electrical and pharmacological interventions.

ENGLISH**†ENGL 1301 COMPOSITION I****(3-0) Credit: 3**

Prerequisite: READ 0302 (R2), ENGL 0302 (W3)
 The study of principles and techniques of written, expository, and persuasive composition; analysis of literary, expository and persuasive texts; and critical thinking.

†ENGL 1302 COMPOSITION II**(3-0) Credit: 3**

Prerequisite: ENGL 1301.

Principles and techniques of written, expository, and persuasive composition; analysis of literary, expository and persuasive texts; and critical thinking.

ENGL 2307 CREATIVE WRITING I**(3-0) Credit: 3**

Prerequisite: ENGL 1301

Practical experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama. (Formerly: ENGL 1313)

ENGL 2308 CREATIVE WRITING II**(3-0) Credit: 3**

Prerequisite: ENGL 1301

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, or drama.

ENGL 2311 TECHNICAL AND BUSINESS WRITING**(3-0) Credit: 3**

Prerequisite: ENGL 1302

Principles, techniques, and skills needed for college level scientific, technical, or business writing.

†ENGL 2322 BRITISH LITERATURE I**(3-0) Credit: 3**

Prerequisite: ENGL 1302

The study of significant works of British and Commonwealth writer from Anglo-Saxon beginnings to the 19th Century.**†ENGL 2323 BRITISH LITERATURE II****(3-0) Credit: 3**

Prerequisite: ENGL 1302

The study of significant works of British and Commonwealth writer of the 19th Century to the present.**†ENGL 2326 AMERICAN LITERATURE (single-semester course)****(3-0) Credit: 3**

Prerequisite: ENGL 1302

Survey of American literature from its origins through the Civil War period.

†ENGL 2327 AMERICAN LITERATURE I**(3-0) Credit: 3**

Prerequisite: ENGL 1302.

Survey of American literature from the Civil War period to the present.

ENGL 2328 AMERICAN LITERATURE II**(3-0) Credit: 3**

Prerequisite: ENGL 1302

Selected significant works of American literature.

†ENGL 2332 WORLD LITERATURE I**(3-0) Credit: 3**

(Prerequisite: ENGL 1302)

Introduces and examines literary texts significant works of world mythologies. Readings stress cross-cultural themes and literary forms exemplifying the ideals, values, and concerns that have shaped our shared human condition. (Formerly known as ENGL 2331 MASTERPIECES OF WORLD LITERATURE I)

†ENGL 2333 WORLD LITERATURE II**(3-0) Credit: 3**

Prerequisite: ENGL 1302

Considers works written in Africa, the Middle East, Asia, Oceania, Europe, and the Americas during the medieval and early modern periods in addition to contemporary period. Students examine culturally defining texts that reflect both the uniqueness of culture and the universality of literary themes. (Formerly known as ENGL 2332 MASTERPIECES OF WORLD LITERATURE II)

†ENGL 2342 FORMS OF LITERATURE I: THE SHORT STORY AND NOVEL**(3-0) Credit: 3**

Prerequisite: ENGL 1302

The study of one or more literary genres

†ENGL 2343 FORMS OF LITERATURE II: DRAMA AND POETRY**(3-0) Credit: 3**

Prerequisite: ENGL 1302

The study of one or more literary genres. (Formerly: ENGL 2312)

ENVIRONMENTAL SCIENCES**ENVR 1401 ENVIRONMENTAL SCIENCE I****(3-3) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)

The first of a two-semester course sequence surveying interdisciplinary studies and principles for understanding our environment. This course focuses on basic concepts related to chemistry of living and non-living systems, communities and species interaction, sustainability, population biology, environmental health, food and agriculture, pest control, biodiversity and resources use. It includes a practical laboratory with emphasis on the application of fundamental principles of biology as well as critical thinking. This course is designed to fulfill four credit hours of the Natural Science component of the core curriculum for non-science majors.

ENVR 1402 ENVIRONMENTAL SCIENCE II**(3-3) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)

The second of a two-semester course sequence surveying interdisciplinary studies and principles for understanding our environment. This course focuses on basic concepts related to geology and earth resources, global warming, weather, air and water quality, conventional and sustainable energy, hazardous wastes, ecological economics and environmental policies. It includes laboratory and group discussion with emphasis on current environmental issues. This course is designed to fulfill four credit hours of the Natural Science component of the core curriculum for non-science majors.

FRENCH**FREN 1411 BEGINNING FRENCH I****(4-0) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structure, and culture.

FREN 1412 BEGINNING FRENCH II**(4-0) Credit: 4**

Prerequisite: FREN 1411

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structure, and culture.

†FREN 2311 INTERMEDIATE FRENCH I**(3-0) Credit: 3**

Prerequisite: FREN 1412

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

†FREN 2312 INTERMEDIATE FRENCH II**(3-0) Credit: 3**

Prerequisite: FREN 2311

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture

GEOGRAPHY**†GEOG 1303 WORLD REGIONAL GEOGRAPHY****(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions.

GEOLOGY

†GEOL 1403 PHYSICAL GEOLOGY

(3-3) Credit: 4

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2)
A basic geology course, including a laboratory, covering a variety of topics: rocks, and minerals, weathering and soils, rivers, sea coasts and ocean floors, deserts, volcanism, plate tectonics, mountain building, earthquakes and topographic maps.

†GEOL 1404 HISTORICAL GEOLOGY

(3-3) Credit: 4

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2)
An introduction to the earth and its inhabitants as revealed in rocks and fossils. A brief survey of the plant and animal kingdoms, elementary principles, stratigraphy, and a systematic study of the development of the earth from its origin as a planet to the present. Includes a laboratory.

GERMAN

GERM 1411 BEGINNING GERMAN I

(4-0) Credit: 4

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

GERM 1412 BEGINNING GERMAN II

(4-0) Credit: 4

Prerequisite: GERM 1411
Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

†GERM 2311 INTERMEDIATE GERMAN I

(3-0) Credit: 3

Prerequisite: GERM 1412
Review and application of skills in listening comprehension, speaking, Reading, and writing. Emphasizes conversation, vocabulary acquisition, Reading, composition, and culture.

†GERM 2312 INTERMEDIATE GERMAN II

(3-0) Credit: 3

Prerequisite: GERM 2311
Review and application of skills in listening comprehension, speaking, Reading, and writing. Emphasizes conversation, vocabulary acquisition, Reading, composition, and culture.

GOVERNMENT

Students may meet the statutory requirement by taking government courses in the following sequence: GOVT 2301 and GOVT 2302, GOVT 2305 and GOVT 2306, GOVT 2301 and GOVT 2305, GOVT 2301, OR GOVT 2306.

†GOVT 2305 FEDERAL GOVERNMENT (Federal constitution & topics)

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
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.

†GOVT 2306 TEXAS GOVERNMENT (Texas constitution & topics)

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Study of the institutions of government and their functions from the local level to the national with particular emphasis on the city, county, and state governments. Examines in detail and on a comparative basis the United States and Texas Constitutions.

HISTORY

†HIST 1301 UNITED STATES HISTORY I

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Survey of the political, social, economic, military, cultural, and intellectual history of the United States from the European discovery of America through Civil War Reconstruction. (Formerly: UNITED STATES HISTORY TO 1877)

†HIST 1302 UNITED STATES HISTORY II

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Survey of the political, social, economic, military, cultural, and intellectual history of the United States from approximately 1877 to the present. (Formerly: UNITED STATES HISTORY FROM 1877)

†HIST 2301 TEXAS HISTORY

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Survey of Texas from the Spanish exploration to the present. (Formerly: HIST 2303)

†HIST 2311 WESTERN CIVILIZATION I

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Survey of the political, social, economic, military, cultural, and intellectual development of Europe from prehistory to the Reformation.

†HIST 2312 WESTERN CIVILIZATION II

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Survey of the political, social, economic, military, cultural, and intellectual development of Europe from the Reformation to the present.

HOTEL, RESTAURANT & TOURISM MANAGEMENT

HAMG 1300 INTRODUCTION TO THE CASINO AND GAMING INDUSTRY

(3-0)Credit: 3

Prerequisites: READ 0301 (R1); ENGL 0301 (W2); MATH 0300 (M1)
Overview of casino operations including the economics of casinos and how it interfaces with hotels and the problems and practices associated with the casino management such as staffing, security, controls, taxation and entertainment.

HAMG 1313 FRONT OFFICE PROCEDURES

(2-2) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2)
A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted and computer based methods for each front file function. The student will discuss the lodging industry, markets, service levels and ownership; describe hotel organization, mission and operation; and list and explain front office responsibilities. The student will explain and discuss front office accounting procedures, checkout and settlement procedures, night audit functions and verification. Students will spend half of the class in lecture and half on-the-job training in a front desk position at a local hotel.

HAMG 1321 INTRODUCTION TO THE HOSPITALITY INDUSTRY

(3-0) Credit: 3

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0304 (M3).
An introduction to lodging and food service operations topics include: growth, development, and organization of the lodging industry; growth, development, organization, structure, and management of food service operations; human resources, marketing, security, engineering, and maintenance of hospitality operations; and opportunities within the travel and tourism industry.

HAMG 1324 HOSPITALITY HUMAN RESOURCES MANAGEMENT

(3-0) Credit: 3

Prerequisite: READ 0301 (R1); ENGL 0302 (W3); MATH 0300 (M1)
A study of the principles and procedures of managing people in the hospitality workplace.

HAMG 1340 HOSPITALITY LEGAL ISSUES**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2)

A course in legal and regulatory requirements that impact the hospitality industry topics include: Occupational Safety and Health Administration (OSHA), labor regulations, tax laws; tip reporting, franchise regulations and product liability laws. The student will explain the basic legal principles governing the hospitality industry; describe guest relationship; list and explain the various laws governing the hospitality industry; and explain the legal environment in which hotels and restaurants must exist.

HAMG 1342 GUEST ROOM MAINTENANCE**(2-2) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2)

Demonstrates the working relationship in the lodging industry between housekeeping and maintenance. The student will discuss and explain planning, organizing and staffing in guest room operations; explain how housekeeping operations are directed and controlled; determine budgeting requirements, inventory of guest and cleaning supplies and laundry needs. Students will spend half of the class in lecture and half on-the-job training in a housekeeping position at a local hotel.

HAMG 1380 COOPERATIVE EDUCATION-HOSPITALITY ADMINISTRATION MANAGEMENT GENERAL**(1-11) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline; specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

HAMG 1391 SPECIAL TOPICS IN HOSPITALITY ADMINISTRATION AND MANAGEMENT**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M3)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

HAMG 2305 HOSPITALITY MANAGEMENT AND LEADERSHIP**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)

An overview of management and leadership in the hospitality industry with an emphasis on management philosophy, policy formulation, communications, motivation and team building.

HAMG 2307 HOSPITALITY MARKETING AND SALES**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2)

Identification of the core principles of marketing and their impact on the hospitality industry. The student will identify and discuss the eight principles of marketing; create or critique a marketing plan as it relates to an organizational mission statement and strategy plan; and demonstrate successful approaches and techniques to sales.

HAMG 2330 CONVENTION AND GROUP MANAGEMENT AND SERVICES**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)

A course in the scope of the various segments of the convention market. Exploration of individual needs, and the methods and techniques to provide better service to conventions and groups.

HAMG 2332 HOSPITALITY FINANCIAL MANAGEMENT**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)

Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls and report analysis. The student will perform various calculations; list, define and discuss management reports; and explain the importance of cost, volume, profit relationships and cost controls.

HAMG 2337 HOSPITALITY FACILITIES MANAGEMENT**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)

Identification of building systems, facilities management, security and safety procedures. The student will describe the role and function of the engineering and maintenance department of lodging and food service establishments; identify and explain the purpose of security procedures that deal with guest protection and internal control; identify the selection factors for waste removal, grounds keeping, pest control, vending machines, linen supplies and cleaning services.

RSTO 1313 HOSPITALITY SUPERVISION**(3-0) Credit: 3**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2)

Fundamentals recruiting, selection and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation and applicable personnel laws and regulations. Emphasis on leadership development.

RSTO 1325 PURCHASING FOR HOSPITALITY OPERATIONS**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)

Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls and record keeping at each state of the purchasing cycle.

RSTO 1381 COOPERATIVE EDUCATION-FOOD AND BEVERAGE OPERATIONS MANAGER**(1-20) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)

Course description: Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.(407015142)

RSTO 2301 PRINCIPLES OF FOOD AND BEVERAGE CONTROLS**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory reporting procedures. (407015142)

RSTO 2301 PRINCIPLES OF FOOD & BEVERAGE CONTROLS**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); Math 0304 (M3)

A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis and international and regulatory reporting procedures. (407015142)

RSTO 2307 CATERING**(3-0) Credit: 3**

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0303 (M2).

Principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques.

TRVM 1201 CUSTOMER SALES AND SERVICE**(2-0) Credit: 2**

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0303 (M2).

Practical information and techniques to create excellent customer sales and service unique to the travel public

TRVM 2345 ADVANCE TOPICS IN TOURISM**(3-0) Credit: 3**

Prerequisite: Read 0302 (R2); ENGL 0302 (W3); Math 0303 (M2).

Provides the students with an in-depth look into the aspects of concierge, destination management companies, incentives meeting and travel planning, attractions management, special event, festival planning, and eco-tourism. Included are field trips, guest speakers, and case studies.

TRVM 1300 INTRODUCTION TO TRAVEL AND TOURSİM**(3-0) Credits: 3**

Prerequisites: READ 0301(R1); ENGL 0301(W2)

An overview of Travel and Tourism Industry with emphasis on travel careers and the impact of tourism on society.

MEDICAL OFFICE ADMINISTRATION**HITT 1301 HEALTH DATA CONTENT AND STRUCTURE****(3-0) Credit: 3**

Prerequisite: HITT 1305, MDCA 1309; READ 0302 (R2), ENGL 0301,

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

HITT 1305 MEDICAL TERMINOLOGY I**(3-0) Credit: 3**

Prerequisite: None.

Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

HITT 1341 CODING AND CLASSIFICATIONS SYSTEMS**(2-2) Credit: 3**

Prerequisite: HITT 1305 and (MDCA 1309 or BIOL 2401) or by permission

Basic coding rules, conventions, and guidelines using clinical classification systems.

HITT 1353 LEGAL/ETHICAL ASPECTS OF HEALTH INFORMATION**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. Apply local, state, and federal standards and regulations for the control and use of health information; demonstrate appropriate health information disclosure practices; and identify and discuss ethical issues in health care.

HITT 1380 COOPERATIVE EDUCATION-HEALTH INFORMATION/MEDICAL RECORDS TECHNOLOGY/TECHNICIAN**(1-20) Credit: 3**

Corequisites: HITT 1353, HITT 1341, HITT 1353 or by permission

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

HITT 2335 CODING AND REIMBURSEMENT METHODOLOGIES**(3-0) Credit: 3**

Prerequisite: HITT 1341

Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Sequence codes according to established guidelines and standards; and demonstrate knowledge in reimbursement methodologies.

HITT 2340 ADVANCED MEDICAL BILLING AND REIMBURSEMENT**(2-2) Credit: 3**

Prerequisite: HITT 2335

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

MDCA 1309 ANATOMY AND PHYSIOLOGY FOR MEDICAL ASSISTANTS**(3-0) Credit: 3**

Prerequisite: Completed or concurrently enrolled in HITT 1305 or permission by instructor.

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology. Identify and correlate cells, tissues, organs, and systems of the human body; differentiate normal from abnormal structure and function; and identify all body systems, their organs, and relevant pathophysiology.

MRMT 1307 MEDICAL TRANSCRIPTION I**(2-3) Credit: 3**

Prerequisite: HITT 1305, (MDCA 1309 or BIOL 2401) POFT 1329, POFT 1301, and ENGL 0302

Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy. (Formerly: MDRT 1401)

MRMT 2333 MEDICAL TRANSCRIPTION II**(2-3) Credit: 3**

Prerequisite: MRMT 1307

Skill development in the production of medical reports including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Emphasis on speed and accuracy. (Formerly: MDRT 2401)

POFM 1309 MEDICAL OFFICE PROCEDURES**(2-2) Credit: 3**

Prerequisites: ITSC 1309, POFT 1313, POFT 1301, POFM 1327

Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis on human relations and customer service skills. (Replaces OFAD 2400)

POFM 1317 MEDICAL ADMINISTRATIVE SUPPORT**(2-2) Credit: 3**

Prerequisite: ITSC 1309 and POFT 1313, POFM 1327, HITT 1341

Instruction on medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

POFM 1327 MEDICAL INSURANCE**(3-0) Credit: 3**

Prerequisite: HITT 1305 and (MDCA 1309 or BIOL 2401)

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues. (Formerly: MDRT 2302)

POFM 1380 COOPERATIVE EDUCATION-MEDICAL ADMINISTRATIVE ASSISTANT/SECRETARY**(1-20) Credit: 3**

Corequisite: HITT 1341, POFM 1327

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly: OFAD 2350)

POFM 2333 MEDICAL DOCUMENT PRODUCTION**(2-3) Credit: 3**

Prerequisite: POFM 1317, HITT 1341, MRMT 1307

Study of advanced concepts of medical office activities, practices, and procedures. Topics include advanced medical reports, transcription, coding, billing, insurance activities, and records management.

HUMAN RESOURCES/PERSONNEL MANAGEMENT**HRPO 2301 HUMAN RESOURCES MANAGEMENT****(3-0) Credit: 3**

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0300 (M1)

Behavioral and legal approaches to the management of human resources in organizations. (521001) (Formerly: MGMT 1302)

HRPO 2307 ORGANIZATIONAL BEHAVIOR

(3-0) Credit: 3

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0300 (M1)
The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, oral communications and the integration of interdisciplinary concepts from the behavioral sciences. (Formerly: MGMT 2301)

HUMANITIES

†HUMA 1301 INTRODUCTION TO THE HUMANITIES I

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
An overview of the major artists, works and discourse of the fine arts, including art, music, literature, and theatre; to acquaint students with the cultural heritage of Western Civilization and provide limited exposure to non-western traditions.

†HUMA 1302 INTRODUCTION TO THE HUMANITIES II (THE INDIVIDUAL AND THE COMMUNITY MULTI-CULTURAL/CROSS CULTURAL)

(3-0) Credit: 3

Prerequisite: ENGL 1301.
A multi-cultural/cross-cultural course. By critically evaluating humanities texts from a variety of cultural and ethnic backgrounds, students will explore the issues confronting men, women and families, the role of education as a bridge to community, and conflicts between individual rights and community rights. The primary goal of the course will be to seek an ethical balance between the needs of the individual and the needs of the global community. Public and private attitudes toward community will be further analyzed through literary works, art, music and film. During the course, students and instructor will treat the classroom as a community to which the individual owes responsibility, respect, and participation in keeping with group norms. (Formerly: INDIVIDUAL AND THE COMMUNITY (MULTI CULTURAL/CROSSCULTURAL))

MAGNETIC RESONANCE IMAGING

MRIT 2330 PRINCIPLES OF MAGNETIC RESONANCE IMAGING

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)
Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.
Magnetic resonance imaging. Focuses on underlying scientific theory and practice leading to magnetic resonance imaging. Includes the concepts and scientific principles employed in magnetic resonance imaging techniques. Emphasis on principles of magnetism and interactions of living matter within magnetic fields.

MRIT 2334 MAGNETIC RESONANCE EQUIPMENT AND METHODOLOGY

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)
Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.
Operation of magnetic resonance imaging equipment. Focuses on routine protocols, image quality, and quality control of magnetic resonance imaging. Includes theory and application of magnetic resonance imaging equipment and the principles of patient imaging techniques utilizing the equipment.

MRIT 2374 ADVANCED MRI PHYSICS

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)
Prerequisite: Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.
An in-depth study of MRI physics that will include advanced electrodynamics, pulse sequences, sequence parameters and options, spin echo techniques, as well as gradient echo techniques. Concepts of modern algebra will be used to solve complex MRI physics electrodynamics.

MRIT 2560 CLINICAL I

(0-16) Credit: 5

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)
Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

MRIT 2561 CLINICAL II

(0-16) Credit: 5

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)
Certification in a Radiologic Health Sciences Program and Enrollment in the Post-Associate Magnetic Resonance Imaging Technology program.
A continuation of MRIT 2560. A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Capstone experience.

MARKETING

MRKG 1311 PRINCIPLES OF MARKETING

(3-0) Credit: 3

Prerequisite: READ 0301 (R1); ENGL 0301 (W2); MATH 0300 (M1)
Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MATHEMATICS

†MATH 1314 COLLEGE ALGEBRA

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)
An introduction to the basic concepts of modern algebra. Topics are taken from relations, functions, equations, inequalities, determinants, matrices.

†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.

†MATH 1324 MATH FOR BUSINESS & SOCIAL SCIENCES I

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)
An introduction to topics from college algebra from the finite point of view with applications to business. Topics include sets, inequalities, functions, linear programming, statistics, probability theory and matrices.

†MATH 1325 MATH FOR BUSINESS & SOCIAL SCIENCES II

(4-0) Credit: 4

Prerequisite: Grade of "C" or better in MATH 1324
An introduction to topics from analytic geometry and calculus as applied to business and economics. Topics include maxima and minima of functions and non-linear curves.

†MATH 1342 ELEMENTARY STATISTICAL METHODS

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)
Presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and the use of statistical software.

†MATH 1350 FUNDAMENTALS OF MATHEMATICS I

(3-0) Credit: 3

Prerequisite: MATH 1314
Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with emphasis on problem solving and critical thinking.

†MATH 1351 FUNDAMENTALS OF MATHEMATICS II**(3-0) Credit: 3**

Prerequisite: Grade of "C" or better in MATH 1350
 Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.

†MATH 1425 MATHEMATICS FOR BUSINESS AND SOCIAL SCIENCES II (BUSINESS CALCULUS)**(4-0) Credit: 4**

Prerequisite: Grade of "C" or better in MATH 1324
 Sets, probability, functions, inequalities, linear programming, and differential and integral calculus with applications.

†MATH 2318 LINEAR ALGEBRA**(3-1) Credit: 3**

Prerequisite: MATH 1316
 Finite dimensional vector spaces, linear transformations and matrices, quadratic forms, and Eigen values and eigenvectors.

†MATH 2320 DIFFERENTIAL EQUATIONS**(3-1) Credit: 3**

Prerequisite: MATH 2413
 Solutions of ordinary differential equations and applications.

†MATH 2412 PRECALCULUS MATHEMATICS**(4-0) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)
 A concise integrated treatment of the mathematical concepts necessary for calculus. Intended for students with good ability in mathematics. Elementary functions and their graphs, including polynomials, rational algebraic functions, exponential and logarithmic concepts, geometric and trigonometric functions, systems of equations and inequalities and topics from analytic geometry.

†MATH 2413 CALCULUS I**(4-1) Credit 4**

Prerequisite: A grade of "C" or better in MATH 1316
 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.

†MATH 2414 CALCULUS II**(4-0) Credit: 4**

Prerequisite: A grade of "C" or better in MATH 2413
 Differentiation and integration of transcendental functions, methods of integration for more complex functions, indeterminate forms and improper integrals, applications of integration, polar coordinates and parametric equations, Taylor series, infinite series, and power series.

MATH 2415 CALCULUS III**(4-0) 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.

MUSIC**Music Theory and Literature****MUSI 1159 MUSICAL THEATER I****(0-3) Credit: 1**

Prerequisite: None
 The study and performance of works from musical theatre repertoire.

MUSI 1181 PIANO CLASS I**(1-0) Credit: 1**

Prerequisite: None
 Class instruction in the fundamentals of keyboard technique for beginning piano.

MUSI 1182 PIANO CLASS II**(1-0) Credit: 1**

Prerequisite: MUSI 1181
 Class instruction in the fundamentals of keyboard technique for beginning piano.

MUSI 1192 GUITAR CLASS I**(1-0) Credit: 1**

Prerequisite: None
 Class instruction in the fundamental techniques of playing and teaching guitar.

†MUSI 1306 MUSIC APPRECIATION**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
 Understanding music through the study of cultural periods, major composers, and musical elements; illustrated with audio recordings and/or live performances.

MUSI 1310 AMERICAN MUSIC**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
 General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

MUSI 2181 PIANO CLASS III**(1-0) Credit: 1**

Prerequisite: MUSI 1182
 Class instruction in the fundamentals of keyboard technique for beginning piano.

MUSI 2182 PIANO CLASS IV**(1-0) Credit: 1**

Prerequisite: MUSI 2181
 Class instruction in the fundamentals of keyboard technique for beginning piano.

Music Ensemble**MUEN 1131 INSTRUMENTAL ENSEMBLE****(0-3) Credit: 1**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
 Open to all instrumentalists. Literature will be determined by the variety of the instruments. (Formerly: MUSI 1131 AND MUSI 2131)

MUEN 1141 CHOIR**(0-3) Credit: 1**

Prerequisite: None.
 Open to all singers. Choral literature of a variety of periods and styles will be rehearsed and performed. (Formerly: MUSI 1141)

MUEN 1240 ISLAND STEEL DRUM BAND**(0-2) Credit: 2**

Prerequisite: None.
 Study and performance of the steel drum band repertory and works by contemporary composers. Emphasizes ensemble techniques including rhythm, balance, phrasing and expression.

Applied Music**MUAP APPLIED MUSIC**

Each course requires memorization of literature, participation in student recitals and an oral examination at the end of the semester.

PRIVATE INSTRUCTION (5009035430):

Private instruction is offered in the following fields:

- Brass; Instruments
- Flute; Viola
- Guitar; Violin
- Organ; Voice
- Piano

*THE STUDENT MUST SUPPLY HIS/HER OWN INSTRUMENT.

FIRST YEAR**MUAP 1165 Organ (0-1) Credit: 1****MUAP 1169 Piano (0-1) Credit: 1****MUAP 1181 Voice (0-1) Credit: 1****MUAP 1101 Strings* (0-1) Credit: 1**

MUAP 1117 Woodwinds* (0-1) Credit: 1**MUAP 1137 Brass* (0-1) Credit: 1**

Any of the courses listed above may be repeated once for credit. Prerequisite: None (Except for Organ – Prior keyboard experience is necessary.) The student will receive 30 minutes of private instruction each week, a total of 7 1/2 hours for the semester. Each course has a practice requirement of one-half hour daily.

MUAP 1201 Strings* (0-2) Credit: 2**MUAP 1217 Woodwinds* (0-2) Credit: 2****MUAP 1237 Brass* (0-2) Credit: 2****MUAP 1265 Organ (0-2) Credit: 2****MUAP 1269 Piano (0-2) Credit: 2****MUAP 1281 Voice (0-2) Credit: 2**

Any of the courses listed above may be repeated once for credit. Prerequisite: None. (Except for Organ – prior keyboard experience is necessary.) The student will receive one hour, or two 30 minute private instructions each week, a total of 15 hours for the semester.) Each course has a practice requirement of one hour daily.

SECOND YEAR**MUAP 2101 Strings* (0-1) Credit: 1****MUAP 2117 Woodwinds* (0-1) Credit: 1****MUAP 2137 Brass* (0-1) Credit: 1****MUAP 2165 Organ (0-1) Credit: 1****MUAP 2169 Piano (0-1) Credit: 1****MUAP 2181 Voice (0-1) Credit: 1**

Any of the courses listed above may be repeated once for credit. Prerequisite: A passing grade in two first year courses in the same field. A student will receive 30 minutes of private instruction each week (7 1/2 hours for the semester.) Each course has a practice requirement of one-half hour daily.

MUAP 2201 Strings* (0-2) Credit: 2**MUAP 2217 Woodwinds* (0-2) Credit: 2****MUAP 2237 Brass* (0-2) Credit: 2****MUAP 2265 Organ (0-2) Credit: 2****MUAP 2269 Piano (0-2) Credit: 2****MUAP 2281 Voice (0-2) Credit: 2**

Any of the courses listed above may be repeated once for credit. Prerequisite: A passing grade in two first year courses in the same field. The student will receive one hour of private instruction each week (15 hours for the semester). Each course has a practice requirement of one hour daily.

NUCLEAR MEDICINE TECHNOLOGY**NMTT 1162 CLINICAL-NUCLEAR MEDICINE TECHNOLOGY****(0-6) Credit: 1**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Nuclear Medicine Technology Program.

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.

NMTT 1205 NUCLEAR MEDICINE DATA PROCESSING**(1-2) Credit: 2**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Nuclear Medicine Technology Program.

Develops proficiency in the use of nuclear medicine computer systems including computer processing of various nuclear medicine procedures.

NMTT 1301 INTRODUCTION TO NUCLEAR MEDICINE TECHNOLOGY**(1-4) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Nuclear Medicine Technology Program.

Introduction to the field of Nuclear Medicine with emphasis on the principles of radiation safety, health physics, and the various studies performed in a nuclear medicine area.

NMTT 1303 RADIATION BIOLOGY AND SAFETY**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in a Radiologic Health Science Program
Principles of radiation biology and safety relevant to the radiologic student. Includes the effects of radiation on biologic systems, genetic and subcellular interactions, and occupational exposure of radiologic personnel.

NMTT 1309 NUCLEAR MEDICINE INSTRUMENTATION**(3-2) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Nuclear Medicine Technology Program.

Theory and application of electronic instrumentation used in the direction and analysis of ionizing radiation with special emphasis on gamma spectrometry and quality assurance relevant to nuclear medicine.

NMTT 1311 NUCLEAR MEDICINE PATIENT CARE**(2-2) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Radiologic Health Sciences Program.

This course includes medical terminology, an introduction to the health care team, and ethical and legal issues for health care professionals. Patient assessment, transport procedures, infection control procedures, emergency and safety procedures, communication and patient interactions skills, and phlebotomy and injection procedures.

NMTT 1313 NUCLEAR MEDICINE PHYSICS**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Nuclear Medicine Technology Program.

Co-requisites: NMTT 1162, NMTT 2305, NMTT 1309 and NMTT 2301

This course provides a comprehensive study of the physical principles associated with nuclear medicine.

NMTT 2235 NUCLEAR MEDICINE TECHNOLOGY SEMINAR**(2-0) Credit: 2**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Nuclear Medicine Technology Program.

A capstone course focusing on the synthesis of professional knowledge, skills and attitudes in preparation for professional employment and lifelong learning.

NMTT 2301 RADIOCHEMISTRY AND RADIOPHARMACY**(2-3) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Nuclear Medicine Technology Program.

Co-requisite: NMTT 1162, NMTT 2305, NMTT 1309, NMTT 1313

Basic concepts of radiochemistry and radiopharmacy including, radioactive decay, and production of various radionuclides.

NMTT 2305 NUCLEAR MEDICINE METHODOLOGY I**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Nuclear Medicine Technology Program.

Principles involved in all diagnostic and therapeutic tests and procedures normally found in a nuclear medicine facility. Emphasizes anatomy, physiology, pathology, radiopharmaceuticals, instrumentation, data analysis and diagnostic value. Includes hematopoietic, lymphatic, and endocrine systems. Also covers radioimmuno and non-imaging studies.

NMTT 2309 NUCLEAR MEDICINE METHODOLOGY II**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Nuclear Medicine Technology Program

Basic principles involved in all diagnostic and therapeutic tests and procedures normally found in a nuclear medicine facility. Emphasizes anatomy, physiology, pathology, radiopharmaceuticals, instrumentation, and data analysis. Includes the cardiovascular, genitourinary, respiratory systems and miscellaneous procedures.

NMTT 2313 NUCLEAR MEDICINE METHODOLOGY III**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Nuclear Medicine Technology Program.
Focus on the basic principles involved in all diagnostic and therapeutic tests and procedures normally found in a nuclear medicine facility with emphasis on anatomy, physiology, pathology, radio pharmaceuticals, instrumentation, data analysis, and diagnostic value. Includes the gastrointestinal, central nervous, skeletal systems and tumor and inflammation.

NMTT 2361 CLINICAL- NUCLEAR MEDICINE TECHNOLOGY**(0-9) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Nuclear Medicine Technology Program.
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Emphasis on radiopharmaceuticals and their ideal characteristics, biodistribution, and clinical applications; and the various dosage forms in which they may be dispensed; quality control tests; and their formation and dispensing. (510905)

NMTT 2466 PRACTICUM-NUCLEAR MEDICINE TECHNOLOGY**(0-28) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Nuclear Medicine Technology Program.
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

NMTT 2467 PRACTICUM-NUCLEAR MEDICINE TECHNOLOGY**(0-28) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Nuclear Medicine Technology Program.
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

NURSING (ADN PROGRAM)**RNSG 1105 NURSING SKILLS I****(0-4) Credit: 1**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission to the Associate Degree Nursing Program
Co-requisites: RNSG 1260, RNSG 1413
Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.

RNSG 1140 NURSING SKILLS FOR ARTICULATING STUDENTS**(0-1) Credit: 1**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission in the EMT-P to Transition ADN Program.
Co-requisites: RNSG 2307, RNSG 1262
Validation of current skills and procedures in a variety of settings; application of a systematic problem solving process and critical thinking skills; focus on the expansion of the scientific knowledge and principles underlying nursing skills and procedures; and competency in knowledge, judgment, skills, and professional values within a legal/ethical framework.

RNSG 1166 PRACTICUM – NURSING-REGISTERED NURSE TRAINING (Preceptorship/Capstone)**(0-7) Credit: 1**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); enrollment in the Associate Degree Nursing Program; and completion of RNSG 1443 and RNSG 2360.
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RNSG 1215 HEALTH ASSESSMENT**(1-2) Credit: 2**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); BIOL 2401, CHEM 1405, HPRS 1206 and PSYC 2301; and acceptance into the Associate Degree Nursing Program or administrative approval. Development of skills and techniques required for a comprehensive health assessment within a legal/ethical framework.

RNSG 1260 CLINICAL – NURSING - REGISTERED NURSE (FOUNDATIONS)**(0-8) Credit: 2**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission to the Associate Degree Nursing Program
Co-requisites: RNSG 1413, RNSG 1105
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 1261 CLINICAL – NURSING-REGISTERED NURSE TRAINING (PSYC/MENTAL HEALTH)**(0-6) Credit: 2**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admissions in the Associate Degree Nursing Program.
Co-requisites: RNSG 2213
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 1262 CLINICAL –NURSING - REGISTERED NURSE TRAINING (MEDICAL-SURGICAL AND PYSC)**(0-6) Credit: 2**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission into the Transition Associate Degree Nursing program.
Co-requisites: EMT-P/LVN to ADN: RNSG 2307; RNSG 1140
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 1301 PHARMACOLOGY**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2), and admission in the Associate Degree Nursing Program, or Administrative Approval; and BIOL 2401 or VNSG 1420
Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.

RNSG 1311 NURSING PATHOPHYSIOLOGY**(3-1) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1) ; BIOL 2401, BIOL 2402
Basic principles of pathophysiology emphasizing nursing applications. Topics include principles of homeostasis related to body systems. This course lends itself to either a blocked or integrated approach.

RNSG 1360 CLINICAL - NURSING-REGISTERED NURSE TRAINING (COMMON CONCEPTS)**(0-15) Credit: 3**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Associate Degree Nursing Program
Co-requisites: RNSG 1441
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 1413 FOUNDATIONS FOR NURSING PRACTICE**(3-2) Credit: 4**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission to the Associate Degree Nursing Program
Co-requisites: Enrollment in RNSG 1260, RNSG 1105
Introduction to the role of the professional nurse as provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help patients manage, and basic psychomotor skills. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework.

RNSG 1441 COMMON CONCEPTS OF ADULT HEALTH**(3-4) Credit: 4**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Associate Degree Nursing program
Co-requisites: RNSG 1360

Study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis on knowledge judgment, skills, and professional values within a legal/ethical framework

RNSG 1443 COMPLEX CONCEPTS OF ADULT HEALTH**(4-1) Credit: 4**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Associate Degree Nursing Program
Co-requisites: RNSG 2360

Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system Emphasis on knowledge, judgments, skills, and professional values within a legal/ethical framework

RNSG 2201 CARE OF CHILDREN AND FAMILIES**(1-2) Credit: 2**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Associate Degree Nursing Program
Co-requisites: RNSG 2260

Study of concepts related to the provision of nursing care for children and their families, emphasizing judgment, and professional values within a legal/ethical framework.

RNSG 2213 MENTAL HEALTH NURSING**(2-1) Credit: 2**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Associate Degree Nursing program
Co-requisites: RNSG 1261

Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families.

RNSG 2260 CLINICAL - NURSING-REGISTERED NURSE TRAINING (PEDIATRICS)**(0-6) Credit: 2**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Associate Degree Nursing Program
Co-requisites: RNSG 2201

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional..

RNSG 2261 CLINICAL-NURSING - REGISTERED NURSE TRAINING (MATERNAL/NEWBORN CHILD)**(0-6) Credit: 2**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Associate Degree Nursing Program
Co-requisites: RNSG 2308

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RNSG 2307 TRANSITION TO NURSING PRACTICE**(2-4) Credit: 3**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission into the Transition Associate Degree Nursing program
Co-requisites EMT-P/LVN to ADN: RNSG 1262; RNSG 1140

Introduction to selected concepts related to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Topics include knowledge, judgment, skill, and professional values within a legal/ethical framework.

RNSG 2308 MATERNAL/NEWBORN NURSING & WOMEN'S HEALTH**(2-2) Credit: 3**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Associate Degree Nursing Program
Co-requisites: RNSG 2261

Study of concepts related to the provision of nursing care for normal childbearing families and those at risk, as well as women's health issues; competency in knowledge, judgment, skill, and professional values within a legal/ethical framework, including a focus on normal and high-risk needs for the childbearing family during the preconception, prenatal, intrapartum, neonatal, and postpartum periods; and consideration of selected issues in women's health.

RNSG 2360 CLINICAL - NURSING-REGISTERED NURSE TRAINING (COMPLEX CONCEPTS)**(0-12) Credit: 3**

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Associate Degree Nursing Program
Co-requisites: RNSG 1443

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional..

OFFICE PROFESSIONAL**IMED 1301 INTRODUCTION TO MULTIMEDIA****(2-2) Credit: 3**

Prerequisite: MATH 0300 (M2), READ 0302 (R2), ENGL 0302 (W3); and POFT 2301, ITSC 2321, ENGL 1301 or POFT 1301

A survey of the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and Interactive presentations. Emphasis on conceptualizing and producing effective multimedia presentations.

ITNW 1337 INTRODUCTION TO THE INTERNET**(2-2) Credit: 3**

Prerequisite: READ 0301 (R2) and concurrently enrolled or completed POFT 1329

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the internet. (Formerly: OFAD 2300)

ITSC 1309 INTEGRATED SOFTWARE APPLICATIONS I**(2-2) Credit: 3**

Prerequisite: ENGL 0301 (W2); MATH 0300 (M1), READ 0301 (R1), and POFT 1329

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. (Formerly: BUSI 1402 or OFAD 2304)

ITSC 2321 INTEGRATED SOFTWARE APPLICATIONS II**(2-2) Credit: 3**

Prerequisites: ITSC 1309

Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. (Formerly OFAD 1105)

POFT 1227 INTRODUCTION TO KEYBOARDING**(1-2) Credit: 2**

Prerequisite: None

Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

POFT 1301 BUSINESS ENGLISH**(3-0) Credit: 3**

Prerequisite: Completed or concurrently enrolled in READ 0301 (R1); ENGL 0301 (W2) or permission from instructor

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. This includes the eight parts of speech, spelling, and punctuation. (Formerly: BUSI 1305)

POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I**(2-2) Credit: 3**

Prerequisites: POFT 1313, ITSC 1309, POFT 1325 and POFT 1301
Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. (Formerly OFAD 2400)

POFT 1313 PROFESSIONAL WORKFORCE**(3-0) Credit: 3**

Prerequisite: READ 0301 (R2); ENGL 0301 (W2) or permission from instructor
Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

POFT 1319 RECORDS & INFORMATION MANAGEMENT I**(2-2) Credit: 3**

Prerequisites: ITSC 1309
Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. (Formerly: BUSI 2303)

POFT 1325 BUSINESS MATH & MACHINE APPLICATIONS**(2-2) Credit: 3**

Prerequisite: READ 0301 (R1) or permission from instructor.
Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard. (Formerly: OFAD 1403)

POFT 1328 BUSINESS PRESENTATIONS**(2-2) Credit: 3**

Prerequisite: READ 0302, MATH 0300, ENGL 0302; and POFT 2301, ITSC 2321, POFT 1301 or ENGL 1301
Skill development in planning and conducting business presentations including communication and media skills.

POFT 1329 BEGINNING KEYBOARDING**(2-3) Credit:3**

Prerequisite: None.
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 1380 COOPERATIVE EDUCATION- ADMINISTRATIVE ASSISTANT/SECRETARIAL SCIENCE GENERAL**(1-20) Credit: 3**

Prerequisite: POFT 1319 and (POFT 1309 or BMGT 1325) or permission from instructor.
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid or unpaid work experience. This course may be repeated if topics and learning outcomes vary. (Formerly: OFAD 2350)

POFT 2301 INTERMEDIATE KEYBOARDING**(2-3) Credit: 3**

Prerequisite: POFT 1329
A continuation of keyboarding skills in document formatting, emphasizing speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copies.

POFT 2312 BUSINESS CORRESPONDENCE & COMMUNICATION**(3-0) Credit: 3**

Prerequisite: ENGL 1301 and ITSC 1309
Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications. This course also includes the importance of cultural diversity, non-verbal and oral communication, and teamwork in business communications. (Formerly: BUSI 2302)

POFT 2331 ADMINISTRATIVE SYSTEMS**(2-2) Credit: 3**

Prerequisite: MATH 0303 (M2), ENGL 1301, BMGT 1325, ITSC 2321 or permission from instructor.
Experience in project management and office procedures utilizing integration of previously learned skills. An office simulated package will be used. (Formerly: BUSI 2402).

POFT 2457 CERTIFIED PROFESSIONAL SECRETARY EXAMINATION PREPARATION**(0-0) Credit: 4**

Prerequisite: MATH 0303 (M2), READ 0302 (R2), ENGL 0302 (W2); and BMGT 1325, POFT 1309, POFT 1328, POFT 2312, IMED 1301
This course is recommended as an alternative course to coop. This course would prepare student for the Certified Professional Secretary exam.

PARALEGAL**LGLA 1303 LEGAL RESEARCH****(3-0) Credit 3**

Prerequisite: READ 0301 (R2); ENGL 0301 (W2); MATH 0300 (M1),
Law library techniques and computer assisted legal research.

LGLA 1307 INTRODUCTION TO LAW AND THE LEGAL PROFESSIONS**(3-0) Credit 3**

Prerequisite: READ 0301 (R2); ENGL 0301 (W2); MATH 0300 (M1),
This course provides an overview of the law and the legal professions. Topics include legal concepts, systems and terminology; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role.

PHARMACY TECHNOLOGY**PHRA 1309 PHARMACEUTICAL MATHEMATICS I****(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and acceptance in the Pharmacy Technology Program
Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, avoirdupois, and metric system with emphasis on the metric system of weight and volume. Topics include ratio and proportion, percentage, dilution and concentration, milliequivalents, units, intravenous flow rates and solving dosage problems.

PHRA 1345 INTRAVENOUS ADMIXTURE AND STERILE COMPOUNDING**(2-3) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and acceptance in the Pharmacy Technology Program
A study of sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs.

PHRA 1347 PHARMACEUTICAL MATHEMATICS II**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and acceptance in the Pharmacy Technology Program
In-depth continuation of Pharmaceutical mathematics I. Addresses ratio and proportion, dilution and concentration, alligations, milliequivalent units, and intravenous flow rates.

PHRA 1349 INSTITUTIONAL PHARMACY PRACTICE**(2-3) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and acceptance in the Pharmacy Technology Program
Exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose chart fills, quality assurance, drug storage, and inventory control.

PHRA 1360 CLINICAL (PHARMACY TECHNICIAN/ASSISTANT)
(0-160) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and acceptance in the Pharmacy Technology Program
A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

PHRA 1413 COMMUNITY PHARMACY PRACTICE
(3-3) Credit: 4

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and acceptance in the Pharmacy Technology Program
Introduction to the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in supply, inventory, and data entry. Includes customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters.

PHRA 1541 PHARMACY DRUG THERAPY AND TREATMENT
(5-0) Credit: 5

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and acceptance in the Pharmacy Technology Program
Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Provides detailed information regarding drug dosages, side effects, interactions, toxicities, and incompatibilities.

PHRA 2360 CLINICAL (PHARMACY TECHNICIAN/ASSISTANT)
(0-16) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and acceptance in the Pharmacy Technology Program
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

PHILOSOPHY

†PHIL 1301 INTRODUCTION TO PHILOSOPHY
(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Introduction to the study of ideas and their logical structure, including arguments and investigations about abstract and real phenomena. Includes introduction to the history, theories, and methods of reasoning.

†PHIL 1316 HISTORY OF RELIGIONS I
(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
An historical survey of major religions.

PHIL 2303 INTRODUCTION TO LOGIC
(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Nature and methods of clear and critical thinking and methods of reasoning such as deduction, induction, scientific reasoning and fallacies.

PHIL 2306 INTRODUCTION TO ETHICS
(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Classical and contemporary theories concerning the good life, human conduct in society, and moral ethical standards.

PHIL 2307 INTRO TO SOCIAL & POLITICAL PHILOSOPHY
(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Critical examination of the major theories concerning the organization of societies and Philosophy government.

PHIL 2321 PHILOSOPHY OF RELIGION
(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
A critical investigation of major religious ideas and experiences.

PHLEBOTOMY

PLAB 1166 PRACTICUM-PHLEBOTOMY/PHLEBOTOMIST
(0-7) Credit: 1

Prerequisites: READ 0302 (R2); ENGL 0302 (W3) and acceptance into the Phlebotomy program.
Corequisites: PLAB 1223 and PLAB 1391
Practical general workplace training supported by an individualized learning plan for the student developed by the employer, college, and student.

PLAB 1223 PHLEBOTOMY
(2-0) Credit: 2

Prerequisites: READ 0302 (R2); ENGL, 0302 (W3) and acceptance into the Phlebotomy program
Corequisites: PLAB 1166 and PLAB 1391
Skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.

PLAB 1391 SPECIAL TOPIC IN PHLEBOTOMY (SEMINAR)
(3-0) Credit: 3

Prerequisites: READ 0302 (R2); ENGL, 0302 (W3) and acceptance into the Phlebotomy program.
Corequisites: PLAB 1223 and PLAB 1166
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

PHYSICAL EDUCATION

PHED 1100 AEROBICS
(1-2) Credit: 1

PHED 1113 TOTAL BODY FITNESS I
(1-2) Credit: 1

PHED 1114 TOTAL BODY FITNESS II
(1-2) Credit: 1

PHED 1117 FITNESS TRAINING: LAW ENFORCEMENT I
(1-2) Credit: 1

PHED 1118 FITNESS TRAINING: LAW ENFORCEMENT II
(1-2) Credit: 1

PHED 1131 BOWLING I
(1-2) Credit: 1

PHED 1132 BOWLING II
(1-2) Credit: 1

PHED 1133 GOLF I
(1-2) Credit: 1

PHED 1134 GOLF II
(1-2) Credit: 1

PHED 1136 BASKETBALL
(1-2) Credit: 1

PHED 1137 AEROBICS: RUN/JOGGING I
(1-2) Credit: 1

PHED 1138 AEROBICS: RUN/JOGGING II
(1-2) Credit: 1

PHED 1139 INDOOR SOCCER
(1-2) Credit: 1

PHED 1141 VOLLEYBALL
(1-2) Credit: 1

PHED 1142 YOGA I
(1-2) Credit: 1

PHED 1143 YOGA II
(1-2) Credit: 1

PHED 1144 STRENGTH & CONDITIONING
(1-2) Credit: 1

PHED 1146 AEROBICS: STRETCH & TONE I
(1-2) Credit: 1

PHED 1147 AEROBICS; STRETCH & TONE II
(1-2) Credit: 1

PHED 1148 WEIGHT TRAINING I
(1-2) Credit: 1

PHED 1149 WEIGHT TRAINING II
(1-2) Credit: 1

PHED 1151 SCUBA DIVING I	(1-2) Credit:1
PHED 1152 SCUBA DIVING II	(1-2) Credit: 1
PHED 1153 LIFEGUARD TRAINING	(1-2) Credit: 1
PHED 2114 SWIMMING I	(1-2) Credit: 1
PHED 2115 SWIMMING II	(1-2) Credit: 1
PHED 2116 SURFING I	(1-2) Credit: 1
PHED 2117 SURFING II	(1-2) Credit: 1
PHED 2118 SAILING I	(1-2) Credit: 1
PHED 2119 SAILING II	(1-2) Credit: 1
PHED 2100 FITNESS TRAINING: LAW ENFORCEMENT III	(1-2) Credit: 1
PHED 2101 FITNESS TRAINING: LAW ENFORCEMENT IV	(1-2) Credit: 1
PHED 1164 INTRODUCTION TO PHYSICAL FITNESS & SPORT	(1-0) Credit 1

Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
Students will be introduced to the field of physical fitness and sport, which includes the study and practice of activities and principles that promote physical fitness.

PHED 1301 INTRODUCTION TO KINESIOLOGY **(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3).
Students will be introduced to the field of physical fitness and sport, which includes the study and practice of activities and principles that promote physical fitness. Students will be able to demonstrate vocabulary and applied application towards motor development, physical fitness, careers and professionalism in sport science, basic biomechanics functions, teaching and coaching concepts, and general wellness.

PHED 1304 PERSONAL/COMMUNITY HEALTH **(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Investigation of the principles and practices in relation to personal and community health.

PHED 1306 FIRST AID **(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
This course is a study of emergency first aid and safety procedures as established by the American Red Cross. Instruction includes Standard First Aid and Personal Safety, and Cardiopulmonary Resuscitation (CPR). Upon successful completion of the course, American Red Cross Certifications are awarded. (5103015328)

PHED 1308 SPORTS OFFICIATING I **(3-0) Credit: 0**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Instruction in rules, interpretation and mechanics of officiating selected sports.

PHED 1321 COACHING/SPORT/ATHLETICS I **(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Students will be able to demonstrate basic vocabulary, and applied application towards coaching college athletics, NJCAA and NCAA rules and regulations, goal setting, motivation, coaching philosophies, and application of sports in an educational setting.

PHED 1331 PHYSICAL EDUCATION FOR ELEMENTARY EDUCATION MAJORS **(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
An overview of the program of activities in elementary school physical education. Includes the study and practice of activities and principles that promote physical fitness with an emphasis on historical development, philosophical implications, physical fitness, and kinesiology. (3105015223)

PHED 1336 RECREATION I **(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Students will gain knowledge of recreation and leisure studies and their importance to movement studies. Students will learn how they impact their lives and the lives of other people. Students will explore the organizational structure of recreational activities.

PHED 1338 CONCEPTS OF FITNESS **(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
Concepts and use of physiological variables of fitness, individual testing and consultation, and the organization of sport and fitness programs.

PHYSICS

†PHYS 1401 COLLEGE PHYSICS I **(3-3) Credit: 4**

Prerequisite: MATH 1314
The first course of an algebra-level physics sequence, with laboratory that includes study of mechanics and heat waves.

†PHYS 1402 COLLEGE PHYSICS II **(3-3) Credit: 4**

Prerequisite: PHYS 1401
The second course of an algebra-level physics sequence, with laboratory that includes study of electricity, magnetism, and modern physics.

†PHYS 1405 ELEMENTARY PHYSICS I **(3-3) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2)
This course is for non-science majors and introduces the principles of physics. Emphasis is on classical mechanics, atomic nature of matter and thermodynamics.

†PHYS 1407 ELEMENTARY PHYSICS II **(3-3) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2)
This course is for non-science majors and introduces the principles of physics. Emphasis is on modern developments in physics. Topics include mechanical waves and acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic and nuclear physics, and relativity.

†PHYS 2425 UNIVERSITY PHYSICS I **(3-3) Credit: 4**

Prerequisite: Credit for or registration in MATH 2413
The first course of a calculus-level physics sequence, with laboratory, that includes study of mechanics and heat waves.

†PHYS 2426 UNIVERSITY PHYSICS II **(3-3) Credit: 4**

Prerequisite: PHYS 2425
The second course of a calculus-level physics sequence, with laboratory, that includes study of electricity and magnetism.

PSYCHOLOGY

PSYC 1300 LEARNING FRAMEWORK **(3-0) Credit: 3**

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level students academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

PSYC 2301 GENERAL PSYCHOLOGY **(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)
A survey of the major topics in psychology. Introduces the study of behavior and the factors that determine and effect behavior.

PSYC 2306 HUMAN SEXUALITY**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Study of the psychological, sociological, and physiological aspects of human sexuality.

PSYC 2308 CHILD PSYCHOLOGY**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Study of the relationship of the physical, emotional, social, and mental factors of growth and development of children and throughout the lifespan.

PSYC 2311 ADULT DEVELOPMENT**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)

Study of the relationship of the physical, emotional, social, and mental factors of growth and development of children and throughout the lifespan.

PSYC 2314 LIFESPAN GROWTH AND DEVELOPMENT**(3-0) Credit: 3**

Prerequisite: PSYC 2301

Study of the relationship of the physical, emotional, social, and mental factors of growth and development of children and throughout the lifespan.

PSYC 2315 PSYCHOLOGY OF ADJUSTMENT**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Study of the processes involved in the adjustment of individuals to their personal and social environments. A competency based course which aims to teach the student.

PSYC 2317 STATISTICAL METHODS IN PSYCHOLOGY**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2) and PSYC 2301

Study of statistical methods used in psychological research, assessment, and testing. Includes the study of measures of central tendency and variability, statistical inference, correlation and regression as these apply to psychology.

RADIATION THERAPY**RADT 1171 INTRO TO RADIATION THERAPY – CLINICAL****(0-6) Credit: 1**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); and enrollment in the Radiation Therapy Technology Program

Corequisite: NMTT 1303, RADR 1303, RADT 2317, RADT 1301

Provides an orientation and introduction into the clinical facilities of a radiation therapy department. Students learn basic clinical and equipment terminology routinely used in the radiation therapy department. An overview of the expectation of students in clinical setting is provided and discussed. The primary objective of this course is to introduce, define and familiarize the student with the clinical setting and each clinical affiliate.

RADT 1191 SPECIAL TOPICS: TRENDS**(1-0) Credit: 1**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); and enrollment in the Radiation Therapy Technology Program

Corequisite: RADT 2266

Topics address current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

RADT 1266 PRACTICUM I**(0-18) Credit: 2**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3);

MATH 1314 and enrollment in the Radiation Therapy Technology Program

Corequisite: RADT 1344, RADT 2301 and RADT 2307

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADT 1291 SPECIAL TOPICS: RADIATION THERAPY SEMINAR**(2-0) Credit: 2**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); and

enrollment in the Radiation Therapy Technology Program

Corequisite: RADT 2366, RADT 2367

Topics addressed prepare the students for taking the National registry examination. Students identify academic strengths and weakness using mock registries and program test modules. Capstone experience

RADT 1301 INTRODUCTION TO RADIATION THERAPY**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3);

enrollment in the Radiation Therapy Technology Program; and successful completion of the first semester courses.

Corequisite: NMTT 1303, RADR 1303, RADT 2317

Introduction to the field of radiation therapy with emphasis on the principles of terminology, and history, as well as an orientation to clinical practices and oncological practices.

RADT 1344 INSTRUMENTATION AND METHODOLOGIES**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3);

MATH 1314 and Enrollment in the Radiation Therapy Technology Program

Corequisite: RADT 1266

Presentation of the fundamentals of the technical and clinical aspects of radiation therapy. Includes principles of equipment operation, concepts of quality assurance and instruction in medical imaging.

RADT 1366 PRACTICUM II (CERTIFICATE PROGRAM)**(0-3) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); and enrollment in the Radiation Therapy Technology Program

Corequisite: RADR 2340, RADT 2309, and RADT 2303

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and students.

RADT 2266 PRACTICUM II (A.A.S. PROGRAM)**(0-18) Credit: 2**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); and enrollment in the Radiation Therapy Technology Program

Corequisite: ENGL 1301, RADT 1191, RADT 2307

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADT 2301 ONCOLOGY I**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); and enrollment in the Radiation Therapy Technology Program

Corequisite: RADT 1266, RADT 1344

Fundamentals of radiation oncology. A study of malignant conditions, their etiology, and treatment of cancer. Identify diagnostic and staging procedures, various treatment modalities, and prognostic factors surrounding malignant diseases.

RADT 2303 ONCOLOGY II**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); and enrollment in the Radiation Therapy Technology Program

Corequisite: RADT 2309, RADR 2340

A continuing study of malignant conditions, their etiology, treatment and prognosis, psycho-social effects of cancer and specific nursing skills required to deal with cancer patients.

RADT 2307 DOSIMETRY I**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); and enrollment in the Radiation Therapy Technology Program

The principles, aims and techniques of applying ionizing radiation to the human body are presented in this course. Topics include discussions of applications of radiotherapy equipment with emphasis on treatment planning and dose calculations. The physical aspects and properties of ionizing radiation are discussed.

RADT 2309 DOSIMETRY II**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3);
Corequisite: RADT 2303,

A continuation of Dosimetry I, this course presents the principles, aims, and techniques of applying ionizing radiation to the human body. Topics include applications of radiotherapy equipment with emphasis on treatment planning and dose calculations. The physical aspects and properties of ionizing radiation are discussed.

RADT 2317 RADIOLOGIC PHYSICS I:**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); and enrollment in a Radiologic Health Science Program

A comprehensive foundation for concepts of physics relevant to radiologic health science students. Topics include classical and atomic physics, basic electrical principles, the interaction of radiation with matter, and nuclear physics.

RADT 2366 PRACTICUM III**(0-24) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); and enrollment in the Radiation Therapy Technology Program

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADT 2367 PRACTICUM IV**(0-24) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3)

Prerequisite: Enrollment in the Radiation Therapy Technology Program.

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RSPT 1101 INTRODUCTION TO RESPIRATORY CARE**(1-0) Credit: 1**

Prerequisite: Permission of Health Occupation Advisor

An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control, and cardiopulmonary resuscitation (CPR).

RADIOGRAPHY**RADR 1166 PRACTICUM I****(0-14) Credit: 1**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Radiography Program.

Corequisites: RADR 1411, 1301, 1303 and NMTT 1303

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 1301 INTRODUCTION TO RADIOGRAPHY**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Radiography Program

Corequisites: RADR 1411, RADR 1166, NMTT 1303, RADR 1303

An overview of historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and the health care system.

RADR 1303 PATIENT CARE**(2-2) Credit: 3**

Prerequisite: Enrollment in a Radiologic Health Science Program

An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.

RADR 1313 PRINCIPLES OF RADIOGRAPHIC IMAGING I**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3);, enrollment in the Radiography Program; and successful completion of the 1st semester courses.

Corequisites: BIOL 2402, RADR 1366, RADR 2401

Radiographic image quality and the effects of exposure variables.

RADR 1366 PRACTICUM II**(0-21) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); enrollment in the Radiography Program; and successful completion of the 1st semester courses.

Corequisites: RADR 1313, RADR 2401

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 1367 PRACTICUM III**(0-21) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); enrollment in the Radiography Program; and successful completion of the 1st semester courses.

Corequisites: BIOL 2402, RADR 1313 and 2401

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 1411 BASIC RADIOGRAPHIC PROCEDURES**(2-3) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3), and enrollment in the Radiography Program.

Corequisites: RADR 1301, RADR 1303, RADR 1166 and NMTT 1303

An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.

RADR 2217 RADIOGRAPHIC PATHOLOGY**(2-0) Credit: 2**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); enrollment in the Radiography Program;

Corequisites: RADR 2305, RADR 2366, PSYC 2301, HITT 1211

Disease processes and their appearance on radiographic images.

RADR 2305 PRINCIPLES OF RADIOGRAPHIC IMAGING II**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); enrollment in the Radiography Program;

Corequisites: RADR 2217, 2366, and PSYC 2301

Radiographic imaging technique formulation. Includes equipment, quality control, imaging quality assurance, and the synthesis of all variables in image production.

RADR 2333 ADVANCED MEDICAL IMAGING**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); enrollment in the Radiography Program;

Corequisites: RADR 2367, RADR 2335

Specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis.

RADR 2335 RADIOLOGIC TECHNOLOGY SEMINAR**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); enrollment in the Radiography Program; and successful completion of the 1st, 2nd, 3rd and 4th semester courses.

Corequisites: ENGL 1302, RADR 2367, RADR 2333, and HITT1211

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

RADR 2340 SECTIONAL ANATOMY FOR MEDICAL IMAGING**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); and enrollment in a Radiologic Health Science Program or a registered technologist with the ARRT or NMTCB

Anatomic relationships that are present under various sectional orientations as depicted by computed tomography or magnetic resonance imaging.

RADR 2366 PRACTICUM IV**(0-21) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); enrollment in the Radiography Program; and successful completion of the 1st, 2nd, and 3rd semester courses.

Corequisites: RADR 2305, 2217, and PSYC 2301

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 2367 PRACTICUM V**(0-21) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); enrollment in the Radiography Program; and successful completion of the 1st, 2nd, 3rd and 4th semester courses.

Corequisites: ENGL 1302, RADR 2333, RADR 2335, COSC 1101.

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 2401 INTERMEDIATE RADIOGRAPHIC PROCEDURES**(2-3) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0304 (M3); enrollment in the Radiography Program; and successful completion of the 1st semester courses.

Corequisites: BIOL 2402, RADR 1366, RADR 1313

A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy and related pathology.

SOCIOLOGY**†SOCI 1301 INTRODUCTORY SOCIOLOGY****(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Introduction to the concepts and principles used in the study of group life, social institutions, and social processes.

†SOCI 1306 SOCIAL PROBLEMS**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Application of sociological principles to the major problems of contemporary society such as inequality, crime and violence, substance abuse, deviance, or family problems.

†SOCI 2301 MARRIAGE AND THE FAMILY**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Sociological examination of marriage and family life. Problems of courtship, mate selection, and marriage adjustment in modern American society.

†SOCI 2319 MINORITY STUDIES I**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W2)

Historical, economic, social, and cultural development of minority groups. May include African-American, Mexican American, Asian American, and Native American issues.

†SOCI 2336 CRIMINOLOGY**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Current theories and empirical research pertaining to crime and criminal behavior; its causes, methods of prevention, systems of punishment and rehabilitation. (Usually offered concurrently with Crime in America – CRIJ 1307. Credit can only be earned for one of these courses. See a counselor for registration information.)

†SOCI 2339 JUVENILE DELINQUENCY**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Nature, extent, and causes of juvenile delinquency; youthful offenders and their career patterns; institutional controls and correctional programs.

SPANISH**SPAN 1411 BEGINNING SPANISH I****(4-0) Credit: 4**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

SPAN 1412 BEGINNING SPANISH II**(4-0) Credit: 4**

Prerequisite: SPAN 1411

Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.

†SPAN 2311 INTERMEDIATE SPANISH I**(3-0) Credit: 3**

Prerequisite: SPAN 1412

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

†SPAN 2312 INTERMEDIATE SPANISH II**(3-0) Credit: 3**

Prerequisite: SPAN 2311

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

SPNL 1291 RESTAURANT SPANISH**(2-0) Credit: 2**

Prerequisite: None

Development of practical Spanish communication skills for the foodservice employee, including terms and phrases normally used within a restaurant kitchen or dining room.

SPNL 1301 HEALTH CARE SPANISH**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0301 (W2)

Development of practical Spanish communication skills for the health care employees including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office.

SPEECH**†SPCH 1311 INTRODUCTION TO SPEECH COMMUNICATION****(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Theories and practice of communication in interpersonal, small group, and public speech.

†SPCH 1315 PUBLIC SPEAKING**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Research, composition, organization, delivery, and analysis of speeches for various purposes and occasions.

†SPCH 1318 INTERPERSONAL COMMUNICATION**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3)

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships.

†SPCH 1321 BUSINESS AND PROFESSIONAL COMMUNICATION**(3-0) Credit: 3**

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)

The application of theory and practice of speech communication as applied to business and professional situations.

SPCH 2333 DISCUSSION AND SMALL GROUP COMMUNICATION

(3-0) Credit: 3

(Formerly known as SMALL GROUP COMMUNICATION)

Prerequisite: SPCH 1311, SPCH 1315 or SPCH 1321

Discussion and small group theories and techniques as they relate to the group process and interaction.

SPCH 2335 ARGUMENTATION & DEBATE

(3-0) Credit: 3

Prerequisite: READ 0302 (R2); ENGL 0302 (W3) and one of the following – SPCH 1311, 1315, 1318 or 1321; or with instructor's approval

Theories and practice in argumentation and debate including analysis, reasoning, organization, evidence, and refutation.

SPCH 2341 ORAL INTERPRETATION

(3-0) Credit: 3

Prerequisite: SPCH 1311, SPCH 1315 or SPCH 1321

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms.

SURGICAL TECHNOLOGY

HPRS 2200 PHARMACOLOGY FOR HEALTH PROFESSIONALS (SURGICAL TECHNOLOGY)

(2-0) Credit: 2

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2);

Admission to the Surgical Technology program.

Co-requisite: SRGT 1405, SRGT 1509, SRGT 1160 and SRGT 1491

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. This course provides the student with an introduction to anesthesia, weights and measures, and hemostasis.

SRGT 1160 BEGINNING CLINICAL

(0-6) Credit: 1

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission to the Surgical Technology program

Corequisites: SRGT 1405, SRGT 1509, SRGT 1491, and HPRS 2200

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

SRGT 1244 TECH SCIENCES FOR THE SURG TECH

(2-0) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission to the Surgical Technology program.

Corequisites: SRGT 1441, SRGT 1660

In depth coverage of specialized surgical modalities. Areas covered include endoscopy, microsurgery, therapeutic surgical energies, and integrated sciences such as physics, chemistry, robotics, and computers.

SRGT 1405 INTRO TO SURGICAL TECHNOLOGY

(4-0) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission to the Surgical Technology program.

Corequisites: SRGT 1509, SRGT 1491, SRGT 1160, and HPRS 2200

Orientation to surgical technology theory, surgical pharmacology anesthesia, technological science and demonstrate patient care concepts.

SRGT 1441 SURGICAL PROCEDURES I

(3-3) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Surgical Technology program and successful completion of first semester courses.

Corequisites: SRGT 1660

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. (510909)

SRGT 1442 SURGICAL PROCEDURES II

(3-3) Credit: 4

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Surgical Technology program and successful completion of first and second semester courses.

Corequisites: SRGT 2660, and SRGT 1244

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, ophthalmology, burns, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

SRGT 1491 SPECIAL TOPICS: (HUMAN ANATOMY FOR SURGICAL TECHNOLOGY)

(3-2) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission to the Surgical Technology program.

Corequisites: SRGT 1405, SRGT 1509, SRGT 1160, and HPRS 2200

Topics address current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Study of basic gross human anatomy applicable to the study of Surgical Technology. Special emphasis focuses on disease process and clinical circumstances. Specific surgical procedures and those interactions that are uniquely applicable to the role of the Surgical Technician are incorporated into the course content.

SRGT 1509 PERI-OPERATIVE CONCEPTS AND TECHNIQUE

(4-3) Credit: 5

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission to the Surgical Technology program.

Corequisites: SRGT 1405, SRGT 1491, SRGT 1160, and HPRS 2200

In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field.

SRGT 1660 INTERMEDIATE CLINICAL

(0-21) Credit: 6

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); enrollment in the Surgical Technology program; and successful completion of first semester courses.

Corequisite: SRGT 1441

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts in the Operating Room, Day Surgery & Clinics. Direct supervision is provided by the clinical professional.

SRGT 2130 PROFESSIONAL READINESS

(1-0) Credit: 1

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission to the Surgical Technology program.

Corequisites: SRGT 1442, SRGT 1509, and SRGT 2660

Transition into the professional role of the Surgical Technologist.

Includes professional readiness for employment, attaining certification, and maintaining certification status.

SRGT 2260 SPECIALTY CLINICAL

(0-6) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); enrollment in the Surgical Technology program; and successful completion of first and second semester courses

Corequisites: SRGT 1442 and SRGT 2660

This course is to provide advanced level training and work-based educational experiences with direct patient/client care generally at a clinical site. On site clinical instruction, supervision, evaluation and placement are the responsibility of the faculty. It will provide a total concept of the functions and responsibilities of the surgical technologist and operation room team in the student's selected specialty areas. Capstone experience.

SRGT 2660 ADVANCED CLINICAL

(0-18) Credit: 6

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); enrollment in the Surgical Technology program; and successful completion of first and second semester courses.

Corequisites: SRGT 1442 and SRGT 2260

This course is designed to provide advanced-level training and work-based educational experiences with direct patient/client care, generally at a clinical site. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the faculty. This course will provide a total concept of the functions and responsibilities of the operating room.

VOCATIONAL NURSING

VNSG 1161 CLINICAL-LICENSED VOCATIONAL NURSE TRAINING (PEDIATRICS)

(0-5) Credit: 1

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Vocational Nursing Program

Corequisites: VNSG 1236, VNSG 1234, VNSG 1409, VNSG 2361, VNSG 2214

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional

VNSG 1162 CLINICAL-LICENSED VOCATIONAL NURSE TRAINING (MATERNAL-NEONATAL NURSING)

(0-5) Credit: 1

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Vocational Nursing Program

Corequisites: VNSG 1230, VNSG 1410, VNSG 2461, and VNSG 1191

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional

VNSG 1191 SPECIAL TOPIC (NCLEX PREPARATION)

(1-1) Credit: 1

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Vocational Nursing Program.

Corequisites: VNSG 1410, VNSG 2461, VNSG 1230, and VNSG 1162

Topics address current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (Computer-testing strategies and stress reduction theory will be emphasized. Actual hands-on practice with sample NCLEX-type computerized exams will be utilized and are updated according to NCLEX test plan analysis results.)

VNSG 1216 NUTRITION

(2-0) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission into the Vocational Nursing Program or administrative approval.

Introduction to nutrients and the role of diet therapy in the growth and development, and maintenance of health.

VNSG 1222 VOCATIONAL NURSING CONCEPTS

(2-0) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission into the Vocational Nursing Program or Administrative Approval

Corequisites: VNSG 1216, VNSG 1400, VNSG 1402, VNSG 2413

Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

VNSG 1227 ESSENTIALS OF MEDICATION ADMINISTRATION

(2-1) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

VNSG 1230 MATERNAL/NEONATAL NURSING

(2-1) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Vocational Nursing Program

Corequisites: VNSG 1162, VNSG 1410, VNSG 2461, VNSG 1191

Utilization of the nursing process in the assessment and management of the

childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

VNSG 1231 PHARMACOLOGY

(2-0) Credit: 2

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M3); and admission into the Vocational Nursing Program; or administrative approval and BIOL 2401 or VNSG 1420.

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions associated with the various pharmacotherapeutic agents.

VNSG 1234 PEDIATRICS

(2-1) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Vocational Nursing Program

Corequisites: VNSG 1236, VNSG 1161, VNSG 1409, VNSG 2361, VNSG 2214

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and ill child utilizing the nursing process.

VNSG 1236 MENTAL HEALTH

(2-0) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Vocational Nursing Program.

Corequisites: VNSG 1234, VNSG 1161, VNSG 1409, VNSG 2361, and VNSG 2214

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

VNSG 1400 NURSING IN HEALTH AND ILLNESS I

(4-0) Credit: 4

Prerequisite: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission into the Vocational Nursing Program

Corequisites: VNSG 1222, VNSG 1402, and VNSG 2413

Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing interventions.

VNSG 1402 APPLIED NURSING SKILLS I

(2-5) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission to the Vocational Nursing Program

Corequisites: VNSG 1222, VNSG 1400

Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles.

VNSG 1409 NURSING IN HEALTH AND ILLNESS II

(4-0) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Vocational Nursing Program

Corequisites: VNSG 1236, VNSG 1234, VNSG 1161, VNSG 2214, VNSG 2361

Introduction to common health problems requiring medical and surgical interventions.

VNSG 1410 NURSING IN HEALTH AND ILLNESS III

(4-0) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Vocational Nursing Program

Corequisites: VNSG 1162, VNSG 2461, VNSG 1230, VNSG 1191

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

VNSG 1420 ANATOMY AND PHYSIOLOGY FOR ALLIED HEALTH

(3-2) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0300 (M1)

Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.

VNSG 2214 APPLIED NURSING SKILLS III

(1-4) Credit: 2

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Vocational Nursing Program and the successful completion of (1st) semester Vocational Nursing Courses.

Corequisites: VNSG 1234, VNSG 1236, and VNSG 1161, VNSG 1409,

VNSG 2361

Continuation of Applied Nursing Skills II. Application of nursing skills to meet complex client needs utilizing the nursing process and related scientific principles.

VNSG 2361 CLINICAL-LICENSED VOCATIONAL NURSING TRAINING (MEDICAL-SURGICAL NURSING I)

(0-9) Credit: 3

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Vocational Nursing Program and the successful completion of 1st semester courses.

Corequisites: VNSG 1236, VNSG 1234, VNSG 1409, VNSG 2214, VNSG 1161

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

VNSG 2413 APPLIED NURSING SKILLS II

(2-5) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and admission to the Vocational Nursing Program and successful completion of VNSG 1402.

Corequisites: VNSG 1222, VNSG 1400

Application of nursing skills to meet more complex client needs utilizing the nursing process and related scientific principles.

VNSG 2461 CLINICAL-LICENSED VOCATIONAL NURSE TRAINING (MEDICAL-SURGICAL NURSING II)

(0-13) Credit: 4

Prerequisites: READ 0302 (R2); ENGL 0302 (W3); MATH 0303 (M2); and enrollment in the Vocational Nursing Program

Corequisites: VNSG 1230, VNSG 1162, VNSG 1410, VNSG 1191

A health-related, work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

CHAPTER XI
COLLEGE ORGANZIATION

COLLEGE ADMINISTRATION

PRESIDENT

W. Myles Shelton III
B.A. Baylor University
M.S. Baylor University
Ed. D. Baylor University

ADMINISTRATIVE STAFF

Cynthia Alcala, Director of Admissions/Registrar
B.S. University of Houston-Clear Lake
M.A. University of Houston-Clear Lake
M.B.A. University of Houston-Clear Lake

Deeanna Antosh, Director of Institutional Effectiveness and Research

B.S. University of Houston
B.B.A. University of Houston
M.A. Baylor University
Ph.D. Baylor University

Ron Crumedy, Director of Financial Aid
B.A. Grambling State University
M.A. Texas Southern University

Jeff Engbrock, Director of Business Services
B.B.A. Texas A&M University
M.B.A. Texas A&M University, Corpus Christi

Gaynelle Hayes, Vice President for Administration
B.A. Lamar University
M.Ed. University of Houston
Ed.D. Nova University

Joseph E. Huff III, Director of Public Affairs and Galveston College Foundation
B.A. Emory and Henry College

Brenda Jones, Dean of Technical and Professional Education
A.S. Lee College
B.B.A. University of Houston Clearlake
M.S. University of Houston Clearlake
Ph.D. Texas A & M University

Mary Jan Lantz, Director of Human Resources and Risk Management
B.A. Southwest Texas State University
M.S. Southwest Texas State University

Phyllis Mingus-Pepin, Vice President of Student Services
B.S. Ohio University
M.A. Webster University
Ed.D. University of New Mexico

Harry C. Powell III, Vice President of Instruction
B.A. Baylor University
M.A. Southwest Texas State University
Ed.D. Baylor University

Elaine M. Renola, Director of Nursing
B.S.N. Penn State University
M.S.N. Texas Women's University

Tim Setzer, Director of Facilities and Security

Alan Uyehara, Director of Library and Learning Resources
B.A. Church College of Hawaii
M.A. Brigham Young University
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